

DRAFT DRAFT DRAFT
Agenda for the
Meeting of the TRUSTEES OF THE HOAG LIBRARY
of the Swan Library Association
April 10th 2024 7:00 PM

CALL TO ORDER

Jim Babcock
Veronica Morgan
Dawn Squicciarini
Betty Sue Miller

Mary Covell
Rachel Hicks
Linda Weller

Kevin Doherty
Allyson DeBoard
Sandra Walter -excused

REVIEW and ADOPT AGENDA

Motion

Motion to accept the proposed Agenda

PUBLIC FORUM OPPORTUNITY

REVIEW and POTENTIAL ADOPTION

Motion

Minutes from regular Meeting held on March 13th 2024

DIRECTOR'S REPORT

Information

REPORTS and REQUESTS FROM COMMITTEES

Information

FINANCE COMMITTEE

Information

PERSONNEL COMMITTEE

Information

LOCAL HISTORY COMMITTEE

Information

NOMINATIONS and ELECTIONS COMMITTEE

Information

- Trustee petitions
- Ballots

PLANNING COMMITTEE

Information

BUILDING AND GROUNDS

Information

FRIENDS OF THE LIBRARY

Information

OLD BUSINESS

Information

- Print all meeting docs for Veronica

NEW BUSINESS

Reminder: When committees meet a secretary needs to forward minutes from the meeting to the President, Director and Assistant Director as part of official board business. All minutes are sent to committee members and filed.

UPCOMING EVENTS

May 6, 7pm: Hoag Library Annual Meeting

May 21: ACS District Budget Vote

May 23: Nioga Annual Meeting (will the Library pay for staff to attend?)
October 16 & 23: Trustee Training

Items to be added to next agenda:

Action Items for Next Meeting :

ADJOURNMENT

2023 - 2024

President - Linda Weller **Vice President**- Mary Covell
Secretary- Dawn Squicciarini **Treasurer**- Rachael Hicks

Kevin Doherty - term exp 2024
Dawn Squicciarini - term exp 2025
Rachael Hicks - term exp 2026
Veronica Morgan term exp 2027
Sandra Walter ~ Village Appointee

Jim Babcock - term exp 2024
Mary Covell - term exp 2026
Linda Weller - term exp 2026
Allyson DeBoard - School Appointee

Committee List

Buildings and Grounds:

Kevin Doherty ~ Jim Babcock ~ Rachel Hicks
~ This committee meets each quarter unless needed

Finance:

Linda Weller (required) Rachel Hicks ~ Kevin Doherty
~ This committee currently meets once a month week before meeting

Local History:

Veronica Morgan ~Sandra Walter ~ no schedule

Nominations and Elections Committee:

Veronica Morgan ~Sandra Walter
~ This committee meets January through April

Personnel:

Dawn Squicciarini ~ Mary Covell
~ This committee meets bimonthly or as needed

Planning:

Dawn Squicciarini ~ Kevin Doherty ~Mary Covell
~ This committee meets monthly to establish 1 and 5 years plans

DRAFT DRAFT DRAFT
Minutes for the
Meeting of the TRUSTEES OF THE HOAG LIBRARY
of the Swan Library Association
March 13th 2024 7:00 PM

CALL TO ORDER @ 7:02

Jim Babcock- present	Mary Covell- present	Kevin Doherty- present
Veronica Morgan- absent	Rachel Hicks excused	Allyson DeBoard- present
Dawn Squicciarini- present	Linda Weller- present	Sandra Walter- present
Betty Sue Miller- present	Elizabeth Haibach- present	

Audit Report by Bonadio Group- presented by

Please see Report presented by Bonadio & Co., LLP Certified Public Accountants

Presented as unbiased report- no changes suggested

No significant changes or policy updates this year.

While overall, due to some changes in staff funding in the budget for new positions and COLA, there was a deficit of \$89K, this includes the parking lot maintenance and \$150K in the depreciation of equipment

There is also a line item for liabilities, meaning the EV chargers.

There are no new recommendations for this year, as policies were reviewed and updated prior to the audit. It was also noted that the final 990 form has been completed, with answers consistent to previous years, and is a public document.

Betty Sue asked how much of this information is required to be shared on the Library's website, and she was informed that when everything is signed and finalized, Chelsey will send her a public disclosure form, with individual names removed and that document may be shared and posted on the website as is its purpose.

Thanks and appreciation for the work the Bonadio Group did for the audit and throughout the year was noted.

Kevin moved to accept the audit as presented, authorize President Linda Weller to sign the 990 form and request the Bonadio Group provide the Public Disclosure form, 2nd Mary- unanimous

REVIEW and ADOPT AGENDA

Motion

Motion to accept the proposed Agenda

Moved by Mary, 2nd by Dawn- unanimous

PUBLIC FORUM OPPORTUNITY-

No one present at this time

REVIEW and POTENTIAL ADOPTION**Motion**

Minutes from regular Meeting held on February 7th 2024
Motion by Jim,
Seconded by Mary- unanimous

DIRECTOR'S REPORT**Information**

In Packet- please ask if you have any specific questions

REPORTS and REQUESTS FROM COMMITTEES**Information****FINANCE COMMITTEE****Information**

Documents in packet -Rachael, as the treasurer, is shopping around the recently adopted investment policy to different entities. At this time she is the single contact person for this endeavor, so there is no confusion or overlap between conversations.

PERSONNEL COMMITTEE**Information**

Did not meet

LOCAL HISTORY COMMITTEE**Information**

Is meeting with Dee on Monday. Linda asked Sanrda so send out what they are working on for the board to review and interest.

NOMINATIONS and ELECTIONS COMMITTEE**Information**

Signature forms will be available at the circulation desk tomorrow, with two seats up for election. Kevin reminded everyone that a person does not need to use the form the library provides as long as they have 25 signatures with the correct information included.

PLANNING COMMITTEE**Information**

Did meet this month, and Dawn provided some of the previous information included in the handbook. They met with Elizabeth to make some goals and make plans for the future. Betty Sue shared some suggestions from the attorney about how to word things to protect the library as a guide, but not to be so specific that any change requires board review and approval, or ties the hands of the staff before acting.

BUILDING AND GROUNDS

Information

Did not meet, but an acoustic tile maker came out to review existing products and potential future needs. Kevin shared one of the 'clouds' needs replacing and something for the ceiling in the current meeting room are the only real needs they saw.

Jim also suggested that Jim, Kevin, Elizabeth, and someone else if wanted, need to do a walk around the building in full to look for potential damage/areas in need of repair.

FRIENDS OF THE LIBRARY

Information

Their minutes for the past two meetings were added in the board packet. They are looking for alternatives to Tasty Treats, though nothing has come up yet.

OLD BUSINESS

Information

Print all meeting docs for Veronica

- Betty Sue met with Mickey Edwards today and Mr. Grillo last week to coordinate the Summer Parks Program, Albion's Summer School, and the Summer Reading Program. There was some talk about field trips, sending reading logs to the school, and creating memory jars as part of the Reading Program's activities. Betty Sue noted that Mr. Edwards and Mrs. Curtain were both very excited to work together with the Library.
- There was discussion around the table about being open for the eclipse. **Motion**
Jim moved to have close the library on April 8th due to the eclipse,
2nd by Allyson- 5 in favor, 2 opposed
- Betty Sue presented the annual report to present to the school before the vote **Motion**
Kevin moved to for the board to accept,
2nd Sandra- unanimous

NEW BUSINESS

Reminder: When committees meet a secretary needs to forward minutes from the meeting to the President, Director and Assistant Director as part of official board business. All minutes are sent to committee members and filed. Attendance is required at the monthly board meetings. Please notify Linda or Betty Sue if you are unable to attend.

UPCOMING EVENTS

Items to be added to next agenda:

Action Items for Next Meeting :

- Buildings and Grounds, with Elizabeth and Betty Sue, will complete a walkthrough of the property before the next meeting to look for any upkeep needs
- Jim will meet with Betty Sue to look over the vents

ADJOURNMENT @ 8:09

Moved by Jim, 2nd by Mary- unanimous

2023 - 2024

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Vice President- Mary Covell

Secretary- Dawn Squicciarini

Treasurer- Rachael Hicks

Kevin Doherty - term exp 2024

Jim Babcock - term exp 2024

Dawn Squicciarini - term exp 2025

Mary Covell - term exp 2026

Rachael Hicks - term exp 2026

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Dawn Squicciarini ~ Kevin Doherty ~Mary Covell

~ This committee meets monthly to establish 1 and 5 years plans

HOAG LIBRARY of the SWAN LIBRARY ASSOCIATION

04/03/24

Account QuickReport

Accrual Basis

As of March 31, 2024

Type	Date	Num	Name	Memo	Split	Amount	Balance	
1050 · Community Bank - Steuben Trust							427,527.86	
Check	03/01/2024		Paychex - Payroll Pre...		-SPLIT-	-320.05	427,207.81	
Check	03/01/2024	603	American Funds Ser...	Plan ID 59894...	-SPLIT-	-400.59	426,807.22	
Check	03/08/2024	EFT	First National Bank	Betty Sue CC ...	6979 · Adult Pr...	-31.18	426,776.04	
Check	03/08/2024	EFT	First National Bank	Elizabeth CC ...	-SPLIT-	-393.19	426,382.85	
Deposit	03/11/2024		Amazon.com	60457 8781 0...	4020 · Misc & B...	97.90	426,480.75	
Check	03/11/2024	EFT	Community Bank NA		-SPLIT-	-1,344.67	425,136.08	
Check	03/11/2024	EFT	Community Bank NA		1000 · Bank Fee	-32.50	425,103.58	
Check	03/13/2024	5261	Bond Benefits Consu...	Inv 3165	6230 · Insuranc...	-800.00	424,303.58	
Check	03/13/2024	5262	Charlene Bloom		6991 · Mileage	-41.54	424,262.04	
Check	03/13/2024	5263	NYSEG	1003-6500-337	6961 · Heat - 1...	-698.36	423,563.68	
Check	03/13/2024	5264	Staples Contract & C...	RCH 1007869	-SPLIT-	-295.88	423,267.80	
Check	03/13/2024	5265	Hamilton Enterprises	Inv HO126	6992.4 · Hamilt...	-2,835.00	420,432.80	
Check	03/13/2024	5266	Millennium Roads LLC	Inv 11002	7200.2 · Accou...	-750.00	419,682.80	
Check	03/13/2024	5267	Midwest Tape	2000014535 I...	6442 · Hoopla -...	-863.63	418,819.17	
Check	03/13/2024	5268	Nioga Library System...		-SPLIT-	-2,416.80	416,402.37	
Check	03/13/2024	5269	Baker & Taylor, Inc.	L938324	-SPLIT-	-207.01	416,195.36	
Check	03/13/2024	5270	Baker & Taylor, Inc.	L938324	-SPLIT-	-450.61	415,744.75	
Check	03/13/2024	5271	Baker & Taylor, Inc.	L938324	-SPLIT-	-420.97	415,323.78	
Check	03/13/2024	5272	Ricoh USA, Inc.	17318412	6975 · Service ...	-84.58	415,239.20	
Check	03/13/2024	5273	Albion Ace Hardware	1183	6450 · Supplies	-1.79	415,237.41	
Check	03/13/2024	5274	Info Advantage, Inc.	16-0778804	6521 · Comput...	-25.00	415,212.41	
Check	03/13/2024	EFT	Paychex		6534 · Equipme...	-65.00	415,147.41	
Check	03/15/2024	EFT	Paychex - Payroll Pre...		-SPLIT-	-13,604.60	401,542.81	
Check	03/15/2024	615	American Funds Ser...	Plan ID 59894...	-SPLIT-	-401.11	401,141.70	
Check	03/20/2024	EFT	Delta Dental	20652-03031	6232 · Insuranc...	-89.34	401,052.36	
Check	03/20/2024	5275	Baker & Taylor, Inc.	L938324	-SPLIT-	-817.16	400,235.20	
Check	03/20/2024	5276	Timothy Newton Ente...	Inv 24752	6451 · Plowing	-1,652.50	398,582.70	
Check	03/20/2024	5277	Meghan Coyle		6992 · Contract...	-50.00	398,532.70	
Check	03/20/2024	5278	The Hanover Insuran...		6220 · Insuranc...	-1,050.38	397,482.32	
Check	03/20/2024	5279	Alex Nazaretski		6003.3 · GoArt	-275.00	397,207.32	
Check	03/20/2024	5280	Tyler Lucero		6979 · Adult Pr...	-150.00	397,057.32	
Check	03/20/2024	EFT	National Grid	09452-09138	6971 · Electricit...	-1,281.59	395,775.73	
Check	03/20/2024	EFT	Independent Health	Account # 160...	-SPLIT-	-3,205.76	392,569.97	
Deposit	03/20/2024		Lake Country Media	1-89760000	-SPLIT-	500.00	393,069.97	
Check	03/25/2024	EFT	Charter Communicati...	202-12912000...	-SPLIT-	-120.00	392,949.97	
Check	03/25/2024	EFT	Charter Communicati...	202-12912000...	-SPLIT-	-399.93	392,550.04	
Deposit	03/25/2024		American Funds Ser...	Plan ID 59894...	4020 · Misc & B...	4.99	392,555.03	
Check	03/29/2024	627	American Funds Ser...	Plan ID 59894...	-SPLIT-	-402.68	392,152.35	
Check	03/29/2024	EFT	Paychex - Payroll Pre...		-SPLIT-	-13,702.69	378,449.66	
Total 1050 · Community Bank - Steuben Trust							-49,078.20	378,449.66
TOTAL							-49,078.20	378,449.66

HOAG LIBRARY of the SWAN LIBRARY ASSOCIATION

04/03/24

Account QuickReport

Accrual Basis

As of March 31, 2024

Type	Date	Num	Name	Memo	Split	Amount	Balance
1125 · Five Star - Daily Receipts							4,846.99
Deposit	03/01/2024		Library Income	Deposit	4015 · Copier F...	0.87	4,847.86
Deposit	03/02/2024		Library Income	Deposit	4015 · Copier F...	0.97	4,848.83
Deposit	03/06/2024		Library Income	Deposit	-SPLIT-	25.12	4,873.95
Deposit	03/07/2024		Library Income	Deposit	4015 · Copier F...	2.33	4,876.28
Deposit	03/09/2024		Library Income	Deposit	4010 · Book Fin...	13.54	4,889.82
Deposit	03/11/2024		Library Income	Deposit	-SPLIT-	21.13	4,910.95
Deposit	03/13/2024		Library Income	Deposit	4010 · Book Fin...	10.61	4,921.56
Deposit	03/15/2024		Library Income	Deposit	4010 · Book Fin...	7.69	4,929.25
Deposit	03/19/2024		Library Income	Deposit	-SPLIT-	14.70	4,943.95
Deposit	03/21/2024		Library Income	Deposit	4005 · Fax Fee...	0.87	4,944.82
Deposit	03/26/2024		Library Income	Deposit	-SPLIT-	4.77	4,949.59
Deposit	03/28/2024		Library Income	Deposit	-SPLIT-	628.10	5,577.69
Total 1125 · Five Star - Daily Receipts						730.70	5,577.69
TOTAL						730.70	5,577.69

HOAG LIBRARY of the SWAN LIBRARY ASSOCIATION

Balance Sheet Prev Year Comparison

04/03/24

As of March 31, 2024

Cash Basis

	Mar 31, 24	Mar 31, 23	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1005 · Petty Cash	58.00	58.00	0.00	0.0%
1050 · Community Bank - Steuben Trust	378,449.66	409,324.54	-30,874.88	-7.5%
1125 · Five Star - Daily Receipts	5,577.69	39,290.69	-33,713.00	-85.8%
1220 · Capital Improvement- Passbk #3	0.00	0.00	0.00	0.0%
Total Checking/Savings	384,085.35	448,673.23	-64,587.88	-14.4%
Total Current Assets	384,085.35	448,673.23	-64,587.88	-14.4%
Fixed Assets				
1350 · Intangible Assets	-0.50	-0.50	0.00	0.0%
1400 · Fixed Assets	3,296,699.10	3,296,247.95	451.15	0.0%
1435 · Equipment & Computers	63,012.69	62,632.70	379.99	0.6%
Total Fixed Assets	3,359,711.29	3,358,880.15	831.14	0.0%
Other Assets				
1300 · Investments	208,231.22	205,970.64	2,260.58	1.1%
Total Other Assets	208,231.22	205,970.64	2,260.58	1.1%
TOTAL ASSETS	3,952,027.86	4,013,524.02	-61,496.16	-1.5%
LIABILITIES & EQUITY				
Liabilities				
Long Term Liabilities				
2500.1 · Refundable advance	20,163.00	20,163.00	0.00	0.0%
Total Long Term Liabilities	20,163.00	20,163.00	0.00	0.0%
Total Liabilities	20,163.00	20,163.00	0.00	0.0%
Equity				
3000 · Opening Bal Equity	-189,127.00	-189,127.00	0.00	0.0%
3900 · Fund Balance	4,240,908.44	4,298,219.15	-57,310.71	-1.3%
3910 · Endowment Fund Balance	47,418.54	47,418.54	0.00	0.0%
3940 · Special Purpose Fund	-106.85	-106.85	0.00	0.0%
Net Income	-167,228.27	-163,042.82	-4,185.45	-2.6%
Total Equity	3,931,864.86	3,993,361.02	-61,496.16	-1.5%
TOTAL LIABILITIES & EQUITY	3,952,027.86	4,013,524.02	-61,496.16	-1.5%

HOAG LIBRARY of the SWAN LIBRARY ASSOCIATION

Profit & Loss Budget vs. Actual

January through March 2024

	TOTAL			
	Mar 24	Jan - Mar 24	2024 Budget	% of Budget
Ordinary Income/Expense				
Income				
4005 · Fax Fees Received	142.00	449.69	2,000.00	22.49%
4010 · Book Fines Received	157.69	481.42	1,500.00	32.1%
4015 · Copier Fees Received	311.89	1,053.32	4,000.00	26.33%
4020 · Misc & Book Sales	160.40	343.82	350.00	98.23%
4025 · Investment Income	0.00	0.38		
4030 · Contributions Income	161.61	7,058.23	14,000.00	50.42%
4110 · Public Funds Received	0.00	2,789.80	667,300.00	0.42%
4130 · NYS Local Library Aid	0.00	445.40	4,000.00	11.14%
Total Income	<u>933.59</u>	<u>12,622.06</u>	<u>693,150.00</u>	<u>1.82%</u>
Gross Profit	933.59	12,622.06	693,150.00	1.82%
Expense				
1000 · Bank Fee	32.50	97.50	400.00	24.38%
4091 · Membership Dues Expense	179.00	179.00	300.00	59.67%
6018 · Payroll Expenses	32,324.42	112,375.77	414,600.00	27.11%
6220 · Insurance - Building	1,050.38	3,101.15	15,000.00	20.67%
6240 · Books	1,915.83	7,249.83	31,000.00	23.39%
6260 · Local History Collection	0.00	48.83	1,000.00	4.88%
6380 · Serials	0.00	248.40	2,500.00	9.94%
6400 · Audio Visual Materials	505.08	1,010.04	4,000.00	25.25%
6442 · Hoopla - Online Services	863.63	2,530.08	9,000.00	28.11%
6449 · Maintenance	1,726.27	13,953.25	70,000.00	19.93%
6521 · Computers -Software & Equipment	292.64	3,901.46	15,000.00	26.01%
6529 · Equipment Leases & Purchases	65.00	919.99	6,000.00	15.33%
6550 · Office & Library Supplies	371.14	1,049.09	4,500.00	23.31%
6560 · Postage & Freight	68.00	199.22	250.00	79.69%
6940 · Utilities	2,379.88	7,414.79	22,000.00	33.7%
6975 · Service Contract Expense	686.98	1,599.38	6,000.00	26.66%
6979 · Adult Program	272.08	519.10	4,500.00	11.54%
6980 · Juvenile Program	249.41	625.27	3,000.00	20.84%
6985 · Publicity, Printing	120.00	346.79	3,500.00	9.91%
6990 · Conference & Professional Dues	27.00	1,977.00	1,000.00	197.7%
6991 · Mileage	41.54	107.03	400.00	26.76%
6992 · Contractual Expenses	2,885.00	10,276.00	40,000.00	25.69%
6997 · ALMS User Fees	2,149.16	4,367.82	13,400.00	32.6%
7000 · Investment Fees	0.00	0.00	400.00	0.0%
7001 · Debt Service	0.00	0.00	400.00	0.0%
7200 · Professional	750.00	9,250.00	20,000.00	46.25%
7300 · Contingency - Capital Repairs	0.00	0.00	5,000.00	0.0%
Total Expense	<u>48,954.94</u>	<u>183,346.79</u>	<u>693,150.00</u>	<u>26.45%</u>
Net Ordinary Income	-48,021.35	-170,724.73	0.00	100.0%
Other Income/Expense				
Other Income				

HOAG LIBRARY of the SWAN LIBRARY ASSOCIATION

Profit & Loss Budget vs. Actual

January through March 2024

TOTAL

	<u>Mar 24</u>	<u>Jan - Mar 24</u>	<u>2024 Budget</u>	<u>% of Budget</u>
4100 · SB Investment Income	0.00	2.39		
4180 · Special Purpose Fund Income	0.00	600.00		
4190 · Grants	400.00	1,900.00		
4300 · Unrealized Gains & Losses	0.00	1,287.87		
Total Other Income	400.00	3,790.26		
Other Expense				
6003 · Grants Expense	275.00	293.80		
Total Other Expense	275.00	293.80		
Net Other Income	125.00	3,496.46		
Net Income	-47,896.35	-167,228.27	0.00	100.0%