

**Weedspport Free Library
Board Meeting Agenda
Thursday, October 14, 2021
6:30 PM in-person or zoom**

**If you prefer to attend by zoom, please let Wendy (315-289-3043) know,
so she can send you a zoom link.**

Welcome New Director Samantha Black!

- **Call Meeting To Order** - Wendy Bannister
- **Secretary's Report** (September 2021 minutes) - Sarah Pickering
- **Public Expression Opportunity**
- **Treasurer's Report** (September 2021) – Megan Quill
- **Directors' Report** (September 2021) – Linda Quinn, Samantha Black, Cheryl Austin
 - COVID-19 related issues/observations/updates
 - Update on Samantha's new director training/tentative schedule for Nov.
 - 25th Birthday Open House follow-up
- **Team Assignments and Reports**
 - **Policy and Procedures/Personnel** Sarah, Kimberly, Chris, Wendy, Samantha
 - 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, Don
 - HVAC Project update
 - Call list for fire system
 - Gardening update
 - **Finance/Long Range Planning** Megan, Bob, Wendy, Samantha
 - 2022 draft budget -set meeting date
- **Fundraising** –Bob
- **Confirmation of next board meeting** - **Thursday, November 11, 2021 at 6:30 PM**
- **Adjourn**

Weedsport Free Library
Regular Board Meeting Minutes
Date: 9/9/2021

Present: Wendy Bannister, Don Burdick, Chris James, Bob Kelley, Sarah Pickering, Paul Reichhart, Kimberly Springer, Cheryl Austin, Linda Quinn and Heather Christopher

Absent: Ted Ball and Megan Quill

-Meeting called to order by Wendy at 6:38 P.M.

-Secretaries Report: Sarah Pickering

*Motion to approve the June 2021 Board meeting minutes and the August 2021 Special meeting minutes by Chris, 2nd by Kimberly, all in favor.

Public Expression: None

-Treasurer's Report: Heather Christopher for Megan Quill

*Income Statement Summary report – Revenue and Expense activity was reviewed for the periods ending June, July & August 2021. At 8/31/2021, revenue is \$4,000 over budget and payroll is \$4,000 under budget. Payroll is expected to increase once a new Director is selected & hired. Overall, there have been no significant variations from year-to-date budget to actual.

*Sarah inquired if we had received any updates on the \$10,000 grant related to Bullet Aid requested. Diana Wendell, previous Director, had requested the funds and received notification of the award from Assemblyman Manktelow. Cheryl & Linda had not received any updates. Cheryl will follow-up with Assemblyman Manktelow.

*Heather noted the School funding (\$84,000 estimated) is not expected until later this fall and discussed the Library will need \$12,000 to \$15,000 from the Restricted account to continue to operate. A motion was made to transfer \$12,000 from the Restricted account to the Regular Checking account by Paul, 2nd by Bob, all in favor.

* Three new computers have arrived. Two out of the three new computers will be paid for by the Peterson fund.

*The Town of Brutus is accepting the 2022 funding requests. In the past, the Library has requested a 2% increase in funding. Considering the negative impact COVID has had on the community, the Board discussed requesting the same amount as last year. After a motion was made to request \$20,723 funding for the Library in 2022 from the Town of Brutus by Paul, 2nd by Kimberly, all in favor.

*Motion to approve the June, July & August 2021 Treasurer's reports by Sarah, 2nd by Chris, all in favor.

Director's report: Linda Quinn and Cheryl Austin

- On September 6, 2021, we received notification that Governor Hochel announced COVID-19 has been classified as a "highly contagious communicable disease that presents a serious risk of harm to the public health" under the New York State HERO Act. The HERO Act requires all employers to implement workplace safety plans in the event of an airborne infectious disease. Once Cheryl goes through the information, she will update the Board on the Library's plan.
- The new computers will be set-up by Eric at FLLS in the near future.

- Cheryl had provided the Finger Lakes Library System Direct Access Plan 2022 – 2026 for the Board’s review. The document details services and resources available to member Public Libraries. After a motion was made by Chris, 2nd by Paul, the Finger Lakes Library System Direct Access Plan 2022 – 2026 was approved as presented. All in favor.
- The Finger Lakes annual meeting is scheduled for October 15th from 10am – 11am via Zoom. Each member library must have at least one voting trustee in attendance. Wendy confirmed she would be able to attend. All other Board members are encouraged to join.

Children’s Programs: Linda Quinn

- Linda met with elementary classes in the gazebo at DB’s Drive-in the first week of June. Classes received a read-aloud and were given Summer Reading flyers and Arby’s coupons.
- The Summer Reading program “Tales and Tails” began on Tuesday, July 6th and ran through August 14th.
- Linda asked the Board to consider giving \$100 to each Crystal & Debbie for additional help they provided over the summer that was beyond their normal job duties. After discussions, a motion was made to provide a \$100 VISA gift card to each Crystal & Debbie by Kimberly, 2nd by Bob, all in favor.

*Motion to approve the Director’s report by Sarah, 2nd by Chris, all in favor.

Committees:

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

- Wendy noted the Board will be updated on the new Director search during the Executive session.
- Heather is working on drafting the Bookkeeper Job Description.
- Wendy will set-up a separate meeting with the Personnel committee to review and discuss the new policies as required with the NYS standard changes.

***Buildings and Grounds:** Don Burdick and Paul Reichhart

- Wendy suggested sending an e-mail to inform those who provided a bid on heating services that another provider had been selected.
- Joe from Woodcock & Armani is expecting the new Boiler as early as next week. The Board agreed to begin the installation process before the weather changes.
- The 2021 Construction grant was complete and is under review by Kristi at FLLS. Work on our project can begin now but not be completed before October 1st, 2021, in order to follow the guidelines of the grant. We won’t hear whether we are awarded the grant money until sometime in 2022.
- Cheryl will follow-up on the P&J contract as their services may no longer be needed.

***Finance/Long Range Planning:** Wendy Bannister, Bob Kelley, Cheryl Austin and Linda Quinn

- Heather has started to work on the budget. The finance committee will meet in October and present the 2022 budget draft at the November 11th board meeting.

***Fundraising: Bob Kelley**
- None.

At 7:35 P.M., a motion was made to go into Executive session to discuss the new director selection by Sarah, 2nd by Don, all in favor.

At 7:52 P.M., the Executive session ended.

The next meeting is **October 14, 2021 at 6:30 PM.**

At 7:55 P.M., Don moved to Adjourn, 2nd by Paul. All in favor.

Respectfully submitted by Sarah

Meeting Room Use:

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

September 2021

- Linda Quinn continued serving as Interim Director and Cheryl Austin continues to come in at least one day/week for support/assistance.
- Interviews took place for director position. The position was offered and accepted by Samantha Black, who will start on October 4, 2021.
- Cheryl attended the Directors zoom meeting on Wed., 9/15.
- Construction began on the HVAC project.

Children's Programs September, 2021

The "Home Alone Course", provided by Epic Trainings, was held on Thurs. Sept. 2. There were 16 kids in attendance.

Fall Story Times began on Sept. 21 and 23. No children came at that time.

Lego Club was held on Thurs. Sept. 23. There were 10 attending.

A new program called "Read to Koa", which is a Paws to Read program, began on Fri. Sept. 24. No one attended this program. This program will be held once a month.

Directors' Report
Weedsport Free Library
Library information for September 2021 – Board Meeting 101421

Patron Visits	Jan.	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yr. To Date
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Note: 2020 shutdown and restrictions impact mid-March and beyond													
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2017	1621	1366	1673	1483	1875	1816	1778	1335	1475	2017	1563	1173	14,422
2018	1382	1486	1709	1500	2061	1856	1719	1803	1323	1649	1143	1042	14,839
2019	1137	1195	1231	1469	1692	1755	1802	1650	1379	1637	1309	1150	13,310
2020	1372	1304	718	0	0	88	330	625	660	802	616	630	5,097
2021	526	627	822	749	735	994	1224	928	783				7,388

Circulation

2017	1902	1757	1713	1761	1745	1965	2119	1950	1703	1775	1621	1281	16,615
2018	1391	1174	1444	1478	1588	1474	1863	1835	1408	1571	1378	1182	13,655
2019	1317	1352	1465	1402	1471	1416	1925	1800	1469	1598	1207	1207	13,617
2020	1457	1427	935	111	88	240	814	1070	1217	1355	1064	992	7,359
2021	1048	1125	1286	1398	1031	1256	1432	1198	1074				10,848

New Cards Issued

2017	15	8	12	16	29	18	21	17	24	15	11	4	160
2018	12	14	11	17	10	30	21	19	23	18	9	11	157
2019	11	14	17	9	17	17	31	17	16	15	8	10	149
2020	15	13	8	0	0	3	9	6	10	14	7	10	64
2021	5	11	10	9	8	13	17	9	5				87

**Digital Downloads
(OverDrive)**

2017	118	96	130	123	123	136	143	132	112	130	109	105	1113
2018	114	105	118	136	118	120	140	135	161	111	131	104	1147
2019	150	109	140	123	178	158	161	161	119	124	153	148	1299
2020	160	165	190	245	247	251	239	230	226	236	252	226	1953
2021	190	184	207	200	184	258	218	182	_____				_____

**Total circ.
including digital**

2019	1528	1532	1686	1617	1722	1641	2134	2019	1644	1766	1435	1410	15,523
2020	1678	1649	1184	385	351	505	1053	1300	1443	1591	1316	1218	9,548
2021	1268	1309	1493	1598	1215	1514	1650	1380	_____				_____

Weedsport Free Library
Balance Sheet
September 30, 2021

ASSETS

Current Assets		
Key - Checking #4047	\$	10,216.11
Key - Public Tax Money #2802		9,639.40
Key Restricted Svgs #0148		171,022.35
Cash on Hand		200.00
		<hr/>
Total Current Assets		191,077.86
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>438,536.24</u>

LIABILITIES AND CAPITAL

Current Liabilities		
Payroll Taxes	\$	13.74
Pension Payable		102.22
Restricted Funds - Friends		7,128.78
Restricted Funds-Jr. Friends		1,229.36
		<hr/>
Total Current Liabilities		8,474.10
Long-Term Liabilities		
		<hr/>
Total Long-Term Liabilities		0.00
		<hr/>
Total Liabilities		8,474.10
Capital		
Surplus - Capital		448,937.76
Retained Earnings		37,522.88
Net Income		(56,398.50)
		<hr/>
Total Capital		430,062.14
		<hr/>
Total Liabilities & Capital	\$	<u>438,536.24</u>

Weedsport Free Library
Budget Income Statement
For the Nine Months Ending September 30, 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	\$ 3,500.00	3,000.00	500.00
Town of Brutus	0.00	0.00	0.00	20,723.00	20,723.00	0.00
Village	0.00	0.00	0.00	16,950.00	17,289.00	(339.00)
School District	0.00	0.00	0.00	0.00	0.00	0.00
Local Aid	1,289.00	0.00	1,289.00	1,690.00	1,250.00	440.00
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	86.47	0.00	86.47	5,042.21	1,000.00	4,042.21
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	(13.39)	0.00	(13.39)	4.35	0.00	4.35
Library Fines-OR	0.00	0.00	0.00	11.67	0.00	11.67
Copier & Fax Fees-OR	159.75	0.00	159.75	647.50	750.00	(102.50)
Lost Materials Income	22.00	0.00	22.00	27.00	0.00	27.00
Other Income-OR	517.00	0.00	517.00	1,715.02	500.00	1,215.02
Grant Income	0.00	0.00	0.00	0.00	0.00	0.00
Restricted Income	100.00	0.00	100.00	1,205.00	0.00	1,205.00
Total Revenues	2,160.83	0.00	2,160.83	51,515.75	47,512.00	4,003.75
Salaries/Benefits	5,980.85	7,977.66	(1,996.81)	71,698.82	71,798.94	(100.12)
Total Payroll/Expense	5,980.85	7,977.66	(1,996.81)	71,698.82	71,798.94	(100.12)
Expenses						
Building Repair	415.25	0.00	415.25	1,182.97	2,000.00	(817.03)
Serials	17.98	0.00	17.98	878.40	0.00	878.40
Books	420.98	583.33	(162.35)	4,409.25	5,249.97	(840.72)
Software/online databases	0.00	0.00	0.00	52.00	0.00	52.00
Audio/Video/DVD	37.91	0.00	37.91	89.69	0.00	89.69
Computer Lic	0.00	0.00	0.00	5,733.60	6,200.00	(466.40)
Contract Services	58.00	323.33	(265.33)	3,272.59	2,909.97	362.62
Copier - Lease	68.95	69.00	(0.05)	620.55	621.00	(0.45)
Custodial Support	568.02	483.33	84.69	3,955.62	4,349.97	(394.35)
Equipment Repair/Upgrades	0.00	208.33	(208.33)	2,430.01	1,874.97	555.04
Insurance - Property/Liability	0.00	0.00	0.00	2,777.20	2,722.50	54.70
Insurance - D & O	0.00	0.00	0.00	100.00	100.00	0.00
Library Supplies	4.49	58.33	(53.84)	406.82	524.97	(118.15)
Outside Services	0.00	0.00	0.00	0.00	0.00	0.00
Other Expenses	0.00	0.00	0.00	1,785.81	200.00	1,585.81

Weedspport Free Library
Budget Income Statement
For the Nine Months Ending September 30, 2021

	Current Month		Current Month		Year to Date		Year to Date	
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Variance
Outdoor Maintenance	190.00	157.50	32.50	1,458.00	1,417.50	40.50	1,417.50	40.50
Postage	8.90	25.00	(16.10)	284.40	225.00	59.40	225.00	59.40
Professional Services	0.00	154.17	(154.17)	1,909.42	1,387.53	521.89	1,387.53	521.89
Publicity	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Telephone	140.17	128.33	11.84	1,212.96	1,154.97	57.99	1,154.97	57.99
Travel & Seminars	0.00	0.00	0.00	60.00	750.00	(690.00)	750.00	(690.00)
Utilities	382.65	458.33	(75.68)	3,596.14	4,124.97	(528.83)	4,124.97	(528.83)
Total Expenses	2,313.30	2,648.98	(335.68)	36,215.43	35,813.32	402.11	35,813.32	402.11
Net Operating Income	(6,133.32)	(10,626.64)	4,493.32	(56,398.50)	(60,100.26)	3,701.76	(60,100.26)	3,701.76
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	\$ (6,133.32)	\$ (10,626.64)	\$ 4,493.32	\$ (56,398.50)	\$ (60,100.26)	\$ 3,701.76	\$ (60,100.26)	\$ 3,701.76

Weedsport Free Library
 GI Account Summary Report
 As of: September 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	(7,781.97)	\$ 892.74	\$ (239.55)	\$ 653.19	\$ (7,128.78)
24200	Restricted Funds-Jr. Frien	(1,229.36)	0.00	0.00	0.00	(1,229.36)
	Totals	<u>(9,011.33)</u>	<u>\$ 892.74</u>	<u>\$ (239.55)</u>	<u>\$ 653.19</u>	<u>\$ (8,358.14)</u>

Weedsport Free Library
Cash change report
As of: September 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	2,711.92	\$ 15,785.22	\$ (8,281.03)	\$ 7,504.19	\$ 10,216.11
10500	Key - Public Tax Money #	11,350.26	1,289.14	(3,000.00)	(1,710.86)	9,639.40
10900	Key Restricted Svgs #014	183,589.07	341.02	(12,907.74)	(12,566.72)	171,022.35
11000	Cash on Hand	200.00	0.00	0.00	0.00	200.00
	Totals	<u>197,851.25</u>	<u>\$ 17,415.38</u>	<u>\$ (24,188.77)</u>	<u>\$ (6,773.39)</u>	<u>\$ 191,077.86</u>

Weedsport Free Library
Cash change report
As of: September 30, 2021

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10900	Key Restricted Svgs #014	183,589.07	341.02	(12,907.74)	(12,566.72)	171,022.35
11000	Cash on Hand	200.00	0.00	0.00	0.00	200.00
	Totals	<u>197,851.25</u>	<u>\$ 17,415.38</u>	<u>\$ (24,188.77)</u>	<u>\$ (6,773.39)</u>	<u>\$ 191,077.86</u>

Weedsport Free Library
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As of: September 30, 2021

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24000	Restricted Funds - Friends	(7,781.97)	\$ 892.74	\$ (239.55)	\$ 653.19	\$ (7,128.78)
24200	Restricted Funds-Jr. Frien	(1,229.36)	0.00	0.00	0.00	(1,229.36)
	Totals	<u>(9,011.33)</u>	<u>\$ 892.74</u>	<u>\$ (239.55)</u>	<u>\$ 653.19</u>	<u>\$ (8,358.14)</u>

Weedsport Free Library
Summary Restricted Savings Account
For the Period From Jan 1, 2021 to Sep 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			233.99		-233.99	
			233.99		-233.99	
	Book Purchases	Book	535.00		-535.00	
			100.00		-100.00	
			635.00		-635.00	
	Community Foundation			384.40	384.40	
				384.40	384.40	
	Family Literacy		231.41	231.41		
			231.41	231.41		
	Friends Restricted	Book		16.42	16.42	
		Membership	135.00		-135.00	
		Other Expense		2,764.44	2,764.44	
		Other Income	416.80		-416.80	
		Postage/Publi		55.00	55.00	
		Sale of Books	1,680.78		-1,680.78	
		Summer Readi		1,767.50	1,767.50	
			2,232.58	4,603.36	2,370.78	
	Gazebo		900.00	1,300.00	400.00	
			900.00	1,300.00	400.00	
	Interest		13.84		-13.84	
			13.84		-13.84	
	Peterson Memorial	Book	250.00		-250.00	
		Other Income		309.81	309.81	
			270.00		-270.00	

**Weedspport Free Library
Summary Restricted Savings Account
For the Period From Jan 1, 2021 to Sep 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
		Serials		27.95	27.95	
			520.00	337.76	-182.24	
Restricted	Total		4,766.82	6,856.93	2,090.11	2,090.11
Report	Total		4,766.82	6,856.93	2,090.11	2,090.11