

**Weedspport Free Library
Board Meeting Agenda
Thursday, April 8, 2021
6:30 PM in-person/zoom meeting**

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

- **Call Meeting To Order**-Wendy Bannister
Welcome new library director, Diana Wendell!
- **Secretary's Report** (March 2021 minutes)-Sarah Pickering
- **Public Expression Opportunity**
- **Treasurer's Report** (March 2021)- Megan Quill
 - School Budget Public Meeting-Tuesday, May 4th?
- **Directors' Report** (March 2021)-Cheryl Austin and Linda Quinn
 - Transition plan (Cheryl to Diana)
 - COVID-19 related issues/observations
 - Fine Free FAQ'S
 - Field of Honor Flags 2021
- **Team Assignments and Reports**
 - **Policy and Procedures/Personnel** Sarah, Kimberly, Don, Chris, Wendy, Cheryl
 - Need to add the bookkeeper role to the policy documents.
 - Minimum standard updates by end of 2021
 - **Building and Grounds** Paul, Ted
 - Sidewalk repair timeline (this month)
 - Gardening 2021-volunteers?
 - **Finance/Long Range Planning** Megan, Bob, Wendy, Cheryl
- **Fundraising** –Bob
- **Confirmation of next board meeting- Thursday, May 13, 2021 at 6:30 PM (zoom or in-person?)**
- **Adjourn**

Weedsport Free Library
Regular Board Meeting Minutes
Date: 3/11/2021

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

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

-Secretaries Report: Sarah Pickering

*Motion to approve of the February 2021 Board meeting minutes by Megan, 2nd by Don, all in favor.

Public Expression: None

-Treasurer's Report: Megan Quill

*Budget Income Statement report – large donation from the Town of Brutus noted. Smaller donations and copier fees were higher than expected. Several expense line items including Computer Lic and Insurance Property/Liability show larger variances. Variances will begin to decrease throughout the year as expenses are paid.

*Motion by Chris, 2nd by Ted, all in favor.

Director's report: Cheryl Austin

- Patron visits increased this month compared to January. We are hopeful visits will continue to increase as patrons are vaccinated.
- Digital circulations are up compared to January.
- Cheryl will be putting together an FAQ document related to the Library going "Fine Free". Information on going fine free will be released the first week in April.
- Cheryl completed and submitted the annual report to the state on 2/28/2021, noting the Board had unanimously approved the report at the last meeting.
- Food for Fines in February was a success.
- Cheryl will send out an e-mail to the Board that contains a link to the NYLA page to contact our elected officials.

Children's Programs: Linda Quinn

- Story time sessions continue to be recorded weekly and posted to the library's Facebook page and website.
- Weekly Kids Take & Make kits continue to be given out.
- Potentially use Trolley Park for Children's programming as the weather improves.
- The Friends of the Library are organizing a retirement party for Cheryl.

Sarah moved to accept the Director's report, 2nd by Don, all in favor.

Committees:

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

- Don knows someone who will repair the sidewalk. Waiting for warmer weather.
- Concerns over roof damage were discussed. The Library was built in 1996.
- Don noted the snow from the front sidewalk isn't always removed on weekends. The school takes care of the sidewalk on school days. Cheryl mentioned she would reach out to the person who takes care of shoveling the sidewalk.

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

- None.

***Fundraising:** Bob Kelley

- None.

At 6:55 P.M., the members present went into executive session to discuss a personnel item with Cheryl and Linda.

The board approved the offer letter for the director candidate.
Motion to approve the offer letter by Sarah, 2nd by Chris, all in favor.

At 7:04 P.M., executive session ended, and monthly meeting resumed.

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

- Wendy noted we would be adding the Bookkeeper role to the Personnel Manual.

Next meeting is April 8, 2021 at 6:30 PM. All agreed to a hybrid meeting offering in-person and Zoom to attend. Wendy asked the Board to notify Cheryl if you plan to attend in person.

At 7:07 P.M., Don moved to Adjourn, 2nd by Paul. All in favor.

Respectfully submitted by Sarah

Weedsport Free Library
Balance Sheet
March 31, 2021

ASSETS

Current Assets		
Key - Checking #4047	\$	1,753.49
Key - Public Tax Money #2802		52,611.57
Key Restricted Svgs #0148		185,670.04
Cash on Hand		200.00
		240,235.10
Total Current Assets		
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)
		240,683.22
Total Property and Equipment		
Other Assets		
Mobil Stock		6,775.16
		6,775.16
Total Other Assets		
Total Assets		\$ 487,693.48

LIABILITIES AND CAPITAL

Current Liabilities		
HRA	\$	500.00
Restricted Funds - Friends		9,954.34
Restricted Funds-Jr. Friends		1,229.36
		11,683.70
Total Current Liabilities		
Long-Term Liabilities		
		0.00
Total Long-Term Liabilities		
Total Liabilities		11,683.70
Capital		
Surplus - Capital		448,937.76
Retained Earnings		37,522.88
Net Income		(10,450.86)
		476,009.78
Total Capital		
Total Liabilities & Capital		\$ 487,693.48

Weedspport Free Library
 Budget Income Statement
 For the Three Months Ending March 31, 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	\$ 3,000.00	\$(3,000.00)	0.00	3,000.00	\$(3,000.00)
Town of Brutus	0.00	0.00	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	0.00	0.00	0.00	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 Care 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	57.85	0.00	57.85	164.75	1,000.00	\$(835.25)
Donations from Friends	0.00	0.00	0.00	0.00	3,000.00	\$(3,000.00)
Fund Raising-OR	0.00	0.00	0.00	0.00	0.00	0.00
Investments Interest-OR	2.54	0.00	2.54	7.26	0.00	7.26
Library Fines-OR	0.00	0.00	0.00	0.00	0.00	0.00
Copier & Fax Fees-OR	143.25	0.00	143.25	262.85	750.00	\$(487.15)
Lost Materials Income	5.00	0.00	5.00	5.00	0.00	5.00
Other Income-OR	0.00	0.00	0.00	51.41	500.00	\$(448.59)
Grant Income	0.00	0.00	0.00	0.00	0.00	0.00
Restricted Income	0.00	0.00	0.00	270.00	0.00	270.00
Total Revenues	208.64	3,000.00	\$(2,791.36)	21,599.27	28,973.00	\$(7,373.73)
Salaries/Benefits	6,874.29	7,977.66	\$(1,103.37)	22,148.13	23,932.98	\$(1,784.85)
Total Payroll/Expense	6,874.29	7,977.66	\$(1,103.37)	22,148.13	23,932.98	\$(1,784.85)
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	650.61	583.33	67.28	1,528.79	1,749.99	\$(221.20)
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	2,883.60	0.00	2,883.60	2,883.60	3,000.00	\$(116.40)
Contract Services	58.00	323.33	\$(265.33)	174.00	969.99	\$(795.99)
Copier - Lease	68.95	69.00	\$(0.05)	206.85	207.00	\$(0.15)
Custodial Support	525.65	483.33	42.32	1,475.97	1,449.99	25.98
Equipment Repair/Upgrades	0.00	208.33	\$(208.33)	0.00	624.99	\$(624.99)
Insurance - Property/Liability	907.00	0.00	907.00	907.00	907.50	\$(0.50)
Insurance - D & O	0.00	0.00	0.00	0.00	0.00	0.00
Library Supplies	45.57	58.33	\$(12.76)	57.65	174.99	\$(117.34)
Outside Services	0.00	0.00	0.00	0.00	0.00	0.00
Other Expenses	50.00	0.00	50.00	50.00	200.00	\$(150.00)

Weedspport Free Library
Budget Income Statement
For the Three Months Ending March 31, 2021

	Current Month		Current Month		Year to Date		Year to Date	
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Variance
Outdoor Maintenance	228.50	157.50	71.00	413.00	472.50	(59.50)	472.50	(59.50)
Postage	4.30	25.00	(20.70)	230.30	75.00	155.30	75.00	155.30
Professional Services	0.00	154.17	(154.17)	159.42	462.51	(303.09)	462.51	(303.09)
Publicity	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Telephone	131.89	128.33	3.56	399.82	384.99	14.83	384.99	14.83
Travel & Seminars	0.00	0.00	0.00	0.00	750.00	(750.00)	750.00	(750.00)
Utilities	557.86	458.33	99.53	1,149.91	1,374.99	(225.08)	1,374.99	(225.08)
Total Expenses	6,111.93	2,648.98	3,462.95	9,902.00	14,804.44	(4,902.44)	14,804.44	(4,902.44)
Net Operating Income	(12,777.58)	(7,626.64)	(5,150.94)	(10,450.86)	(9,764.42)	(686.44)	(9,764.42)	(686.44)
Mobil Unrealized Gain Investme	0.00	0.00	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	0.00	0.00
Net Income	\$ (12,777.58)	\$ (7,626.64)	\$ (5,150.94)	\$ (10,450.86)	\$ (9,764.42)	\$ (686.44)	\$ (9,764.42)	\$ (686.44)

Weedsport Free Library
Cash change report
As of: March 31, 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	5,339.92	\$ 8,206.10	\$ (11,792.53)	\$ (3,586.43)	\$ 1,753.49
10500	Key - Public Tax Money #	60,610.61	0.96	(8,000.00)	(7,999.04)	52,611.57
10900	Key Restricted Svgs #014	185,857.60	184.33	(371.89)	(187.56)	185,670.04
11000	Cash on Hand	200.00	0.00	0.00	0.00	200.00
	Totals	<u>252,008.13</u>	\$ <u>8,391.39</u>	\$ <u>(20,164.42)</u>	\$ <u>(11,773.03)</u>	\$ <u>240,235.10</u>

Weedsport Free Library
GI Account Summary Report
As of: March 31, 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	(10,164.65)	\$ 393.06	\$ (182.75)	\$ 210.31	\$ (9,954.34)
24200	Restricted Funds-Jr. Frien	(1,229.36)	0.00	0.00	0.00	(1,229.36)
	Totals	<u>(11,394.01)</u>	\$ <u>393.06</u>	\$ <u>(182.75)</u>	\$ <u>210.31</u>	\$ <u>(11,183.70)</u>

Weedspport Free Library
Summary Restricted Savings Account
For the Period From Jan 1, 2021 to Mar 31, 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		400.05	400.05	
		Other Income	15.00		-15.00	
		Sale of Books	462.70		-462.70	
			<u>577.70</u>	<u>400.05</u>	<u>-177.65</u>	
		Interest	4.58		-4.58	
			<u>4.58</u>		<u>-4.58</u>	
		Peterson Memorial	270.00		-270.00	
		Other Income		27.95	27.95	
		Serials				
			<u>270.00</u>	<u>27.95</u>	<u>-242.05</u>	
Restricted	Total		<u>852.28</u>	<u>428.00</u>	<u>-424.28</u>	<u>-424.28</u>
Report	Total		<u>852.28</u>	<u>428.00</u>	<u>-424.28</u>	<u>-424.28</u>

Meeting Room Use:

- Library adult book club
- Girl Scout meetings
- Tutoring
- Little League sign-ups
- Beekeepers Group resumed
- Friends of the Library meeting
- Charity knitting group resumed

March 2021

- Deliveries from FLLS continued at twice per week.
- All COVID-19 protocols continued to be followed.
- Cheryl attended Directors FLLS zoom meeting on 3/17/21.
- The Friends met on 3/2/21, Linda and Cheryl help facilitate.
- The charity knitting group met on 3/30/21, the first time since covid began. They will resume their regular monthly meetings and projects.
- Interviews for new director took place week of 3/1/21. Diana Wendell accepted the position and will start April 5th, spending the month of April with Cheryl for transition.

Children's Programs March, 2021

Story Time sessions continued to be recorded weekly and posted to the library's Facebook and website. There were a total of 280 Story Time views on Facebook for the month of March.

Weekly Kids Take & Make craft kits continued to be assembled and given out. Kits are advertised on the library's Facebook and website.

Linda attended a ZOOM Summer Reading Planning meeting on March 18th.

Linda attended a ZOOM webinar sponsored by Gumdrop Books on March 24th.



**WEEDSPORT FREE
LIBRARY**
NO PLACE SO NEAR, TAKES YOU SO FAR.

2795 E. Brutus St. (PO Box 1165), Weedsport, NY 13166
P: 315-834-6222 F: 315-834-8621 E: director@weedsportlibrary.org
W: www.weedsportlibrary.org [facebook.com/weedsportlibrary](https://www.facebook.com/weedsportlibrary)
Hours: M-Th 10am-9pm | Fri 3pm-7pm | Sat 10am-2pm

Weedsport Free Library

DRAFT

Fine Free as of 3/1/21

What does fine free mean?

- Weedsport Free Library is now fine free. We no longer charge fines on late items. In addition, any existing fines from our library are forgiven.
- Lost, damaged or missing items will still be charged to patron accounts. Computer and check-out privileges will be suspended until the item is returned or paid for. Exceptions may be made on a case by case basis.

Why did we go fine free?

- Due to the rise in circulation of electronic materials (which do not accrue late fines) and new customer services such as auto-renew, the amount of money collected has gone down steadily in the past few years. Fines are not a sustainable form of revenue for the library. Fine free is good for our community, providing free access to all.

What about fines from other libraries?

- Weedsport Free Library cannot forgive fines on a patron account from other libraries in the system.
- A number of libraries in the Finger Lakes Library System are also fine free.

Will I continue to be notified about due dates?

- Yes, you will still be notified. "No fines" does not mean "no responsibility." When an item is two days overdue, you will receive a reminder via phone, email or text (your preference is set in your patron record). Another reminder will be sent at ten days overdue. The item will be considered "lost" at thirty days overdue and a bill will be generated and mailed.

What are item loan periods?

- 3 weeks for all materials except DVD's/Blu-rays
- 1 week for DVD's/Blu-rays

How can I donate to the library?

- Some patrons have considered paying their fines as a way to support the library. With the elimination of fines, patrons may donate to the library via our online card catalog (PowerPAC), by mail or in person. We appreciate your financial support of any amount.

Please let us know if you have any questions!

Approved by the board of trustees on _____