

THE VILLAGE LIBRARY OF COOPERSTOWN

MONTHLY REPORT - NOVEMBER 2021

DIRECTOR'S OVERVIEW

- Four County Library System
 - Spending Early Literacy Grant funds; first 75% received and submitted to treasurer.
 - Creation of family literacy center (reviewed by two PreK teachers) and a new storytime cart
- Day of the Dead Celebration: Success!
 - Last in person was 60; this year we had 115 people
- Penguin Random House Grant
 - Working on grant proposal with Carole Lachance
 - Submitting similar grant proposal turned down by ALA
- Staffing and Volunteers
 - Staff Training Day, December 15
 - Sexual Harassment Training; Digital Training; In-House Clean Up
 - Waiting on Otsego County approval to hire new P/T clerk to replace retiring staff
 - Job description and marketing all ready
 - Volunteers, the Fasanellis
 - Cathy will be working with me regularly to do storytime; she's a retired teacher
 - George is working on weeding in the Juvenile fiction and nonfiction
- December plans
 - No storytime post Thanksgiving and Christmas
 - Pajama storyhour on the Solstice
 - Bilingual storytime biweekly
 - Take and makes to celebrate Hannukah and Kwanzaa
 - No sew sock gnomes for tweens/teens, and for adults
 - Early book group meeting
 - Weekly puzzles
- Adorn a Door wreath, as the Village Library
- Review of Library policies [see agenda]

The Village Library of Cooperstown welcomes everyone to use Library facilities and resources for learning, reading, studying, writing, and obtaining information. The following Standards of Behavior have been instituted in order for library patrons and staff to operate in a clean, pleasant, and safe environment. **The following behaviors are prohibited in the library:**

- Disturbing the peace including loud conversations, cell phone calls, or any behaviors that willfully disrupts the orderly operation of the library.
- Eating or drinking around the computers.
- Entering the library without shoes or appropriate attire.
- Destroying, defacing, or illegally removing Library materials or property.
- Harassment of library staff or other patrons.
- Engagement in any illegal activity on Library premises.
- Unauthorized selling, panhandling, or soliciting.
- Taking photographs or videos of library users without their permission.
- Bring in animals other than service animals, aside from library approved programs.

In addition, patrons should be watchful of personal possessions. The Library is not responsible for lost, damaged, stolen personal possessions. Unattended belongings may be picked up and stored by library staff.

Unattended Children

Staff members are available and trained to assist children with Library materials or services. The Library is not equipped and it is not the Library's role to provide long- or short-term child care. Parents and caregivers are responsible for monitoring and regulating the behavior of their children. Children under the age of 11 may not be left unattended in the library. For the safety and comfort of children, a responsible adult or caregiver over the age of 14 must remain with their child while they use the library. Children seven and older may attend Library programs without a parent or caregiver; however, the parent or caregiver must remain inside the library during the program. Unattended children will be asked to call their parents for pick-up. If staff is unable to reach the parents the Cooperstown Police Department will be contacted.

VILLAGE OF COOPERSTOWN

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Statement of Revenue and Expenditures

Revenue Account Range: L -1001-000 to L -5031-000
Expend Account Range: L -7410-000 to L -9906-900
Print Zero YTD Activity: No

Include Non-Anticipated: Yes
Include Non-Budget: No
Year To Date As Of: 11/17/21
Current Period: 10/01/21 to 11/17/21
Prior Year: 10/01/20 to 11/17/20

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Cancel	Excess/Deficit	% Real
L -1001-000	TAXES - CURRENT YEAR	\$0.00	\$126,113.00	\$126,718.45	\$126,718.45	\$0.00	\$605.45	100%
L -2082-000	LIBRARY CHARGES-FINES	\$363.74	\$2,000.00	\$151.38	\$330.33	\$0.00	-\$1,669.67	17%
L -2401-000	LIBRARY-INTEREST	\$4.15	\$0.00	\$4.40	\$28.00	\$0.00	\$28.00	0%
L -2670-000	LIBRARY-SALE OF BOOKS	\$38.55	\$500.00	\$2.00	\$50.50	\$0.00	-\$449.50	10%
L -2705-000	LIBRARY GIFTS & DONATIONS	\$95.00	\$2,500.00	\$130.00	\$256.64	\$0.00	-\$2,243.36	10%
L -2705-001	DONATIONS	\$0.00	\$18,000.00	\$5,000.00	\$23,990.00	\$0.00	\$5,990.00	133%
L -2770-000	XEROX COPIES	\$113.25	\$500.00	\$397.25	\$1,013.98	\$0.00	\$513.98	203%
L -3840-000	LLSA-STATE AID (4 COUNTY DISTRIBUTES)	\$1,617.65	\$1,500.00	\$0.00	\$2,021.77	\$0.00	\$521.77	135%
LIBRARY FUND: Revenue Total		\$2,232.34	\$151,113.00	\$132,403.48	\$154,409.67	\$0.00	\$3,296.67	102%

Expend Account	Description	Prior Yr Expd	Budgeted	Curr Expd	YTD Expd	Cancel	Balance	% Expd
L -7410-000	LIBRARY:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
L -7410-100	LIBRARY-PERSONAL SERVICES	\$7,907.65	\$86,113.00	\$13,938.23	\$41,386.73	\$0.00	\$44,726.27	48%
L -7410-200	LIBRARY-EQUIPMENT	\$0.00	\$1,000.00	\$0.00	\$188.09	\$0.00	\$811.91	19%
L -7410-298	PROGRAMS	\$50.00	\$1,500.00	\$507.48	\$2,323.55	\$0.00	-\$823.55	155%
L -7410-400	LIBRARY -OTHER EXPENSES:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
L -7410-401	LIBRARY-SCHOOLS, CONF & DUES	\$0.00	\$600.00	\$0.00	\$228.00	\$0.00	\$372.00	38%
L -7410-410	LIBRARY-BOOKS & MEDIA	\$2,568.99	\$19,000.00	\$2,722.35	\$12,924.10	\$0.00	\$6,075.90	68%
L -7410-412	LIBRARY - MATERIALS & SUPPLIES	\$169.85	\$1,325.00	\$143.64	\$1,567.10	\$0.00	-\$242.10	118%
L -7410-413	LIBRARY-SERIALS	\$763.78	\$3,000.00	\$239.37	\$923.31	\$0.00	\$2,076.69	31%
L -7410-422	LIBRARY-TELEPHONE	\$94.34	\$1,400.00	\$103.20	\$516.16	\$0.00	\$883.84	37%
L -7410-440	LIBRARY - CONTRACT PROF & TECH SERVICE	\$0.00	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	0%
L -7410-450	LIBRARY - E-BOOK CONTRACT	\$0.00	\$500.00	\$115.00	\$115.00	\$0.00	\$385.00	23%
L -7410-470	LIBRARY-OTHER EXPENSES	\$0.00	\$4,000.00	\$1,973.46	\$1,973.46	\$0.00	\$2,026.54	49%
L -7410-471	LIBRARY - AUTOMATION FEE	\$0.00	\$10,000.00	\$0.00	\$9,936.00	\$0.00	\$64.00	99%

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Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Curr Expd	YTD Expd	Cancel	Balance	% Expd
L -7410-800	LIBRARY- EMPLOYEE BENEFITS:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
L -7410-801	FICA	\$599.11	\$6,000.00	\$1,041.84	\$3,098.83	\$0.00	\$2,901.17	52%
L -9010-800	EMPLOYEE BENE - STATE & LOCAL RETIREMEI	\$0.00	\$7,300.00	\$10,010.00	\$8,904.94	\$0.00	-\$1,604.94	122%
L -9040-800	EMPLOYEE BENEFITS-WORKERS' COMPENSATI	\$0.00	\$5,800.00	\$0.00	\$0.00	\$0.00	\$5,800.00	0%
L -9055-800	EMPLOYEE BENEFITS - DISABILITY INSURANCI	\$17.58	\$325.00	\$0.00	\$49.52	\$0.00	\$275.48	15%
L -9060-800	LIBRARY-GROUP HEALTH INSURANCE	\$1,415.37	\$8,000.00	\$1,275.98	\$3,348.48	\$0.00	\$4,651.52	42%
	LIBRARY FUND: Expend Total	\$13,586.67	\$156,113.00	\$32,070.55	\$87,483.27	\$0.00	\$68,629.73	56%

LIBRARY FUND:

	Prior	Current	YTD
Revenue:	\$2,232.34	\$132,403.48	\$154,409.67
Expended:	\$13,586.67	\$32,070.55	\$87,483.27
Net Income:	-\$11,354.33	\$100,332.93	\$66,926.40

Grand Totals

	Prior	Current	YTD
Revenue:	\$2,232.34	\$132,403.48	\$154,409.67
Expended:	\$13,586.67	\$32,070.55	\$87,483.27
Net Income:	-\$11,354.33	\$100,332.93	\$66,926.40

LIBRARY APPROVED INVOICE FOR NOVEMBER 2021

PO #	Vendor Name	Item Description	Amount	Charge Account	Acct Description	Invoice
V2000673	AMAZON CAPITAL SERVICES INC	BOOK; GOING WITH THE BOYS	29.65 L	-7410-410	LIBRARY-BOOKS & MEDIA	
V2000673	AMAZON CAPITAL SERVICES INC	PUZZLE CADDY	69.98 L	-7410-298	PROGRAMS	
		TOTAL	99.63			
V2000674	CONFIDATA	MOBILE SHRED EVENT 10/23/21	300.00 L	-7410-298	PROGRAMS	79581
V2000658	FOUR COUNTY LIBRARY SYSTEM	CATALOGING FEE; 3RD QRT 2021	102.75 L	-7410-410	LIBRARY-BOOKS & MEDIA	15223
V2000658	FOUR COUNTY LIBRARY SYSTEM	RESEARCH CNTR; 8/1-7/31/2022	115.00 L	-7410-450	LIBRARY - E-BOOK CONTRACT	15260
V2000659	HUMMELS OFFICE PLUS	COPY PAPER	35.50 L	-7410-412	LIBRARY - MATERIALS & SUPPLIES	1796696-0
V2000660	INGRAM LIBRARY SERVICES	BOOKS	36.49 L	-7410-410	LIBRARY-BOOKS & MEDIA	55518599
V2000660	INGRAM LIBRARY SERVICES	BOOKS	1,046.42 L	-7410-410	LIBRARY-BOOKS & MEDIA	55549736
V2000660	INGRAM LIBRARY SERVICES	BOOKS	257.65 L	-7410-410	LIBRARY-BOOKS & MEDIA	55590771
V2000660	INGRAM LIBRARY SERVICES	BOOKS	51.94 L	-7410-410	LIBRARY-BOOKS & MEDIA	55399291
V2000660	INGRAM LIBRARY SERVICES	BOOKS	15.49 L	-7410-410	LIBRARY-BOOKS & MEDIA	55427656
V2000660	INGRAM LIBRARY SERVICES	BOOKS	32.36 L	-7410-410	LIBRARY-BOOKS & MEDIA	55487756
V2000660	INGRAM LIBRARY SERVICES	BOOKS	24.93 L	-7410-410	LIBRARY-BOOKS & MEDIA	55503951
V2000661	MIDWEST TAPE	DIGITAL BKS, MOVIE, TV	255.55 L	-7410-410	LIBRARY-BOOKS & MEDIA	501211463
V2000675	THE COPY SHOP PLUS	COLOR COPY CALENDAR	5.25 L	-7410-412	LIBRARY - MATERIALS & SUPPLIES	44437
V2000675	THE COPY SHOP PLUS	COLOR COPY CALENDAR, NOVEMBER	30.45 L	-7410-412	LIBRARY - MATERIALS & SUPPLIES	44508
V2000676	WILLIAM WALKER	REIMBURS FOR DAY OF DEAD FOOD	137.50 L	-7410-298	PROGRAMS	REIMB FOOD

Approved for payment
2021-11-17
R. Seward

