

Fairview Public Library

Meeting minutes

10/14/21

- Meeting called to order 5:03pm
- Present at the meeting via zoom, Julia Marks, Cindy Taylor, Ingrid van der Leeden, Steve Finkel, Agnes Laub, Beth Bush, Andy Cahill. Joyce Gray and Doris Warner, director, special guest Steve Bachman, 4 County Director.
- Treasures report
 - CT moves to accept treasurers report, and pay bills, IvdL 2nd, all move.
- Steve Bachman's presentation, Education law 259
 - Question and answer period followed.
- Minutes from September meeting. Add JG as absent
 - SF moves to accept minutes; JG 2nd all move.
- Director's Report
 - Circulation and program participation continues to increase
 - 1st round of construction grants submitted
 - 10/31 deadline for 4C for service selection
 - Budget discussion.
 - JG excused 6:00pm
 - Budget discussion
 - 10/14 fundraising events reviewed
 - November letter
 - New board members
 - Website, next steps
 - Jeffers memorial

Next meeting 11/11/21

Meeting adjourned 6:59 pm

REVENUES - OCTOBER 31, 2021

cauliflower fest - donations	\$	7.00
cauliflower fest - book sale	\$	67.50
unsolicited donation	\$	500.00
in memory of fran faulkner	\$	50.00
bake sale - fall fundraiser	\$	404.00
book sale - fall fundraiser	\$	590.50
donation - fall fundraiser	\$	300.00
chicken bbq - fall fundraiser	\$	2,760.00
fines	\$	25.80
printing	\$	86.75
copies	\$	49.75
fax	\$	28.00
donations	\$	58.75
donation jar	\$	12.75
book sales	\$	55.75
interest	\$	2.77
	\$	<u>4,999.32</u>

EXPENSES - OCTOBER 31, 2021

payroll	\$	2,886.55	(D 1872.32, C 628.78)
custodial	\$	120.00	K-385.45)
bookkeeper	\$	75.00	
books	\$	317.58	
fundraising database	\$	84.10	
programming	\$	135.95	
alarm	\$	74.85	
mowing	\$	25.00	
electric	\$	42.01	
phone	\$	58.85	
chicken	\$	984.59	
cleaning supplies	\$	11.00	
taxes - payroll 3rd qtr	\$	2,101.01	
petty cash for fundraiser (reimbursed)	\$	<u>180.00</u>	
	\$	7,096.49	

NBT	bank balance	\$	22,695.56
oustanding checks		\$	(159.85)
balance as of 10/31/21		\$	<u>22,535.71</u>
ENDOWMENT FUND AS OF 11/06/21		\$	<u>546,099.91</u>
Del Nat - savings - 10/31/21	bank balance	\$	<u>20,451.93</u>
Del Nat - debit -10/31/21	bank balance	\$	<u>174.57</u>
quickbooks		\$	(117.72)

fall fundraiser	
bake sale - fall fundraiser	\$ 404.00
book sale - fall fundraiser	\$ 590.50
donation - fall fundraiser	\$ 300.00
chicken bbq - fall fundraiser	\$ 2,760.00
cost of chicken	\$ (984.59)
	<u>\$ 3,069.91</u>

BILLS FOR PAYMENT - NOVEMBER 11, 2021

AMAZON	\$	204.30	
BETH BUSH	\$	98.20	(2 books of stamps also)
BLOOMVILLE DISPOSAL	\$	210.39	
DEMCO	\$	77.52	
FOUR COUNTY LIBRARY	\$	257.75	
INGRAM	\$	562.01	
MIRABITO	\$	764.73	
MTC	\$	58.85	
NYSEG	\$	18.70	
VILLAGE OF MARGARETVILLE	\$	40.00	
	\$	<u>2,292.45</u>	

PAID BILLS

HOLLY STRAUT	\$	120.00	
SOFTERWARE	\$	84.10	
CINDY TAYLOR	\$	984.59	CHICKEN



DIRECTOR'S REPORT
October 2021

Monthly patron visit number: 675 (644 in 2020)

Public computer usage: 126 (73 in 2020)

New library cards: 3 (8 in 2020)

Circulation

Bar coded items 698 (691 in 2020)

Renewals 127 (98 in 2020)

ILL

Loaned out 95 (99 in 2020)

Borrowed 181 (110 in 2020)

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Sep YTD Total
Patrons 2019	723	655	709	718	808	757	882	950	731	857	699	587	7790
Patrons 2020	702	662	400	closed	closed	245	485	610	654	644	497	514	4402
Patrons 2021	487	525	590	625	572	649	822	696	752	675			6393
Circulation 2019	774	638	696	585	649	625	793	842	628	665	641	576	6895
Circulation 2020	762	731	676	21	34	313	631	727	706	691	528	612	5292
Circulation 2021	576	590	640	622	676	724	1069	969	737	698			7301

Programs

Book Club via Zoom	5
ABC Family Scavenger Hunt	3
Story Time Oct 16	7
Story Time Oct 30	6
Wooden spoon Monster take and make	5
Trick or Treat bags take and make	4
Cats in the window self directed	16
Popsicle scarecrow self directed	6
Monster from craft rolls self directed	5

Grants

1. Early Literacy Grant: I am pleased to share that we were awarded the full \$1725 to outfit our mobile library. We will be getting a check for 75% of the award to start purchasing materials. After a progress report in February, we will receive the remaining 25%. I am very pleased that we will be creating materials for community outreach. This was a competitive grant according to the award letter. Member libraries requested more funding than available and some libraries received no funding or reduced funding.
2. Seibel Grant: I am very excited to report that we were awarded \$8000 (of the \$8086 requested). The check arrived this week. These funds included materials for the collection, some early literary components and \$500 funding for next summer's reading program.

Financial

1. Last month I submitted the first draft of the 2022 budget. I welcome any questions about spending at the library and will update the budget as the board requests so that it might be accepted at the December meeting.
2. While we discussed at the last meeting and it was communicated in an email, I wanted to include the results from our October 10 events in my official report. Our combined book, bake, and chicken sale raised for the library \$3,069.91. The breakdown for that figure is as follows:
 - \$370 in baked goods, plus \$34 in the baked good table donation jar
 - \$590.50 in book sale (including bags and bookmarks)
 - \$1,775.41 in chicken (\$2760 sold, minus the \$984.59 to cover the cost of chicken)
 - \$300 in a single donation from Hanah

Building and Grounds

1. I want to make you aware that Bill Blish who has been doing our mowing and shoveling is having some health issues. I spoke to his wife Anna recently; Bill would like to try to maintain the ramp and sidewalks this winter. However, his ability to do so is not certain and we should keep in mind that we might need to make a change during the season. I will keep you posted.

Circulation System

1. In the past, it was said that our circulation system, Sirsi, could not keep records of patron checkouts. It was discovered that Sirsi does have that capability but that it had not been activated. After much discussion and a vote from the directors, the decision was made to make it possible for the system to track a patron's checkout history BUT only if the patron chooses to opt in. Unless a patron specifically makes a choice to have their checkout history maintained within the system, their choice will be purged upon return of the books. If the patron does opt in, they will be able to see this history as will those working in the circulation system. However, they will only see in their history those books checked out after the opt in. This does not change a patron's right to privacy, nor does it change that a court order is required to release patron records. It will allow patrons, and library workers, to know if a patron has read a book. We are asked that question multiple times per week!

Personnel

1. There have been several weeks where we have struggled to get the second signature on checks on a payday Wednesday and checks have been late. I would ask the board to consider using direct deposit to ensure employees are paid on a timely basis. Beth Bush assures me there is a process that will not cost any additional fees.

