

**Weedsport Free Library
Annual Board Meeting Agenda
2020 in review**

Thursday, January 28, 2021

Note: due to covid, this will be a zoom meeting

Note: meeting will start at 6:00 PM.

If you are unable to attend please call Cheryl at 315-834-6222.

- 1) **Call Meeting To Order-Wendy Bannister**
- 2) **Approval of 2020 Annual Minutes-Chris Spoor**
- 3) **2020 Friends Reports- Friends Representative Chris Spoor**
- 4) **2020 Treasurer's Report-Megan Quill**
- 5) **2020 Directors' Report-Cheryl Austin & Linda Quinn**
- 6) **2020 President's Report-Wendy Bannister**
- 7) **Approval of new board members for 2021:**
Don Burdick and Chris James
(Secretary cast one ballot)

Approval of officers for 2021:
(Secretary cast one ballot)

President-Wendy Bannister
Vice-President- Bob Kelley
Treasurer-Megan Quill
Secretary-Sarah Pickering

- 8) **Adjourn**

**THANK YOU CHRIS SPOOR AND ALISON RUDICK
FOR YOUR DEDICATION AND SERVICE! YOU WILL BE MISSED!**

Weedsport Free Library
Annual Board Meeting Minutes
2019 in Review
January 30, 2020

Present: Wendy Bannister, Donna Glowacki, Bob Kelley, Kimberly Springer, Alison Rudick, Jaqueline Hopkins representing Friends of the Library (Exit 6:05), Cheryl Austin, Linda Quinn, Heather Christopher, Ted Ball, and Chris Spoor

New Board Members: Megan Quill and Sarah Pickering

Absent: Paul Reichhart

-Meeting called to order by Wendy at 6:00

-Secretaries report: Chris Spoor

*Approve 2019 Annual Minutes motion to accept by Donna, 2nd by Alison all in favor.

-2019 Friends Report Vice-President Jaqueline

*Shared friends 2019 highlights and a thank you to the board for all that they do.
Currently there are 75 members.

Treasurer's report: Heather

*Fundraising income is from Winterfest. Other expenses are the Brick garden, cost is up with different engraver.

Motion to accept by Alison, 2nd by Kimberly, all in favor.

Director's report for 2019 Cheryl and Linda

*Linda's first full year.

Story times especially toddler's going well.

Working on summer reading plans now. Applied for a grant for programming.

Motion to accept by Chris, 2nd by Ted, all in favor.

President's 2019 Report: Wendy

*Thank you to the Director, Assistant, aides, and volunteers.

Continue to be very innovative and evolving to the times.

Need to continue to focus on the library as also a community center.

Continue to be moving in the right direction.

Going to continue to face some challenges with unpredictability of state and county funding.

Funding from the Friends and Arby's is great.

Community is wonderful and the Field of flags is great and new ideas such as the Memorial Tree.

Looking towards plans for when Cheryl retires.

Approval for new Board members: Megan Quill and Sarah Pickering (secretary cast one ballot)

*Motion by Donna, 2nd by Alison all in favor.

Board member officer (secretary cast one ballot)

2020 Officers: President-Wendy Bannister

Vice-President-Bob Kelley

Treasurer-Megan Quill

Secretary-Chris Spoor

Thank you to our departing board members Donna and Heather for your 6 years of service.

Motion to adjourn at 6:22-motion to accept by Heather, 2nd by Donna, all in favor.

Respectfully submitted by Chris

**Weedsport Free Library
Regular Board Meeting Agenda
Thursday, January 28, 2021
Immediately following the annual meeting (zoom)**

Please let Cheryl know if you are unable to attend the board meeting, 315-834-6222.

- **Call Meeting To Order**-Wendy Bannister
- **Secretary's Report** (December 2020 Minutes)-Sarah Pickering (minutes taken by Chris Spoor)
- **Public Expression Opportunity**
- **Treasurer's Report** (December 2020)- Megan Quill
- **Directors' Report** (December 2020)-Cheryl Austin and Linda Quinn
 - COVID-19 related issues/observations
 - Children's programming update
- **Team Assignments and Reports** (assign Don B. and Chris J. to teams)
 - **Policy and Procedures/Personnel** Sarah, Wendy, Cheryl
 - New director search and timeline
 - Minimum standard updates by end of 2021
 - **Building and Grounds** Paul and Ted
 - Spring to-do-sidewalk repair, at rear of library
 - **Finance/Long Range Planning** Megan, Bob, Wendy, Cheryl
- **Fundraising** –Bob
- **Confirmation of next board meeting**- Thursday, February 11, 2020 at 6:30 PM.
- **Adjourn**

Weedspport Free Library
Zoom meeting
December 2020 Board meeting minutes
December 10, 2020

Members present: Sarah, Alison, Wendy, Cheryl, Bob, Linda, Paul, Ted, Kimberly, Megan and Chris

Meeting called to order: by Wendy @ 6:34 p.m.

Secretary's report: Paul

*November 2020 secretary's report Alison moved to accept, 2nd by Megan, all in favor

Treasurer's report: Megan

*School money is in. Some funds from Amazon smiles. \$500 donation from Bill & Linda Bibbens. Paul moved to accept, 2nd by Sarah, all in favor.

Credit card (for Director and Assistant)

*Director and Assistant \$1000 each. That has been working for awhile now. Sarah moved to accept, 2nd by Paul, all in favor.

Credit card (For bookkeeper)

*Limit of \$3000. Heather could have card she does a lot of the payments from home and we receive the statement at the library to review. Sarah moved to accept, 2nd by Alison, all in favor

Director's report

*Statistics are down from October but that is typical and then the rise in Covid cases locally. Still offering curbside and keeping an eye on Yellow and orange zones. The meeting room has been being utilized for people to do Zoom meetings and grandparents doing virtual school time with children. Online story time and take and make crafts are going very well. Lego club has not might take a break from that for a little bit. Wendy confirmed with the school and they will still be doing snow days.

Holidays 2021

*July 4th falls on the weekend July 5th is the Federal holiday so the library will close on that day. Chris made a motion, 2nd by Megan, all in favor

Tribute tree & Holiday raffle

*Tribute tree is going very well. Raised \$109 so far. Donna and Amy were in and thrilled to see it. Raffle tickets need to be in by December 16th \$700 so far.

Policies and Procedures

*Need to work on the job description and minimum standards for library.

Building and Grounds

*Lights are all up. John has not invoiced yet.

Finance and Long-range planning

*Computer licenses are coming up \$5900 down 5% from last year. Jeanette and Loren Peterson would like to pay for one computer from the Peterson foundation. Usually hear about the bike pricing in May or June and delivery is typically in late summer to early fall.

County funding

*As of a couple of days ago the funds were still in there the final vote is tonight.

Budget 2021

Paul made a motion, 2nd by Ted, all in favor

New board members

*Don Burdick has agreed to join the board and Chris James is also a yes.

Officers 2021

*Everyone has agreed to continue in their current positions and Sarah will take over for Chris as secretary.

Next meeting is January 28, 2021 at 6:00 p.m. Via Zoom
Annual meeting then adjourns and then regular January meeting

Adjourn at 7:06 p.m.

*Paul made the motion, 2nd by Ted, all in favor

**Weedsport Library Board of Trustees
2021**

Jan. 2024 (will complete 2nd term)

Wendy Bannister started 2018

President

2273 State Rt. 31
Weedsport, NY 13166
315-289-3043
wbann@verizon.net

Jan. 2024 (will complete 2nd term)

Paul Reichhart started 2018

8793 South Seneca St.
Weedsport, NY 13166
315-834-9350
preichar@twcnv.nyrr.com

Jan. 2023 (will complete 2nd term)

Bob Kelley started 2017

Vice-President

2757 E. Brutus St.
PO Box 1193
Weedsport, NY 13166
315-729-3477
rakelley4169@gmail.com

Jan. 2023 (will complete 1st term)

Megan Quill started 2020

Treasurer

2802 Turnpike Rd.
Auburn, NY 13021
315-246-4614
megan-quill@smarrestenergy.com

Jan. 2023 (will complete 1st term)

Sarah Pickering started 2020

8589 Jericho Rd.
Weedsport, NY 13166
315-730-4367 cell
315-568-1156 home
sarah.pickering@mygenbank.com

Jan. 2022 (will complete 1st term)

Kimberly Springer started 2019

2517 Denman Rd.
Weedsport, NY 13166
315-729-0898
kjdidona@gmail.com

Jan. 2022 (will complete 1st term)

Ted Ball started 2019

8782 S. Seneca St.
Weedsport, NY 13166
315-834-9294
tedball@hotmail.com

Jan. 2024 (will complete 1st term)

Don Burdick starting 2021

8957 Jackson St.
Weedsport, NY 13166
315-834-6703
315-885-2935
dburdick111@hotmail.com

Jan. 2024 (will complete 1st term)

Chris James starting 2021

PO Box 749
2687 Bell St.
Weedsport, NY 13166
315-730-6065
315-834-6388
dmjamesx3@twcnv.nyrr.com

Cheryl Austin

Director

3389 Cottle Rd.
Weedsport, NY 13166
director@weedsportlibrary.org
315-834-6222 Library
315-406-7732 Cell

Linda Quinn

Asst. Director

3223 Turnpike Rd.
Auburn, NY 13021
youth@weedsportlibrary.org
315-834-6222 Library
315-246-1016 Cell

Weedsport Free Library
Balance Sheet
December 31, 2020

ASSETS

Current Assets		
Key - Checking #4047	\$	2,651.27
Key - Public Tax Money #2802		61,770.89
Key Restricted Svgs #0148		185,449.49
Cash on Hand		200.00
		<hr/>
Total Current Assets		250,071.65
Property and Equipment		
Building		476,402.11
Furniture and Fixtures		103,034.30
Office Equipment		8,965.91
Land		9,000.00
Accumulated Depreciation		(356,719.10)
		<hr/>
Total Property and Equipment		240,683.22
Other Assets		
Mobil Stock		6,775.16
Total Other Assets		<hr/> 6,775.16
Total Assets		<hr/> <hr/> 497,530.03

Originals

ND CAPITAL

Current Liabilities		
Accounts Payable	\$	63.34
Restricted Funds - Friends		9,776.69
Restricted Funds-Jr. Friends		1,229.36
		<hr/>
Total Current Liabilities		11,069.39
Long-Term Liabilities		
		<hr/>
Total Long-Term Liabilities		<hr/> 0.00
Total Liabilities		11,069.39
Capital		
Surplus - Capital		448,937.76
Retained Earnings		18,897.77
Net Income		18,625.11
		<hr/>
Total Capital		486,460.64
Total Liabilities & Capital	\$	<hr/> <hr/> 497,530.03

Weedsport Free Library
General Ledger Trial Balance
As of Dec 31, 2020

Filter Criteria includes: Report order is by ID. Report is printed in Detail Format.

Account ID	Account Description	Debit Amt	Credit Amt
10000	Key - Checking #4047	2,651.27	
10500	Key - Public Tax Money #2802	61,770.89	
10900	Key Restricted Svgs #0148	185,449.49	
11000	Cash on Hand	200.00	
16000	Building	476,402.11	
16100	Furniture and Fixtures	103,034.30	
16200	Office Equipment	8,965.91	
16500	Land	9,000.00	
17300	Accumulated Depreciation		356,719.10
19000	Mobil Stock	6,775.16	
20000	Accounts Payable		63.34
24000	Restricted Funds - Friends		9,776.69
24200	Restricted Funds-Jr. Friends		1,229.36
30000	Surplus - Capital		448,937.76
39999	Retained Earnings		18,897.77
40000	Cayuga County		3,500.00
40500	Town of Brutus		20,317.00
41000	Village		16,950.00
41500	School District		83,096.00
42000	Local Aid		1,031.00
43001	Donations-OR		1,898.69
43002	Donations from Friends		2,500.00
43100	Fund Raising-OR		226.00
43200	Investments Interest-OR		1,310.80
44000	Library Fines-OR		208.54
44001	Copier & Fax Fees-OR		615.50
44002	Lost Materials Income		68.00
45000	Other Income-OR		873.21
45500	Grant Income		2,005.00
46000	Restricted Income		1,417.10
70000	Payroll Expense	77,127.66	
70100	Fica/Med Expense	5,900.27	
70200	Sui/Futa Expense	277.19	
70300	Worker's Comp	736.00	
70400	Disability Ins.	524.49	
70500	Pension Contribution	1,533.22	
70600	Payroll Service	1,170.00	
70700	HRA Expense	3,000.00	
72000	Building Repair	2,165.14	
72990	Serials	1,023.90	
73000	Books	4,421.74	
73002	Audio/Video/DVD	340.84	
74000	Computer Lic	6,184.66	
74100	Contract Services	3,260.04	
74400	Copier - Lease	827.40	
74500	Custodial Support	4,832.88	
75500	Equipment Repair/Upgrades	146.57	
76000	Insurance - Property/Liability	3,631.05	
76100	Insurance - D & O	100.00	
77000	Library Supplies	1,001.05	
78400	Outside Services	1,860.00	
78500	Other Expenses	2,129.26	
79000	Outdoor Maintenance	1,272.85	
80000	Postage	282.15	
81000	Professional Services	1,801.50	
84000	Telephone	1,536.11	
84500	Travel & Seminars	161.11	
89000	Utilities	5,287.66	
89999	Mobil Unrealized Gain Investme		0.01
90000	Other Income		15,143.00
Total:		986,783.87	986,783.87

Weedspport Free Library
Budget Income Statement
For the Twelve Months Ending December 31, 2020

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance
Revenues						
Cayuga County	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,500.00	\$ 3,500.00	\$ 0.00
Town of Brutus	0.00	0.00	0.00	20,317.00	20,317.00	0.00
Village	0.00	0.00	0.00	16,950.00	16,600.00	350.00
School District	0.00	0.00	0.00	83,096.00	83,096.00	0.00
Local Aid	0.00	150.00	(150.00)	1,031.00	1,400.00	(369.00)
Other Cash Grants	0.00	0.00	0.00	0.00	0.00	0.00
Other State Aid	0.00	0.00	0.00	0.00	0.00	0.00
PPP Cares Program	0.00	0.00	0.00	0.00	0.00	0.00
Gifts/Endowments-OR	0.00	0.00	0.00	0.00	0.00	0.00
Donations-OR	398.40	0.00	398.40	1,898.69	1,000.00	898.69
Donations from Friends	0.00	0.00	0.00	2,500.00	2,500.00	0.00
Fund Raising-OR	226.00	0.00	226.00	226.00	400.00	(174.00)
Investments Interest-OR	336.56	0.00	336.56	1,310.80	425.00	885.80
Library Fines-OR	0.00	0.00	0.00	208.54	550.00	(341.46)
Copier & Fax Fees-OR	50.25	0.00	50.25	615.50	1,480.00	(864.50)
Lost Materials Income	2.00	0.00	2.00	68.00	0.00	68.00
Other Income-OR	0.00	0.00	0.00	873.21	500.00	373.21
Grant Income	0.00	0.00	0.00	2,005.00	0.00	2,005.00
Restricted Income	0.00	0.00	0.00	1,417.10	0.00	1,417.10
Total Revenues	1,013.21	150.00	863.21	136,016.84	131,768.00	4,248.84
Salaries/Benefits	10,241.45	7,470.68	2,770.77	90,268.83	89,647.50	621.33
Total Payroll/Expense	10,241.45	7,470.68	2,770.77	90,268.83	89,647.50	621.33
Expenses						
Building Repair	(66.62)	0.00	(66.62)	2,165.14	2,000.00	165.14
Serials	111.99	0.00	111.99	1,023.90	0.00	1,023.90
Books	644.73	583.37	61.36	4,421.74	7,000.00	(2,578.26)
Software/online databases	0.00	0.00	0.00	0.00	0.00	0.00
Audio/Video/DVD	0.00	0.00	0.00	340.84	0.00	340.84
Computer Lic	0.00	0.00	0.00	6,184.66	6,200.00	(15.34)
Contract Services	58.00	319.50	(261.50)	3,260.04	3,834.00	(573.96)
Copier - Lease	68.95	69.00	(0.05)	827.40	828.00	(0.60)
Custodial Support	871.24	483.37	387.87	4,832.88	5,800.00	(967.12)
Equipment Repair/Upgrades	0.00	0.00	0.00	146.57	800.00	(653.43)
Insurance - Property/Liability	0.00	0.00	0.00	3,631.05	3,630.00	1.05
Insurance - D & O	0.00	0.00	0.00	100.00	100.00	0.00
Library Supplies	46.31	58.37	(12.06)	1,001.05	700.00	301.05
Outside Services	1,860.00	0.00	1,860.00	1,860.00	1,860.00	0.00
Other Expenses	113.95	0.00	113.95	2,129.26	200.00	1,929.26

Weedspport Free Library

Budget Income Statement

For the Twelve Months Ending December 31, 2020

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance
Outdoor Maintenance	159.25	150.00	9.25	1,272.85	1,800.00	(527.15)
Postage	11.00	20.87	(9.87)	282.15	250.00	32.15
Professional Services	0.00	0.00	0.00	1,801.50	1,500.00	301.50
Publicity	0.00	0.00	0.00	0.00	0.00	0.00
Telephone	130.36	121.63	8.73	1,536.11	1,460.00	76.11
Travel & Seminars	35.00	0.00	35.00	161.11	750.00	(588.89)
Utilities	772.46	483.37	289.09	5,287.66	5,800.00	(512.34)
Total Expenses	4,816.62	2,289.48	2,527.14	42,265.91	44,512.00	(2,246.09)
Net Operating Income	(14,044.86)	(9,610.16)	(4,434.70)	3,482.10	(2,391.50)	5,873.60
Mobil Unrealized Gain Investme	(0.01)	0.00	(0.01)	(0.01)	0.00	(0.01)
Other Income	(15,143.00)	0.00	(15,143.00)	(15,143.00)	0.00	(15,143.00)
Net Income	\$ 1,098.15	\$ (9,610.16)	\$ 10,708.31	\$ 18,625.11	\$ (2,391.50)	21,016.61

Weedsport Free Library
 GI Account Summary Report
 As of: December 31, 2020

<u>Account Number</u>	<u>Account Description</u>	<u>Beginning Balance</u>	<u>Debit Change</u>	<u>Credit Change</u>	<u>Net Change</u>	<u>Ending Balance</u>
24000	Restricted Funds - Friends	(9,039.64)	\$ 209.95	\$ (947.00)	\$ (737.05)	\$ (9,776.69)
24200	Restricted Funds-Jr. Frien	(1,229.36)	0.00	0.00	0.00	(1,229.36)
	Totals	<u>(10,269.00)</u>	<u>\$ 209.95</u>	<u>\$ (947.00)</u>	<u>\$ (737.05)</u>	<u>\$ (11,006.05)</u>

Weedsport Free Library
Cash change report
As of: December 31, 2020

<u>Account Number</u>	<u>Account Description</u>	<u>Beginning Balance</u>	<u>Debit Change</u>	<u>Credit Change</u>	<u>Net Change</u>	<u>Ending Balance</u>
10000	Key - Checking #4047	5,650.20	\$ 12,435.88	\$ (15,434.81)	\$ (2,998.93)	\$ 2,651.27
10500	Key - Public Tax Money #	73,769.75	1.14	(12,000.00)	(11,998.86)	61,770.89
10900	Key Restricted Svgs #014	184,349.92	1,198.57	(99.00)	1,099.57	185,449.49
11000	Cash on Hand	200.00	0.00	0.00	0.00	200.00
	Totals	<u>263,969.87</u>	<u>\$ 13,635.59</u>	<u>\$ (27,533.81)</u>	<u>\$ (13,898.22)</u>	<u>\$ 250,071.65</u>

Weedsport Free Library
Cash change report
As of: December 31, 2020

<u>Account Number</u>	<u>Account Description</u>	<u>Beginning Balance</u>	<u>Debit Change</u>	<u>Credit Change</u>	<u>Net Change</u>	<u>Ending Balance</u>
10000	Key - Checking #4047	5,650.20	\$ 12,435.88	\$ (15,434.81)	\$ (2,998.93)	\$ 2,651.27
10500	Key - Public Tax Money #	73,769.75	1.14	(12,000.00)	(11,998.86)	61,770.89
10900	Key Restricted Svgs #014	184,349.92	1,198.57	(99.00)	1,099.57	185,449.49
11000	Cash on Hand	200.00	0.00	0.00	0.00	200.00
	Totals	<u>263,969.87</u>	<u>\$ 13,635.59</u>	<u>\$ (27,533.81)</u>	<u>\$ (13,898.22)</u>	<u>\$ 250,071.65</u>

Weedsport Free Library
GI Account Summary Report
As of: December 31, 2020

<u>Account Number</u>	<u>Account Description</u>	<u>Beginning Balance</u>	<u>Debit Change</u>	<u>Credit Change</u>	<u>Net Change</u>	<u>Ending Balance</u>
24000	Restricted Funds - Friends	(9,039.64)	\$ 209.95	\$ (947.00)	\$ (737.05)	\$ (9,776.69)
24200	Restricted Funds-Jr. Frien	(1,229.36)	0.00	0.00	0.00	(1,229.36)
	Totals	<u>(10,269.00)</u>	<u>\$ 209.95</u>	<u>\$ (947.00)</u>	<u>\$ (737.05)</u>	<u>\$ (11,006.05)</u>

Weedsport Free Library
Summary Restricted Savings Account
For the Period From Jan 1, 2020 to Dec 31, 2020

Filter Criteria includes: 1) IDs: Restricted Monies. Report order is by ID. Report is printed excluding Balance Forward and Summarized by Job, Phase, Cost Code.

Job ID	Phase ID	Cost Code ID	Actual Rev.	Actual Exp.	Net DR/CR	Remaining
Restricted			200.00	104.93	-95.07	
			200.00	104.93	-95.07	
	Book Purchases	DVD	125.00		-125.00	
			125.00		-125.00	
	Building Maintenance		25,000.00		-25,000.00	
			25,000.00		-25,000.00	
	Capital Improvement		50,000.00		-50,000.00	
			50,000.00		-50,000.00	
	Community Foundation		2,005.00	1,470.02	-534.98	
			2,005.00	1,470.02	-534.98	
	Friends Restricted	Membership	960.00		-960.00	
		Other Expense		3,362.58	3,362.58	
		Other Income	1,155.00	20.00	-1,135.00	
		Postage/Publi		33.00	33.00	
		Sale of Books	1,712.60		-1,712.60	
		Serials		354.00	354.00	
		Summer Readi		10.00	10.00	
			3,827.60	3,779.58	-48.02	
	Gazebo		300.00		-300.00	
			300.00		-300.00	
	Interest		32.77		-32.77	
			32.77		-32.77	

Weedsport Free Library
Summary Restricted Savings Account
For the Period From Jan 1, 2020 to Dec 31, 2020

Filter Criteria includes: 1) IDs: Restricted Monies. Report order is by ID. Report is printed excluding Balance Forward and Summarized by Job, Phase, Cost Code.

Job ID	Phase ID	Cost Code ID	Actual Rev.	Actual Exp.	Net DR/CR	Remaining
	Mem. Xmas Tree	Other Expense		113.95	113.95	
				113.95	113.95	
	Operations Reserve		1,029.48		-1,029.48	
			1,029.48		-1,029.48	
	Peterson Memorial	Other Income	250.00		-250.00	
		Serials	150.00	30.19	-150.00	
				30.19	30.19	
			400.00	30.19	-369.81	
Restricted	Total		82,919.85	5,498.67	-77,421.18	-77,421.18
Report	Total		82,919.85	5,498.67	-77,421.18	-77,421.18

Friends of the Weedsport Free Library 2020 Highlights

Membership: 80 on mailing list from database, 42 active renewals in 2020

Board Members: President Kayla Lake

Vice President: Jacqueline Hopkins

Secretary: Annette Gross

Meetings held in 2020: only September (due to COVID)

Fundraisers:

- On-going book sale
- Membership mailing
- Holiday Raffle

Activities and Purchases:

- Donated \$250 for Linda to purchase "Take and Make" supplies
- Donated \$2500 to 2020 library operating budget
- Paid for movie licensing fee renewal
- Paid for library website hosting fee and domain name fee
- Continued to sponsor BookPage subscription renewal

Income Highlights:

- Used book sale income
- Holiday Raffle income
- Membership income

Comments:

Despite COVID protocols at the library, with a shutdown from March-June, curbside service from June-July and then library open for browsing for the rest of the year, the Friends of the Weedsport Library still had a successful 2020! The on-going used book sale and the holiday mailing (membership renewal/raffle tickets) to all Friends generated considerable income. Thank you to the book sale committee, who were able to resume book sale sorting when the library opened back up in July. Thank you to Barbara Gray, who still coordinated and created the wonderful holiday raffle baskets! All of the Friends are appreciated and truly enhance the quality of library service we provide. We will all remember 2020 and COVID for multiple reasons, however, the memories of great volunteer spirit, teamwork and Friends who care so much rise to the top!

The Friends would like to thank all the members of the Library Board for their continued support.

Respectfully submitted,
On behalf of the Friends,
Cheryl Austin

1/26/21

Financials for Friends 2020

Friends beginning balance for 2020: \$9,728.67

Expense Highlights:

Gazebo Program Sponsor	no gazebo series due to COVID
Donation to 2020 Lib. Operating Budget	2,500.00
Movie Site License	196.00
Cost of hosting library website	165.17
Summer Reading Program	no expense due to COVID
NYS Sales Tax	219.87
BookPage renewal	354.00
Holiday raffle prize expenses	75.00
Friends mailing-stamps/envelopes	37.00
Friends annual meeting	no annual meeting due to COVID
Take and Make craft expenses	160.01

Income Highlights:

Membership Income	960.00
Used Book Sale Income	1712.60
Sale of Tote-bags	60.00
Christmas Raffle Income	952.00
2020 Calendars (Chris Baker art)	100.00
Cash donations	43.00

Ending Balance for Friends 12/31/20: \$9776.69

1/25/21
CLA

**Directors' Report-2020
Weedsport Free Library
Annual Meeting-012821**

Patron Visits	Jan.	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yr. To Date
Note: COVID-19 shutdown and restrictions impact mid-March and beyond													
2016	1334	1433	1817	1769	1877	2133	1953	2254	1593	1734	1352	1327	20,576
2017	1621	1366	1673	1483	1875	1816	1778	1335	1475	2017	1563	1173	19,175
2018	1382	1486	1709	1500	2061	1856	1719	1803	1323	1649	1143	1042	18,673
2019	1137	1195	1231	1469	1692	1755	1802	1650	1379	1637	1309	1150	17,406
2020	1372	1304	718	0	0	88	330	625	660	802	616	630	7,145

Circulation

2016	1863	1743	1984	2013	2164	2698	2274	2450	1888	2016	1877	1618	24,588
2017	1902	1757	1713	1761	1745	1965	2119	1950	1703	1775	1621	1281	21,292
2018	1391	1174	1444	1478	1588	1474	1863	1835	1408	1571	1378	1182	17,786
2019	1317	1352	1465	1402	1471	1416	1925	1800	1469	1598	1207	1207	17,629
2020	1457	1427	935	111	88	240	814	1070	1217	1355	1064	992	10,770

New Cards Issued

2016	19	15	18	20	23	46	32	24	21	22	18	9	267
2017	15	8	12	16	29	18	21	17	24	15	11	4	190
2018	12	14	11	17	10	30	21	19	23	18	9	11	195
2019	11	14	17	9	17	17	31	17	16	15	8	10	182
2020	15	13	8	0	0	3	9	6	10	14	7	10	95

**Digital Downloads
(OverDrive)**

2016	138	121	122	118	119	144	159	119	127	134	94	127	1522
2017	118	96	130	123	123	136	143	132	112	130	109	105	1457
2018	114	105	118	136	118	120	140	135	161	111	131	104	1493
2019	150	109	140	123	178	158	161	161	119	124	153	148	1724
2020	160	165	190	245	247	251	239	230	226	236	252	226	2667

RBDigital Magazines

2019	45	52	47	61	43	41	36	39	38	44	46	38	530
2020	61	57	60	29	16	14	0	0	RBDigital ended				237

**Total circ.
including digital**

2019	1528	1532	1686	1617	1722	1641	2134	2019	1644	1766	1435	1410	20,134
2020	1678	1649	1184	385	351	505	1053	1300	1443	1591	1316	1218	13,673

Highlights for 2020:

All year:

- Cheryl wrote a monthly library column for The Citizen.
- Cheryl facilitated the "BookRemarks" Library Book Discussion Group Jan.-Feb. and Sept.-Dec.
- Cheryl attended virtual FLS Directors update meetings and FALCONS (Polaris Users Group) meetings.
- Cheryl attended virtual workshops and info sessions pertaining to COVID.

January:

- Preparation took place for census 2020-
 - Census reps conducted a job fair
 - We designated a laptop for patrons to use to input their census data.
 - Promotional materials regarding census were posted online and in the library

February:

- Cheryl and Linda attended Advocacy Day in Albany on 2/25/20.
- Cheryl submitted the annual report to the state on 2/13/20.
- Cheryl began training Heather Christopher on bill paying /data entry in Peachtree accounting software.

From mid-March through the rest of the year, our lives changed drastically as we dealt with the COVID pandemic.

My three words for staff and patrons from the onset have been PATIENCE, PERSEVERANCE and FLEXIBILITY.

March 16th -June 14th

The library was closed due to COVID per the governor's executive order. The library aides were not at the library, we were able to continue to pay them their normal wages. Linda worked remotely and came to the library to pick up story time materials. Cheryl came into the library to check on the building, answer voicemail, check email, pick up mail and pay bills.

June 15th- July 19th

The library opened for curbside service, closing an hour early (8 PM). The library aides came back to the library the week before to check in materials, shelve, prepare for curbside service, and receive training on COVID safety protocols. All library materials were quarantined for 3 days upon return. Interlibrary loan resumed on July 7th, one delivery per week.

July 20th through remainder of year

The library opened up again for browsing and curbside options. Interlibrary loan delivery increased to two times/week on August 1st. Meeting room use resumed in August at 50% capacity (14 people). The library book club resumed in September. Every effort was made to protect staff members and the public, putting protocols in place and getting used to the "new normal". Quarantine period increased from 3 days-7 days in September, based on latest study results.

Today (1/28/21) we are holding the annual meeting via zoom. We continue to do our part in keeping everyone safe as possible as the fight against COVID continues.

Children's Program Highlights for 2020

January:

- Preschool Story Time and Toddler Rhyme Time programs held weekly.
- Family Flicks featured the movie 'Dora' on Jan. 2.
- Linda attended a Youth Services Meeting held in Thompkins County Public Library on Jan. 9.
- Winter Bingo was held on Jan. 20.
- Lego Club was held on Jan. 23.
- Linda applied for the Community Foundation Library Grant for the 2020 Summer Reading Program.

February:

- Lego Club was held on Feb. 20.
- Family Flicks was held on Feb. 17.
- Linda attended Advocacy Day that was held in Albany on Feb. 25.

March:

- Linda received funding from the Community Foundation Library Grant to be used for "Imagine your Story 2020" Summer Reading program.
- All children's programming was cancelled due to library's closing after March 12.

April – December:

- Virtual Story Time began with Linda recording a Story Time session each week and posting the session to the library's Facebook. Virtual Story Time was held on a live ZOOM session once a month April – July. These live sessions were stopped due to lack of attendance.
 - Virtual Lego Club was held via ZOOM once a month April – August. These sessions were stopped due to lack of attendance.
 - Kids Take & Make craft kits were assembled and given out at the library weekly.
 - "Guess the Hidden Weedsport Landmark" virtual game was posted on the library's Facebook in May and June. The winners received a gift certificate to DB's or Arbys.
 - "Imagine your Story 2020" Summer Reading program was held virtually and ran from July 6 – August 17. READsquared, which is an online reading log system, was offered for patrons during the Summer Reading program. Paper reading logs were also offered. Each child who registered for the Summer Reading program was given a free book that coordinated with the child's age. Three virtual live programs were offered via ZOOM in July and August. These programs were Moreland the Magician, Science Tellers and REPCO Wildlife Adventures. "Page Turner Adventures", which was a 10 week, 5 days a week virtual program, was offered on the library's Facebook under a private group.
- Linda attended webinars throughout the year including video making, READsquared, Summer Reading and library support.

Directors' Report
Weedsport Free Library
Library information for December 2020 – Board Meeting 012821

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Meeting Room Use:

- Insurance sign-ups
- Library adult book club
- Girl Scout meetings
- Tutoring
- Patrons doing Zoom meetings
- Students-virtual school

December 2020

- Deliveries from FLLS continued at twice per week.
- All COVID-19 protocols continued to be followed.
- Cheryl attended Directors FLLS zoom meeting on 12/16.

Children's Programs December, 2020

Story Time sessions continued to be recorded weekly and posted to the library's Facebook and website.

Weekly Kids Take & Make craft kits continued to be assembled and given out. These kits have been a big hit! Kits are advertised on the library's Facebook and website.

Linda attended 3 children's programming webinars in December.