

**Weedspport Free Library
Board Meeting Agenda
Thursday, November 11, 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.**

- **Call Meeting To Order** - Wendy Bannister
- **Secretary's Report** (October 2021 minutes) - Sarah Pickering
- **Public Expression Opportunity**
- **Treasurer's Report** (October 2021) – Megan Quill
- **Directors' Report** (October 2021) – Linda Quinn, Samantha Black, Cheryl Austin
 - COVID-19 related issues/observations/updates
 - Update on Samantha's new director training/tentative schedule for Nov./Dec.
 - Annual Meeting Updates
 - Friends Holiday Raffle 2021
 - Tribute Tree 2021
- **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
 - Review Policies for Open Meetings Policy, Conflict of Interest Policy, Confidentiality of Library Records Policy, Whistle Blower Policy, Bed Bug Policy, Unattended Children Policy, Circulation Policy
 - Need to add policies for: Disaster Response Policy, Code of Ethics, Financial Controls (purchasing/procurement policy and petty cash policy)
 - **Building and Grounds** Paul, Ted, Don
 - HVAC Project update
 - Insulation Installation completed
 - Estimate for ceiling/drywall repair
 - **Finance/Long Range Planning** Megan, Bob, Wendy, Samantha
 - Review 2022 draft budget
- **Status of board members for 2022?**
 - Completing 1st term-Kimberly and Ted (if serving second terms no new members needed)
- **Fundraising** –Bob
 - Library lawn signs
- **Confirmation of next board meeting** - **Thursday, December 9th, 2021 at 6:30 PM**
- **Adjourn**

WeedSPORT Free Library
Regular Board Meeting Minutes
Date: 10/14/2021

Present: Wendy Bannister, Don Burdick, Chris James, Bob Kelley, Sarah Pickering, Megan Quill, Paul Reichhart, Cheryl Austin, Samantha Black and Linda Quinn

Attended via Zoom: Ted Ball and Kimberly Springer

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

-Secretaries Report: Sarah Pickering

*Motion to approve the September 2021 Board meeting minutes by Chris, 2nd by Paul, all in favor.

Public Expression: None

-Treasurer's Report: Megan Quill

*Income Statement Summary report – Revenue and Expense activity was reviewed for the period ending September 2021. At 9/30/2021, revenues were higher than budgeted this month and amounted to \$2,161. The revenue is mainly attributed to local aid and a reimbursement from the CARES Act. Overall, the year-to-date budget to actual difference is within range, noting an increase in actual revenues compared to budget.

*Motion to approve the September 2021 Treasurer's reports by Sarah, 2nd by Don, all in favor.

Director's report: Linda Quinn, Samantha Black & Cheryl Austin

- Patron visits, circulation and new cards issued were all down this month compared to the previous month. The decline may be attributed to the impacts of COVID-19.
- Samantha has started the new Director training with Cheryl and Linda. Cheryl is taking vacation in October, however she is planning to continue training in November, on a limited basis.
- Construction began on the HVAC project.
- As a COVID-19 update – activity has resumed in the Library's meeting room. Masks are required for all staff and patrons.
- The 25th Birthday Open House was held on Friday October 1st. Assemblyman Manktelow attended and honored Cheryl's service to the Library. Assemblyman Manktelow confirmed the Library was awarded the \$10,000 and noted the funds would come through FLLS.
- Sharon Hand, a local author, asked if she would be able to schedule a book reading/signing at the Library. Ms. Hand plans to donate a book. The Board discussed reading the book first before scheduling the book signing event, to determine if the content is consistent with the Library's policies.

Children's Programs: Linda Quinn

- The "Home Alone Course", provided by Epic Trainings, held on 9/2/2021 was a success. There were 16 children who attended.
- Lego Club was held on 9/23. There were 10 in attendance.

- A new program called "Read to Koa", which is a Paws to Read program, began on 9/24. No one attended the program this past session, however Linda is hopeful attendance will increase. The program will be held once a month.

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

Committees:

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

- Wendy presented the NY HERO Act Policy for review. The Policy is a model airborne infectious disease exposure prevention plan. Wendy asked for a motion to adopt the NY HERO Act Policy. Motion made by Sarah, 2nd by Paul, all in favor.
- 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:** Ted Ball, Don Burdick and Paul Reichhart

- Woodcock & Armani complete most of the work installing the new Boiler. The economizers need to be installed in the attic.
- Don noted the copper pipes were replaced as a result of the new boiler system. The copper was cut and sold for \$450.
- Committee members discussed inviting a firefighter to do a walkthrough of the Library to identify any potential fire related issues.
- Megan asked about the rebate. Wendy mentioned that she has all the information, however is waiting on submission until the project is 100% complete.
- The call list for the alarm system was discussed. After a brief discussion, Don agreed to be called first, Linda being second and Paul being third.
- Debbie Piascik has helped keep up with the garden. Chris mentioned the Honor Society may be interested in volunteering their time to help with the gardens. Wendy will follow-up with the school.

***Finance/Long Range Planning:** Wendy Bannister, Bob Kelley, Megan Quill and Samantha Black

- 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.
- The Village of Weedsport is accepting the 2022-2023 funding requests. In the past, the Library has requested an increase in funding. However, considering the negative impact COVID has had on the community, the Board discussed requesting the same amount as last year. A motion was made to request \$16,950 funding for the Library in 2022-2023 from the Village of Weedsport by Paul, 2nd by Don, all in favor.

***Fundraising:** Bob Kelley

- None.

The next meeting is **Thursday, November 11, 2021 at 6:30 PM.**

At 7:19 P.M., Don moved to Adjourn, 2nd by Bob. All in favor.

Respectfully submitted by Sarah

Weedsport Free Library
Balance Sheet
October 31, 2021

ASSETS

Current Assets		
Key - Checking #4047	\$	7,609.45
Key - Public Tax Money #2802		3,639.54
Key Restricted Svgs #0148		169,365.14
Cash on Hand		<u>200.00</u>
 Total Current Assets		 180,814.13
Property and Equipment		
Building		476,402.11
Furniture and Fixtures		103,034.30
Office Equipment		8,965.91
Land		9,000.00
Accumulated Depreciation		<u>(356,719.10)</u>
 Total Property and Equipment		 240,683.22
Other Assets		
Mobil Stock		<u>6,775.16</u>
 Total Other Assets		 <u>6,775.16</u>
 Total Assets	\$	 <u><u>428,272.51</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		
Payroll Taxes	\$	20.61
Pension Payable		131.73
Restricted Funds - Friends		7,359.36
Restricted Funds-Jr. Friends		<u>1,229.36</u>
 Total Current Liabilities		 8,741.06
Long-Term Liabilities		
 Total Long-Term Liabilities		 <u>0.00</u>
 Total Liabilities		 8,741.06
Capital		
Surplus - Capital		448,937.76
Retained Earnings		37,522.88
Net Income		<u>(66,929.19)</u>
 Total Capital		 <u>419,531.45</u>
 Total Liabilities & Capital	\$	 <u><u>428,272.51</u></u>

Weedsport Free Library
Budget Income Statement
For the Ten Months Ending October 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	\$ 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	0.00	0.00	0.00	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	0.00	0.00	0.00	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	1.59	0.00	1.59	5.94	0.00	5.94
Library Fines-OR	0.00	0.00	0.00	11.67	0.00	11.67
Copier & Fax Fees-OR	0.00	0.00	0.00	647.50	750.00	(102.50)
Lost Materials Income	0.00	0.00	0.00	27.00	0.00	27.00
Other Income-OR	0.00	0.00	0.00	1,715.02	500.00	1,215.02
Grant Income	0.00	0.00	0.00	0.00	0.00	0.00
Restricted Income	0.00	0.00	0.00	1,205.00	0.00	1,205.00
Total Revenues	1.59	0.00	1.59	51,517.34	47,512.00	4,005.34
Salaries/Benefits	8,950.02	7,977.66	972.36	80,648.84	79,776.60	872.24
Total Payroll/Expense	8,950.02	7,977.66	972.36	80,648.84	79,776.60	872.24
Expenses						
Building Repair	0.00	0.00	0.00	1,182.97	2,000.00	(817.03)
Serials	0.00	0.00	0.00	878.40	0.00	878.40
Books	129.11	583.33	(454.22)	4,538.36	5,833.30	(1,294.94)
Software/online databases	0.00	0.00	0.00	52.00	0.00	52.00
Audio/Video/DVD	0.00	0.00	0.00	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)	3,330.59	3,233.30	97.29
Copier - Lease	68.95	69.00	(0.05)	689.50	690.00	(0.50)
Custodial Support	400.00	483.33	(83.33)	4,355.62	4,833.30	(477.68)
Equipment Repair/Upgrades	0.00	208.33	(208.33)	2,430.01	2,083.30	346.71
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	12.81	58.33	(45.52)	419.63	583.30	(163.67)
Outside Services	0.00	0.00	0.00	0.00	0.00	0.00
Other Expenses	0.00	0.00	0.00	2,016.39	200.00	1,816.39

Weedspport Free Library
Budget Income Statement
For the Ten Months Ending October 31, 2021

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance
Outdoor Maintenance	170.00	157.50	12.50	1,628.00	1,575.00	53.00
Postage	0.00	25.00	(25.00)	284.40	250.00	34.40
Professional Services	0.00	154.17	(154.17)	1,909.42	1,541.70	367.72
Publicity	0.00	0.00	0.00	0.00	0.00	0.00
Telephone	138.43	128.33	10.10	1,351.39	1,283.30	68.09
Travel & Seminars	0.00	0.00	0.00	60.00	750.00	(690.00)
Utilities	374.38	458.33	(83.95)	3,970.52	4,583.30	(612.78)
Total Expenses	1,351.68	2,648.98	(1,297.30)	37,797.69	38,462.30	(664.61)
Net Operating Income	(10,300.11)	(10,626.64)	326.53	(66,929.19)	(70,726.90)	3,797.71
Mobil Unrealized Gain Investime	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	\$ (10,300.11)	\$ (10,626.64)	\$ 326.53	\$ (66,929.19)	\$ (70,726.90)	\$ 3,797.71

Weedsport Free Library
Cash change report
As of: October 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	10,216.11	\$ 7,658.66	\$ (10,265.32)	\$ (2,606.66)	\$ 7,609.45
10500	Key - Public Tax Money #	9,639.40	0.14	(6,000.00)	(5,999.86)	3,639.54
10900	Key Restricted Svgs #014	171,022.35	1.45	(1,658.66)	(1,657.21)	169,365.14
11000	Cash on Hand	200.00	0.00	0.00	0.00	200.00
	Totals	<u>191,077.86</u>	<u>\$ 7,660.25</u>	<u>\$ (17,923.98)</u>	<u>\$ (10,263.73)</u>	<u>\$ 180,814.13</u>

Weedsport Free Library
GI Account Summary Report
As of: October 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	(7,359.36)	\$ 0.00	\$ 0.00	\$ 0.00	\$ (7,359.36)
24200	Restricted Funds-Jr. Frien	(1,229.36)	0.00	0.00	0.00	(1,229.36)
	Totals	<u>(8,588.72)</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ (8,588.72)</u>

Weedsport Free Library
Summary Restricted Savings Account
For the Period From Jan 1, 2021 to Oct 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			233.99	100.00	-133.99	
			233.99	100.00	-133.99	
Book Purchases	Book		535.00		-535.00	
			100.00		-100.00	
			635.00		-635.00	
Community Foundation				534.98	534.98	
				534.98	534.98	
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			1,714.05	1,714.05	
			2,232.58	4,549.91	2,317.33	
Gazebo			900.00	1,200.00	300.00	
			900.00	1,200.00	300.00	
Interest			0.29		-0.29	
			0.29		-0.29	
Operations Reserve				12,000.00	12,000.00	
				12,000.00	12,000.00	

Weedsport Free Library
 GI Account Summary Report
 As of: October 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	(7,359.36)	\$ 0.00	\$ 0.00	\$ 0.00	\$ (7,359.36)
24200	Restricted Funds-Jr. Frien	(1,229.36)	0.00	0.00	0.00	(1,229.36)
	Totals	<u>(8,588.72)</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ (8,588.72)</u>

Weedsport Free Library
Cash change report
As of: October 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	10,216.11	\$ 7,658.66	\$ (10,265.32)	\$ (2,606.66)	\$ 7,609.45
10500	Key - Public Tax Money #	9,639.40	0.14	(6,000.00)	(5,999.86)	3,639.54
10900	Key Restricted Svgs #014	171,022.35	1.45	(1,658.66)	(1,657.21)	169,365.14
11000	Cash on Hand	200.00	0.00	0.00	0.00	200.00
	Totals	<u>191,077.86</u>	<u>\$ 7,660.25</u>	<u>\$ (17,923.98)</u>	<u>\$ (10,263.73)</u>	<u>\$ 180,814.13</u>

Weedspport Free Library
Summary Restricted Savings Account
For the Period From Jan 1, 2021 to Oct 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
		Peterson Memorial				
		Book	250.00		-250.00	
		Other Expense		309.81	309.81	
		Other Income	270.00	1,658.66	1,658.66	
		Serials		27.95	-270.00	
					27.95	
			520.00	1,996.42	1,476.42	
Restricted	Total		4,753.27	20,612.72	15,859.45	15,859.45
Report	Total		4,753.27	20,612.72	15,859.45	15,859.45

Directors' Report
Weedspport Free Library
Library information for October 2021 – Board Meeting 111121

Patron Visits Jan. Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec Yr. To Date

Note: 2020 shutdown and restrictions impact mid-March and beyond

2017	1621	1366	1673	1483	1875	1816	1778	1335	1475	2017	1563	1173	16,439
2018	1382	1486	1709	1500	2061	1856	1719	1803	1323	1649	1143	1042	16,488
2019	1137	1195	1231	1469	1692	1755	1802	1650	1379	1637	1309	1150	14,947
2020	1372	1304	718	0	0	88	330	625	660	802	616	630	5,899
2021	526	627	822	749	735	994	1224	928	783	834			8,222

Circulation

2017	1902	1757	1713	1761	1745	1965	2119	1950	1703	1775	1621	1281	18,390
2018	1391	1174	1444	1478	1588	1474	1863	1835	1408	1571	1378	1182	15,226
2019	1317	1352	1465	1402	1471	1416	1925	1800	1469	1598	1207	1207	15,215
2020	1457	1427	935	111	88	240	814	1070	1217	1355	1064	992	8,714
2021	1048	1125	1286	1398	1031	1256	1432	1198	1074	1127			11,975

New Cards Issued

2017	15	8	12	16	29	18	21	17	24	15	11	4	175
2018	12	14	11	17	10	30	21	19	23	18	9	11	175
2019	11	14	17	9	17	17	31	17	16	15	8	10	164
2020	15	13	8	0	0	3	9	6	10	14	7	10	78
2021	5	11	10	9	8	13	17	9	5	13			100

Digital Downloads
(OverDrive)

2017	118	96	130	123	123	136	143	132	112	130	109	105	1243
2018	114	105	118	136	118	120	140	135	161	111	131	104	1258
2019	150	109	140	123	178	158	161	161	119	124	153	148	1423
2020	160	165	190	245	247	251	239	230	226	236	252	226	2189
2021	190	184	207	200	184	258	218	182	177	187			1987

Total circ.
including digital

2019	1528	1532	1686	1617	1722	1641	2134	2019	1644	1766	1435	1410	17,289
2020	1678	1649	1184	385	351	505	1053	1300	1443	1591	1316	1218	11,139
2021	1268	1309	1493	1598	1215	1514	1650	1380	1251	1314			13,992

Meeting Room Use:

- Library Adult Book Club
- Girl Scout meetings
- Beekeepers Group
- Insurance signups
- Charity knitting group
- NAMI
- American Legion Auxiliary
- After Prom Committee
- Tutoring

October 2021

- Linda Quinn continued serving as Interim Director and Cheryl Austin continues to come in at least one day/week for support/assistance. Samantha started as Director on October 4, 2021.
- Samantha, Linda, and Wendy attended the Annual Meeting on Fri., 10/15 via zoom.
- Samantha attended the Directors zoom meeting on Tuesday, 10/19.
- Construction nearly completed on the HVAC project and insulation.
- Samantha and Debbie attended virtual Polaris trainings on Tuesday 10/5, Wednesday 10/20, and Wednesday 10/27.
- Samantha and Cheryl facilitated Book Club on Tuesday 10/12.

Children's Programs October, 2021

- Toddler Rhyme Time: Adults: 11
- Children: 12
- Story Time sessions continued through October. Preschool Story Time had no children but is growing in November.
- Linda attended a webinar sponsored by the Central NY Library Resources Council on Oct. 4.
- The Read to Koa program was held on Oct. 22. There were 7 who attended.
- Lego Club in the Library was held on Oct. 28. There were 2 who attended.

**Weedsport Library Board of Trustees
2021 (updated October 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@twcnny.rr.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@smartestenergy.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@twcnny.rr.com

Samantha Black

Director

2579 W. Brutus St.

Weedsport, NY 13166

director@weedsportlibrary.org

315-383-7872

Linda Quinn

Asst. Director

3223 Turnpike Rd.

Auburn, NY 13021

youth@weedsportlibrary.org

315-834-6222 Library

315-246-1016 Cell