Dunkirk Public Library Board Meeting Agenda May 24th, 2022

The mission of our library is to provide unrestricted access to informational resources and services that advance lifelong learning, promote the acquisition of knowledge, encourage cultural enrichment, and provide strength to the Dunkirk community.

Attendance to determine quorum

Approval of Previous Month's Minutes - Secretary

• April 2022

Financial Report - Treasurer - Building Repair Expense

Approval of Bill Payments & Budget Transfers

Children's Room Report

Director's Report

Unfinished Business

- 1. 2022-2023 Budget Proposal Vote Draft #3.
- 2. Lake Shore Paving Potholes were filled for free, sealing will take place on a weekend over the summer at price quoted in the original estimate.

New Business

- 1. Window Renovation Bids Choose either D&S Glass from Jamestown or Schaal Glass from Erie. The selected contractor will be responsible for completing the remaining window replacements.
- 2. Collection Development Policy Edit, comment, and/or approve. When finalized we can send it to the lawyer for review. This plan is necessary in the event of challenged content from our collection and should be guiding how materials are selected for acquisition.
- 3. Architect Plan Review the letter from David Walter and decide whether or not to approve his costs for conducting an overall building review and development of a long term, multiphased approach for remediating the various issues throughout the library.
- 4. Call for Executive Session if needed.
- 5. Conclude Executive Session and return to normal business.
- 6. Jan's Monthly Plan
 - Give candidate list to Elections Board (none so far; due June 1st), get absentee voter info, and request ballots for printing.
 - So far nobody has asked for a nomination form. What happens if nobody runs and we only have four Trustees?

DUNKIRK PUBLIC LIBRARY 536 Central Avenue Dunkirk, New York 14048

Minutes April 26, 2022

Present: Sarah Marsowicz, Lynn Hoth, Jason Hammond, Pam Czarniak, Sue Nickle, Megan Giebner, Nancy Tuggle

Excused: Mary Beth Muldowney

S Marsowicz presided. Called to order at 4:20 p.m.

On motions duly made and seconded (names of those making and seconding the motions follow each) the following were adopted:

RESOLVED: The minutes for the March 2022 meeting were approved (N Tuggle, S Nickle)

RESOLVED: Financials for March 2022 are approved

Children's Room Report was submitted by Pam Czarniak. Key points include:

- Facebook number reached -- 1364
- 239 story times and craft kits/snacks were distributed
- On April 6th Pam was the WDOE Person of the Day during the live remote from the Children's Room. Pam and Jason talked about story time, the craft kits, the summer program and about the teen programs. Michelle talked about the Computer Classes;
- Story time numbers have been increasing. 4/19 had 14 patrons attend (this was over Spring break)
- Pam and Jason will attend a summer program planning meeting at Prendergast on 4/27

Director's Report was submitted by Jason Hammond. Key points include:

- Book Club –14 people attended. Talking Leaves from Buffalo has been appointed by Wendy Corsi Staub's publisher to sell books during her visit on May 19;
- Construction Grants
 - No bids were received for the building window replacement project. The bid was reissued with an amended timeline for installation as manufacturing and shipping delays deterred contractors from applying due to our initial desire to have everything completed by Fall 2022,
 - A contractor from Erie came by to take measurements of the remaining windows to be replaced
 - Apex Window films has submitted a bill at Jason's request to help us meet our deadline for submitting final invoices to NYS. D&S are hoping to be in next week to complete the installation with Apex Window films to hopefully complete the project shortly thereafter;
- Block Grant The first reimbursement check from the city has been deposited. (\$724.86 of the allotted \$1.500) Jason is working on the application to continue the snack program for the next school year;
- Teens/YA
 - The D&D group has gained two new participants,
 - Amelia B has been helping with the gaming sessions on the Fridays that she subs,
 - We received a phone call expressing interest in a teen book club.
- Computer Lab In addition to Michele's ongoing classes, we hosted John Rusk's presentation on Bluebirds and Purple Martins. Nine people attended.
- Boiler—the larger unit required new valves, fittings and an expansion tank.
- Literacy Volunteers has expressed interest in partnering with us/CCLS again on an outreach grant to continue their digital tutoring program.
- Tamara Flowers from the Board/Staff were delivered on 4/25. According to Roberta, she is doing well

and allowed to drive again.

- Meetings and Conferences—
 - 3/29 Trustee Handbook Webinar
 - 4/6 State Historic Preservation Office
 - o 4/11 Block Grant Application meeting at City Hall
 - o 4/19 Trustee Handbook meeting
 - 4/22 CCLS Monthly meeting (after several postponements)

Unfinished Business:

- Construction Grant Proposals Discussion on which of the many construction projects needed including
 - Move children's computers
 - Upgrade remaining electric
 - Fix front door lamps, switch lights to LED
 - Fix crumbling plaster
 - Repair tile inside front door
 - Cement for bike rack

Decision was for Jason and his staff to put together a listing of the items they deem most pressing and begin to accept bids on the completion of the projects; Jason to check to see how the progress for the handicap ramp was going

• 2022 – 2023 Budget Proposal Discussion – a decision was made to wait until May to vote on the budget since Mary Beth was absent from the meeting

New Business:

- Snack Grant Authorizations sign and submit to City
- Lake Shore Paving \$638 to seal and stripe plus cost of fixing potholes near entry—Jason to contact for estimate of pothole fix
- Approve Trustee Election Documents:
 - No to overriding tax cap for next year's budget
 - Resolution to hold trustee election (L Hoth, S Nickle all present in favor)
 - Approved legal notice for newspaper
- Discuss procedure for increasing the school district funds put on hold when lawyer did not call during meeting
- Jan's Monthly Plan National Library Week Submit election legal notice to Observer 45 days before the vote and run four times

S Marsowicz and M Muldowney motioned for the meeting to be adjourned at 5:05.

Respectfully submitted, Lynn Hoth, Secretary

Dunkirk Public Library Revenue Report April 2022

	Receipts This Month	Receipts Year-To-Date	Total Budget Internal		
REVENUE REPORT	Apr-22	July 21 - June 22	2021-2022	Balance	% Received
401 · Fines	29.00	249.52	125.00	-124.52	199.62%
402 · Copier Income	161.10	1,314.20	2,300.00	985.80	57.14%
403 · Fax Sales	2.00	202.00	1,400.00	1,198.00	14.43%
404 · Used Book Sales	42.90	1,205.90	1,000.00	-205.90	120.59%
405- Lost & Damaged	0.00	119.00	225.00	106.00	52.89%
410 · Gifts and Donations	376.00	5,219.90	10,000.00	4,780.10	52.20%
419 · School District Funds	0.00	350,000.00	350,000.00	0.00	100.00%
436 · Misc Income	0.00	106.80	950.00	843.20	11.24%
440 · CCLS Cash Grant	0.00	1,000.00	250.00	-750.00	400.00%
445 · Construction Grant Income	2,916.00	125,583.00			
441 · LLSA - NYS	0.00	4,028.00	4,000.00	-28.00	100.70%
478 CCLS Book Plan	0.00	4,358.02	5,100.00	741.98	85.45%
Total Income	3,527.00	493,386.34	375,350.00	-118,036.34	131.45%

Dunkirk Public Library Expense Report April 2022

EXPENSE REPORT Ap-22 July 21 - June 22 2021-2022 Balance 9, Spent 100 - FURNTURE 0.00 0.000 1.000.00 1.000.00 0.007 450 - Construction Grant 772.486 -6113.44 -		Disbursed This Month	Disbursed Year-To-Date	Total Budget Internal		
160. FURNTURE 0.00 0.00 1.000.00 1.000.00 0.00% 450. Construction Grant 0.00 28.903.49 134.677.00 107.773.81 19.98% 501. BOOKS 1.348.04 15.144.97 15.000.00 805.63 19.98% 502. PERIODICALS 0.00 695.58 1.000.00 3.225.03 36.79% 504. Olifs and Donations Expenses 11.76 2.806.05 5.000.00 2.338.45 53.21% 505. SALARIES & WAGES 15.05 1.344.93 2.505.00 1.024.51 31.70% 509. DVDS 151.65 1.344.93 2.505.00 7.70.00 18.77% 51. FICA & MOECARE 1.375.06 1.2.499.67 1.556.00 7.70.00 11.179% 52. NUSANCE - WORKER'S COMP 2.35.00 2.744.00 3.500.00 71.273.82 56.19% 55. UNSABULTY MSURANCE 456.76 1.782.53 1.220.00 442.23 442.32 56. UNEMPLOYMENT TAX 299.55 2.054.4 1.000.00 4.205.4% 56.19% 55. UNSABULTY MSURANCE </th <th>EXPENSE REPORT</th> <th>Apr-22</th> <th>July 21 - June 22</th> <th>2021-2022</th> <th>Balance</th> <th>% Spent</th>	EXPENSE REPORT	Apr-22	July 21 - June 22	2021-2022	Balance	% Spent
451 · Block Grant -724.86 -613.64 501 · BOOKS 1.344.04 15.194.97 16.000.00 805.03 94.97% 503 · CCLS Book Plan - Overdrive 206.33 1.374.97 5.100.00 3.282.03 3.67.6% 503 · CCLS Book Plan - Overdrive 206.33 1.374.97 5.100.00 2.238.45 53.21% 507 · AUDIO BOOKS 0.00 475.49 1.500.00 1.024.51 31.70% 509 · SLARLES & WAGES 18.094.90 108.248.09 2.205.95.00 37.670.10 83.88% 552 · INSURANCE - WORKER'S COMP 2250.00 2.749.00 3.500.00 12.73.82 56.16% 553 · HEALT IN INSURANCE 456.76 1.772.53 1.320.00 4.227.382 56.16% 555 · UNEMULYURENT XX 295.66 2.005.44 1.000.00 1.226.44 220.54% 556 · UNEMULYURENT XX 295.66 2.205.44 1.000.00 1.426.44 220.54% 556 · UNEMULYURENT XX 295.66 2.005.44 1.000.00 1.226.44 220.54% 556 · UNEMULYURENT XX 295.66	160 · FURNITURE	0.00	0.00	1,000.00	1,000.00	
501 BOOKS 1,348.04 15,194.97 16,000.00 805.03 94.37% 502 - FERIODICALS 0.00 685.58 1,000.00 3.422.50 50.60% 504 - Cilfs and Donations Expenses 11.76 2.660.55 5.000.00 2.225.03 50.75% 507 - AUDIO BOOKS 0.00 476.49 150.00.00 1,124.51 13.17% 509 - DVDS 151.65 1,346.93 2.500.00 1,153.07 53.88% 509 - BALARIES & WAGES 18.049.90 128.86.07 15.76.00 2.455.33 81.77% 551 - IFGAA MEDICARE 1.375.08 12.896.07 15.77.00 17.700 141.79% 552 - INSURACE - WORKER'S COMP 2.300.0 2.1977.00 15.500.00 2.477.80 1.42.51 13.50.49% 555 - DISABILITY INSURANCE 456.76 1.772.53 1.320.00 1.42.54 12.05.44 220.54% 565 - UNEMPLOYNET TAX 2.996.55 2.205.44 1.000.00 2.145.27 97.32% 561 - NATURAL GAS 0.041.7 5.5663.4 2.705.00 3.31.44	450 · Construction Grant	0.00	26,903.49	134,677.00	107,773.51	19.98%
501 BOOKS 1,348.04 15,194.97 16,000.00 805.03 94.37% 502 - FERIODICALS 0.00 685.58 1,000.00 3.422.50 50.60% 504 - Cilfs and Donations Expenses 11.76 2.660.55 5.000.00 2.225.03 50.75% 507 - AUDIO BOOKS 0.00 476.49 150.00.00 1,124.51 13.17% 509 - DVDS 151.65 1,346.93 2.500.00 1,153.07 53.88% 509 - BALARIES & WAGES 18.049.90 128.86.07 15.76.00 2.455.33 81.77% 551 - IFGAA MEDICARE 1.375.08 12.896.07 15.77.00 17.700 141.79% 552 - INSURACE - WORKER'S COMP 2.300.0 2.1977.00 15.500.00 2.477.80 1.42.51 13.50.49% 555 - DISABILITY INSURANCE 456.76 1.772.53 1.320.00 1.42.54 12.05.44 220.54% 565 - UNEMPLOYNET TAX 2.996.55 2.205.44 1.000.00 2.145.27 97.32% 561 - NATURAL GAS 0.041.7 5.5663.4 2.705.00 3.31.44	451 · Block Grant	-724.86				
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53. HEALTH INSURANCE 0.00 15,726.18 22,000.00 12,273.82 56.16% 554 · NYS Retirement 0.00 21,977.00 15,500.00 -6,477.00 141.79% 555 · DISABILITY INSURANCE 446.676 1,722.53 1,220.00 -426.23 135.04% 556 · UNEMPLOYMENT TAX 299.65 2,205.44 1,000.00 -439 95.61% 560 · ELECTRICITY 1,401.49 7,785.48 8,000.00 214.52 97.32% 561 · NATURAL GAS 904.17 5,963.34 2,750.00 -3,213.34 216.85% 562 · WATER 68.66 218.97 200.00 148.97 109.49% 563 · SEVER 35.00 120.00 250.00 130.00 46.00% 564 · TIPPING FEE 48.00 144.00 210.00 66.66% 57% 570 · LIBRARY SUPPLIES 285.45 1,666.61 2,500.00 33.39 66.66% 571 · POSTAGE 0.00 276.57 1,000.00 2,785.87 375.59% 581 · COMPUTER MAINTENANCE 0.00						
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See United Table Table <tht< th=""><th></th><th></th><th></th><th></th><th></th><th></th></tht<>						
558 · N.Y.S. Sales Tax Payment 0.00 95.61 100.00 4.39 95.61% 560 · ELECTRICITY 1,401.49 7,785.48 8,000.00 214.52 97.32% 561 · NATURAL GAS 904.17 5,963.34 2,750.00 -3,213.34 216.85% 562 · WATER 68.66 218.97 200.00 -18.97 109.49% 563 · SEWER 35.00 120.00 250.00 130.00 48.00% 564 · TIPPING FEE 48.00 144.00 210.00 66.00 68.57% 565 · TELEPHONE 81.28 702.77 1,100.00 387.39 66.66% 570 · LIBRARY SUPPLIES 285.45 1,666.61 2,000.0 375.00 466.30 37.83% 580 · COMPUTER MAINTENANCE 0.00 378.50 25.00% 581 · COMPUTER MAINTENANCE 0.00 378.50 27.078.58% 582 · INTERNET EXPENSES 69.00 207.00 400.00 313.00 15.75% 583 · COMPUTER EQUIPMENT 0.00 552.86 3,000.00 2,447.14 18.43%						
560 - ELECTRICITY 1,401.49 7,785.48 8,000.00 214.52 97.32% 561 . NATURAL GAS 904.17 5,963.34 2,750.00 -3,213.34 216.85% 562 . WATER 68.86 218.97 200.00 -18.97 109.49% 563 . SEWER 35.00 120.00 260.00 88.57% 565 . TELEPHONE 81.28 702.77 1,100.00 397.23 63.89% 570 . LIBRARY SUPPLIES 285.45 1,666.61 2,500.00 833.39 66.66% 571 . POSTAGE 0.00 283.70 750.00 466.30 37.83% 580 . ADVERTISING 125.00 125.00 500.00 375.00 25.00% 581 : COMPUTER MAINTENANCE 0.00 3,785.87 1,000.00 2,785.87 378.59% 583 : COMPUTER EQUIPMENT 0.00 552.86 3,000.00 2,447.14 18.43% 588 : BUILDING SUPPLIES 0.00 57,260.89 4,000.00 3,123.40 71.100.00 587 : ELEVATOR MAINTENANCE 0.00 2,550.00 -		299.65	2,205.44	1,000.00	-1,205.44	220.54%
561 . NATURAL GAS 904.17 5.963.34 2.750.00 -3.213.34 216.85% 562 . WATER 68.66 218.97 200.00 -18.97 109.49% 563 . SEWER 35.00 120.00 250.00 130.00 48.00% 564 . TIPPING FEE 48.00 144.00 210.00 66.00 68.57% 565 . TELEPHONE 81.28 70.277 1,100.00 397.23 63.89% 570 . LIBRARY SUPPLIES 285.45 1,666.61 2,500.00 833.39 66.66% 571 . POSTAGE 0.00 283.70 750.00 466.30 37.83% 580 . ADVERTISING 125.00 100.00 -2.785.87 378.59% 582 . INTERNET EXPENSES 69.00 207.00 400.00 31.286 21.91% 583 . BUILDING SUPPLIES 0.00 87.640 4.000.00 2.31.286 21.91% 584 . BUILDING SUPPLIES 0.00 3.220.00 7.50.00 42.80.00 42.93% 587 . ELEVAROR MAINTENANCE 0.00 3.20.00 1,400.00	558 · N.Y.S. Sales Tax Payment	0.00	95.61	100.00	4.39	95.61%
562 · WATER 68.66 218.97 200.00 -18.97 109.49% 563 · SEWER 35.00 120.00 250.00 130.00 48.00% 564 · TIPPING FEE 48.00 144.00 210.00 66.00 66.57% 565 · TELEPHONE 81.28 702.1 1,100.00 397.23 63.89% 570 · LIBRARY SUPPLIES 285.45 1,666.61 2,500.00 375.00 266.66% 571 · POSTAGE 0.00 283.70 750.00 466.30 37.83% 580 · ADVERTISING 125.00 125.00 600.00 375.00 22.00% 581 · COMPUTER MAINTENANCE 0.00 3,765.47 1,000.00 3,123.60 21.91% 583 · COMPUTER EQUIPMENT 0.00 876.40 4,000.00 3,123.60 14.375% 586 · BUILDING REPAIRS & Maintenance 38,543.50 57.260.91 4,000.00 3,123.60 14.375% 586 · GROUNDS KEEPING 790.00 3,220.00 7,500.00 4,280.00 42.39% 587 · LEVATOR MAINTENANCE 0.00	560 · ELECTRICITY	1,401.49	7,785.48	8,000.00	214.52	97.32%
563 · SEWER 35.00 120.00 250.00 130.00 48.0% 564 · TIPPING FEE 48.00 144.00 210.00 66.00 68.57% 565 · TELEPHONE 81.28 702.77 1,100.00 397.23 63.88% 570 · LIBRARY SUPPLIES 285.45 1,666.61 2,500.00 83.33 66.66% 571 · POSTAGE 0.00 283.70 750.00 466.30 37.83% 580 · ADVERTISING 125.00 500.00 376.87 1,000.00 -2.785.87 378.59% 581 · COMPUTER MAINTENANCE 0.00 3,785.87 1,000.00 2,447.14 18.43% 584 · BUILDING SUPPLIES 0.00 876.40 4,000.00 3,122.60 21.91% 585 · BUILDING REPAIRS & Maintenance 38,543.50 57,260.89 4,000.00 4,280.00 42.93% 586 · WORKSHOPS & TRAVEL 0.00 3,000 1,500.00 1,470.00 2.00% 590 · PROFESSIONAL FEES 0.00 2,511.22 2,520.00 -31.12 101.23% 591 · PAYROLL PROCESSI	561 . NATURAL GAS	904.17	5,963.34	2,750.00	-3,213.34	216.85%
564. TIPPING FEE 48.00 144.00 210.00 66.00 68.57% 565 - TELEPHONE 81.28 702.77 1,100.00 397.23 63.89% 570 - LIBRARY SUPPLIES 285.45 1,666.61 2,500.00 833.39 66.66% 571 - POSTAGE 0.00 283.70 750.00 466.30 37.83% 580 - ADVERTISING 125.00 500.00 376.57 378.59% 582 - INTERNET EXPENSES 69.00 207.00 400.00 19.300 51.75% 584 - BUILDING SUPPLIES 0.00 876.40 4,000.00 3,123.60 21.91% 585 - BUILDING REPAIRS & Maintenance 38,543.50 57,260.89 4,000.00 3,123.60 24.93% 586 - GROUNDS KEEPING 790.00 3,220.00 7,500.00 4,280.00 2,00% 586 - WORNSHOPS & TRAVEL 0.00 3,000 1,600.00 1,470.00 2,00% 591 - PAYROLL PROCESING 98.89 984.57 1,200.00 90.73% 115.00% 592 - INSURANCE 735.75 5,885.30 </th <th>562 · WATER</th> <th>68.66</th> <th>218.97</th> <th>200.00</th> <th>-18.97</th> <th>109.49%</th>	562 · WATER	68.66	218.97	200.00	-18.97	109.49%
565 · TELEPHONE 81.28 702.77 1,100.00 397.23 63.89% 570 · LIBRARY SUPPLIES 285.45 1,666.61 2,500.00 833.39 66.66% 571 · POSTAGE 0.00 283.70 750.00 466.30 37.83% 580 · ADVERTISING 125.00 125.00 500.00 375.00 22.60% 581 · COMPUTER MAINTENANCE 0.00 3.785.87 1,000.00 -2.785.87 378.59% 582 · INTERNET EXPENSES 69.00 207.00 400.00 193.00 51.75% 583 · COMPUTER MAINTENANCE 0.00 876.40 4,000.00 3,123.60 21.91% 584 · BUILDING SUPPLIES 0.00 876.40 4,000.00 42.83% 587 · ELEVATOR MAINTENANCE 0.00 2,51.12 2,520.00 -31.12 101.23% 586 · GROUNDS KEEPING 735.75 5,895.30 7,000.00 1,470.00 2.00% 590 · PROFESSIONAL FRES 0.00 287.50 250.00 -37.50 115.0% 591 · PAYROLL PROCESING 98.89 884.57 1	563 · SEWER	35.00	120.00	250.00	130.00	48.00%
570 LIBRARY SUPPLIES 285.45 1.666.61 2.500.00 833.39 66.66% 571 POSTAGE 0.00 283.70 750.00 466.30 37.83% 580 ADVERTISING 125.00 125.00 500.00 375.00 25.00% 581 COMPUTER MAINTENANCE 0.00 3,785.87 1,000.00 -2,785.87 378.59% 582 INTERNET EXPENSES 69.00 207.00 400.00 133.00 51.75% 583 COMPUTER EQUIPMENT 0.00 552.86 3,000.00 2,447.14 18.43% 584 BUILDING REPAIRS & Maintenance 38,543.50 57,260.89 4,000.00 4280.00 421.91% 586 GROUNDS KEEPING 790.00 3,220.00 -531.12 101.23% 586 GROUNDS KEEPING 790.00 3,000.00 1,470.00 2.00% 591 PAYROLL PROCESSING 98.89 884.57 1,200.00 315.43 7371% 592 INSURANCE -735.75 5,895.30 <td< th=""><th>564 . TIPPING FEE</th><th>48.00</th><th>144.00</th><th>210.00</th><th>66.00</th><th>68.57%</th></td<>	564 . TIPPING FEE	48.00	144.00	210.00	66.00	68.57%
571 · POSTAGE0.00283.70750.00466.3037.83%580 · ADVERTISING125.00125.00375.0025.00%581 · COMPUTER MAINTENANCE0.003.785.871.000.00-2.785.8737.85%582 · INTERNET EXPENSES69.00207.00400.00193.0051.75%583 · COMPUTER EQUIPMENT0.00552.863.000.002.447.1418.43%584 · BUILDING SUPPLIES0.00876.404.000.003.126021.91%585 · BUILDING REPAIRS & Maintenance38.543.5057.260.894.000.00-53.260.891431.52%586 · GROUNDS KEEPING790.003.220.007.500.004.280.0042.93%587 · ELEVATOR MAINTENANCE0.002.51.122.520.00-31.12101.23%588 · WORKSHOPS & TRAVEL0.003.0001.500.001.470.002.00%590 · PROFESSIONAL FEES0.005.100.005.500.001.470.002.03%591 · PAYROLL PROCESSING98.89884.571.200.00315.4373.71%592 · INSURANCE-735.755.895.307.000.001.104.7084.22%594 · Memberships0.00287.50250.00-37.50115.00%595 · Vote Expenses0.00287.501.400.00807.0060.08%611 · Children Program Supplies177.371.891.292.800.00908.7167.55%611 · Children Special Guests0.00125.001.300.001.600.86%613. Aduit Special Guests0.00125.00<	565 · TELEPHONE	81.28	702.77	1,100.00	397.23	63.89%
580 ADVERTISING125.00125.00125.00375.0025.00%581 · COMPUTER MAINTENANCE0.003,785.871,000.00-2,785.87378.59%582 · INTERNET EXPENSES69.00207.00400.00193.0051.75%583 · COMPUTER EQUIPMENT0.00552.863,000.002,447.1418.43%584 · BUILDING SUPPLIES0.00876.404,000.003,123.6021.91%585 · BUILDING REPAIRS & Maintenance38,543.5057,260.894,000.00-53,260.891431.52%586 · GROUNDS KEEPING790.002,251.122,520.00-31.12101.23%588 · WORKSHOPS & TRAVEL0.0030.001,500.001,470.002.00%590 · PROFESSIONAL FEES0.005100.0051,00.001,400.0092.73%591 · PAYROLL PROCESSING98.89884.571,200.0031.12115.00%592 · INSURANCE-735.755.895.307,000.001,104.7084.22%594 · Memberships0.00287.50250.00-37.50115.00%595 · Vote Expenses0.00283.001,200.00909.1124.24%610 · Children Program Supplies177.371,891.292,800.00908.7167.55%614 · Een Program Supplies42.30-600.811,000.001,600.81-60.08%614 · Children Program Supplies42.30-600.811,000.001,305.7212.55%615 · Building Equipment783.004,067.581,000.001,201.6012.50% <th>570 · LIBRARY SUPPLIES</th> <th>285.45</th> <th>1,666.61</th> <th>2,500.00</th> <th>833.39</th> <th>66.66%</th>	570 · LIBRARY SUPPLIES	285.45	1,666.61	2,500.00	833.39	66.66%
581 · COMPUTER MAINTENANCE0.003,785.871,000.00-2,785.87378.59%582 · INTERNET EXPENSES69.00207.00400.00193.0051.75%583 · COMPUTER EQUIPMENT0.00552.863,000.002,447.1418.43%584 · BUILDING SUPPLIES0.00876.404,000.003,123.6021.91%585 · BUILDING SUPPLIES0.00877,260.894,000.00-53,260.891431.52%586 · GROUNDS KEEPING790.003,220.007,500.004,280.0042.93%587 · ELEVATOR MAINTENANCE0.0030.001,500.001,470.002.00%590 · PROFESSIONAL FEES0.005,00.00400.0092.73%591 · PAYROLL PROCESSING98.89884.571,200.0031.12101.23%594 · Memberships0.00287.50250.00-37.50115.00%595 · Vote Expenses0.00287.50250.00-37.50115.00%595 · Vote Expenses0.00583.001,400.00800.000.00%596 · Copier and Printer Supplies177.371,891.292,800.00908.7167.55%611 · Children Special Guests0.00583.001,000.00875.0012.50%614 · Teen Program Supplies42.30-600.811,000.00875.0012.50%615 · Building Equipment783.00406.7581,000.00-3,067.58406.76%616 · Outreach0.00298.401,500.001,216.0019.89%620 · Legal Fees0.00 <th>571 · POSTAGE</th> <th>0.00</th> <th>283.70</th> <th>750.00</th> <th>466.30</th> <th>37.83%</th>	571 · POSTAGE	0.00	283.70	750.00	466.30	37.83%
582 · INTERNET EXPENSES69.00207.00400.00193.0051.75%583 · COMPUTER EQUIPMENT0.00552.863,000.002,447.1418.43%584 · BUILDING SUPPLIES0.00876.404,000.003,123.6021.91%585 · BUILDING REPAIRS & Maintenance38,543.5057,260.894,000.00-53,260.891431.52%586 · GROUNDS KEEPING790.003,220.007,500.004,280.0042.93%587 · ELEVATOR MAINTENANCE0.0030.001,500.001,470.002.00%590 · PROFESSIONAL FEES0.005,100.005,500.00400.0092.73%591 · PAYROLL PROCESSING98.89884.571,200.00315.4373.71%592 · INSURANCE-735.755,895.307,000.001,104.7084.22%594 · Memberships0.00290.891,200.00909.1124.24%610 · Children Program Supplies177.371,891.292,800.00908.7167.55%611 · Children Program Supplies177.371,891.292,800.00908.7167.55%614 · Teen Program Supplies42.30-600.811,000.00817.0041.64%612 · Adult Program Supplies42.30-600.811,000.003.05.7212.50%614 · Teen Programming11.57194.281,500.001,305.7212.95%615 · Building Equipment783.004,067.581,000.00-3,067.58406.76%616 · Outreach0.00298.401,500.001,201.6019.89	580 . ADVERTISING	125.00	125.00	500.00	375.00	25.00%
583 · COMPUTER EQUIPMENT0.00552.863,000.002,447.1418.43%584 · BUILDING SUPPLIES0.00876.404,000.003,123.6021.91%585 · BUILDING REPAIRS & Maintenance38,543.5057,260.894,000.00-53,260.891431.52%586 · GROUNDS KEEPING790.003,220.007,500.004,280.0042.93%587 · ELEVATOR MAINTENANCE0.002,551.122,520.00-31.12101.23%588 · WORKSHOPS & TRAVEL0.0030.001,500.0014/70.002.00%590 · PROFESSIONAL FEES0.005,100.00550.00400.0092.73%591 · PAYROLL PROCESSING98.89884.571,200.00315.4373.71%592 · INSURANCE-735.755,895.307,000.001,104.7084.22%594 · Memberships0.00290.891,200.00909.1124.24%610 · Children Program Supplies177.371,891.292,800.00908.7167.55%611 · Children Program Supplies42.30-600.811,000.00817.0041.64%612 · Adult Program Supplies42.30-600.811,000.001,305.7212.50%614 · Children Program Supplies11.57194.281,500.001,20.6012.50%615 · Building Equipment783.004,067.581,000.00-3,067.58406.76%616 · Outreach0.00298.401,500.001,250.001,250.001,250.00630 · Computer Programs0.00-250.001,000.00						
584 · BUILDING SUPPLIES0.00876.404,000.003,123.6021.91%585 · BUILDING REPAIRS & Maintenance38,543.5057,260.894,000.00-53,260.891431.52%586 · GROUNDS KEEPING790.003,220.007,500.004,280.0042.93%587 · ELEVATOR MAINTENANCE0.002,551.122,520.00-31.12101.23%588 · WORKSHOPS & TRAVEL0.0030.001,500.001,470.002.00%590 · PROFESSIONAL FEES0.005,100.005,500.00400.0092.73%591 · PAYROLL PROCESSING98.89884.571,200.00315.4373.71%592 · INSURANCE-735.755,895.307,000.001,104.7084.22%594 · Memberships0.00287.50250.00-37.50115.00%595 · Vote Expenses0.00290.891,200.00909.1124.24%610 · Children Program Supplies177.371,891.292,800.00908.7167.55%611 · Children Special Guests0.00583.001,000.00875.0012.50%613 · Adult Special Guests0.00125.001,305.7212.95%614 · Teen Programming11.57194.281,500.001,305.7212.95%615 · Building Equipment783.004,067.581,000.00875.0012.50%616 · Outreach0.00298.401,500.001,201.6019.89%620 · Legal Fees0.000.002,000.002,000.000.00%630 · Computer Programs						
585 - BUILDING REPAIRS & Maintenance38,543.5057,260.894,000.00-53,260.891431.52%586 - GROUNDS KEEPING790.003,220.007,500.004,280.0042.93%587 - ELEVATOR MAINTENANCE0.002,551.122,520.00-31.12101.23%588 - WORKSHOPS & TRAVEL0.0030.001,500.001,470.002.00%590 - PROFESSIONAL FEES0.005,100.005,500.00400.0092.73%591 - PAYROLL PROCESSING98.89884.571,200.00315.4373.71%592 - INSURANCE-735.755,895.307,000.001,104.7084.22%594 - Memberships0.00287.50250.00-37.50115.00%595 - Vote Expenses0.00200.891,200.00909.1124.24%610 - Children Program Supplies177.371,891.292,800.00908.7167.55%611 - Children Special Guests0.00125.001,000.00875.0012.50%613 - Adult Special Guests0.00115.7194.281,500.001,305.7212.95%615 - Building Equipment783.004.067.581,000.003.067.58406.76%616 - Outreach0.00298.401,500.001,201.6019.89%620 - Legal Fees0.00-250.001,000.002,000.00-25.00%633 - Computer Programs0.00-250.001,000.001,250.00-25.00%648 - Misc Expenses0.00-250.001,000.001,250.00-25.00% </th <th></th> <th></th> <th></th> <th>*</th> <th>*</th> <th></th>				*	*	
586 · GROUNDS KEEPING790.003,220.007,500.004,280.0042.93%587 · ELEVATOR MAINTENANCE0.002,551.122,520.00-31.12101.23%588 · WORKSHOPS & TRAVEL0.0030.001,500.001,470.002.00%590 · PROFESSIONAL FEES0.005,100.005,500.00400.0092.73%591 · PAYROLL PROCESSING98.89884.571,200.00315.4373.71%592 · INSURANCE-735.755,895.307,000.001,104.7084.22%594 · Memberships0.00287.50250.00-37.50115.00%595 · Vote Expenses0.000.00800.00800.000.00%596 · Copier and Printer Supplies177.371,891.292,800.00908.7167.55%611 · Children Program Supplies177.371,891.292,800.00908.7167.55%612 · Adult Program Supplies42.33-600.811,000.001,600.81660.08%613 · Adult Special Guests0.00125.001,000.00875.0012.50%614 · Teen Programming11.57194.281,500.00-3,067.58406.76%616 · Outreach0.00298.401,500.001,201.6019.89%620 · Legal Fees0.00-250.001,000.002,000.00-250.00%630 · Computer Programs0.00-250.001,000.001,250.00-250.00%630 · Computer Programs0.00-250.001,000.001,250.00-250.00%630 · Computer P				,	-	
587 · ELEVATOR MAINTENANCE0.002,551.122,520.00-31.12101.23%588 · WORKSHOPS & TRAVEL0.0030.001,500.001,470.002.00%590 · PROFESSIONAL FEES0.005,100.005,500.00400.0092.73%591 · PAYROLL PROCESSING98.89884.571,200.00315.4373.71%592 · INSURANCE-735.755,895.307,000.001,104.7084.22%594 · Memberships0.00287.50250.00-37.50115.00%595 · Vote Expenses0.000.00800.000.00%596 · Copier and Printer Supplies0.0020.891,200.00909.11611 · Children Program Supplies177.371,891.292,800.00908.7167.55%613 · Adult Special Guests0.00125.001,000.00875.0012.50%614 · Teen Programming11.57194.281,500.00-3,067.58406.76%616 · Outreach0.00298.401,500.00-3,067.58406.76%616 · Outreach0.00298.401,500.001,201.6019.89%620 · Legal Fees0.00-250.001,000.002,000.00-250.00%630 · Computer Programs0.00-250.001,000.001,250.00-250.00%648 · Misc Expenses0.00143.25678.91535.6621.10%						
588 · WORKSHOPS & TRAVEL0.0030.001,500.001,470.002.00%590 · PROFESSIONAL FEES0.005,100.005,500.00400.0092.73%591 · PAYROLL PROCESSING98.89884.571,200.00315.4373.71%592 · INSURANCE-735.755,895.307,000.001,104.7084.22%594 · Memberships0.00287.50250.00-37.50115.00%595 · Vote Expenses0.000.00800.00800.000.00%596 · Copier and Printer Supplies177.371,891.292,800.00909.1124.24%610 · Children Program Supplies177.371,891.292,800.00908.7167.55%611 · Children Special Guests0.00583.001,400.00817.0041.64%612 · Adult Program Supplies42.30-600.811,000.001,500.81-600.88613 · Adult Special Guests0.00125.001,000.00875.0012.50%614 · Teen Programming11.57194.281,500.00-3,067.58406.76%616 · Outreach0.00298.401,500.001,201.6019.89%620 · Legal Fees0.00-250.001,000.002,000.00-25.00%630 · Computer Programs0.00-250.001,000.001,250.00-25.00%688 · Misc Expenses0.00143.25678.91535.6621.10%						
590 · PROFESSIONAL FEES0.005,100.005,500.00400.0092.73%591 · PAYROLL PROCESSING98.89884.571,200.00315.4373.71%592 · INSURANCE-735.755,895.307,000.001,104.7084.22%594 · Memberships0.00287.50250.00-37.50115.00%595 · Vote Expenses0.000.00800.00800.000.00%596 · Copier and Printer Supplies0.00290.891,200.00909.1124.24%610 · Children Program Supplies177.371,891.292,800.00908.7167.55%611 · Children Special Guests0.00583.001,400.00817.0041.64%612 · Adult Program Supplies42.30-600.811,000.001,600.81-60.8%613 · Adult Special Guests0.00125.001,000.00875.0012.50%614 · Teen Programming11.57194.281,500.00-3.067.58406.76%616 · Outreach0.00298.401,500.001,201.6019.89%620 · Legal Fees0.00-250.001,000.002,000.00-25.00%638 · Misc Expenses0.00143.25678.91535.6621.10%						
592 · INSURANCE-735.755,895.307,000.001,104.7084.22%594 · Memberships0.00287.50250.00-37.50115.00%595 · Vote Expenses0.000.00800.00800.000.00%596 · Copier and Printer Supplies0.00290.891,200.00909.1124.24%610 · Children Program Supplies177.371,891.292,800.00908.7167.55%611 · Children Special Guests0.00583.001,400.00817.0041.64%612 · Adult Program Supplies42.30-600.811,000.001,600.81-60.08%613 · Adult Special Guests0.00125.001,305.7212.50%614 · Teen Programming11.57194.281,500.001,305.7212.95%615 · Building Equipment783.004,067.581,000.00-3,067.58406.76%616 · Outreach0.00298.401,500.001,250.000.00%630 · Computer Programs0.00-250.001,000.001,250.00-250.00%688 · Misc Expenses0.00143.25678.91535.6621.10%						
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595 - Vote Expenses0.000.00800.00800.000.00%596 - Copier and Printer Supplies0.00290.891,200.00909.1124.24%610 - Children Program Supplies177.371,891.292,800.00908.7167.55%611 - Children Special Guests0.00583.001,400.00817.0041.64%612 - Adult Program Supplies42.30-600.811,000.001,600.81-60.08%613 - Adult Special Guests0.00125.001,000.00875.0012.50%614 - Teen Programming11.57194.281,500.001,305.7212.95%615 - Building Equipment783.004,067.581,000.00-3,067.58406.76%616 - Outreach0.00298.401,500.001,201.6019.89%620 - Legal Fees0.000.002,000.002,000.000.00%630 - Computer Programs0.00143.25678.91535.6621.10%	592 · INSURANCE	-735.75	5,895.30	7,000.00	1,104.70	84.22%
596 - Copier and Printer Supplies0.00290.891,200.00909.1124.24%610 - Children Program Supplies177.371,891.292,800.00908.7167.55%611 - Children Special Guests0.00583.001,400.00817.0041.64%612 - Adult Program Supplies42.30-600.811,000.001,600.81-60.08%613 - Adult Special Guests0.00125.001,000.00875.0012.50%614 - Teen Programming11.57194.281,500.001,305.7212.95%615 - Building Equipment783.004,067.581,000.00-3,067.58406.76%616 - Outreach0.00298.401,500.001,201.6019.89%620 - Legal Fees0.000.002,000.002,000.000.00%630 - Computer Programs0.00143.25678.91535.6621.10%	594 - Memberships	0.00	287.50	250.00	-37.50	115.00%
610 - Children Program Supplies177.371,891.292,800.00908.7167.55%611 - Children Special Guests0.00583.001,400.00817.0041.64%612 - Adult Program Supplies42.30-600.811,000.00875.0012.50%613 - Adult Special Guests0.00125.001,000.00875.0012.50%614 - Teen Programming11.57194.281,500.00-3,067.58406.76%615 - Building Equipment783.004,067.581,000.00-3,067.58406.76%616 - Outreach0.00298.401,500.001,201.6019.89%620 - Legal Fees0.00-250.001,000.002,000.00-25.00%630 - Computer Programs0.00143.25678.91535.6621.10%	•					
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616 - Outreach0.00298.401,500.001,201.6019.89%620 - Legal Fees0.000.002,000.002,000.000.00%630 - Computer Programs0.00-250.001,000.001,250.00-250.00%688 - Misc Expenses0.00143.25678.91535.6621.10%						
630 - Computer Programs0.00-250.001,000.001,250.00-25.00%688 - Misc Expenses0.00143.25678.91535.6621.10%						
688 · Misc Expenses 0.00 143.25 678.91 535.66 21.10%	620 - Legal Fees	0.00	0.00	2,000.00	2,000.00	0.00%
	630 - Computer Programs	0.00	-250.00	1,000.00	1,250.00	-25.00%
Total Expense 64,185.24 378,562.93 491,788.00 113,225.07 76.98%	688 · Misc Expenses	0.00	143.25	678.91	535.66	21.10%
	Total Expense	64,185.24	378,562.93	491,788.00	113,225.07	76.98%

Dunkirk Public Library Balance Sheet As of April 30, 2022

Apr 30, 22 ASSETS **Current Assets Checking/Savings** 100 · Petty Cash 270.52 101 · 101 · Operating Fund 512,441.70 103 · 0216 144,001.67 **Total Checking/Savings** 656,713.89 **Other Current Assets** 106 · 0012011842 3,598.15 24,772.03 114 · 114 · Endowment NCCF 116 · 0012023907 26,489.63 128 . 0012026411 4,217.16 **Total Other Current Assets** 59,076.97 715,790.86 **Total Current Assets Fixed Assets** 160.0 · 160 · Fixed Assets 1,157,801.67 170 · 170 · Depreciation -510,431.65 **Total Fixed Assets** 647,370.02 Other Assets **178 · PREPAID RETIREMENT** 33.52 299 · Pensions Deferred Inflow -172,219.00 **Total Other Assets** -172,185.48 TOTAL ASSETS 1,190,975.40

Dunkirk Public Library Balance Sheet

As of April 30, 2022 Apr 30, 22

LIABILITIES & EQUITY

Liabilities	
Current Liabilities	
Accounts Payable	
200 · 200 · Accounts Payable	-1,920.20
Total Accounts Payable	-1,920.20
Other Current Liabilities	
199 · Pensions & Post Employment Obli	-81,914.00
2000 · NYS Taxes Payable	-475.08
2001 · Unemployment Payable	-283.68
298 · Pension Liability	414.00
Total Other Current Liabilities	-82,258.76
Total Current Liabilities	-84,178.96
Total Liabilities	-84,178.96
Equity	
30000 · Opening Balance Equity	207,119.33
301 · FUND BALANCE UNRESTRICTED	-4,149.05
311 · UNREST.F/B- FIXED ASSETS	673,156.61
313 · TEMP.REST.F/B- FRIENDS OF	598.15
316 · PERM.REST.F/B- FRIENDS OF	3,000.00
317 · PERM.REST. F/B - NCCF ENDOWMENT	10,774.16
3200 · 3200 · Unrestricted Net Assets	-276.15
32000 · Unrestricted Net Assets	270,597.52
Net Income	114,333.79
Total Equity	1,275,154.36
TOTAL LIABILITIES & EQUITY	1,190,975.40

	April 22 through May 19, 2022										
	Туре	Date Name	Account	Original Amount							
	Bill Pmt -Check	05/19/2022 Apex Window Films	101 · 101 · Operating Fund	-2,283.61							
	Bill	05/17/2022	450 · Construction Grants	2,283.61							
TOTAL				2,283.61							
	Check	04/29/2022 Bahgat & Laurito-Bahgat	101 · 101 · Operating Fund	-49.18							
			591 · Payroll Processing	49.18							
TOTAL				49.18							
	Check	05/13/2022 Bahgat & Laurito-Bahgat	101 · 101 · Operating Fund	-49.18							
			591 · Payroll Processing	49.18							
TOTAL				49.18							
	Bill Pmt -Check	04/28/2022 Baker & Taylor	101 · 101 · Operating Fund	-1,152.80							
	Bill	04/28/2022	501 · Books	544.65							
	Bill	04/28/2022	504 · Gifts and Donations Expenses	11.76							
	Bill	04/28/2022	501 · Books	122.39							
	Bill	04/28/2022	501 · Books	17.98							
	Bill	04/28/2022	501 · Books	22.01							
	Bill	04/28/2022	501 · Books	150.25							
	Bill	04/28/2022	501 · Books	295.07							
TOTAL				1,164.11							
	Bill Pmt -Check	05/05/2022 Baker & Taylor	101 · 101 · Operating Fund	-142.85							
	Bill	05/05/2022	501 · Books	15.21							
	Bill	05/05/2022	501 · Books	38.79							
	Bill	05/05/2022	504 · Gifts and Donations Expenses	88.85							
TOTAL				142.85							
	Bill Pmt -Check	05/05/2022 CCLS	101 · 101 · Operating Fund	-237.50							
	Bill	05/05/2022	503 · CCLS Book Plan - Overdrive	208.33							
			565 · Telephone	29.17							
TOTAL				237.50							
	Bill Pmt -Check	04/28/2022 Chadwick Bay Property Management	101 · 101 · Operating Fund	-790.00							
	Bill	04/28/2022	586 · Grounds Keeping	790.00							
TOTAL				790.00							

		Ar	oril 22 through May 19	. 2022	
	Туре	Date	Name	Account	Original Amount
	Bill Pmt -Check	05/05/2022 Column So	ftware PBC	101 · 101 · Operating Fund	-317.20
	Bill	05/05/2022		595 · Vote Expenses	317.20
TOTAL					317.20
	Bill Pmt -Check	04/28/2022 D & S GLAS	SS PRODUCTS	101 · 101 · Operating Fund	-36,797.00
	Bill	04/28/2022		585 · Building Repairs & Maintenan	c 36,797.00
TOTAL					36,797.00
	Bill Pmt -Check	05/19/2022 Glenn Colto	on	101 · 101 · Operating Fund	-449.00
	Bill	05/17/2022		611 · Children's Special Guests	449.00
TOTAL					449.00
	Bill Pmt -Check	05/05/2022 Grey House	e Publishing	101 · 101 · Operating Fund	-189.00
	Bill	05/05/2022		501 · Books	189.00
TOTAL					189.00
	Bill Pmt -Check	05/05/2022 Highmark E	BCBCWNY	101 · 101 · Operating Fund	-1,827.03
	Bill	05/05/2022		553 · Health Insurance	1,827.03
TOTAL					1,827.03
	Check	04/29/2022 IRS		101 · 101 · Operating Fund	-1,951.94
				550 · Salaries & Wages	1,274.64
TOTAL				551 · FICA & Medicare	677.30 1,951.94
TOTAL					1,301.34
	Check	05/13/2022 IRS		101 · 101 · Operating Fund	-1,912.22
				550 · Salaries & Wages	1,251.66
				551 · FICA & Medicare	660.56
TOTAL					1,912.22
	Bill Pmt -Check	05/19/2022 Librarica Ll	LC	101 · 101 · Operating Fund	-523.40
	Bill	05/05/2022		581 · Computer Maintenance	523.40
TOTAL					523.40
	Check	04/28/2022 National Fu	iel	101 · 101 · Operating Fund	-904.17
				561 · Natural Gas	904.17

	Туре	April 22 through May 1 Date Name	Account	Original Amount
TOTAL				904.17
	Check	04/29/2022 NYS Retirement	101 · 101 · Operating Fund	-174.25
			550 · Salaries & Wages	174.25
TOTAL				174.25
	Check	04/29/2022 NYS Tax	101 · 101 · Operating Fund	-285.59
			2000 · NYS Taxes Payable	285.59
TOTAL				285.59
	Check	05/13/2022 NYS Tax	101 · 101 · Operating Fund	-279.90
			2000 · NYS Taxes Payable	279.90
TOTAL				279.90
	Check	04/29/2022 NYS Unemployment Insurance	101 · 101 · Operating Fund	-147.02
			2001 · Unemployment Payable	147.02
TOTAL				147.02
	Check	05/13/2022 NYS Unemployment Insurance	101 · 101 · Operating Fund	-128.01
			2001 · Unemployment Payable	128.01
TOTAL				128.01
	Bill Pmt -Check	05/05/2022 Pamela Czarniak	101 · 101 · Operating Fund	-33.87
	Bill	05/05/2022	588 · Workshops & Travel	33.87
TOTAL				33.87
	Check	04/29/2022 payroll	101 · 101 · Operating Fund	-7,091.25
			550 · Salaries & Wages	7,091.25
TOTAL				7,091.25
	Check	05/13/2022 payroll	101 · 101 · Operating Fund	-6,904.67
			550 · Salaries & Wages	6,904.67
TOTAL				6,904.67
	Check	04/30/2022 payroll	101 · 101 · Operating Fund	-106.67
			550 · Salaries & Wages	106.67

			April 22 through May 19	, 2022	
	Туре	Date	Name	Account	Original Amount
TOTAL					106.67
	Check	04/30/2022 payroll		101 · 101 · Operating Fund	-106.67
				550 · Salaries & Wages	106.67
TOTAL					106.67
	Bill Pmt -Check	05/19/2022 WDOE/A	M Chadwick Bay Broadcastin	g 101 · 101 · Operating Fund	-190.00
	Bill	05/05/2022		580 · Advertising	190.00
TOTAL					190.00
	Bill Pmt -Check	05/19/2022 Whitema	an, Osterman and Hanna, LLP	101 · 101 · Operating Fund	-1,500.00
	Bill	05/17/2022		620 · Legal Fees	1,500.00
TOTAL					1,500.00
				TOTAL	66,535.29

<u>Children's Room Activity Report</u> Pam Czarniak – Coordinator of Children's Services May 2022

• <u>Statistics</u> – April 2021 - We provided 219 take home crafts and 1487 facebook views.

Craft Kit Projects:









- Jason and I attended the summer program meeting in Jamestown on April 27th.
- Working on the summer program, preparing crafts, events, and decorating the Children's Room.

Children's Room Statistics	Apr-22		
Date/Story Time/Event	Story Time/# Kits+Crafts	Date -Facebook Views	# Reached
4/7/22 - Story Time	2	4/6/2022	199
4/4/ - 4/7/22 - Craft Kits	30	4/11/2022	117
4/12/22 - Story Time	11	4/15/2022	513
4/14/22 - Story Time	11	4/21/2022	658
4/11-4/14/22 - Craft Kits	46	Total	1487
Easter Scavenger Hunt	25		
4/19/22 - Story Time	14		
4/18-4/21/22 - Craft Kits	40		
4/25 - 4/28/22 - Craft Kits	40		
Total	219		

Dunkirk Public Library Director's Report May 2022

- 1. Book Club -Sixty(!) individuals joined us for Wendy Corsi Staub's visit on 5/19/22. Cindy and Roberta did an amazing job organizing the event and received many compliments about how enjoyable it was the next day. Wendy shared some exciting news regarding one of her series becoming a TV show. There was an excellent dialogue between the author and the attendees.
- 2. Construction Grants and Projects -
 - Both D&S and Schaal submitted window bids once we extended the deadline.
 - Our UV reflective film was applied to the upper rear windows on 5/18/22; that's another grant project done as soon as the final paperwork is filed.
 - I applied for the 1-year extension for both of the above projects, but now we won't need it for the AC & Film grant.
 - The draftsman submitted an alternate plan for our ADA ramp that would be less expensive, but I'm not sure if he accounted for the pillar in the area that holds up the ceiling as it may not have been marked on our blueprint. I'm waiting to hear from David W to see if it poses a problem with the design.
- 3. Teens/YA Friday D&D is now up to seven kids! Marcie's son joined us last week and brought a friend. We'll be pausing our Ancient Greece campaign temporarily and switching to Pirate-themed adventures to coincide with the Summer Reading theme.
- 4. Computer Lab Michele has entered a ton of classes and one-on-one help sessions into our tracking spreadsheet. She is demoing a portable PC interface device that I got from a tech conference earlier this month to see if it's something we'd like to purchase. We also have a tablet to give away from CCLS; she will draw a winner from the compiled attendance lists from the last few months' worth of activities.
- 5. Building Review -
 - R E Kelley conducted the exterior review of our masonry and will work with David Walter to provide us with a report.
 - David also came by and we did a walkthrough to identify areas in the building in need of upkeep, restoration, or modernization. He will develop and present to the Board a multi-year plan of things we might want to undertake.
 - Ahlstrom Schaeffer came to do a review of the electrical system and will provide an estimate for LED fixtures, moving Pam's computers, and the various other wiring considerations we discussed last time.
 - The Fredonia Museum would also like to switch to LED fixtures, and suggested the possibility of filing joint grants with other local nonprofits.
- 6. Collection Development Policy Compiled from the best parts of documents taken from six other libraries and reworked to fit the needs of Dunkirk.
- 7. Summer Reading Grant Submitted a request for \$250 to CCLS to be used for craft/project supplies for children and teens.

- 8. Meetings and Conferences -
 - 4/27: CCLS Summer Reading Prep in Jamestown
 - 5/3: Trustee Handbook Webinar
 - 5/4: TIF Talks in Forestville Education Tech Conference
 - 5/6: WNYLRC Advocacy Meeting

 - 5/12: Understanding Civil Service Webinar 7/18: Dunkirk/Fredonia Nonprofit Advocacy Group, 7 pm 9:30 pm
 - 5/20: CCLS Monthly Mtg. (cancelled again, Jan's dad passed away.)

2022 CIRC STATS

	Jan-22	Feb-22	Mar-22	Apr-22	2022 YTD	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21
Juvenile Fiction	513	470	485	654	2122	739	835	815	581	642	536	1056	659	404	445
Juvenile Non-Fiction	57	56	61	82	256	62	122	82	74	42	97	115	70	39	41
Juvenile DVD's	29	26	27	34	116	25	33	53	44	57	35	58	38	22	27
Juvenile Audio Books	2	0	2	0	4	0	0	2	1	0	1	1	0	0	0
Juvenile Magazines	0	0	0	5	5	0	0	0	0	0	0	0	0	0	0
Adult Fiction	549	558	584	526	2217	514	547	636	521	543	603	655	624	557	592
Adult Non-Fiction	97	102	132	137	468	144	120	133	119	127	153	155	120	124	152
Adult DVD's	217	129	149	165	660	247	244	251	187	253	189	188	106	186	301
Adult Audio Books	15	7	14	18	54	16	15	8	37	32	24	40	28	11	15
Adult Magazines	1	3	3	7	14	1	9	3	12	15	11	8	1	14	8
E-Books (Overdrive)	0	0	0	0	Х	0	0	0	0	0	0	0	0	0	0
Downloadable Audio Books	0	0	0	0	v	0	0	0	0	0	0	0	0	0	
(Overdrive)	0	0	0	0	Х	0	0	0	0	0	0	0	0	0	0
Digital Magazines	0	0	0	0	V	0	0	0	0	0	0	0	0	0	
(Overdrive)	0	0	0	0	Х	0	0	0	0	0	0	0	0	0	0
Total Circulation	1480	1351	1457	1628	5916	1748	1925	1983	1576	1711	1649	2276	1646	1357	1581
Computer Use	289	319	467	435	1510	213	310	314	280	269	288	299	364	385	408
Patrons Visiting Library	1661	1705	2490	2193	8049	1472	1812	1966	1986	1986	2056	2198	2073	2347	2266
Reference Questions	111	178	159	155	603	197	200	195	166	157	164	152	134	112	105
Cards Issued each month	10	16	16	16	58	4	9	15	19	8	12	16	18	10	17
Total Card Holders as of	7433	7449	7465	7481	7481	7277	7286	7301	7320	7328	7340	7356	7374	7384	7401

2022 CIRC STATS

Nov-21	Dec-21	2020 YTD	% Change
537	413	7662	-72.30%
60	37	841	-69.56%
28	30	450	-74.22%
0	0	5	-20.00%
0	0	0	#DIV/0!
560	553	6905	-67.89%
92	108	1547	-69.75%
373	274	2799	-76.42%
30	29	285	-81.05%
7	3	92	-84.78%
0	0	Х	Х
0	0	х	х
0	0	х	х
1687	1447	20586	-71.26%
331	384	3845	-60.73%
2570	2012	24744	-67.47%
129	105	1816	-66.80%
8	14	150	
7409	7423	7423	

DUNKIRK Apr-2022 STATISTICS	J-FIC	J-NF	J-OTHER	A-FIC	A-NF	A-OTHER	ILL-IN	ILL-OUT	TOTAL
воок	593	80		427	129				1229
NEW-BOOK	61	2		99	8				170
PAPERBACK									0
ILL-BOOK									0
Ј-ВООК									0
EASY-BK									0
AUDIO BOOK						18			18
CDS						3			3
MAGAZINE			5			7			12
DVDS			34			165			199
NEW-ITEMS									0
HOUSEHOLD									0
VIDEOGAME									0
MUSEUM PASS									0
TOTAL	654	82	39	526	137	193	0	0	1631

Public Computer Use	435
Computer Assistance w/Patrons	9
Microfilm	0
Curbside Delivery	0
People Counter: Front Entr	541
People Counter: Rear Entr	1652
Total Patron Count	2193
Reference Questions: Adult	145
Reference Questions: Children's	8
Reference Questions: Email	2
Total Reference Questions	155

Added Materials	
MAGAZINES	19
NEWSPAPERS	26
MICROFILM	0
CHILDREN'S ROOM BOOKS	0
ADULT BOOKS	2
DVD'S	1
AUDIO BOOKS	0
Total	48



18 March 2022

Mr. Jason Hammond, Director Dunkirk Public Library 536 Central Ave Dunkirk, NY 14787 director@dunkirklib.org

Re: Fee Proposal Five Year Master Plan Dunkirk Public Library Dunkirk, NY

Dear Jason:

I am pleased to submit the following fee proposal for your review. Based on our meeting this week, D. Walter Management, LLC will provide Library Consulting services to conduct and prepare a Five-Year Master Plan. I will provide the following services as part of this proposal.

Scope of Professional Services:

- Meet with the Board and Director to develop the initial list of needs.
- Provide the Board with PDFs of floor plans.
- Interview all staff approved by the Board.
- Schedule onsite meetings with various consultants including:
 - Roof & Parapet,
 - Exterior masonry,
 - Exterior concrete sidewalks,
 - Interior plaster repair and painting,
 - Floor finishes,
 - Furniture and equipment,
 - Window Treatments
 - Electrical and LED lighting,
 - HVAC, additional PTAC units
 - Plumbing,
 - Parking lot,
 - Wood stack end panels and circulation desk refinishing.
 - Restore decorative plaster molding where damaged.

1854 Manchester Road Jamestown, New York 14701 716 - 664 - 1081 www.walterpllc.com

- I will investigate the condition of the existing plaster ceiling above the acoustical tile drop in ceiling and restoration of the original dome.
- Prepare an initial draft Master plan to share with the Director and Board.
- Develop a multi-phased approach for all of the items identified in the Master Plan.
- Modify the draft to include all comments and suggestion from the library into the final Master Plan. Provide 12 Copies of the report.
- The report will include photos documenting the findings and issues.

I propose an hourly rate fee of \$95.00 / hr. not to exceed Fourteen Thousand Seven Hundred Fifty Dollars (\$14,750) for the above services. I anticipate it will take around eight weeks to complete these services. New York State will reimburse the Library for this fee through their grant program.

If this proposal is acceptable to you, please sign below where indicated and return one copy to my office. Retain the other copy for your file.

Thank you for the opportunity to submit this proposal. Please give me a call should you have any questions.

Very truly yours, D. Walter Management, LLC

David A. Walter, AIA Architect

jmw

xc File

APPROVAL FOR LIBRARY MASTER PLAN

DATE

				Adjusted for new
	2021-2022		Estimated	hours for 2022-
	Budget	Jul- Mar Bal	Actual	2023
REVENUES	Buuger	Jui- Ividi Dai	Actual	2025
401 . Fines	125	220	274	275
	2.300	1.138	1.423	1.500
402 · Copier Income 403 · Fax Sales	1,400	200	250	500
403 · Fax Sales 404 · Used Book Sales	1,400	1,150	1,438	1,000
	225	1,130	1,438	225
405- Lost & Damaged		350,000	350,000	350,000
419 · School District Funds	350,000 250	1,000	1,000	250
440 · CCLS Cash Grant		4,028	4,028	
441 · LLSA - NYS	4,000	,	,	4,000
446 · Gifts and Donations	5,000	4,666	5,832	5,000
450 - Construction Grant	134,677	122,667	122,667	14,716
451 Block Grant	F 100	111	139	250
478 CCLS Book Plan	5,100	4,358	5,100	5,100
478 MISC INCOME	950	107	133	950 141.058
Withdrawal from Savings	70,493	100 500		,
Total Revenue	575,520	489,763	492,432	524,824
EXPENSES				
Personnel				
550- SALARIES & WAGES	205,955	140,397	175,496	218,360
551 · FICA & MEDICARE	15,756	10,781	13,476	16,705
552 · INSURANCE - WORKER'S COMP	3,500	2,514	3,143	3,500
553 · HEALTH INSURANCE	28,000	14,325	17,907	20,000
554 · NYS Retirement	15,500	21,977	27,471	28,000
555 · DISABILITY INSURANCE / PFL	1,320	1,326	1,658	1,500
556 · UNEMPLOYMENT TAX	1,000	1,740	2,176	2,200
Other Personnel Expenses				1,200
Total Personnel	271,031	193,061	241,326	291,464
Library Materials				
501 · BOOKS	16,000	13,388	16,735	16,000
502 · PERIODICALS	1,000	596	745	1,000
503 · CCLS BOOK PLAN	5,100	1,667	2,084	5,100
504 - Gifts and Donations Expenses	5,000	2,632	3,290	5,000
507 · AUDIO BOOKS	1,500	475	594	1,000
509 · DVD'S	2,500	1,195	1,494	1,750
Total Library Materials	31,100	19,953	24,941	29,850

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Building O&M					
160 · FURNITURE	1,000	-	1,000	1,000	
560 · ELECTRICITY	8,000	6,384	7,980	8,000	
561 . NATURAL GAS	2,750	5,059	6,324	7,000	
562 · WATER	2,730	150	188	200	
563 · SEWER	250	85	100	250	
564 . TIPPING FEE	230	96	100	230	
583 · COMPUTER EQUIPMENT	3,000	553	691	3,000	
584 - BUILDING SUPPLIES	4,000	876	1,095	2,000	
586 - GROUNDS KEEPING	7,500	2,430	3,038	7,500	
585 - BUILDING REPAIRS & Maintenance	4,000	16,091	20,114	12,000	
587 · ELEVATOR MAINTENANCE	2,520	2,551	2,551	2,650	
592 · INSURANCE	7,000	6,631	8,289	7,000	
Total Building O&M	40,430	40,906	51,495	50,810	
	40,430	40,900	51,495	50,810	
Library Operations					
558 · N.Y.S. Sales Tax Payment	100	96	100	100	
565 · TELEPHONE	1,000	621	776	1,000	
570 · LIBRARY SUPPLIES	2,500	1,381	1,726	2,500	
571 · POSTAGE	750	284	355	500	
580 . ADVERTISING	500	-	-	500	
581 · COMPUTER MAINTENANCE	1,000	3,786	4,732	1,000	
582 · INTERNET EXPENSES	400	138	173	400	
588 · WORKSHOPS & TRAVEL	1,500	30	38	1,500	
590 · PROFESSIONAL FEES	5,500	5,100	5,100	5,500	
591 · PAYROLL PROCESSING	1,200	739	924	1,000	
594 - Memberships	250	288	359	250	
595 - Vote Expenses	800		-	500	
596 - Copier and Printer Supplies	1,200	291	364	750	
620 - Legal Fees	2,000	-	2,000	2,000	
688 · Misc Expenses	-	143	179		
Library Operations	18,700	12,896	16,825	17,500	
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Programs					
610 - Children Program Supplies	2,800	1,714	2,800	2,800	
611 - Children Special Guests	1,400	583	1,400	1,400	
612 - Adult Program Supplies	1,000	(643)	500	1,000	
613 - Adult Special Guests	1,000	125	500	1,000	
615 - Building Equipment	1,000	2,036	3,217	1,000	
614 - Teen Programming	1,500	183	500	1,500	
616 - Outreach	1,500	298	1,000	1,500	
630 - Computer Programs	1,000	(250)	1,000	1,000	
Total Programs	11,200	4,046	10,917	11,200	
					this includes
					handycap ramp for
					which \$7,000 has
					already been
					received in 2021-
Construction Grant Expense	203,060	26,903	100,000	124,000	2022
				,000	
Total Expense	575,521	297,765	445,504	524,824	
	575,521	237,703	43,304	524,024	

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