

**Weedspport Free Library
Board Meeting Agenda
Thursday, May 13, 2021
6:30 PM in-person/zoom meeting**

**Please let Diana know if you will participate via Zoom or are unable to attend the board meeting,
315-834-6222 or director@weedspportlibrary.org**

- **Call Meeting To Order** - Wendy Bannister
- **Secretary's Report** (April 2021 minutes) - Sarah Pickering
- **Public Expression Opportunity**
- **Treasurer's Report** (April 2021) - Megan Quill
 - School Budget Public Meeting-Tuesday, May 4, 2021
- **Directors' Report** (April 2021) - Diana Wendell and Linda Quinn
 - Transition (Cheryl to Diana)
 - COVID-19 related issues/observations – Updating quarantine period
 - Boiler replacement – funding opportunities
 - Field of Honor Flags 2021
 - Children's report
- **Team Assignments and Reports**
 - **Policy and Procedures/Personnel** Sarah, Kimberly, Don, Chris, Wendy, Diana
 - Need to add the bookkeeper role to the policy documents
 - Minimum standard updates by end of 2021
 - Committee meeting for editing new policies
 - **Building and Grounds** Paul, Ted
 - Sidewalk repair update
 - Gardening 2021 volunteers update
 - Boiler
 - **Finance/Long Range Planning** Megan, Bob, Wendy, Diana
- **Fundraising** –Bob
- **Confirmation of next board meeting** - Thursday, June 10, 2021 at 6:30 PM
- **Adjourn**

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Weedspport Free Library
Regular Board Meeting Minutes
Date: 4/8/2021

Present: Ted Ball, Wendy Bannister, Don Burdick, Bob Kelley, Sarah Pickering, Megan Quill, Cheryl Austin, Linda Quinn and Diana Wendell

Present via Zoom: Chris James and Kimberly Springer

Absent: Paul Reichhart

-Meeting called to order by Wendy at 6:31 P.M.

-Secretaries Report: Sarah Pickering

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

Public Expression: None

-Treasurer's Report: Megan Quill

*Budget Income Statement report – Copier fees and donations from *Amazon Smiles* continue to generate revenue. Several expense line items including Computer Lic. and Insurance Property/Liability show larger variances. The Computer Lic. line item represents the semi-annual expense. The utilities expense is expected to decrease as the weather gets warmer. Variances will decrease throughout the year as expenses are paid. The SBA PPP loan has been forgiven.

*The school budget public meeting will be held on Tuesday May 4th. Wendy will confirm the time. Megan, Heather or Diana will plan to attend to represent the interests of the Library.

*Motion by Sarah, 2nd by Don, all in favor.

Director's report: Cheryl Austin

- Cheryl discussed she had received a call from the Office Administrator at Evergreen Heights in Weedspport. Mr. Enos is interested in donating \$3,000 to the library.
- Patron visits continue to increase. Circulation and Digital downloads continue to increase as well compared to recent months.
- Cheryl has been working with Diana this past week to ensure a smooth transition.
- We are expecting guidance soon from Sarah at FLLS related to COVID-19 safety guidelines. Cheryl is expecting the quarantine time to be reduced for books returned.
- The Board reviewed the FAQ document related to the Library going "Fine Free". This will be posted to the Library's Facebook page and website.
- Donna Glowacki has offered to facilitate the 2021 Field of Honor Flags. She is also willing to cover the cost of any flag purchase needed.
- Cheryl noted she is first on the call list for the alarm system. Wendy offered to be the first on the list, with Diana being second and Paul being third on the call list.

Children's Programs: Linda Quinn

- Story time sessions continue to be recorded weekly and posted to the Library's Facebook page and website. Linda has had issues posting the videos to Facebook and recommended the Library create its own YouTube channel. The videos will be easier to post on Facebook using the YouTube link.
- Weekly Kids Take & Make kits continue to be given out.
- The use of Trolley Park Pavilion for Children's programming was discussed. Linda will reach out to Chris Spoor for more information. The Board asked about offering story time at the Library. The purchase of small mats would encourage social distancing. As story time is winding down, bringing children back inside the building for programming events will be discussed in the fall, noting CDC guidelines may change by then.

Motion to approve the Director's report by Megan, 2nd by Chris, all in favor.

Bob moved to accept the Library starting its own YouTube Channel, 2nd by Sarah, all in favor.

Motion to approve the Fine Free FAQ document by Chris, 2nd by Don, all in favor.

Committees:

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

- Heather is working on drafting the Bookkeeper Job Description.
- Cheryl suggested that with new director starting the timing is right to apply for the new credit cards (previously approved by the Board) that offer more rewards/cash back. Heather Christopher, Linda and Diana will need cards.
- Cheryl and Diana have discussed the minimum standard changes and will identify the information that needs to be updated.

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

- Don noted the demolition of the sidewalk will be on Saturday and concrete will be poured the following week. The supplies needed were discussed. Don's neighbor, who is a mason, will be doing the work with the help of Don, Ted and Paul.
- Weekly volunteers are needed to weed the garden. Cheryl will post the request for volunteers on the Library's Facebook page.
- Cheryl presented to Energy audit report. Several recommendations were discussed including the replacement of the boiler and insulation in the attic floor. Wendy noted the NYS FY 2021-22 Budget report includes funds for capital improvements. Cheryl will follow-up to see if the funding could be provided for a new boiler.

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

- None.

***Fundraising:** Bob Kelley

- Arby's will likely be open to the public the first week of May. Bob mentioned potential car wash fundraiser.
- Cheryl noted other libraries in our area are not doing any fundraising events (due to the current environment).

***Other Business:**

- Megan suggested the Library offer outdoor "movie nights" during the summer. The library grounds were discussed as a location with the screen being the back of the building. The hill and parking lot offer potential space for seating. Linda will look into projector costs.

Next meeting is May 13, 2021 at 6:30 PM. All agreed to a hybrid meeting offering in-person and Zoom to attend.

At 7:28 P.M., Cheryl moved to Adjourn, 2nd by Sarah. All in favor.

Respectfully submitted by Sarah

Weedsport Free Library
 Balance Sheet
 April 30, 2021

ASSETS

Current Assets		
Key - Checking #4047	\$	7,524.04
Key - Public Tax Money #2802		38,898.30
Key Restricted Svgs #0148		186,038.03
Cash on Hand		200.00
		<hr/>
Total Current Assets		232,660.37
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><u>480,118.75</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		
Payroll Taxes	\$	6.87
HRA		250.00
Restricted Funds - Friends		9,806.98
Restricted Funds-Jr. Friends		1,229.36
		<hr/>
Total Current Liabilities		11,293.21
Long-Term Liabilities		
		<hr/>
Total Long-Term Liabilities		0.00
		<hr/>
Total Liabilities		11,293.21
Capital		
Surplus - Capital		448,937.76
Retained Earnings		37,522.88
Net Income		(17,635.10)
		<hr/>
Total Capital		468,825.54
		<hr/>
Total Liabilities & Capital	\$	<u><u>480,118.75</u></u>

Unaudited - For Management Purposes Only

Weedspport Free Library
 Budget Income Statement
 For the Four Months Ending April 30, 2021

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance
Revenues	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,000.00	(3,000.00)
Cayuga County	0.00	0.00	0.00	20,723.00	20,723.00	0.00
Town of Brutus	0.00	0.00	0.00	0.00	0.00	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	286.00	0.00	286.00	401.00	0.00	401.00
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	3,546.35	0.00	3,546.35	3,711.10	1,000.00	2,711.10
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	2.25	0.00	2.25	9.51	0.00	9.51
Library Fines-OR	0.00	0.00	0.00	0.00	0.00	0.00
Copier & Fax Fees-OR	60.75	0.00	60.75	323.60	750.00	(426.40)
Lost Materials Income	0.00	0.00	0.00	5.00	0.00	5.00
Other Income-OR	528.76	0.00	528.76	580.17	500.00	80.17
Grant Income	0.00	0.00	0.00	0.00	0.00	0.00
Restricted Income	535.00	0.00	535.00	805.00	0.00	805.00
Total Revenues	4,959.11	0.00	4,959.11	26,558.38	28,973.00	(2,414.62)
Salaries/Benefits	8,594.12	7,977.66	616.46	30,742.25	31,910.64	(1,168.39)
Total Payroll/Expense	8,594.12	7,977.66	616.46	30,742.25	31,910.64	(1,168.39)
Expenses	582.72	0.00	582.72	582.72	2,000.00	(1,417.28)
Building Repair	0.00	0.00	0.00	265.69	0.00	265.69
Serials	441.54	583.33	(141.79)	1,970.33	2,333.32	(362.99)
Books	0.00	0.00	0.00	0.00	0.00	0.00
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	0.00	0.00	0.00	0.00	0.00
Contract Services	0.00	0.00	0.00	2,883.60	3,000.00	(116.40)
Copier - Lease	58.00	323.33	(265.33)	232.00	1,293.32	(1,061.32)
Custodial Support	68.95	69.00	(0.05)	275.80	276.00	(0.20)
Equipment Repair/Upgrades	55.27	483.33	(428.06)	1,531.24	1,933.32	(402.08)
Insurance - Property/Liability	0.00	208.33	(208.33)	0.00	833.32	(833.32)
Insurance - D & O	0.00	0.00	0.00	907.00	907.50	(0.50)
Library Supplies	0.00	0.00	0.00	0.00	0.00	0.00
Outside Services	48.74	58.33	(9.59)	106.39	233.32	(126.93)
Other Expenses	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	50.00	200.00	(150.00)

Weedspport Free Library
 Budget Income Statement
 For the Four Months Ending April 30, 2021

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance
Outdoor Maintenance	0.00	157.50	(157.50)	413.00	630.00	(217.00)
Postage	1.20	25.00	(23.80)	231.50	100.00	131.50
Professional Services	1,750.00	154.17	1,595.83	1,909.42	616.68	1,292.74
Publicity	0.00	0.00	0.00	0.00	0.00	0.00
Telephone	132.74	128.33	4.41	532.56	513.32	19.24
Travel & Seminars	60.00	0.00	60.00	60.00	750.00	(690.00)
Utilities	350.07	458.33	(108.26)	1,499.98	1,833.32	(333.34)
Total Expenses	3,549.23	2,648.98	900.25	13,451.23	17,453.42	(4,002.19)
Net Operating Income	(7,184.24)	(10,626.64)	3,442.40	(17,635.10)	(20,391.06)	2,755.96
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
Net Income	\$ (7,184.24)	\$ (10,626.64)	\$ 3,442.40	\$ (17,635.10)	\$ (20,391.06)	\$ 2,755.96

Weedsport Free Library
 Cash change report
 As of: April 30, 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	1,753.49	\$ 18,157.03	\$ (12,386.48)	\$ 5,770.55	\$ 7,524.04
10500	Key - Public Tax Money #	52,611.57	286.73	(14,000.00)	(13,713.27)	38,898.30
10900	Key Restricted Svgs #014	185,670.04	893.52	(525.53)	367.99	186,038.03
11000	Cash on Hand	200.00	0.00	0.00	0.00	200.00
	Totals	<u>240,235.10</u>	<u>\$ 19,337.28</u>	<u>\$ (26,912.01)</u>	<u>\$ (7,574.73)</u>	<u>\$ 232,660.37</u>

Weedsport Free Library
 GI Account Summary Report
 As of: April 30, 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	(9,954.34)	\$ 504.36	\$ (357.00)	\$ 147.36	\$ (9,806.98)
24200	Restricted Funds-Jr. Frien	(1,229.36)	0.00	0.00	0.00	(1,229.36)
	Totals	<u>(11,183.70)</u>	<u>\$ 504.36</u>	<u>\$ (357.00)</u>	<u>\$ 147.36</u>	<u>\$ (11,036.34)</u>

**Weedspport Free Library
Summary Restricted Savings Account
For the Period From Jan 1, 2021 to Apr 30, 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	Book Purchases		535.00		-535.00	
			<u>535.00</u>		<u>-535.00</u>	
	Friends Restricted	Membership	100.00		-100.00	
		Other Expense		717.91	717.91	
		Other Income	215.00		-215.00	
		Sale of Books	619.70		-619.70	
		Summer Read!		186.50	186.50	
			<u>934.70</u>	<u>904.41</u>	<u>-30.29</u>	
	Interest		6.10		-6.10	
			<u>6.10</u>		<u>-6.10</u>	
	Peterson Memorial	Other Income	270.00		-270.00	
		Serials		27.95	27.95	
			<u>270.00</u>	<u>27.95</u>	<u>-242.05</u>	
Restricted	Total		1,745.80	932.36	-813.44	-813.44
Report	Total		<u>1,745.80</u>	<u>932.36</u>	<u>-813.44</u>	<u>-813.44</u>

Meeting Room Use:

- Library Adult Book Club
- Girl Scout meetings
- Tutoring
- Beekeepers Group
- Charity knitting group

April 2021

- Deliveries from FLLS continued at twice per week.
- All COVID-19 protocols continued to be followed. Quarantining of materials was reduced to 3 days per Board email approval.
- The charity knitting group met on 4/27/21; resuming their regular monthly meetings and projects.
- Diana spent the month of April training with Cheryl.
- Diana sent bullet aid letter requests to Senator Mannion and Assemblyman Manktelow.

- Village money was received on 4/29/21

- Participated in WFL Book Club meeting (Cheryl and Diana)

- Two FLS Polaris trainings via zoom (Diana): New User & Items. June also participated in the Items Webinar as she needed some review.

- Other webinars attended (Diana):
 - Planning for Recovery after a Library Disaster (4/14)
(recording: <https://www.youtube.com/watch?v=2YSptQDt6dw>) SENYLRC
 - Family Homelessness and Libraries (4/23)
 - NYSL - Summer Reading Resources for Younger Readers with Print Disabilities (4/20)
 - Library Love for LibraryReads (4/21)

- Meetings:
 - FLLS Member Library Support Group Zoom (Diana)
 - Sarah Glogowski (FLS Director) Zoom (Diana)
 - FLS Directors Zoom (Cheryl and Diana)
 - Cayuga Connect Zoom (Cheryl and Diana)
 - Met with Heather in person twice (Cheryl and Diana)



- Created a webpage for access to NOVELny databases and others; linked on our library page.

- Worked on meeting new minimum standards: uploaded budget to website, sharing which policies we will need to create.

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 3/18.

Linda attended a ZOOM webinar sponsored by Gumdrop Books on 3/24

Weedsport Free Library
Account Reconciliation
As of Apr 30, 2021
10900 - Key Restricted Svgs #0148
Bank Statement Date: April 30, 2021

MO
5/10/21

Filter Criteria includes: Report is printed in Detail Format.

Beginning GL Balance		185,670.04
Add: Cash Receipts		892.00
Less: Cash Disbursements		(525.53)
Add (Less) Other		1.52
Ending GL Balance		186,038.03
Ending Bank Balance		186,259.21
Add back deposits in transit		<i>2/</i>
Total deposits in transit		_____
(Less) outstanding checks		_____
	Apr 30, 2021 17011	(82.20)
	Apr 13, 2021 17015	(117.81)
	Apr 30, 2021 Transfer RS2	(21.17)
Total outstanding checks		(221.18)
Add (Less) Other		_____
Total other		_____
Unreconciled difference		0.00
Ending GL Balance		186,038.03

TB

**Weedspport Free Library
Account Reconciliation
As of Apr 30, 2021
10000 - Key - Checking #4047
Bank Statement Date: April 30, 2021**

*MLP
5/10/21*

Filter Criteria includes: Report is printed in Detail Format.

Beginning GL Balance		1,753.49
Add: Cash Receipts		4,135.86
Less: Cash Disbursements		9,654.97
Add (Less) Other		(8,020.28)
Ending GL Balance		<u>7,524.04</u>
Ending Bank Balance		<u>8,492.26</u>
Add back deposits in transit:		
Total deposits in transit		
(Less) outstanding checks		
	Apr 29, 2021 5426	(180.53)
	Apr 13, 2021 5448	(60.00)
	Apr 13, 2021 5449	(6.28)
	Apr 30, 2021 5452	(40.00)
	Apr 30, 2021 5453	(94.46)
	Apr 30, 2021 5454	(296.44)
	Apr 30, 2021 5455	(4.27)
	Apr 30, 2021 5456	(47.72)
	Apr 29, 2021 Electronic050	(126.95)
	Apr 30, 2021 Electronic050	(132.74)
	Apr 30, 2021 Transfer RS2	21.17
Total outstanding checks		(968.22)
Add (Less) Other		
Total other		
Unreconciled difference		0.00
Ending GL Balance		<u><u>7,524.04</u></u>

2/

TB

Weedspport Free Library
Account Reconciliation
As of Apr 30, 2021
10500 - Key - Public Tax Money #2802
Bank Statement Date: April 30, 2021

Filter Criteria includes: Report is printed in Detail Format.

Beginning GL Balance		52,611.57	
Add: Cash Receipts		286.00	
Less: Cash Disbursements		(14,000.00)	
Add (Less) Other		<u>0.73</u>	
Ending GL Balance		<u>38,898.30</u>	
Ending Bank Balance		38,898.30	2/
Add back deposits in transit			
Total deposits in transit			
(Less) outstanding checks			
Total outstanding checks			
Add (Less) Other			
Total other			
Unreconciled difference		<u>0.00</u>	
Ending GL Balance		<u>38,898.30</u>	TB