

# **Mooers Free Library Board of Trustees Annual Meeting**

Tuesday, November 17, 2020 @ 5:15 PM

Mooers Free Library, 25 School Street, Mooers NY 12958

*\*Due to Covid-19 all attendees were socially distanced and wore masks during the meeting.*

**President Tim Gonyo called the meeting to order at 5:17 p.m. following with the pledge of allegiance. Present were Tim Gonyo, Art Menard, Patty Gaudreau, Irving Breyette, Jenn McIntyre and Library Director Jenny Lavigne. Absent: Gerald LaValley**

## **Adoption of Agenda**

Jenn McIntyre made the motion to adopt the agenda. Seconded by Irving Breyette. Motion passed.

Art Menard made the motion to amend the agenda to reflect adding Annual Meeting to new business.

Seconded by Jenn McIntyre. Motion passed.

## **Secretary's Report:**

Art Menard made the motion to adopt the report. Seconded by Jenn McIntyre. Motion passed.

## **Correspondence**

No correspondence was reported

## **Director's Report**

See attached.

## **Treasurer's Report**

See attached

## **Old Business**

- a. Shelving - Woodworks of Chazy will deliver the 3 small bookcases to the library on Friday.
- b. Metal shelving - Ellenburg Reading Center will pick up the remaining metal shelving
- c. Jenn McIntyre offered to pick up remaining free items on the library's porch if they are not taken by Friday.

## **New Business**

### **a. Annual Meeting**

1. **Budget** - Jenn McIntyre made the motion to accept budget as it stands. Seconded by Irving Breyette. Motion passed

2. **Board position**- Board members discussed 2 individuals interested in being on the board.

Patty Gaudreau made the motion to invite Marilyn Willette to join the Mooers Free Library Board of Trustees. Seconded by Jenn McIntyre. Motion passed.

## **Public Discussion**

No community members present

## **Dates of future meetings**

January 19 @ 5:00 p.m.

## **Adjournment**

Jenn McIntyre made the motion to adjourn at 6:29 . Seconded by Irving Breyette.

Minutes by Patty Gaudreau - secretary

**Mooers Free Library  
Financial Statements  
November 17, 2020**

Public support & Rev.	2019 Actual	2020 Budget	Since Last Mtg	2020 Year to Date	92%
1. Town of Mooers	\$ 15,000.00	\$ 15,000		15,000.00	100%
2. NCCS	\$ 10,000.00	\$ 10,000	\$ 10,500.00	10,500.00	105%
3. Gifts and Donations	\$ 800.00	\$ 2,000	\$ 175.00	903.47	45%
4. Local Library Service	\$ 1,619.00	\$ 1,749	\$ 995.17	995.17	57%
5. Copier Usage		\$ 100		10.00	10%
6. Library Charges	\$ 182.80	\$ 50		3.35	7%
7. Sale of Books		\$ 100		3.50	4%
8. Fundraisers	\$ -	\$ 2,000		200.00	10%
8a. Other Income, Reimbursement	\$ 64.28		\$ 661.98	661.98	
9. Bank Interest	\$ 1.53	\$ 1	\$ 0.15	1.50	150%
<b>10. Total Revenue</b>	<b>\$ 27,667.61</b>	<b>\$ 31,000</b>	<b>\$ 12,332.30</b>	<b>28,278.97</b>	<b>91%</b>

Expenses	2019 Actual	2020 Budget	Since Last Mtg	2020 Year to Date	92%
11. Librarian's Salary	\$ 14,336.62	\$ 16,900.00	\$ 1,104.29	\$ 12,699.33	75%
12. Payroll Taxes (FICA, etc)	\$ 4,132.47	\$ 4,475.00	\$ 292.76	\$ 3,478.35	78%
13. Substitute Staff	\$ -	\$ 300.00			0%
14 Accounting Fees	\$ 607.92	\$ 665.00	\$ 55.08	\$ 605.88	91%
15. Book Purchases		\$ 1,000.00		\$ 70.00	7%
16. Automation Contract	\$ 808.92	\$ 825.00		\$ 849.37	103%
17. ICICILL-ICEPEC License	\$ 140.00	\$ 150.00			0%
18 Movie Licensing	\$ 20.00	\$ 150.00			0%
19. Postage		\$ 25.00			0%
20 Serial Purchases					
21. Equipment/Computers	\$ 46.00	\$ 150.00	\$ 669.99	\$ 669.99	
22. Fuel	\$ 1,098.96	\$ 1,800.00		\$ 1,277.10	71%
23. Electricity	\$ 889.37	\$ 1,000.00	\$ 63.61	\$ 568.53	57%
24 Building Repairs		\$ 250.00			
25. Program Supplies, Misc.	\$ 374.74	\$ 750.00	\$ -60 106.21	\$ -60 133.20	18%
26. Telephone/Internet/Web	\$ 623.55	\$ 335.00	\$ 29.27	\$ 332.74	99%
27. POB Rental	\$ 120.00	\$ 125.00		\$ 120.00	96%
28, Insurance D&O/WorkComp/DB	\$ 1,962.29	\$ 1,800.00	\$ 263.00	\$ 1,620.59	90%
29, Trash Removal	\$ 280.00	\$ 300.00	\$ + 60	\$ 150 90.00	30%
29a. Snow Removal					
30. Funds set aside for Reserve					
<b>31.Total Expenses</b>	<b>\$ 25,440.84</b>	<b>31,000</b>	<b>\$ 2,584.21</b>	<b>\$ 22,515.08</b>	<b>73%</b>
<b>32. Excess or Deficit</b>	<b>\$ 2,226.77</b>	<b>\$ -</b>	<b>\$ 9,748.09</b>	<b>\$ 5,763.89</b>	

Checkbook balance as of 11/15/20	\$ 19,511.63
Balance, Construction Acct.	\$ 14,198.47
Friends of the Library acct.	\$ 956.64
<b>Total</b>	<b>34,666.74</b>



## **Director's Report November 17, 2020**

It looks like CEF is leaning towards joining with the 2 other library systems and switching to Symphony from Horizon as long as they can secure funding.

Looking forward to the annual report, CEF thinks that as long as we are at 80% of services hours we held before the pandemic we should be okay. Since we have reopened to our regular hours we should have no problem meeting this requirement.

The Ellenburg Reading Center wants the 4 remaining metal shelves they were supposed to come today to pick them up but they didn't.

Jack Bilow donated his new book for our local history collection.

Circulation for our eBooks and audiobooks has more than doubled where we were last year, so even though we have fewer people coming in library resources are still being used.

I attended a webinar called understanding homeschooling in New York State and roles libraries play. It gave a quick overview and some websites that I can refer patrons to.

For programming I'm still posting story time videos. For Christmas I am going to try and make up some take home craft kits so the kids can make ornaments at home. Something quick and simple.

# Mooers Free Library

## Preliminary Budget for 2021

### Anticipated Revenue

#### Amount

Town of Mooers	\$15,000.00
NCCS	\$10,500.00
Gifts & Donations	\$800.00
Local Library Service Aid (State thru CEFLS)	\$1,110.00
Copier Usage	\$15.00
Library Charges	\$15.00
Sale of Books	\$59.00
Fundraiser	\$500.00
Bank Interest	\$1.00

#### total of anticipated revenue

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**\$28,000.00**

### Anticipated Expenses

Librarian Salary	Rate/hr	\$13.50	Hours	1300	\$17,550.00	25 hrs/wk, 52 wks
FICA, Medicare (all staff)					\$1,343.00	
Insurances					\$1,900.00	
Substitute Staff					\$100.00	
Accounting Fees (Gusto)					\$540.00	
Book Purchases					\$1,000.00	
Automation Contract (CEFLS)					\$900.00	
ICICILL/ICEPAC license (ILLs)					\$150.00	
Movie Licensing					\$100.00	
Postage Expense					\$10.00	
Equipment/Computers					\$300.00	
Fuel					\$1,600.00	
Electricity					\$750.00	
Building Repairs					\$232.00	
Program/Supplies/Misc.					\$700.00	
Telephone & Internet					\$400.00	
P.O.Box Rental					\$125.00	
Trash Removal					\$300.00	

#### total of anticipated Expenses

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**\$28,000.00**

#### Difference between anticipated rev & exp.

**\$0.00**