

Minerva Free Library Board

“Libraries Change Lives”

June 25, 2024 Agenda

Meeting called to order

Pledge of Allegiance

Approve Previous Meeting Minutes

Director’s Report: Cindy

Treasurer’s Report: Darlene

- Monthly beginning balance: Checking May 1st \$3,405.10 and Savings \$48,994.41
- Monthly beginning balance: Checking June 1st \$6,353.56 and Savings \$45,205.46
- Endowment Balance: June 1st \$ 173,833.15
- UBS Core Savings: June 1st \$ 50,945.85

Sub Committee Reports:

Book Club– Judy

Building and grounds, NYS Construction Grant- Elizabeth (windows and lift in process)

Fundraising– Dianne and Judy-

Grants- Beth and Cindy

Policy Approval: Short/ Long Term Review

New Business: Scholarship

Next Meeting will be held on: August 6, 2024 6:00 p.m.

Upcoming Meeting focus:

Jan- Holiday Party (no meeting)

Feb- Prior year operating report, elect officers, file 990

Mar- CPA Audit, Give Big CHQ, Give 716

Apr- Short/Long Term Review

May- Event Programming (SRP)

June- Sexual Harassment Training, Trustee Education Requirements (2hours)

July- Summer Reading Program (no meeting)

August- Visit Town of Sherman Board

Sept- Evaluations

Oct- Bylaws Review, Posts regarding “Giving Tuesday”

Nov- Review next year’s budget

Dec- Approve next year budget

Minerva Free Library
Board of Trustees Meeting
Minutes: May 8, 2024
“Libraries Change Lives”

Present Board Members: Beth Armes, Darlene Barney, Judy Warren, Karen Croscut, Krista Rhebergen, Chris Labuskes

Director:Cindy Sears

Secretary’s Report: President Beth Armes called the meeting to order @ 5:55 PM.

The minutes from the April Board Meeting were approved. A motion was made by Darlene and Seconded by Karen. All:Aye

Director’s Report: Cindy Sears

Keith Update:Putting sign inside a weather protector. To be done hopefully by May 18th and falls under the last \$1,000 we owe to complete the project.

Thank you note from Vanessa.

Audit:Internal Control Survey to be done by Scott Bensink our CPA. Possible to have him do this every five years and have an audit committee with volunteers to do the years in between.

A motion was made to have Scott do the ICS this year and move forward when we receive his findings. Motion made by Karen and Seconded by Krista. All:Aye

Treasurer's Report: Darlene

	Checking	and	Savings
Beginning Balance	\$1,407.30		\$27,187.72
Ending Balance	\$13,405.10		\$48,993.72
Endowment Balance	\$171,394.66		
UBS Core Savings:	\$50,749.71.		

We received a check from the Town of Sherman for 1/2 of the budgeted funds.

Book Clubs:Judy

The Adult Community Book Club will meet on Tuesday, May 21st

The SCS Book Club will meet on Thursday May 16th.

The Teen Book Club will be notified of new pick ups.

Buildings and Grounds Report:

There was a meeting with Charlie, Elizabeth and Cindy in regard to the windows. Gene Blakeslee was awarded work with his bid on the installation of the windows. A call was never returned by Mayshark Builders.

The ceiling in the upper room was checked and seems to be a concern. It will be scraped down and watched to see if it is from past leakage or if this is something new.

The thought of putting a dehumidifier up in that room was discussed.

Fundraising: Upcoming events

- * Sweet Pea Designs will has our merch up for purchase
- * A discussion was had about holding our next book sale on July 20th during the Village of Sherman Garage Sales.

Grants:

Summer Program Grants

Dollar General and CCLS...we are waiting for responses

Outreach Grant:Events Board for Outside

State Legislator Grant:possibility of new thermostats. Will look at this under that guidance of Eric Stormer our Heating Specialist.

Monthly Meeting Focus Topic:

Short and Long Term Goals

We brainstormed ideas for our upcoming goals. We will look at and consider objectives we feel we need to meet in regard to the goals.

Ideas for areas to target from 2024-2027

Phase 1 Lift

Phase 2 Bathrooms

Phase 3 Basement

Phase 4 Carpets/Floors

Phase 5 Heat and AC/Boiler

Phase 6 Book Shelves

Phase 7 Circulation Desk Area

Phase 8 Chair/Stairs 3rd Floor

STEAM Learning

2 Adult Programs a Year

No meeting in July because of Summer Reading Program

Next Meeting: Tuesday, June, 4, 2024

Focus: Next Years Budget and Trustee Education Requirements

Adjournment: President Armes adjourned the meeting @
8:00.

Respectfully submitted,
Judith Warren

Minerva Free Library
2024 Approved Budget

Endowment	January	February	March	April	May	June	YTD		
UBS Fund Endowment	\$ 168,267.37	\$ 168,499.88	\$ 171,306.23	\$ 174,032.99	\$ 170,331.09	173,833.15			
UBS Core Savings Account	\$ 50,000.00	\$ 50,572.61	\$ 50,572.61	\$ 50,749.71	\$ 50,945.85				
Checking Account	\$ 8,244.23	\$ 7,624.29	\$ 2,557.59	\$ 1,407.30	\$ 3,405.10				
Savings Account	\$ 31,284.01	\$ 31,593.92	\$ 31,861.12	\$ 27,187.72	\$ 48,994.41				
Total Portfolio	\$ 257,795.61	\$ 258,290.70	\$ 256,297.55	\$ 253,377.72	\$ 273,676.45	\$ -	\$ -		

Income	January	February	March	April	May	June	YTD	Annual Budget	\$ Remaining	%Remaining
	Actual	Actual	Actual	Actual	Actual	Actual	2024	2024	2024	2024
11.25 Balance in Operating Fund	\$ 83,609.00	\$ 81,836.53	\$ 78,623.82	\$ 72,731.55	\$ 96,535.35	\$ 96,553.13	\$ 83,609.00			
11.1 Local Funding	\$ -	\$ -	\$ -	\$ 27,500.00	\$ -	\$ -	\$ 27,500.00	\$ 55,000.00		
11.2 Local Funding	\$ -	\$ -	\$ -	\$ 27,500.00	\$ -	\$ -	\$ 27,500.00			
11.3 Local Library Services Aid (LLSA)		\$ 143.70	\$ -	\$ -	\$ -	\$ -	\$ 143.70	\$ 2,000.00		
11.7 CCLS Grants	\$ -	\$ -	\$ 587.25	\$ -	\$ 1,087.25	\$ -	\$ 1,674.50	\$ 2,600.00		
11.8 Total System Cash Grants	\$ -	\$ 143.70	\$ 587.25	\$ -	\$ 1,087.25	\$ -	\$ 1,818.20			
11.9 Other State Aid	\$ -	\$ -					\$ -	\$ -		
11.10 LSTA							\$ -			
11.11 Other Federal Aid							\$ -			
11.12 Total Federal Aid (11.10, 11.11)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
11.14 Gifts & Endowments	\$ 218.38	\$ 121.00	\$ 293.85	\$ 47.00	\$ 2,485.00	\$ 176.00	\$ 3,341.23	\$ -		
Donation Box	\$ 73.00		\$ 123.85	\$ 37.00	\$ -	\$ 41.00				
Gifts	\$ 10.00	\$ 121.00	\$ 120.00	\$ 10.00	\$ 110.00	\$ 135.00				
Room donation	\$ 10.00									
Grants			\$ 50.00		\$ 2,375.00					
11.15 Fund Raising	\$ 20.00	\$ -	\$ 40.00	\$ 259.00	\$ -	\$ -	\$ 319.00	\$ 300.00		
candy box	\$ 20.00			\$ 19.00						
book clubs			\$ 40.00							
charcuterie										
prickly pear				\$ 240.00						
sweet pea designs										
11.16 Income from Investments transfer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
11.17 Library Charges (petty cash)	\$ 194.38	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 194.38	\$ 113.00		
petty cash	\$ 194.38									
copies										
11.18 Other Misc.	\$ 2.00	\$ 2.00	\$ 405.00	\$ -	\$ 13.00	\$ -	\$ 422.00	\$ 100.00		
book sale	\$ 2.00	\$ 2.00	\$ 405.00		\$ 13.00					
	\$ -						\$ -			
11.19 Total Other Receipts (11.14 thru 11.18)	\$ 434.76	\$ 123.00	\$ 738.85	\$ 306.00	\$ 2,498.00	\$ 176.00	\$ 4,276.61	\$ 60,113.00		
11.20 Total Operating Fund Receipts (Total of 11.2, 11.8, 11.12, 11.19)	\$ 434.76	\$ 266.70	\$ 1,326.10	\$ 27,806.00	\$ 3,585.25	\$ 176.00	\$ 33,594.81	\$ -		
11.26 Grand total receipts	\$ 84,043.76	\$ 82,103.23	\$ 79,949.92	\$ 100,537.55	\$ 100,120.60	\$ 96,729.13	\$ 117,203.81	\$ 60,113.00		

Expenses	January	February	March	April	May	June	2024		Annual Budget	\$ Remaining	%Remaining
	Actual	Actual	Actual	Actual	Actual	Actual	YTD	2024			
12.2 Other Staff	\$ 1,474.50	\$ 2,448.70	\$ 1,813.35	\$ 1,771.55	\$ 1,982.86	\$ -	\$ 9,490.96	\$ 26,000.00	\$ 16,509.04	63%	
12.3 Total Salaries and Wages	\$ 1,474.50	\$ 2,448.70	\$ 1,813.35	\$ 1,771.55	\$ 1,982.86	\$ -	\$ 9,490.96	\$ 26,000.00			
Social Security	\$ 91.42	\$ 151.81	\$ 161.48	\$ 109.83	\$ 114.20	\$ -	\$ 628.74	\$ 1,550.00	\$ 921.26	59%	
Medicare	\$ 21.37	\$ 35.50	\$ 37.77	\$ 25.69	\$ 26.71	\$ -	\$ 147.04	\$ 363.00			
Workers Compensation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	100%	
Unemployment											
Disability							\$ -	\$ 400.00	\$ 400.00	100%	
NYS Paid Family Leave							\$ -				
IRS payments			\$ 341.36								
12.4 Employee Benefits and Expenditures (Medicare, Workers Comp, Disability)	\$ 112.79	\$ 187.31	\$ 540.61	\$ 135.52	\$ 140.91	\$ -	\$ 775.78	\$ 3,313.00			
12.5 Total Staff Expenditures	\$ 1,587.29	\$ 2,636.01	\$ 2,353.96	\$ 1,907.07	\$ 2,123.77	\$ -	\$ 10,266.74	\$ 29,313.00			
12.6 Print Materials	\$ 65.00	\$ 195.39	\$ 339.59	\$ 577.25	\$ 562.64	\$ 42.36	\$ 1,782.23	\$ 2,000.00	\$ 217.77	11%	
12.7 Electronic Materials	\$ 33.33	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 283.33	\$ 600.00	\$ 316.67	53%	
12.8 DVDs, toys	\$ -	\$ -	\$ -	\$ -	\$ 162.54	\$ -	\$ 162.54	\$ 250.00	\$ 87.46	35%	
12.9 Total Collection Expenditures	\$ 98.33	\$ 245.39	\$ 389.59	\$ 627.25	\$ 775.18	\$ 92.36	\$ 2,228.10	\$ 2,850.00			
12.10 From Local Public Funds (71PF)							\$ -				
12.11 Other Funds Expenses	\$ 70.00							\$ 70.00	\$ 10,000.00		
12.12 Total Capital Expenditures	\$ 70.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70.00	\$ 10,000.00			
12.13 From Local Public Funds											
12.14 From Other Funds Repairs								\$ 1,300.00	\$ 1,300.00	100%	
12.15 Total Repairs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,300.00			
Gas	\$ 164.00	\$ 164.00	\$ 133.00	\$ 133.00	\$ 116.97	\$ 121.00	\$ 831.97	\$ 2,600.00	\$ 1,768.03	68%	
Electric	\$ 81.66	\$ 87.08	\$ 70.51	\$ 80.82	\$ 88.69	\$ 94.59	\$ 503.35	\$ 1,200.00	\$ 696.65	58%	
Water & Sewer	\$ -	\$ -	\$ 178.91	\$ -	\$ 179.33	\$ -	\$ 358.24	\$ 1,100.00	\$ 741.76	67%	
Insurance Property/Liability	\$ -	\$ -	\$ 2,113.70	\$ -	\$ -	\$ -	\$ -	\$ 2,500.00	\$ 2,500.00	100%	
Custodial	\$ 53.98	\$ -	\$ 102.29	\$ -	\$ -	\$ -	\$ -	\$ 600.00			
Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
12.16 Other Disbursements for Operation & Maintenance of Buildings	\$ 299.64	\$ 251.08	\$ 2,598.41	\$ 213.82	\$ 384.99	\$ 215.59	\$ 1,693.56	\$ 8,000.00	\$ 6,306.44	79%	
12.17 Total Operation & Maintenance of Buildings (12.15, 12.16)	\$ 299.64	\$ 251.08	\$ 2,598.41	\$ 213.82	\$ 384.99	\$ 215.59	\$ 1,693.56	\$ 9,300.00			
12.18 Office & Library Supplies	\$ 71.99	\$ -	\$ 64.99	\$ 130.82	\$ 123.99	\$ 57.90	\$ 449.69	\$ 3,000.00	\$ 2,550.31	85%	
Telecommunications	\$ 79.98	\$ 79.98	\$ 79.98	\$ 79.98	\$ 79.98	\$ 79.98	\$ 479.88	\$ 1,000.00	\$ 520.12	52%	
Internet	\$ -	\$ -	\$ -	\$ 69.00	\$ -	\$ -	\$ 69.00	\$ 500.00	\$ 431.00	86%	
12.19 Telecommunications	\$ 79.98	\$ 79.98	\$ 79.98	\$ 148.98	\$ 79.98	\$ 79.98	\$ 548.88	\$ 1,500.00	\$ 951.12	63%	
12.20 Postage/freight	put in misc	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00		
12.21 Professional Consultant Fees	\$ -	\$ 250.00	\$ -	\$ -	\$ -	\$ -	\$ 250.00	\$ 300.00	\$ 50.00	17%	
12.22 Equipment	\$ -	\$ -	\$ 1,571.10	\$ -	\$ -	\$ -	\$ 1,571.10	\$ 150.00	\$ (1,421.10)	-947%	
Software	\$ -	\$ -	\$ -	\$ -	\$ 79.56	\$ -	\$ 79.56	\$ -			
SRP/Events (Halloween/Christmas, etc.)	\$ -	\$ -	\$ -	\$ 11.61	\$ -	\$ -	\$ 11.61	\$ 2,000.00	\$ 1,988.39	99%	
12.23 Other Miscellaneous		\$ 16.95	\$ 160.34	\$ 962.65	\$ -	\$ 62.69	\$ 1,202.63	\$ 700.00	\$ (502.63)	-72%	
gifts		\$ 16.95									
postage											
Inter Library Loan			\$ 8.00	\$ 8.00							
Teen Book Club			\$ 152.34	\$ 954.65							
12.24 Other Miscellaneous (12.18 thru 12.23)	\$ 151.97	\$ 346.93	\$ 1,876.41	\$ 1,254.06	\$ 283.53	\$ 200.57	\$ 4,113.47	\$ 8,650.00			
12.32 Total Operating Fund Disbursements	\$ 2,207.23	\$ 3,479.41	\$ 7,218.37	\$ 4,002.20	\$ 3,567.47	\$ 508.52	\$ 18,371.87	\$ 60,113.00			
12.36 Transfers to Other Funds	\$ -	\$ -	\$ -	\$ -	\$ -						
12.38 Total Disbursements and Transfers	\$ 2,207.23	\$ 3,479.41	\$ 7,218.37	\$ 4,002.20	\$ 3,567.47	\$ 508.52	\$ 18,371.87	\$ 60,113.00			
12.39 Balance in Operating Fund	\$ (1,772.47)	\$ (3,212.71)	\$ (5,892.27)	\$ 23,803.80	\$ 17.78	\$ (332.52)	\$ 15,222.94				
12.40 Grand Total disbursements will equal 11.26	\$ 81,836.53	\$ 78,623.82	\$ 72,731.55	\$ 96,535.35	\$ 96,553.13	\$ 96,220.61	\$ 98,831.94				

Check/Code	Date	Transaction	Description	Withdrawal	Deposit	Balance
			Beginning Balance			\$3,405.10
	5/1/2024	transfer	from savings	\$0.00	\$2,000.00	\$5,405.10
	5/6/2024	Village of Shermam	water sewer	\$179.33		\$5,225.77
	5/6/2024	National Fuel	Gas	\$116.97		\$5,108.80
	5/6/2024	CCLS	Ebooks- 50, book bar codes (office) 29, software- 79.56	\$158.56	\$0.00	\$4,950.24
	5/6/2024	First National Bank Omaha	desk chair- 94.99, print materials- 562.64, dvd- 117.93, phone- 79.98, dvd-44.59	\$900.13		\$4,050.11
	5/6/2024	National Grid	electric	\$88.69	\$0.00	\$3,961.42
	5/30/2024	transfer	from savings	\$0.00	\$3,000.00	\$6,961.42
	5/10/2024	payroll	taxes	\$218.00		\$6,743.42
	5/10/2024	payroll	direct deposit	\$779.81		\$5,963.61
	5/24/2024	payroll	taxes	\$211.03		\$5,752.58
	5/24/2024	payroll	direct deposit	\$774.02		\$4,978.56
	5/31/2024	direct deposit	Chaut Region Grant	\$0.00	\$2,375.00	\$7,353.56
	5/30/2024	Brick City	final const payment	\$1,000.00		\$6,353.56
				\$0.00		\$6,353.56
Totals		Transaction count: 13		\$4,426.54	\$7,375.00	\$6,353.56

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Check/Code	Date	Transaction	Description	Withdrawal	Deposit	Balance
			Beginning Balance			\$6,353.56
	6/4/2024	CCLS	overdrive- 50, office supplies-57.90	\$107.90	\$0.00	\$6,245.66
	6/4/2024	National Bank Omaha (Credit card)	faucet- 62.69, phone- 79.98, print materials- 42.36	\$185.03		\$6,060.63
	6/6/2024	National fuel	gas	\$121.00		\$5,939.63
	6/6/2024	national grid	electric	\$94.59		\$5,845.04
	6/6/2024	Payroll	Tax	\$198.71		\$5,646.33
	6/6/2024	Payroll	Direct Deosit	\$699.63		\$4,946.70
Totals		Transaction count: 6		\$1,406.86	\$0.00	\$4,946.70

42.36

June 25, 2024 From the Director's Desk

STATS for 5/1/24-6/17/24: Audiobooks: 0, Books: 303, CCLS Audiobooks: 0, CCLS LP: 25, DVD: 133, DVD Set:8, J Books: 166, JR DVD: 3, magazines 1, MuseumPass: 2, New Book: 14, New J Book: 30 TOTAL CIRC: 432/May, 578/Apr, 619/Mar, 727/Feb, 540/Jan **2024** 479/Dec, 598/Nov, 736/Oct, 544/Sept, 764/Aug **2023**
Libby Stats: 91/May, 86/Apr, 91/Mar, 88/Feb, 122/Jan **2024** 109/Dec, 129/Nov, 114/Oct, 116/Sept, 100/Aug, 90/July, 107/June, 84/May, 85/April, 94/March, 80/February, 60/Jan **2023**

NEWS & NOTES:

Fundraiser for Sweet Pea Designs finished we raised \$160.00

Give Big CHQ is finished we raised \$475.00

Formal After School Storytime and Teen Club are finished but the kids know they can come and hangout at the library if they would like to.

I have included the proposal for the new telephone system with the one-time costs and the monthly costs broken out. Implementing this will save us money already this 2024 budget.

We did get the CCLS SRP grant, the \$500 went toward crafts for the program.

We did not get the Dollar General Grant.

School Board Member Tim Sears donated his 2023-2024 Yearbook to the library.

John Beckerink quoted no more than \$200 to fix the upstairs corners of the room where plaster was peeling off walls. The quote included the supplies and his time.

I have the sink parts to fix the kitchen area sink. Andrew Miller came and wondered about shutting off the water. He has since done some asking and believes he can fix it. Would we like shut offs right at the pipes in the kitchen or just put the new kitchen facet in because sometime we might move the sink and we don't need to waste time on adding anything to the existing pipes?



Proposal Prepared Exclusively For You

CCLS Sherman - Avaya Cloud Office

Quote # 042230
Version 1

Prepared for:

CCLS - Sherman - Minerva Free Library-Sherman

Michael Jones
mjones@cclsny.org



Friday, June 14, 2024

CCLS - Sherman - Minerva Free Library-Sherman
Michael Jones
116 Miller St.
PO Box 58
Sherman, NY 14781-0588
mjones@cclsny.org

Dear Michael,

We value your business and want to ensure your request is handled as efficiently as possible from start to finish. Based on your specifications, the following budgetary proposal has been prepared for you. Please review and let me know if there are any changes needed.

In the event you wish to pass a final binding order, please let me know and I will make sure a binding order form will be sent to you by separate mail or electronically by email.

Please contact me if you have any questions or concerns about the information included in this budgetary proposal. Thank you for your business.

Rachael L. Clegg

Rachael Clegg
Senior Account Executive
Advent Communications



ACO Overview

Communications so you can Focus on your Business

Driving revenue, delighting your customers, ensuring your people are productive. Keeping all the plates spinning is challenging enough without the headaches of poor communications. Avaya Cloud Office by RingCentral can fundamentally enhance the way your business communicates with customers, partners and across your organization by simplifying the way you call, meet, message and more.

Avaya Cloud Office places you, and all your users, in control of their communications, and delivers a unified communications experience that's intuitive to use and accessible from a phone, a browser or any mobile device. From a single interface you'll chat with colleagues, make and receive calls, plan and join meetings, collaborate with screen sharing and video and keep your teams on-task with file sharing, task management and virtual team rooms that let everyone share and stay up-to-date.

If all those capabilities sound like a lot to manage, don't worry—we take care of that for you. This public cloud solution from Avaya makes it easy. We keep your solution updated and secure with the latest releases – you don't need to lift a finger. And Avaya Cloud Office's flexibility makes it easy to expand as your business grows – in people or locations.



Bring your Communications into the 21st Century

Voice is no longer the only way, or even the preferred way to stay in touch with customers and colleagues. Instead, chat/Instant Messaging (IM), often begins an interaction that may escalate into an audio, video, or content sharing session. The reality is your employees and customers expect more - they want a seamless and intuitive communications experience that fits how they work instead of changing the way they work, helping them stay in touch on their device of choice as they move throughout their day. Avaya Cloud Office creates a portal for communications, allowing your people to quickly transition to the mode that's exactly right for them at any moment. One click is all it takes to start a call, join a meeting, contribute to a team chat or share content.



ACO Overview

Integrated Meetings Keep it Simple and Reduce your Costs

With Avaya Cloud Office, there's no need to pay for separate meeting services. You'll enjoy unlimited audio and video conferencing with hundreds of audio or video conference participants. Share your screen and files with colleagues, integrate with your existing conference room systems and create impactful webinar experiences for large audiences.

Texting for Business (*Available in US and Canada only)

Texting (SMS) may be the most common way today to engage with someone else. But texting from your personal account may not be appropriate or optimal. It requires sharing your personal number with business contacts and makes it difficult to keep all your business communications in one stream. With Avaya Cloud Office, you get the same experience you're used to, but all from within your Avaya solution. No mixing up contacts or worrying about personal versus business communications – each kind of contact stays within its domain. And Avaya Cloud Office supports Multimedia Messaging Service (MMS) allowing you to send and receive images, videos and other multimedia content.

Avaya Cloud Office provides a single solution for all your communications needs:

- Calling
- Chat
- Meetings and Collaboration
- File and Desktop Sharing
- Task Management

One Number Does it All

With Avaya Cloud Office, one number does it all; voice, FAX, texting* and multimedia messages all come to your single number – easy to manage, easy to control, and easy to see at a glance. You'll always know what's going on even if you can't pick up, through instant notifications for voice and FAX messages via email or the Avaya Cloud Office app.

Secure, Reliable Communications for your Critical Business Needs

The Avaya Cloud Office's platform ensures you receive the security, reliability and coverage you need to move your business forward. Enterprise-grade capabilities like multiple, globally distributed data centers, enterprise single sign-on, and flexible role and permissions for administrators ensure your critical business communications remain secure and available when you need them.

Integrations that Make Sense for the Way you Work

You rely on a variety of different tools to get your work done every day: desktop apps, workflow automation, and customer relationship management from such vendors as Google, Salesforce, Oracle and Microsoft. With Avaya Cloud Office, you can integrate those apps with your communications, creating a seamless experience that eliminates the need to switch between applications. Simple, intuitive and fast. It lets you get more done.



ACO Overview

Leverage Analytics to Understand your Communications and your Business

Take the guess work out of understanding how communications work at your business. Avaya Cloud Office comes complete with an up-to-the-hour advanced call management system and analytics. Use the built-in reports or create your own dashboards with over 30 Key Performance Indicators (KPIs). You'll understand such metrics as your utilization, missed calls, time to answer, refused calls, meeting frequency, and system Quality of Service (QoS).

Go Beyond

With Avaya Cloud Office, you'll go beyond voice communications to a world where multi-media collaboration brings unprecedented productivity to your users and unprecedented responsiveness to your customers. Flexible, easy to use, feature rich, mobile friendly and backed by Avaya's award-winning support, Avaya Cloud Office is available today to simplify your communications so you can focus on driving your business forward.

All-inclusive cloud communications and collaboration system

- Integrated voice, fax, conferencing, video meetings, messaging, and team collaboration for every employee – also enabling a single business identity
- Unifies the way employees, customers, and partners communicate with one another
- Industry-leading reporting and analytics
- Enterprise-grade reliability, carrier grade availability, guaranteed quality of service, and security with best-in-class encryption standards
- Simple per-user pricing; no separate maintenance and support contracts
- Low Total Cost of Ownership (TCO) and savings on Capital Expenditure (CAPEX)

Ease of management

- Manage all offices and users from anywhere with a single easy-to-use, mobile-enabled interface
- Enjoy complete administrative control, self-service capabilities for users, and reduced dependence on service providers
- Get quick, simple, streamlined system setup and user activation
- Easily scale as your business grows by adding offices, in-office or remote workers in just minutes
- An Avaya Customer Success Manager will be engaged with you throughout your complete lifecycle beginning with the purchase, and will add value in many areas including:
 - Onboarding, including a kickoff call, number porting and user adoption
 - End User Enablement, including how-to videos, instructional monthly newsletters and job aids
 - Sustained Utilization, including platform utilization analysis, proactive feedback and managing a success plan



▶ ACO Overview

Open platform

Customize your Cloud unified communication experience with the more than 200 ready-to-use integrations with business cloud apps, including Microsoft 365™, Salesforce®, ServiceNow®, Zendesk®, Google G Suite. For latest refer - <https://www.ringcentral.com/apps/?compatibility=avayacloudoffice>

Developer platform with open APIs and SDKs to enhance business workflows with custom integrations.



Some key integrations include:

Avaya Cloud Office for Office 365

Avaya Cloud Office for Microsoft 365 seamlessly blends business communications into your work environment, transforming your Microsoft 365 integration into an enterprise-grade communications hub with a powerful and easy-to-use interface that is very simple for end-users to deploy and for IT to manage. This integration empowers your workforce with a superior, robust cloud communications solution accessible directly from Microsoft Outlook® and Microsoft Teams on the web.

Avaya Cloud Office for Microsoft Teams

Avaya Cloud Office for Microsoft Teams brings robust, enterprise-grade communications and collaboration capabilities to the Teams app whether you're using Teams on the web or the Teams desktop app. With the Microsoft Office 365 integration installed, users can make calls, send SMS*, and initiate meetings in Teams. With the Microsoft Teams native bot, users can make outbound calls, schedule meetings, and start meetings without leaving Teams. (*SMS available in US and Canada only)

Avaya Cloud Office for Salesforce

Let Avaya Cloud Office for Salesforce enhance your CRM and Service Management experience by automating workflows, increasing call efficiency and improving the quality of customer interactions. The integration works in both Sales Cloud and Service Cloud. Avaya Cloud Office for Salesforce lets you make and receive calls directly from your Salesforce account. You can also quickly assign call dispositions, log calls, take notes, schedule meetings and more, without jumping back and forth between applications.

Avaya Cloud Office for Google

Seamlessly integrate your Avaya Cloud Office communications and collaboration solution with Google Cloud to create a powerful business communications hub. The Avaya Cloud Office for Google Chrome extension makes it easy for your teams to access key Avaya Cloud Office features without leaving their Google applications, simplifying workflow and increasing productivity.



ACO Subscription

Description	Recurring	Qty	Ext. Recurring
YOUR CUSTOM QUOTE			
The estimate details the budgetary costs of Avaya's services as follows.			
Annual subscription charges (based on per-seat consumption)			
<ul style="list-style-type: none"> • One-Time charges • Taxes are estimated and subject to change • Shipping charges may apply • (2) Digital Unlimited Standard licenses • (1) J159 DaaS • (1) Yealink cordless (up front purchase) • Remote Advent implementation Labor - includes administrative training. • eFax only - if physical fax is needed, an ATA would be required. Additional programming would apply. 			
Main Local Number	\$0.00	1	\$0.00
Main Local Fax Number	\$0.00	1	\$0.00
ACO Standard Plan - DigitalLine Unlimited 1-100	\$6.20	2	\$12.40
Compliance and Admin Cost Recovery 1-100	\$4.00	2	\$8.00
e911 Service Fee	\$1.00	2	\$2.00
Additional Local Number	\$1.00	1	\$1.00
Avaya IX Phone J159 Rental	\$2.86	1	\$2.86

Monthly Subtotal: \$26.26

Installation

Description	Price	Qty	Ext. Price
Advent Lic. Activation Fee - Per User	\$5.00	2	\$10.00
Cloud Tech Labor (Hourly)	\$50.00	2	\$100.00

Subtotal: \$110.00

ACO - Hardware

Description	Price	Qty	Ext. Price
Patch Cord, CAT 6, Clear Boot, White, 14'	\$7.50	2	\$15.00



ACO - Hardware

Description	Price	Qty	Ext. Price
Yealink DECT IP Phone system (W56H Handset and W70B Base Unit Package)	\$185.00	1	\$185.00
Subtotal:			\$200.00

ACO- Day 2 Support Manage Services

Description	Recurring	Qty	Ext. Recurring
ADV-1003 8x5 Help Desk support, Monday - Friday	\$1.00	2	\$2.00
Monthly Subtotal:			\$2.00



CCLS Sherman - Avaya Cloud Office



Prepared by:
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Quote Information:
Quote #: 042230

Version: 1
Delivery Date: 06/14/2024
Expiration Date: 08/31/2024

Quote Summary

Description	Amount
Installation	\$110.00
ACO - Hardware	\$200.00
Total:	
	\$310.00

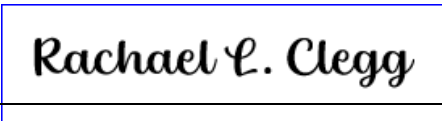
Monthly Recurring Summary

Description	Amount
ACO Subscription	\$26.26
ACO- Day 2 Support Manage Services	\$2.00
Monthly Total:	
	\$28.26

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Advent Communications

CCLS - Sherman - Minerva Free Library- Sherman

Signature: 
Name: Rachael Clegg
Title: Senior Account Executive
Date: 06/14/2024

Signature: _____
Name: Michael Jones
Date: _____



Avaya Cloud Office Device as a Service (DaaS)

Bring unparalleled productivity to your employees with flexible access to the latest communications and collaboration devices

If you are not using the latest devices on your employee desktops, you are falling behind. Now Avaya makes it easier than ever to empower employees with the award-winning Avaya Devices. A large up-front capital outlay is no longer a barrier to accessing the industry's most powerful communication tools to increase employee productivity. Avaya Device as a Service (DaaS) allows customer to access the latest devices on a monthly subscription basis. When combined with Avaya Cloud Office, this means a predictable low monthly payment for your complete solution. DaaS puts you in control, giving you options to add, change, extend or cancel your subscription as your needs change, all without the need for a capital outlay.

Key Benefits at a Glance

Change the way your in office, mobile, and distributed workforce collaborates. Deliver an engaging experience for voice, video and mobility on virtually any device.

Subscription Flexibility: Purchase only what you need, when you need it.

Cancellation Options: You can always cancel the service, which reduces your risk*.

Upgrade as Needed: Upgrade to a more sophisticated device at any time with no penalty charges.

Modernize Your Communications: Access the industry's most advanced portfolio of business communication devices.

Stay Current: At the end of the term, exchange your existing devices for new ones.

Easy Installation: Avaya Cloud Office provides no-touch plug and play setup for most devices.

No surprise billing: Avaya Cloud Office with DaaS provides your business with a complete unified communications solution at a predictable monthly cost.

*Cancellation charges may apply

Key Capabilities at a Glance

- Subscription Flexibility
- Cancellation Options
- Upgrade as Needed
- Modernize Your Communications
- Stay Current
- Easy Installation
- Predictable Monthly Cost

The Choice is Yours

Of course, Avaya devices can also be purchased outright if that is your preference. Please see the table below to help you choose the option that is right for you.

		Device Options	
		Purchase	Device as a Service
Device Ownership		Customer	Avaya
Payment Type		CAPEX: Up Front	OPEX: Monthly or Annual Subscription Fee
Available Devices		J-Series, B-Series, Video, CU360 (Rooms), Vantage, DECT, Device Bundles	J-Series, B-Series, Video, CU360 (Rooms), Vantage
Availability		Australia, Austria, Belgium, Canada, France, Germany, Ireland, Italy, Netherlands, Spain, UK, US	
Available Terms		Not Applicable	1, 3, or 5 Years
Cancellation Options		Not Applicable	Yes
Warranty and Parts		1 year	Full Term Advanced Parts Replacement



About Avaya

Businesses are built by the experiences they provide, and every day millions of those experiences are delivered by Avaya Holdings Corp. (NYSE: AVYA). Avaya is shaping what's next for the future of work, with innovation and partnerships that deliver game-changing business benefits. Our cloud communications solutions and multi-cloud application ecosystem power personalized, intelligent, and effortless customer and employee experiences to help achieve strategic ambitions and desired outcomes. Together, we are committed to help grow your business by delivering Experiences that Matter. Learn more at www.avaya.com.

High-performance DECT IP phone system with user-centric design

- High-performance SIP cordless phone system
- 2.4" 240 x 320 color screen with intuitive user interface
- Up to 20 simultaneous calls
- Up to 10 DECT cordless handsets
- Up to 10 VoIP accounts
- Up to 30-hour talk time (in ideal conditions)
- Up to 400-hour standby time (in ideal conditions)
- Quick charging: 10-min charge time for 2-hour talk time
- TLS and SRTP security encryption
- Noise Reduction System
- Headset connection via 3.5 mm jack
- Charger wall mountable



Twenty Simultaneous Calls



HD Audio



TLS & SRTP Security Encryption



Backup System



Centralized Deployment



Quick Charge



Long Standby Time

The Yealink W76P, being a high-performance SIP cordless phone system, is the ideal solution for small and medium-sized businesses. Paring with up to a total of 10 Yealink W56H DECT handsets, it allows you enjoy superb mobility and efficient flexibility immediately as well as significantly eliminates additional wiring troubles and charges. To provide a better and higher performance, this DECT IP phone not only supports up to 10 VoIP accounts and 20 simultaneous calls, but also speeds up its startup and signal connection, slashes its upgrade downtime as well.

W76P consistently delivers excellent and professional audio quality in both high-bandwidth and poor network conditions, comparing with other wideband or narrowband audio codecs. Offering the convenience of cordless with a simple add-on device without losing the SIP features, it brings a seamless call management for our users while “on-the-go”. Owning more functions, lines and mobility, it empowers users with the convenience of wireless communication along with the widely accepted benefits and feature richness of Voice-over-IP telephony.

The Yealink DECT IP phone W76P supports efficient provisioning and effortless mass deployment with Yealink’s Redirection and Provisioning Service (RPS) and Boot mechanism to help you realize the Zero Touch Provisioning without any complex manual settings, which makes it simple to deploy, easy to maintain and upgrade, saving even more time and IT costs for businesses.

- Up to 10 DECT cordless handsets per base depending on your needs
- Up to 20 simultaneous calls to ensure that each handset can make two calls
- DECT radio coverage up to 50m indoors and 300m outdoors
- Energy-saving ECO features

DECT technology:

Yealink DECT technology focuses on high quality Audio VoIP (wideband), as well as low bit - rate data applications. But we are not compatible with any third-party DECT devices (base station, handset, etc.).

Phone Features

- Up to 20 simultaneous calls
- Up to 10 handsets
- Up to 10 VoIP accounts
- Up to 2 simultaneous calls per handset
- Up to 6 repeaters per base station (RT30)
- Handset selection for receiving call
- Handset and number selection for placing call
- Paging, intercom, auto answer, dial plan
- Call hold, call transfer, 3-way conference
- Switching between calls
- Call waiting, mute, silence, DND
- Caller ID with name and number
- Anonymous call/Anonymous call rejection
- Call forward: Always/Busy/No Answer
- Speed dial/Voicemail/Redial
- Message Waiting Indication (MWI)
- Music on hold (server-based)
- Local phonebook for up to 1000 entries (store in the base)
- Remote phonebook/LDAP/XML phonebook
- Phonebook search/import/export
- 100 call history per handset: All/Placed/Missed/Received/Forward
- Direct IP call without SIP proxy
- Reset to factory, reboot
- Keypad lock, emergency call
- Broadsoft directory, BroadSoft call log
- Broadworks feature key synchronization
- Shared Call Appearance (SCA)
- XML browser
- Action URI

Personalization

- 9 ringer melodies
- Screen saver
- Multilingual user interface

Management

- Auto-provision via TFTP/FTP/HTTP/HTTPS/RPS
- Auto-provision with PnP
- Handset upgrade: OTA (Over-The-Air)
- Configuration: browser/phone/auto-provision
- Trace package and system log export

Audio Features

- Full-duplex speakerphone
- Hearing Aid Compatibility (HAC) compliant
- Receiver volume control: 5 steps
- Ringer volume control: 5 steps+off
- Multiple advisory tones
- Acoustic warning for low battery status
- DTMF
- Wideband codec: AMR-WB (optional), G.722
- Narrowband codec: AMR-NB (optional), PC-MU, PCMA, G.726, G.729, G.729A, iLBC
- VAD, CNG, AGC, PLC, AJB
- AEC (supported by W56H)
- Support VQ-RTCPXR (RFC6035), RTCP-XR

Network Features

- SIP v1 (RFC2543), v2 (RFC3261)
- SNTP/NTP
- VLAN (802.1Q and 802.1P)
- 802.1x, LLDP
- STUN Client (NAT Traversal)
- UDP/TCP/TLS
- IP assignment: Static/DHCP
- Support outbound proxy server backup

Security

- Open VPN
- Transport Layer Security (TLS)
- HTTPS (server/client), SRTP (RFC3711)
- Digest authentication
- Secure configuration file via AES encryption
- Support SHA256/SHA512/SHA384
- Three-level configuration mode: Admin/Var/User

DECT

- Frequency bands:
1880 – 1900 MHz (Europe), 1920 – 1930 MHz (US), 1902 – 1906 MHz (TH), 1910 – 1920 MHz (BR)

Interface

- 1 x RJ45 10/100M Ethernet port
- Power over Ethernet (IEEE 802.3af), Class 1
- Headset jack (3.5 mm)

Physical Features

- Indoor Range: 50m (in ideal conditions)
- Outdoor Range: 300m (in ideal conditions)
- Standby Time: 400 hours (in ideal conditions)
- Talk Time: 30 hours
- 2.4" 240x320 pixels color display
- Desktop or wall mountable
- LCD backlight, key backlight
- Energy-saving ECO mode/ECO Mode+
- 12 key numerical keypad, 5 navigation keys, 2 softkeys, 6 function keys, 6 shortcut keys
- Three LED indicators on W70B:
 - 1 x Registration LED
 - 1 x Network Status LED
 - 1 x Power Indicator LED
- External Yealink AC adapter:
AC 100-240V Input and DC 5V/600mA Output
- Color: Handset: Alabaster Silver ; Base: Classic Grey
- Handset size: 175mm x 53mm x 20.3mm
- Base station size: 130mm x 100mm x 25.1mm
- Operating humidity: 10 ~ 95%
- Operating temperature: 0~+40°C (+32~104°F)

Package Features

- Package contents:
 - W56H Handset
 - W70B Base Station
 - Base Stand
 - USB Charger Cradle
 - Two Power Adapters
 - Ethernet Cable
 - Belt Clip
 - Rechargeable Battery
 - Quick Start Guide
- Qty/CNT: 10 PCS
- Giftbox size: 205mm x 196mm x 95mm
- Carton meas: 495mm x 406mm x 223mm
- N.W: 7.5 kg
- G.W: 8.3 kg

Compliance



About Yealink

Yealink (Stock Code: 300628) is a global-leading provider of Unified Communication & Collaboration Solutions specialized in video conferencing, voice communications, and collaboration, dedicated to helping every person and organization embrace the power of "Easy Collaboration, High Productivity".

With best-in-class quality, innovative technology, and user-friendly experiences, Yealink is one of the best providers in more than 140 countries and regions, ranks No.1 in the global market share of IP Phone, and is the Top 5 leader in the video conferencing market (Frost & Sullivan, 2021).

For more information about Yealink, click [here](#).

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Technical Support

Visit Yealink WIKI (<http://support.yealink.com/>) for firmware downloads, product documents, FAQ, and more. For better service, we sincerely recommend you to use Yealink Ticketing system (<https://ticket.yealink.com>) to submit all your technical issues.



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