

**Weedspport Free Library  
Board Meeting Agenda  
Thursday, March 11, 2021  
6:30 PM zoom meeting**

**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** (February 2021 minutes)-Sarah Pickering
- **Public Expression Opportunity**
- **Treasurer's Report** (February 2021)- Megan Quill
- **Directors' Report** (February 2021)-Cheryl Austin and Linda Quinn
  - COVID-19 related issues/observations
  - Fine Free update
  - State report approved by board on 2/23/21 and submitted
  - Food for Fines in February was a success, next year call it "Food for February"?
  - Advocacy-reaching out to Albany
- **Team Assignments and Reports**
  - **Policy and Procedures/Personnel** Sarah, Kimberly, Don, Chris, Wendy, Cheryl
    - New director search update
  - **Building and Grounds** Paul and Ted
    - Icicle issues
    - 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, April 8, 2021 at 6:30 PM (zoom or in-person?)
- **Adjourn**

Weedsport Free Library  
Regular Board Meeting Minutes  
Date: 2/11/2021

**Present via Zoom:** Ted Ball, Wendy Bannister, Don Burdick, Chris James, Bob Kelley, Sarah Pickering, Megan Quill, Paul Reichhart, Cheryl Austin and Linda Quinn

**Absent:** Kimberly Springer

-Meeting called to order by Wendy at 6:33 P.M.

**-Secretaries Report:** Wendy Bannister

\*Motion to approve of the Annual Board meeting minutes by Bob, 2<sup>nd</sup> by Megan, all in favor.

\*Motion to approve of the January 2021 Board meeting minutes by Chris, 2<sup>nd</sup> by Paul, all in favor.

**Public Expression:** None

**-Treasurer's Report:** Megan Quill

\*Budget Income Statement report – variances from budget to actual were discussed. Variances will begin to decrease throughout the year.

\*Motion by Sarah, 2<sup>nd</sup> by Ted, all in favor.

**Director's report:** Cheryl Austin

- Patron visits are fairly low comparative to prior years however the decline is likely related to the cold weather and COVID-19.
- Digital circulations are up compared to prior years.
- Jeanette and Loren Peterson would like to fund (from Peterson fund in restricted savings) two of the computer purchases we need to make this year. FLLS will have information out about the 2021 bulk buy around May.
- Food for Fines in February doing well
- Growing trend to eliminate the library past due fines. Fines may have harmful effect on lower income families in our community. After a motion was made by Bob, 2<sup>nd</sup> by Paul, Weedsport Free Library will not charge fines effective March 1, 2021.
- Ted moved to accept the Director's report, 2<sup>nd</sup> by Chris, all in favor.

**Committees:**

**\*Policy, Procedures, and Personnel:** Wendy Bannister, Don Burdick, Chris James, Sarah Pickering, Kimberly Springer and Cheryl Austin

- We received a resume for the Director position.
- Job posted on Indeed and Library council site.
- Wendy will set-up a Zoom meeting with the committee to discuss the resumes received and to develop a list of interview questions. The resume deadline is set at 2/19/21 however may be extended depending on the resumes received.
- Policies and procedures will need to be updated by the end of 2021 to reflect the minimum standards.

**\*Buildings and Grounds:** Ted Ball, Paul Reichhart

- Don has a mason in mind to repair the sidewalk. The committee agreed to get an estimate to repair the sidewalk.
- Concerns over ice build-up were discussed. May need to heat upstairs. Cheryl noted ceiling damage a couple of years ago due to ice build-up.

**\*Finance/Long Range Planning:** Wendy Bannister, Bob Kelley, Megan Quill, Cheryl Austin

- School budget meetings have started. Cheryl will let the school know the amount to put on the ballot.

**\*Fundraising:** Bob Kelley

- Cheryl will ask other Directors within the FLLS of fundraising events that have been successful.
- Discussed the ability for patrons to donate online (Cheryl discussed we may have to reimburse FLLS to card fee associated with the donation).

Next meeting is March 11, 2021 at 6:30 PM. All agreed to continue using Zoom.

At 7:15 P.M., Bob moved to Adjourn, 2<sup>nd</sup> by Don. All in favor.

Respectfully submitted by Sarah

Weedspport Free Library  
Balance Sheet  
February 28, 2021

ASSETS

Current Assets		
Key - Checking #4047	\$	5,339.92
Key - Public Tax Money #2802		60,610.61
Key Restricted Svgs #0148		185,857.60
Cash on Hand		200.00
		<hr/>
Total Current Assets		252,008.13
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
		<hr/>
Total Other Assets		6,775.16
		<hr/>
Total Assets	\$	<u>499,466.51</u>

LIABILITIES AND CAPITAL

Current Liabilities		
Accounts Payable	\$	(1,464.86)
HRA		750.00
Restricted Funds - Friends		10,164.65
Restricted Funds-Jr. Friends		1,229.36
		<hr/>
Total Current Liabilities		10,679.15
Long-Term Liabilities		
		<hr/>
Total Long-Term Liabilities		0.00
		<hr/>
Total Liabilities		10,679.15
Capital		
Surplus - Capital		448,937.76
Retained Earnings		37,522.88
Net Income		2,326.72
		<hr/>
Total Capital		488,787.36
		<hr/>
Total Liabilities & Capital	\$	<u>499,466.51</u>

Weedspport Free Library  
Budget Income Statement  
For the Two Months Ending February 28, 2021

	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	\$ 0.00	\$ 0.00	\$ 0.00
Town of Brutus	20,723.00	20,723.00	0.00	20,723.00	20,723.00	0.00
Village	0.00	0.00	0.00	0.00	0.00	0.00
School District	0.00	0.00	0.00	0.00	0.00	0.00
Local Aid	115.00	0.00	115.00	115.00	0.00	115.00
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	59.15	0.00	59.15	106.90	0.00	106.90
Donations from Friends	0.00	0.00	0.00	0.00	1,000.00	(893.10)
Fund Raising-OR	0.00	0.00	0.00	0.00	3,000.00	(3,000.00)
Investments Interest-OR	2.16	0.00	2.16	4.72	0.00	4.72
Library Fines-OR	0.00	0.00	0.00	0.00	0.00	0.00
Copier & Fax Fees-OR	59.60	0.00	59.60	119.60	0.00	119.60
Lost Materials Income	0.00	0.00	0.00	0.00	750.00	(630.40)
Other Income-OR	51.41	0.00	51.41	51.41	0.00	51.41
Grant Income	0.00	0.00	0.00	0.00	500.00	(448.59)
Restricted Income	0.00	0.00	0.00	0.00	0.00	0.00
				270.00	0.00	270.00
<b>Total Revenues</b>	<b>21,010.32</b>	<b>20,723.00</b>	<b>287.32</b>	<b>21,390.63</b>	<b>25,973.00</b>	<b>(4,582.37)</b>
Salaries/Benefits	6,951.78	7,977.66	(1,025.88)	15,273.84	15,955.32	(681.48)
<b>Total Payroll/Expense</b>	<b>6,951.78</b>	<b>7,977.66</b>	<b>(1,025.88)</b>	<b>15,273.84</b>	<b>15,955.32</b>	<b>(681.48)</b>
Expenses						
Building Repair	0.00	0.00	0.00	0.00	2,000.00	(2,000.00)
Serials	0.00	0.00	0.00	265.69	0.00	265.69
Books	878.18	583.33	294.85	878.18	1,166.66	(288.48)
Software/online databases	0.00	0.00	0.00	0.00	0.00	0.00
Audio/Video/DVD	0.00	0.00	0.00	0.00	0.00	0.00
Computer Lic	0.00	3,000.00	(3,000.00)	0.00	0.00	0.00
Contract Services	58.00	323.33	(265.33)	0.00	3,000.00	(3,000.00)
Copier - Lease	68.95	69.00	(0.05)	116.00	646.66	(530.66)
Custodial Support	920.00	483.33	436.67	137.90	138.00	(0.10)
Equipment Repair/Upgrades	0.00	208.33	(208.33)	950.32	966.66	(16.34)
Insurance - Property/Liability	0.00	907.50	(907.50)	0.00	416.66	(416.66)
Insurance - D & O	0.00	0.00	0.00	0.00	907.50	(907.50)
Library Supplies	7.64	58.33	(50.69)	0.00	0.00	0.00
Outside Services	0.00	0.00	0.00	12.08	116.66	(104.58)
Other Expenses	0.00	0.00	0.00	0.00	0.00	0.00
				0.00	200.00	(200.00)

Weedspport Free Library  
 Budget Income Statement  
 For the Two Months Ending February 28, 2021

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance
Outdoor Maintenance	184.50	157.50	27.00	184.50	315.00	(130.50)
Postage	0.00	25.00	(25.00)	226.00	50.00	176.00
Professional Services	159.42	154.17	5.25	159.42	308.34	(148.92)
Publicity	0.00	0.00	0.00	0.00	0.00	0.00
Telephone	133.57	128.33	5.24	267.93	256.66	11.27
Travel & Seminars	0.00	0.00	0.00	0.00	750.00	(750.00)
Utilities	592.05	458.33	133.72	592.05	916.66	(324.61)
<b>Total Expenses</b>	<b>3,002.31</b>	<b>6,556.48</b>	<b>(3,554.17)</b>	<b>3,790.07</b>	<b>12,155.46</b>	<b>(8,365.39)</b>
<b>Net Operating Income</b>	<b>11,056.23</b>	<b>6,188.86</b>	<b>4,867.37</b>	<b>2,326.72</b>	<b>(2,137.78)</b>	<b>4,464.50</b>
Mobil Unrealized Gain Investme	0.00	0.00	0.00	0.00	0.00	0.00
Other Income	0.00	0.00	0.00	0.00	0.00	0.00
<b>Net Income</b>	<b>\$ 11,056.23</b>	<b>\$ 6,188.86</b>	<b>\$ 4,867.37</b>	<b>\$ 2,326.72</b>	<b>\$ (2,137.78)</b>	<b>\$ 4,464.50</b>

Weedsport Free Library  
Cash change report  
As of: February 28, 2021

<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	1,013.69	\$ 16,170.16	\$ (11,843.93)	\$ 4,326.23	\$ 5,339.92
10500	Key - Public Tax Money #	55,771.88	20,838.73	(16,000.00)	4,838.73	60,610.61
10900	Key Restricted Svgs #014	185,723.47	134.13	0.00	134.13	185,857.60
11000	Cash on Hand	200.00	0.00	0.00	0.00	200.00
	Totals	<u>242,709.04</u>	<u>\$ 37,143.02</u>	<u>\$ (27,843.93)</u>	<u>\$ 9,299.09</u>	<u>\$ 252,008.13</u>

Weedsport Free Library  
GI Account Summary Report  
As of: February 28, 2021

<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	(10,031.95)	\$ 0.00	\$ (132.70)	\$ (132.70)	\$ (10,164.65)
24200	Restricted Funds-Jr. Frien	(1,229.36)	0.00	0.00	0.00	(1,229.36)
	Totals	<u>(11,261.31)</u>	<u>\$ 0.00</u>	<u>\$ (132.70)</u>	<u>\$ (132.70)</u>	<u>\$ (11,394.01)</u>

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 As of: February 28, 2021

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24000	Restricted Funds - Friends	(10,031.95)	\$ 0.00	\$ (132.70)	\$ (132.70)	\$ (10,164.65)
24200	Restricted Funds-Jr. Frien	(1,229.36)	0.00	0.00	0.00	(1,229.36)
	Totals	<u>(11,261.31)</u>	<u>\$ 0.00</u>	<u>\$ (132.70)</u>	<u>\$ (132.70)</u>	<u>\$ (11,394.01)</u>

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As of: February 28, 2021

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11000	Cash on Hand	200.00	0.00	0.00	0.00	200.00
	Totals	<u>242,709.04</u>	<u>\$ 37,143.02</u>	<u>\$ (27,843.93)</u>	<u>\$ 9,299.09</u>	<u>\$ 252,008.13</u>

**Weedspport Free Library**  
**Summary Restricted Savings Account**  
**For the Period From Jan 1, 2021 to Feb 28, 2021**

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	Friends Restricted	Membership	100.00		-100.00	
		Other Expense		6.99	6.99	
		Sale of Books	294.95		-294.95	
			<b>394.95</b>	<b>6.99</b>	<b>-387.96</b>	
	Interest		3.00		-3.00	
			<b>3.00</b>		<b>-3.00</b>	
	Peterson Memorial	Other Income	270.00		-270.00	
		Serials		27.95	27.95	
			<b>270.00</b>	<b>27.95</b>	<b>-242.05</b>	
<b>Restricted</b>	<b>Total</b>		<b>667.95</b>	<b>34.94</b>	<b>-633.01</b>	<b>-633.01</b>
<b>Report</b>	<b>Total</b>		<b>667.95</b>	<b>34.94</b>	<b>-633.01</b>	<b>-633.01</b>



## **Meeting Room Use:**

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

## **February 2021**

- Deliveries from FLLS continued at twice per week.
- All COVID-19 protocols continued to be followed.
- Cheryl attended Directors FLLS zoom meeting on 2/17/21.
- Rich Ward, CPA, completed financial review of 2020 on 2/10/21.
- Cheryl completed and submitted annual report to the state on 2/28/21.
- Cheryl attended FALCONS (Polaris Users Group) zoom meeting on 2/18/21.

## **Children's Programs February, 2021**

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. Kits are advertised on the library's Facebook and website.