

AGENDA

Board Meeting

Tuesday, January 11, 2022 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
- New business
 - Installation of new Trustees
 - Vote to approve 2021 Annual Community Report
 - Who will be the third contact for Eastern Security Services' emergency call list? (It used to be Tracy Ladd.)
 - Who will be the new Secretary? (It used to be Kathy Pratt.)

Director's Report - 1-11-22

- Library attendance
 - November 2021 = 607 people, up 47% from October 2021, down 29% from November 2020 (presidential election), down 13% from November 2019
 - December 2021 = 351 people, down 42% from November 2021, up 8% from December 2020, down 10% from December 2019
- Circulation data
 - November & December 2019 = 2704 items
 - November & December 2020 = 2782 items
 - November & December 2021 = 2192 items, down 21% from 2020
 - Idea: Start loaning out computer games?
- Website
 - September-October 2021 = 749 page views
 - November-December 2021 = 555 page views
 - Decrease of 26%
- Social media
 - Increased FB followers by 3% since November
 - Increased IG followers by 2% since November
 - FB reach decreased by 3% since November
 - IG reach decreased by 25% since November
 - There were fewer posts to boost in December (2) than there were in November (3). We can easily increase reach by throwing money at it (which I have) but can't afford to boost every post.
- Georgetown - Spoke with Town Supervisor (Pete Walrod) re. continuing our partnership. He will think about it, talk to the Town Clerk, and get back to me.

**NEW WOODSTOCK FREE LIBRARY
2021 OPERATING BUDGET**

**Oct-Dec
100%**

	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		1,630.76	164%
Donations & Fund Raising	1,500.00	425.09	903.43	60%
Interest & Dividends Earned	120.00	14.04	56.76	47%
Equipment & Collections:				
Copier & Fax Use	80.00	55.05	191.81	240%
Book Replacement			22.62	
TOTAL FISCAL OPERATING INCOME	181,908.00	494.18	183,804.96	101%

**NEW WOODSTOCK FREE LIBRARY
2021 OPERATING BUDGET**

**Oct-Dec
100%**

	2021 FISCAL BUDGET	Period To Date Actual	Year To Date Actual	% Of Budget
OPERATING EXPENSES:				
ADMINISTRATIVE COSTS				
Postage & Handling	600.00	93.45	827.40	138%
Supplies	1,500.00	300.74	1,607.06	107%
Professional Services	10,500.00	284.77	11,653.06	111%
	12,600.00	678.96	14,087.52	112%
AUTOMATION COSTS				
Mid-York IT Services	4,900.00		4,973.98	102%
	4,900.00	0.00	4,973.98	102%
FACILITIES MAINTENANCE				
House Keeping	4,160.00	1,400.00	5,530.00	133%
Lawn Care	650.00	375.00	800.00	123%
Landscaping	200.00		1,500.00	750%
Maintenance / Repairs	2,500.00	680.00	2,042.87	82%
Snow Removal	2,500.00		880.00	35%
	10,010.00	2,455.00	10,752.87	107%
INSURANCE				
Building Insurance	4,000.00	3,062.87	3,062.87	77%
Officers and Directors Insurance	140.00		139.68	100%
	4,140.00	3,062.87	3,202.55	
LIBRARY PROGRAMS				
Audio, Video & Computer Software Media	5,500.00	311.90	3,330.08	61%
Books	4,800.00	1,525.09	5,618.38	117%
Promotional Materials	1,000.00	1,077.94	1,737.39	174%
Website Design	5,000.00	180.00	3,320.00	66%
Special Programs:				
Adult Programming	300.00	6.75	664.74	222%
Childrens' Events	2,700.00	774.04	2,749.11	102%
Exhibits & Events	2,500.00	379.43	2,137.30	85%
Program Furnishings, Equipment & Accessories	3,500.00	151.13	587.99	17%
Volunteer Support	500.00	563.10	563.10	113%
	25,800.00	4,969.38	20,708.09	80%

**NEW WOODSTOCK FREE LIBRARY
2021 OPERATING BUDGET**

**Oct-Dec
100%**

	2021 FISCAL BUDGET	Period To Date Actual	Year To Date Actual	% Of Budget
OPERATING EXPENSES (CONTINUED):				
UTILITIES				
Electric	1,900.00	588.38	2,296.22	121%
Fuel Oil	6,500.00	1,691.46	4,307.36	66%
Security & Fire	800.00	195.00	1,322.45	165%
Telephone & Broadband Internet	1,100.00	290.94	1,174.19	107%
Water	25.00		25.00	100%
	10,325.00	2,765.78	9,125.22	88%
PROFESSIONAL DEVELOPMENT				
Staff Related	400.00		135.00	34%
	400.00	0.00	135.00	34%
PERSONNEL EXPENSES				
Director's Gross Salary	35,700.00	9,450.01	35,027.06	98%
Assistant's Gross Salary	38,990.00	11,162.41	36,793.18	94%
Payroll Taxes - FICA/Medicare	3,883.00	1,559.57	5,354.47	138%
NY State Disability Insurance	550.00	(135.29)	(31.21)	-6%
Worker's Compensation Insurance	1,250.00		1,265.94	101%
Simple IRA - Employer Matching	2,240.00	532.73	1,916.19	86%
Health Insurance Benefits - Mid-York		(86.92)		
	82,613.00	22,482.51	80,325.63	97%
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	36,414.50	175,618.72	97%
		TOTAL UNDER BUDGET:	8,186.24	

NEW WOODSTOCK FREE LIBRARY

Financial Position
As of December 31, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Community Bank - Checking	16,350.32
Community Bank - Savings	
DMMCI Fund Savings	52,979.59
Op Fund Savings	201,524.80
Reserve Fund Savings	60,017.54
Total Community Bank - Savings	314,521.93
Total Bank Accounts	\$330,872.25
Other Current Assets	
Prepaid Expenses	4,603.11
Reserve Fund Investment Account	305,340.09
Total Other Current Assets	\$309,943.20
Total Current Assets	\$640,815.45
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	\$880,215.57
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Simple IRA	277.45
Total Other Current Liabilities	\$277.45
Total Current Liabilities	\$277.45
Total Liabilities	\$277.45
Equity	
Unrestricted Net Assets	670,983.10
Net Revenue	208,955.02
Total Equity	\$879,938.12
TOTAL LIABILITIES AND EQUITY	\$880,215.57

NEW WOODSTOCK FREE LIBRARY 2020 ANNUAL COMMUNITY REPORT

Meeting Our Goals

In 2021, we strengthened our partnerships with local organizations (including Wayward Paws, CazArts, and others) to provide new programs and better share our mission, in the community. We introduced new events based on the results of the 2020-2021 Community Survey, including monthly trivia and BINGO nights, a Crochet Club, lectures, and a Thursday morning storytime. We provided new educational & recreational technology by introducing the Oculus Quest 2 into our collection.

32

Summer Reading Program participants

41

Virtual programs offered

73

In-person programs offered

240

Program participation (adults)

624

Program participation (children)

1,759

Digital items circulated

13,721

Physical items circulated

