



DIRECTOR'S REPORT
November 2021

Monthly patron visit number: 675 (497 in 2020)

Public computer usage: 110 (78 in 2020)

New library cards: 7 (11 in 2020)

Circulation

Bar coded items 639 (528 in 2020)

Renewals 132

ILL

Loaned out 78 (85 in 2020)

Borrowed 165 (99 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	8489
Patrons 2020	702	662	400	closed	closed	245	485	610	654	644	497	514	4916
Patrons 2021	487	525	590	625	572	649	822	696	752	675	607		7000
Circulation 2019	774	638	696	585	649	625	793	842	628	665	641	576	7536
Circulation 2020	762	731	676	21	34	313	631	727	706	691	528	612	5820
Circulation 2021	576	590	640	622	676	724	1069	969	737	698	639		7940

Programs

Book Club via Zoom	3
Spice Club/Gingerbread Family activity	6
Story Time Nov 13	2
Story Time Nov 26	4
Mixed media button wall art (take)	11
Turkey Craft (take and make)	12
Paper Feather bookmark (self guide)	10
Washi Tape Turkey tail (self guided)	6 (this one is still out for crafters)

Financial

1. I have once again included a draft of the 2022 budget. In order to keep operating, I ask the board to approve (or modify) the budget at this meeting.
2. We have received 42 donation totaling \$2805. The appeal was sent on November 18. Last year at this time, we had received 67 donations totaling \$6255. However, the appeal was mailed in 2020 on November 6.

Building and Grounds

1. Fire extinguishers were inspected in November as is done annually. Mr. Payne, who has been providing this service for many, many years, has sold the business and is retiring. We can an inspection from this company next year, as of now, but it will be a new inspector. In anticipation of the change, we made a few adjustments to increase our fire safety. An extinguisher was added to the children's room and one that was in the video room (it was close to old circulation desk placement) was moved close to the current circulation desk for improved accessibility.

Collection

1. We have had three DVDs go missing from the cases on the shelf in the last two weeks. This is new; I have not seen this issue in the past. I suspect that in at least one case I knew when it happened. It was not a regular patron. However, this is very concerning. I will continue to monitor the issue and if it becomes more widespread, we might have to address increased safety measures such as keeping discs at the desk and shelving empty cases.

Personnel

1. Last week's payroll was deposited via direct deposit as discussed at the last meeting. Employees were very happy! And Beth reported that it made the process much easier and more efficient for her as well. In the past, we have paid the cleaner when payroll checks were done despite the fact that the cleaner is a contract worker not an employee. Our suggestion is that we pay the cleaning person one monthly check along with all the other monthly bills. I have reached out to Hollice Straut and, currently, he is amenable.
2. I have not done personnel reviews yet but will complete this week. I would like to provide the same year end bonus to them as we did last year.

BILLS FOR PAYMENT - DECEMBER 9, 2021

AMAZON	\$	312.11	INCLUDES NOV BILL
BETH BUSH	\$	75.00	
DEMCO	\$	77.52	NOV BILL
DORIS WARNER	\$	101.47	OFFICE SUPPLIES
FOUR COUNTY LIBRARY	\$	274.95	NOV BILL
HOLLICE STRAUT	\$	120.00	
INGRAM	\$	1,161.99	INCLUDES NOV BILL
MTC	\$	54.39	
NYSEG	\$	18.70	
UTICA INSURANCE	\$	1,255.00	
	\$	<u>3,451.13</u>	

PAID BILLS

HOLLY STRAUT	\$	120.00	
SOFTERWARE	\$	84.10	
SOLAR	\$	57.95	
BETH BUSH	\$	75.00	
BILL BLISH	\$	80.00	
BLOOMVILLE DISPOSAL	\$	210.39	
MIRABITO	\$	764.73	
MTC	\$	58.85	
NYSEG	\$	18.70	
VILLAGE OF MARGARETVILI	\$	40.00	
USPS	\$	232.00	APPEAL POSTAGE

Expenses	Budget 2021	YTD	YTD % (Sept 15 = .70)	suggested 2022	\$ change	% change
Facilities & Equipment						
Repair & Maintenance						
Janitorial services	1560.00	1020.00	65.38	1820.00	260.00	16.67%
Lawn Maintenance	300.00	150.00	50.00	300.00	0.00	0.00%
Snow Removal	500.00	425.00	85.00	500.00	0.00	0.00%
Building Repairs	500.00	400.56	80.11	600.00	100.00	20.00%
Cleaning Supplies	200.00	4.85	2.43	200.00	0.00	0.00%
Subtotal	3060.00	2000.41	65.37	3420.00	360.00	11.76%
Utilities						
Electric	1000.00	596.21	59.62	1100.00	100.00	10.00%
Phone	600.00	500.16	83.36	670.00	70.00	11.67%
Water	160.00	115.00	71.88	160.00	0.00	0.00%
Fuel	3500.00	1536.94	43.91	3500.00	0.00	0.00%
Security	300.00	224.55	74.85	300.00	0.00	0.00%
Garbage	365.00	191.29	52.41	385.00	20.00	5.48%
Subtotal	5925.00	3164.15	53.40	6115.00	190.00	3.21%
Insurance						
Property Insurance	4620.00	3429.51	74.23	4981.00	361.00	7.81%
Subtotal	4620.00	3429.51	74.23	4981.00	361.00	7.81%
Total Facilities	13605.00	8594.07	63.17	14516.00	911.00	6.70%
Administration						
Office Expenses						
Website	3750.00	0.00	0.00	0.00	-3750.00	-100.00%
Post Office Box/ Postage	225.00	218.00	96.89	225.00	0.00	0.00%
Equipment: staff	100.00	1336.58	1336.58	200.00	100.00	100.00%
Furniture	100.00	0.00	0.00	200.00	100.00	100.00%
Office Supplies	400.00	182.79	45.70	500.00	100.00	25.00%
Subtotal	4575.00	1737.37	37.98	1125.00	-3450.00	-75.41%
Professional fees						
Tax Preparation	900.00	900.00	100.00	900.00	0.00	0.00%
Bookkeeping	2000.00	1350.00	67.50	2000.00	0.00	0.00%
Subtotal	2900.00	2250.00	77.59	2900.00	0.00	0.00%

Expenses	Budget 2021	YTD	YTD % (Sept 15 = .70)	suggested 2022	\$ change	% change
Total Administration	7475.00	3987.37	53.34	4025.00	-3450.00	-46.15%
Programming						
Materials						
Programs	825.00	744.54	90.25	950.00	125.00	15.15%
Materials	5000.00	3820.56	76.41	5500.00	500.00	10.00%
Four County	4588.00	4588.00	100.00	4726.00	138.00	3.01%
Processing Fees	100.00	84.25	84.25	125.00	25.00	25.00%
Patron Services	996.00	841.00	84.44	996.00	0.00	0.00%
Technology: Public	100.00	0.00	0.00	100.00	0.00	0.00%
subtotal	11609.00	10078.35	86.81	12397.00	788.00	6.79%
Personnel						
Payroll	40860.00	29121.24	71.27	44570.00	3710.00	9.08%
Benefits (vacation)	1300.00	0.00	0.00	1368.00	68.00	5.23%
Taxes	3200.00	2227.75	69.62	3477.00	277.00	8.66%
Discretionary	500.00	0.00	0.00	500.00	0.00	0.00%
Workers Comp	424.00	0.00	0.00	400.00	-24.00	-5.66%
Conference/ Travel	0.00	157.50		200.00	200.00	
subtotal	46284.00	31506.49	68.07	50515.00	4231.00	9.14%
Total Program	57893.00	41584.84	71.83	62912.00	5019.00	8.67%
Fundraising Expenses						
Fundraising Expenses	500.00	160.20	32.04	500.00	0.00	0.00%
Advertising	300.00	0.00	0.00	500.00	200.00	66.67%
Software	300.00	0.00	0.00	300.00	0.00	0.00%
Fees	75.00	0.00	0.00	75.00	0.00	0.00%
Sales Tax	175.00	0.00	0.00	200.00	25.00	14.29%
Total Fundraising	1350	160.20	11.87	1575.00	225.00	16.67%
Outreach						
Community Outreach	250.00	30.00	12.00	750.00	500.00	200.00%
Total Outreach	250.00		0.00	750.00	500.00	200.00%
Total Operating Expenses	80573.00	54326.48	67.43	83778.00	3205.00	3.98%

Fairview Public Library
Board of Trustees Meeting
December 9, 2021 (via Zoom)

Call to order

Executive Session

Approval of Minutes

Treasurer's Report and Bills

Director's Report

New Business

- Officers for 2021-2022

Old Business

- Budget for 2021-2022

Public comment

Adjournment

Income	Budget 2021	YTD	YTD % (Sept = .75)	suggested 2022	\$ change	% change
Revenue						
Fees						
Copy/print	1200.00	1365.75	113.81	1500.00	300.00	25.00
Fax	400.00	369	92.25	500.00	100.00	25.00
rent	2400.00	1800	75.00	2400.00	0.00	0.00
Late Fees	300.00	126.54	42.18	150.00	-150.00	-50.00
Subtotal Fees	4300.00	3661.29	85.15	4550.00	250.00	5.81
Fundraising						
Book Sale	900.00	451.25	50.14	1000.00	100.00	11.11
Rummage/Plant	250.00	0.00	0.00	250.00	0.00	0.00
Other	2000.00	652.00	32.60	2000.00	0.00	0.00
Subtotal	3150.00	1103.25	35.02	3250.00	100.00	3.17
Total	7450.00	4764.54	63.95	7800.00	350.00	4.70
Direct Support						
Government						
Town Middletown	15000.00	15000.00	100.00	15000.00	0.00	0.00
Village Mville	1500.00	2500.00	166.67	2500.00	1000.00	66.67
MCS	4000.00	4000.00	100.00	4000.00	0.00	0.00
Subtotal	20500.00	21500.00	104.88	21500.00	1000.00	4.88
Library						
State Library aid	1150.00	1630.96	141.82	1250.00	100.00	8.70
Subtotal	1150.00	1630.96	141.82	1250.00	100.00	8.70
Public						
Appeal Prior	1500.00	2296.65	153.11	1500.00	0.00	0.00
Appeal Current	5000.00	0.00	0.00	5500.00	500.00	10.00
Donation Jar	500.00	122.75	24.55	200.00	-300.00	-60.00
Affinity Programs	50.00	19.24	38.48	50.00	0.00	0.00
Legacies	350.00	3416.62	976.18	500.00	150.00	42.86
Trusts	3000.00	5239.16	174.64	3000.00	0.00	0.00
Unsolicited	2000.00	2715.00	135.75	2000.00	0.00	0.00
Subtotal	12400.00	13809.42	111.37	12750.00	350.00	2.82
Total	34050.00	36940.38	108.49	35500.00	1450.00	4.26
Investment						
Endowment Release	5000.00	10000.00	200.00	10000.00	5000.00	100.00

Insurance	500.00	0.00	0.00	500.00	0.00	0.00
Interest/Dividend	1000.00	1.03	0.10	1000.00	0.00	0.00
Operational Reserves	18823.00	0.00	0.00	18978.00	155.00	0.82
Total	25323.00	10001.03	39.49	30478.00	5155.00	20.36
					0.00	
Grants					0.00	
Grants 2020	3750.00			0.00	-3750.00	
Other grant	10000.00	11657.00	116.57	10000.00	0.00	0.00
Total Grants	13750.00	11657.00	116.57	10000.00	-3750.00	0.00
Total Income	80573.00	63362.95	78.64	83778.00	3205.00	3.98