

AGENDA

Board Meeting

Thursday, November 9, 2021 at 6:30 p.m.

- Calling the roll
- Proof of notice of meeting or waiver of notice
- Approval of the minutes from the prior meeting
- Treasurer's Report
- Report of committees
 - Bylaws
 - Personnel Manual
- Report of the Library Director
- Unfinished business from prior meeting
 - Paychex
 - Health Insurance Refund
- New business
 - Approval of 2022 Budget
- Potential Executive Session
 - Heather's Annual Review

Director's Report - 11/9/21

- Library attendance
 - August 2021 - 559 people - down 3% from July 2021, up 46% from August 2020, down 36% from August 2019
 - September 2021 - 555 people, down 0.7% from August 2021, up 46% from September 2020, down 29% from September 2019
 - October 2021 - 580 people, up 4.5% from September 2021, up 6.8% from October 2021, down 38% from October 2019
- Circulation data
 - August-October 2019 - 4747 items
 - August-October 2020 - 4293 items
 - August-October 2021 - 4002 items, down 6.7% from 2020, down 15.7% from 2019
- Website
 - May-July 2021 = 1258 page views
 - August-October 2021 = 1026 page views
 - Decrease of 18% (but to be expected since things slow down after summer)
- Social media
 - Increased FB followers by 9% since August
 - Increased FB reach by 103% in September (because of paying to boost post)
 - Increased IG reach by 87% in September (because of paying to boost post)
 - Reach for both has gone back down in October
- I have hired Mary Bartlett as the new Program Coordinator. She started today.
- Georgetown has decided they're no longer interested in our partnership to provide computer services and library items at the Town Hall. I spoke with Sally Brush (Town Clerk) in person and asked her if we could try again. She gave me a definitive "no," said no one had been using the computer and that it was too hard to keep track of items that were brought there to check out to patrons. I proposed providing them with books that didn't have to be returned (from the Free shelf) and offering library-sponsored programs/activities in their Town Hall. Sally has not responded to further attempts to contact her.

**NEW WOODSTOCK FREE LIBRARY
2021 OPERATING BUDGET**

**Aug-Sep
75%**

	2021 FISCAL BUDGET	Period To Date Actual	Year To Date Actual	% Of Budget
OPERATING INCOME:				
Local Library Tax Levy	171,213.00		171,213.00	100%
Town of Cazenovia	5,500.00		5,500.00	100%
Madison County	2,500.00		4,286.58	171%
New York State LLSA	995.00	1,243.80	1,630.76	164%
Donations & Fund Raising	1,500.00	72.74	478.34	32%
Interest & Dividends Earned	120.00	6.81	42.72	36%
Equipment & Collections:				
Copier & Fax Use	80.00	41.20	136.76	171%
Book Replacement		5.99	22.62	
TOTAL FISCAL OPERATING INCOME	181,908.00	1,370.54	183,310.78	101%

**NEW WOODSTOCK FREE LIBRARY
2021 OPERATING BUDGET**

**Aug-Sep
75%**

	2021 FISCAL BUDGET	Period To Date Actual	Year To Date Actual	% Of Budget
OPERATING EXPENSES:				
ADMINISTRATIVE COSTS				
Postage & Handling	600.00	270.85	733.95	122%
Supplies	1,500.00	477.79	1,306.32	87%
Professional Services	10,500.00	161.81	11,368.29	108%
	12,600.00	910.45	13,408.56	106%
AUTOMATION COSTS				
Mid-York IT Services	4,900.00	4,973.98	4,973.98	102%
	4,900.00	4,973.98	4,973.98	102%
FACILITIES MAINTENANCE				
House Keeping	4,160.00	970.00	4,130.00	99%
Lawn Care	650.00	250.00	425.00	65%
Landscaping	200.00	1,500.00	1,500.00	750%
Maintenance / Repairs	2,500.00		1,362.87	55%
Snow Removal	2,500.00		880.00	35%
	10,010.00	2,720.00	8,297.87	83%
INSURANCE				
Building Insurance	4,000.00			0%
Officers and Directors Insurance	140.00	139.68	139.68	100%
	4,140.00	139.68	139.68	
LIBRARY PROGRAMS				
Audio, Video & Computer Software Media	5,500.00	824.31	3,018.18	55%
Books	4,800.00	1,864.15	4,093.29	85%
Promotional Materials	1,000.00	659.45	659.45	66%
Website Design	5,000.00		3,140.00	63%
Special Programs:				
Adult Programming	300.00	524.39	657.99	219%
Childrens' Events	2,700.00	442.42	1,975.07	73%
Exhibits & Events	2,500.00	22.83	1,757.87	70%
Program Furnishings, Equipment & Accessories	3,500.00	393.88	436.86	12%
Volunteer Support	500.00			0%
	25,800.00	4,731.43	15,738.71	61%

**NEW WOODSTOCK FREE LIBRARY
2021 OPERATING BUDGET**

**Aug-Sep
75%**

	2021 FISCAL BUDGET	Period To Date Actual	Year To Date Actual	% Of Budget
OPERATING EXPENSES (CONTINUED):				
UTILITIES				
Electric	1,900.00	501.09	1,707.84	90%
Fuel Oil	6,500.00		2,615.90	40%
Security & Fire	800.00	324.95	1,127.45	141%
Telephone & Broadband Internet	1,100.00	293.79	883.25	80%
Water	25.00		25.00	100%
	10,325.00	1,119.83	6,359.44	62%
PROFESSIONAL DEVELOPMENT				
Staff Related	400.00	85.00	135.00	34%
	400.00	85.00	135.00	34%
PERSONNEL EXPENSES				
Director's Gross Salary	35,700.00	5,384.64	25,577.05	72%
Assistant's Gross Salary	38,990.00	5,497.64	25,630.77	66%
Payroll Taxes - FICA/Medicare	3,883.00	822.63	3,794.90	98%
NY State Disability Insurance	550.00	(70.48)	104.08	19%
Worker's Compensation Insurance	1,250.00	255.23	1,265.94	101%
Simple IRA - Employer Matching	2,240.00	294.82	1,383.46	62%
Health Insurance Benefits - Mid-York		1,988.55	86.92	
	82,613.00	14,173.03	57,843.12	70%
CAPITAL EXPENSES & TECHNOLOGY ADVANCEMENT				
Small Equip / Displays / Interior Improvements	2,500.00		3,098.10	124%
Computer Upgrades & Hardware	1,000.00		1,589.76	
	3,500.00	0.00	4,687.86	134%
TRANSFER (SET-ASIDE) TO DMMCI FUND	27,620.00		27,620.00	100%
TOTAL FISCAL OPERATING EXPENSES	181,908.00	28,853.40	139,204.22	77%

NEW WOODSTOCK FREE LIBRARY

DMMCI Fund Profit and Loss

August - September, 2021

	TOTAL	
	AUG - SEP, 2021	JAN - SEP, 2021 (YTD)
Revenue		
Total Revenue		
GROSS PROFIT	\$0.00	\$0.00
Expenditures		
DMM/CI EXPENSES		
Major Bldg Repairs/Improvements		23,423.00
NYS DOE Expense (deleted)		
Building Improv - 2106 Main St (deleted)		13,800.00
Total NYS DOE Expense (deleted)		13,800.00
Total DMM/CI EXPENSES		37,223.00
GRANT EXPENSES		
Library Const Grant Expenses	9,080.00	10,655.00
Total GRANT EXPENSES	9,080.00	10,655.00
Total Expenditures	\$9,080.00	\$47,878.00
NET OPERATING REVENUE	\$ -9,080.00	\$ -47,878.00
NET REVENUE	\$ -9,080.00	\$ -47,878.00

NEW WOODSTOCK FREE LIBRARY

Reserve Fund Profit and Loss

August - September, 2021

	TOTAL	
	AUG - SEP, 2021	JAN - SEP, 2021 (YTD)
Revenue		
RESERVE FUND INCOME		160,000.00
Investment Income		
Change In Account Value	196.92	12,146.29
Dividend Income	519.68	1,974.72
Total Investment Income	716.60	14,121.01
Total RESERVE FUND INCOME	716.60	174,121.01
Total Revenue	\$716.60	\$174,121.01
GROSS PROFIT	\$716.60	\$174,121.01
Expenditures		
Total Expenditures		
NET OPERATING REVENUE	\$716.60	\$174,121.01
NET REVENUE	\$716.60	\$174,121.01

NEW WOODSTOCK FREE LIBRARY

Financial Position
As of September 30, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Community Bank - Checking	10,882.01
ALA LTC Small-Rural Grant 2021	1,741.52
Total Community Bank - Checking	12,623.53
Community Bank - Savings	
DMMCI Fund Savings	50,390.59
Op Fund Savings	74,774.76
Reserve Fund Savings	60,017.54
Total Community Bank - Savings	185,182.89
Total Bank Accounts	\$197,806.42
Other Current Assets	
Prepaid Expenses	6,294.57
Reserve Fund Investment Account	314,171.41
Total Other Current Assets	\$320,465.98
Total Current Assets	\$518,272.40
Fixed Assets	
Accum. Depreciation	-328,288.00
Building	59,575.95
Children's Wing Addition	187,702.47
Fixtures & Equipment	84,719.69
Improvements	230,690.01
Land	5,000.00
Total Fixed Assets	\$239,400.12
TOTAL ASSETS	\$757,672.52
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
PPP Loan	22,345.00
Total Credit Cards	\$22,345.00
Total Current Liabilities	\$22,345.00
Total Liabilities	\$22,345.00
Equity	
Unrestricted Net Assets	670,983.10
Net Revenue	64,344.42
Total Equity	\$735,327.52
TOTAL LIABILITIES AND EQUITY	\$757,672.52

NEW WOODSTOCK FREE LIBRARY

Cash Disbursements
August - September, 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
08/01/2021	Journal Entry	6			-300.00
08/02/2021	Check	EFT	Time Warner Cable	Acct # 202-749604301-001	-97.93
08/02/2021	Bill Payment (Check)	1353628	NYSIF Workers' Compensation	S 1115 884-7	-255.23
08/02/2021	Bill Payment (Check)	1361025	Murray Landscaping	Invoice no. 1460	-1,500.00
08/03/2021	Check	DC21-57	Lion Clock		-41.99
08/03/2021	Check	12928	Madison County Dept of Solid Waste		-187.20
08/04/2021	Bill Payment (Check)	1369804	Eastern Security Services Inc	Invoice no. R627647	-195.00
08/04/2021	Check	DC21-59	WalMart		-39.84
08/05/2021	Check	DC21-60	Oriental Trading Co., Inc.		-49.23
08/06/2021	Check	DC21-61	Amazon.com		-17.31
08/09/2021	Bill Payment (Check)	1406994	Viking Cleaning Service, Inc	Invoice no. 1800	-550.00
08/10/2021	Bill Payment (Check)	1406885	Ingram Library Services	20X1249	-211.09
08/10/2021	Check	DC21-62	Amazon.com		-32.40
08/12/2021	Bill Payment (Check)	1420448	Mid-York Library System	INV #0038742-IN	-69.81
08/12/2021	Expenditure		Intuit	SOFTWARE INTUIT INC CCD 1679659	-30.24
08/13/2021	Journal Entry	4		Direct Deposit	-1,989.40
08/13/2021	Journal Entry	4		Taxes	-620.83
08/13/2021	Journal Entry	4		Payroll Service Fee	-39.72
08/16/2021	Bill Payment (Check)	1444491	DCM Lawncare	Inv 698085	-125.00
08/16/2021	Check	EFT	Capital Group		-371.65
08/17/2021	Check	DC21-63	Amazon.com		-114.85
08/19/2021	Check	12929	Out Of The Cage Pet Mobile	Inv #1128	-160.00
08/19/2021	Check	EFT	National Grid	45725-40100	-215.08
08/23/2021	Bill Payment (Check)	1488824	Mid-York Library System	Invoice no. 0038806-IN	-69.81
08/23/2021	Bill Payment (Check)	1488846	Mid-York Library System	Invoice no. 00038776-IN	-580.95
08/23/2021	Bill Payment (Check)	1488673	Mid-York Library System	Invoice no. 0038835-IN	-4,973.98
08/24/2021	Check	DC21-64	U.S. Postal Service		-3.45
08/27/2021	Journal Entry	5		Payroll Service Fee	-39.72
08/27/2021	Journal Entry	5		Direct Deposit	-1,947.62
08/27/2021	Journal Entry	5		Taxes	-612.36
08/31/2021	Check	DC21-66	Latte Da		-25.00

NEW WOODSTOCK FREE LIBRARY

Cash Disbursements
August - September, 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
08/31/2021	Check	DC21-65	Amazon.com	ALA LTC Grant	-31.98
08/31/2021	Check	DC21-65	Amazon.com		-163.57
08/31/2021	Bill Payment (Check)	1550109	Ingram Library Services	20X1249	-341.49
08/31/2021	Check	EFT	Capital Group		-371.77
08/31/2021	Check	DC21-67	Caz Sports Bowl		-25.00
08/31/2021	Check	DC21-68	Cazenovia Pizzeria		-25.00
08/31/2021	Check	DC21-69	Dave's Diner		-25.94
08/31/2021	Check	DC21-70	Tops Markets		-3.49
08/31/2021	Check	DC21-65	Amazon.com	ALA LTC Grant	31.98
09/01/2021	Check	EFT	Time Warner Cable	Acct # 202-749604301-001	-97.93
09/01/2021	Check	12930	Madison County Dept of Solid Waste		-171.60
09/02/2021	Journal Entry	7		2 LED lights installed	480.00
09/02/2021	Journal Entry	7		2 LED lights installed	-480.00
09/03/2021	Check	DC21-73	U.S. Postal Service		-105.60
09/03/2021	Check	1	U.S. Postal Service		-68.40
09/03/2021	Check	DC21-72	U.S. Postal Service		-93.40
09/03/2021	Check	DC21-75	Amazon.com		-34.99
09/04/2021	Check	DC21-74	Facebook		-50.00
09/04/2021	Check	DC21-74	Facebook		-49.65
09/04/2021	Check	DC21-74	Facebook		49.65
09/07/2021	Bill Payment (Check)	1584139	Syracuse Ceiling Co Inc	Invoice no. 5664	-8,600.00
09/07/2021	Bill Payment (Check)	1579087	Dewhirst Electric	09/02/21 Invoice	-480.00
09/08/2021	Bill Payment (Check)	1585571	Ingram Library Services	20X1249	-68.29
09/08/2021	Bill Payment (Check)		Viking Cleaning Service, Inc	Invoice no. 1838	-420.00
09/09/2021	Check	DC21-76	Amazon.com		-393.88
09/09/2021	Check	DC21-76	Amazon.com		-25.99
09/10/2021	Journal Entry	8		Payroll Service Fee	-42.65
09/10/2021	Journal Entry	8		Direct Deposit	-3,866.30
09/10/2021	Journal Entry	8		Taxes	-616.13
09/10/2021	Check	EFT	Capital Group		-371.78
09/13/2021	Bill Payment (Check)	1623349	Eastern Security Services Inc	Invoice no. 629568	-129.95

NEW WOODSTOCK FREE LIBRARY

Cash Disbursements August - September, 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
09/13/2021	Check	DC21-74	Facebook		-50.00
09/13/2021	Check	DC21-77	American Library Association	0242021	-60.00
09/13/2021	Expenditure		Intuit	QUICKBOOKS 18004INTUIT CCD 2700491	-30.24
09/14/2021	Check	DC21-80	Amazon.com		-94.16
09/14/2021	Bill Payment (Check)	1642876	Ingram Library Services	20X1249	-112.00
09/14/2021	Bill Payment (Check)	1634070	DCM Lawncare	Invoice no. 599063	-125.00
09/14/2021	Bill Payment (Check)	DC21-86	Community Media Group	Account no. 2214545 Invoice no. 298767	-480.00
09/14/2021	Check	DC21-79	New York Library Association		-25.00
09/15/2021	Check	DC21-81	Tianana Teachings		-500.00
09/16/2021	Check	DC21-82	Oriental Trading Co., Inc.		-25.57
09/16/2021	Check	DC21-83	Amazon.com		-30.99
09/18/2021	Bill	863	Ruggeri Home Services LLC		-1,644.06
09/18/2021	Bill	863	Ruggeri Home Services LLC		1,644.06
09/20/2021	Check	DC21-84	Facebook		-75.00
09/20/2021	Bill Payment (Check)	1674915	Ingram Library Services	Acct 20X1249	-433.37
09/21/2021	Check	DC21-85	WalMart		-42.88
09/21/2021	Check	EFT	National Grid	45725-40100	-286.01
09/21/2021	Bill Payment (Check)	1680453	Ruggeri Home Services LLC	Invoice no. 863	-1,644.06
09/24/2021	Check	DC21-86	Woody's Country Store		-19.00
09/24/2021	Journal Entry	9		Direct Deposit	-1,952.78
09/24/2021	Journal Entry	9		Payroll Service Fee	-39.72
09/24/2021	Journal Entry	9		Taxes	-614.81
09/27/2021	Bill Payment (Check)	1725445	Ingram Library Services	20X1249	-124.73
09/27/2021	Check	EFT	Capital Group		-371.94
09/27/2021	Bill Payment (Check)	1717771	Mid-York Library System	Invoice no. 0038915-IN	-70.81
09/27/2021	Check	DC21-87	WalMart		-39.92
09/29/2021	Check	DC21-89	Amazon.com		-90.40
09/29/2021	Check	DC21-88	Staples		-194.45
09/30/2021	Bill Payment (Check)	1747526	Ingram Library Services	20X1249	-181.81
09/30/2021	Bill Payment (Check)	1747460	Ingram Library Services	20X1249	-91.37
09/30/2021	Check	EFT	Time Warner Cable	Acct # 202-749604301-001	-97.93

NEW WOODSTOCK FREE LIBRARY

Cash Disbursements
August - September, 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
09/30/2021	Check	DC21-85	Facebook		-4.45

**NEW WOODSTOCK FREE LIBRARY
OPERATING BUDGET - FISCAL YEAR 2022
*** PROPOSED BUDGET *****

October 9, 2021

	2022 FISCAL BUDGET	2021 FISCAL BUDGET	\$ CHANGE (+/-)	COMMENTS
OPERATING INCOME				
Local Library Tax Levy (Passed May 2020)	177,680	171,213	6,467	Fiscal 2022/2023 request is ???
Town of Cazenovia (Note 1)	5,500	5,500	0	
Madison County	4,286	2,500	1,786	
New York State LLSA (Note 1)	1,630	995	635	
Donations & Fund Raising	500	1,500	(1,000)	
Interest & Dividends Earned	100	120	(20)	
Equipment & Collections			0	
Copier & Fax Use	100	80	20	
	=====	=====	=====	
TOTAL OPERATING INCOME	189,796	181,908	7,888	
OPERATING EXPENSES				
ADMINISTRATIVE COSTS				
Postage & Handling	900	600	300	
Supplies	1,500	1,500	0	
Professional Services	10,500	10,500	0	Accting, payroll, tax prep, etc.
	<u>12,900</u>	<u>12,600</u>	<u>300</u>	
AUTOMATION COSTS				
Mid-York IT Services (Note 2)	5,000	4,900	100	Net of Madison County reimbursements
	<u>5,000</u>	<u>4,900</u>	<u>100</u>	
FACILITIES MAINTENANCE				
House Keeping	6,600	4,160	2,440	
Lawn Care	800	650	150	
Landscaping	1,000	200	800	
Snow Removal	1,500	2,500	(1,000)	
Maintenance Repairs	2,500	2,500	0	
	<u>12,400</u>	<u>10,010</u>	<u>2,390</u>	
INSURANCE				
Building Insurance (Dec '20 - Nov '21)	4,000	4,000	0	
Officers and Directors Insurance	140	140	0	
	<u>4,140</u>	<u>4,140</u>	<u>0</u>	
LIBRARY PROGRAMS				
Books	4,500	4,800	(300)	
Audio, Video & Computer Software Media	5,500	5,500	0	
Promotional Materials	1,300	1,000	300	
Website Design	1,250	5,000	(3,750)	
Special Programs:				
Exhibits & Events	2,000	2,500	(500)	
Adult Programming	800	300	500	
Childrens' Events	2,700	2,700	0	
Program Furnishings, Equipment & Accessories	3,500	3,500	0	
Volunteer Support	500	500	0	
	<u>22,050</u>	<u>25,800</u>	<u>(3,750)</u>	

**NEW WOODSTOCK FREE LIBRARY
 OPERATING BUDGET - FISCAL YEAR 2022
 *** PROPOSED BUDGET *****

	2022 FISCAL BUDGET	2021 FISCAL BUDGET	\$ CHANGE (+/-)
UTILITIES			
Telephone & Broadband Internet	1,200	1,100	100
Electric/Propane	2,000	1,900	100
Fuel Oil	6,500	6,500	0
Water	25	25	0
Security & Fire	900	800	100
	<u>10,625</u>	<u>10,325</u>	<u>300</u>
PROFESSIONAL DEVELOPMENT			
Staff Related	400	400	0
PERSONNEL EXPENSES			
Director's Gross Salary	37,485	35,700	1,785
Assistants' & Children's Director Gross Salary	45,838	38,990	6,848
Payroll Taxes - FICA (7.65%) - Matching	6,374	3,882	2,492
Simple IRA (3.00%) - Matching	2,500	2,241	259
New York State Disability Insurance	550	550	0
Worker's Compensation Insurance	1,300	1,250	50
	<u>94,047</u>	<u>82,613</u>	<u>11,434</u>
CAPITAL EXPENSES & TECHNOLOGY ADVANCEMENT			
Small Equipment / Displays / Interior Improvements	2,500	2,500	0
Computer Upgrades & Hardware	1,000	1,000	0
	<u>3,500</u>	<u>3,500</u>	<u>0</u>
FUND RAISING EXPENSES			
Transfer (set-aside) to DMMCI Fund	(Note 3) 24,734	27,620	(2,886)
	=====	=====	=====
TOTAL FISCAL OPERATING EXPENSES	189,796	181,908	10,774
	=====	=====	=====
NET SURPLUS (DEFICIT)	0	0	

(Note 1) - 100% of total received in 2021. The 2022 figures were not made available at the time of the 2022 budget preparation

(Note 2) - Madison County pays the following costs directly to Mid-York:

- OPAC Participation Funds 1,560
- On-Line Access Funds 450

These figures are not included in the budget expenses

(Note 3) - The "DMMCI Fund" represents the library's dedicated major maintenance and capital improvement fund