

Monday, October 21, 2024

Meeting Minutes Cuba Circulating Library Board of Trustees

1. The meeting was called to order by Faith at 5:30 PM.

Absent Trustees: Lionel Legry,

Trustees present: Tom Donahue, Denean Emerson (arrived 5:38), Lauren Mosgrove, Jill Schwab, Wendy Sprague, Faith Stewart, Paul Tsujimoto, Brad Weaver

Also Present: Tina Dalton

2. No public comments were presented.
3. The kitchen renovation is complete. Pat is retiring from the book sale room effective Nov. 4.
4. The September minutes were approved after a motion by Lauren and a second by Paul.
5. The Financial Officer's report includes \$101 for advertising for renovation bids, \$2710 for elevator repair and a \$499 donation to cover the shipping for the new furniture. The report was approved on a motion by Paul and a second by Brad.
6. The Corresponding Secretary shared a card from the chair aerobics participants thanking the library for providing a venue for the class and including a donation of \$103.
7. Tina presented the Director's report. Work on phase two of renovations is scheduled to begin on October 28th with a finish date of Jan 27th 2025.
8. Committee Reports –
 - i. Planning- information gathering is underway.
 - ii. Finance- NTR
 - iii. Building and grounds –
 - i. Statue repair/maintenance – The fractured section of the stone will be removed and used as a landscape feature.
 - ii. Pillars/gutters – We recommend a gutter for the entry to channel water away from the entranceway. Cost analysis underway.
 - iii. Drainage Bids – The board voted to accept the bid for sump pump and gutter drainage system submitted by Nick Shembeda on a motion from Tom and seconded by Wendy. A motion to transfer \$18,031 from the endowment to cover the expense was approved on a motion from Jill and a second by Brad.
 - iv. Personnel – Raises and new library page position (16 hr. per week) presented. (see 2025 budget draft)

- v. Policy – The board approved the language revisions on the Safety, (motion Paul, second Denean) Opioid overdose prevention (motion Brad, second Tom), and incident report policies (motion Wendy, second Jill).
- vi. Liaison with Friends – NTR
- vii. Education – Reminder to complete Trustee training hours and file certificates.

Ad hoc committees

- i. Children’s Area Renovation – ongoing, NTR.

9. Unfinished Business - None

10. New Business

- i. 2025 budget draft -
- ii. Tax cap override – The board voted on a motion by Tom and a second by Lauren to authorize application for the tax cap override. (The consensus being it is better to have it and not need it rather than not having the option and needing it.)

11. Executive Session – Not Required

12. The meeting was adjourned at 7:04 PM. Motion – Brad, second – Wendy.

Submitted Oct. 23, 2024

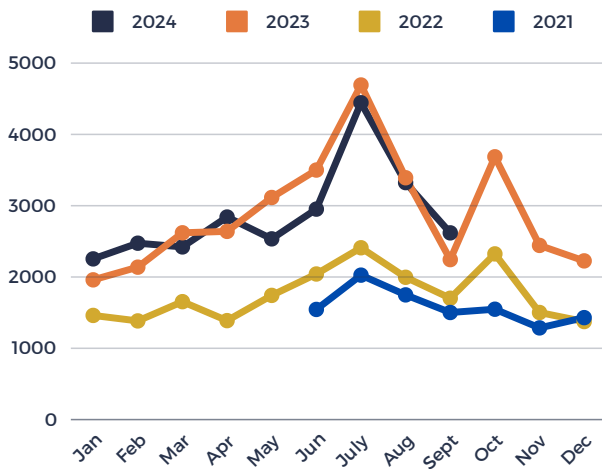
Brad Weaver

Cuba Circulating Library

SEPT 2024 DIRECTOR'S REPORT



Patron Visits



PATRON NUMBERS

For the month of September we entered **27** new library cards. September is New Library Card Sign Up Month. Through our promotions, we increased sign ups this month from last month by 42%. We also allowed people to replace lost cards this month for free.

22

Onsite Programs

250

Programs Attendees

5

Outreach Visits

95

Outreach Attendees

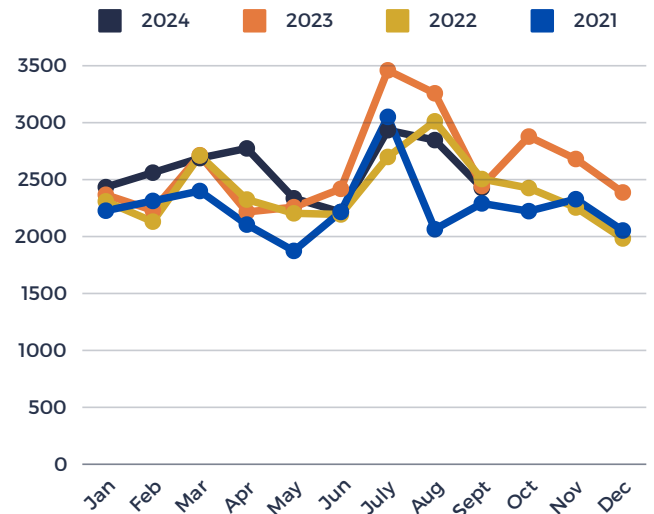
CHECKOUTS

Our circulation numbers for September were almost equal to last year, with a decrease of only 17. Patron visits were up by 16% from 2023.

THANK YOU, FRIENDS OF THE CUBA LIBRARY, INC.

Our kitchen has a new look, thanks to a generous donation from Friends of the Cuba Library. We have a new stainless steel refrigerator and stove, as well as a new faucet. We sincerely appreciate the Friends' work and dedication on behalf of our library. The old stove and refrigerator were sold for \$100.

Circulation



2847

Items checked out in August

633

eBooks checked out in August

101

Public computer sessions in August

399

Holds filled in August

972

Visits to website in August

2426

Items checked out in September

662

eBooks checked out in September

127

Public computer sessions in September

348

Holds filled in September

927

Visits to website in September

Cuba Poetry Society

Two women, Lena E. Todd and Mildred H. Sisson, founded the Cuba Poetry Society in 1932. It grew to about 40 members in the 1940s, mostly in Allegany and Cattaraugus counties but including a few far-flung members across the country.

22 published pamphlets of poetry and one printed speech from a radio program with notes have been digitized and are now available on nyheritage.org. This project is part of technology and digitization grant from the South Central Regional Library Council.

Staff Development Day

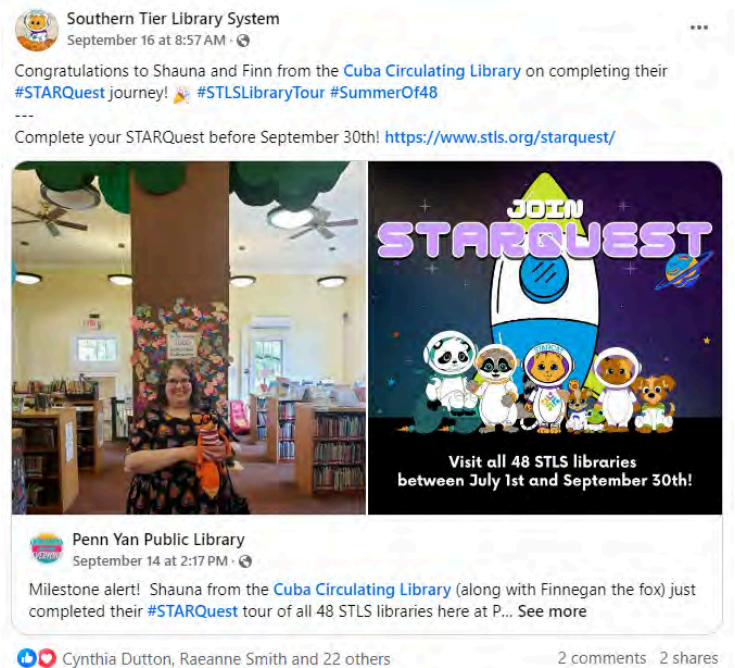
On Sept. 24 we held our annual staff development day. We started off the day with a game of Oregon Trail (three of us made it to Oregon!) and followed up with a webinar on Demystifying Misinformation. Linda Botens came and trained staff in Narcan administration and opioid overdose first aid.

Phase 2 Construction

We held our pre-construction meeting with Edge and Duggan & Duggan on Sept. 30. The initial start date for construction has been set for Oct. 28 with a substantial completion date of Jan. 27.



Felted mushrooms created in Sept. 19 class.



Shauna deserves recognition for the extra mile she went this summer to complete STLS's StarQuest challenge. She visited all 48 libraries in the system, also using her journey as a promotional tool for our library. Our mascot, Finnigan the Fox, accompanied her to each library. Shauna took pictures of the naughty antics Finn got up to at each library, which she then posted on our social media pages. She tagged the individual libraries' pages, driving even more traffic to our page. This was a huge undertaking on her part, and we sincerely appreciate the extra work she did to promote the Cuba Library as part of her StarQuest journey.

Service Activities

Much of my time in the month of September has been spent on service activities. I was very involved with the Garlic Festival, and can attest that over 8,400 people came through the gates. I also had the opportunity to train another library director for six hours this month. He came to our library and shadowed me, as well as spent some time learning from Shauna and Cherilyn. Brian Hildreth has asked to share the training materials I created with the rest of the directors in the library system.

Upcoming Adult Programs

- Oct. 7 @ 6: 00 Creepy Dolls with Shauna
- Oct. 12 @ 12:00 Seed Bead Rope Jewelry with Fileve Palmer
- Oct. 15 @ 5:30 Movie: On the Basis of Sex with LWV
- Oct. 23 @ 6:30 Suminagashi: Japanese Paper Marbling with Susan Doran
- Nov. 2 @ 1:00 Artist Reception: Sallie Miller

Cuba Circulating Library Association

Budget vs. Actuals:

January - September, 2024

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Revenue				
4003 School Income		237,098.00	237,098.00	100.00 %
4004 Local Lib Services Aid		1,675.00	1,675.00	100.00 %
4017 Memorials/Gifts	5,267.46		-5,267.46	
4020 Meeting Room Fee	750.00	950.00	200.00	21.05 %
4100 Other Income	53.45		-53.45	
Arts	242.00		-242.00	
Book Replacement	442.05		-442.05	
Copies Income	2,030.55	2,600.00	569.45	21.90 %
Donation Box	403.92	800.00	396.08	49.51 %
Fines	186.50	200.00	13.50	6.75 %
Fundraiser	150.00		-150.00	
Misc Income	200.86	450.00	249.14	55.36 %
Total 4100 Other Income	3,709.33	4,050.00	340.67	8.41 %
4200 Restricted Funds Revenue				
Arts Grant	4,310.00		-4,310.00	
Childrens Programs	500.00		-500.00	
DFY Grant	1,076.00		-1,076.00	
Friends	7,952.60	4,000.00	-3,952.60	-98.82 %
Grant - STLS	1,183.00		-1,183.00	
Grants	10,000.00		-10,000.00	
ALA Grant	10,000.00		-10,000.00	
Total Grants	20,000.00		-20,000.00	
Manley Grant	5,000.00		-5,000.00	
United Way	2,850.00		-2,850.00	
Total 4200 Restricted Funds Revenue	42,871.60	4,000.00	-38,871.60	-971.79 %
4500 Investment Income				
Capital Gains Distribution	6,212.55		-6,212.55	
Dividend Income	11,110.49		-11,110.49	
Interest Income	1,210.82		-1,210.82	
Morgan Stanley				
Adams Memorial		500.00	500.00	100.00 %
Endowment Fund	43,351.00	33,351.00	-10,000.00	-29.98 %
Total Morgan Stanley	43,351.00	33,851.00	-9,500.00	-28.06 %
Total 4500 Investment Income	61,884.86	33,851.00	-28,033.86	-82.82 %
Budget Carryover		32,694.00	32,694.00	100.00 %
Total Revenue	\$114,483.25	\$314,318.00	\$199,834.75	63.58 %
GROSS PROFIT	\$114,483.25	\$314,318.00	\$199,834.75	63.58 %
Expenditures				
6100 Payroll Expenses				
6101 Wages	122,988.41	171,954.00	48,965.59	28.48 %
6102 Taxes	0.00		0.00	

Cuba Circulating Library Association

Budget vs. Actuals:

January - September, 2024

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Payroll Tax	9,752.89	13,471.00	3,718.11	27.60 %
SUTA	1,371.41	2,370.00	998.59	42.13 %
Total 6102 Taxes	11,124.30	15,841.00	4,716.70	29.78 %
6103 Employee Benefits				
Company Contributions				
Retirement	3,448.07	5,306.00	1,857.93	35.02 %
Total Company Contributions	3,448.07	5,306.00	1,857.93	35.02 %
Health Insurance	4,500.00	6,000.00	1,500.00	25.00 %
Total 6103 Employee Benefits	7,948.07	11,306.00	3,357.93	29.70 %
6105 Ins - Disability		1,066.00	1,066.00	100.00 %
Total 6100 Payroll Expenses	142,060.78	200,167.00	58,106.22	29.03 %
6200 Library Materials				
6205 Books-J	3,839.46	5,000.00	1,160.54	23.21 %
6210 Books-A	5,443.15	8,000.00	2,556.85	31.96 %
6220 Serials	1,320.97	1,300.00	-20.97	-1.61 %
6230 Audio	710.46	1,500.00	789.54	52.64 %
6240 Equipment	387.00	2,000.00	1,613.00	80.65 %
6250 Digital Books	3,628.00	3,628.00	0.00	0.00 %
6260 DVD	896.22	2,000.00	1,103.78	55.19 %
6270 Video Games	440.63	1,200.00	759.37	63.28 %
6280 Adult Programming	1,565.20	2,500.00	934.80	37.39 %
6285 Childrens Programming	742.23	1,200.00	457.77	38.15 %
6290 STLS cost share	10,882.00	10,882.00	0.00	0.00 %
Total 6200 Library Materials	29,855.32	39,210.00	9,354.68	23.86 %
6202 Book Replacement	193.75		-193.75	
6300 Restricted Fund Spending	3,016.00		-3,016.00	
6305 Adult Programs	1,531.20		-1,531.20	
6310 Arts Grant Expense	4,453.16		-4,453.16	
6315 ALA Grant	51.96		-51.96	
6320 Friends Expense	4,519.38		-4,519.38	
6330 Manley Grant expense	31.49		-31.49	
6350 Wilday Grant	743.81		-743.81	
6355 STLS Outreach	1,185.96		-1,185.96	
6360 DFY Grant	787.05		-787.05	
6365 ARPA Grant	562.93		-562.93	
6368 Martin Grant	1,669.72		-1,669.72	
6370 Memorials & Gifts	3,990.97		-3,990.97	
6390 United Way Grant	4,418.58		-4,418.58	
Total 6300 Restricted Fund Spending	26,962.21		-26,962.21	
6410 Advertisement	240.87	300.00	59.13	19.71 %
6415 Bank fees	150.00	100.00	-50.00	-50.00 %
6420 Custodial supplies	475.25	800.00	324.75	40.59 %

Cuba Circulating Library Association

Budget vs. Actuals:

January - September, 2024

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
6425 Discretionary Fund	127.63	1,000.00	872.37	87.24 %
6430 Insurance				
Ins - Liability Insurance		966.00	966.00	100.00 %
Ins - Property	7,305.69	6,815.00	-490.69	-7.20 %
Ins - Workman's Comp	2,118.26	1,310.00	-808.26	-61.70 %
Total 6430 Insurance	9,423.95	9,091.00	-332.95	-3.66 %
6435 Interest Expense	8.51		-8.51	
6445 Library supplies	1,299.77	4,100.00	2,800.23	68.30 %
Library Equipment	310.71	1,200.00	889.29	74.11 %
Total 6445 Library supplies	1,610.48	5,300.00	3,689.52	69.61 %
6447 Membership	804.00	900.00	96.00	10.67 %
6450 Postage	392.30	300.00	-92.30	-30.77 %
6455 Processing Fee	608.64	800.00	191.36	23.92 %
6460 Personal Protection Supplies		500.00	500.00	100.00 %
6465 Repairs/Building & Grounds	7,545.77	8,000.00	454.23	5.68 %
6470 Services		99.00	99.00	100.00 %
Alarm System - Doyle	1,524.24	2,000.00	475.76	23.79 %
Argentieries	240.00	325.00	85.00	26.15 %
Attorney	785.50	4,000.00	3,214.50	80.36 %
Audit	2,850.00	2,850.00	0.00	0.00 %
Bookkeeper	6,075.00	8,500.00	2,425.00	28.53 %
Computer Tech	99.50		-99.50	
Copier Acme	1,174.96	2,000.00	825.04	41.25 %
Fire Extinguishers	50.00	56.00	6.00	10.71 %
Fire Place Clean		200.00	200.00	100.00 %
Gutters Cleaned		350.00	350.00	100.00 %
Hotspots	2,090.65	3,300.00	1,209.35	36.65 %
Patriot Microfilm	495.00	1,000.00	505.00	50.50 %
Rug Shampoos		420.00	420.00	100.00 %
Tax Filing (990)	800.00	800.00	0.00	0.00 %
Water Softener	460.45	500.00	39.55	7.91 %
Window Cleaner		450.00	450.00	100.00 %
Total 6470 Services	16,645.30	26,850.00	10,204.70	38.01 %
6480 Train/conference	838.10	2,000.00	1,161.90	58.10 %
6485 Travel	2,105.89	3,300.00	1,194.11	36.19 %
6490 Utilities				
Electric	4,550.37	7,000.00	2,449.63	34.99 %
Extended Broadband	900.00	1,800.00	900.00	50.00 %
Fuel	2,019.16	5,500.00	3,480.84	63.29 %
Phone	1,081.92	1,400.00	318.08	22.72 %
Total 6490 Utilities	8,551.45	15,700.00	7,148.55	45.53 %
Total Expenditures	\$248,600.20	\$314,318.00	\$65,717.80	20.91 %

Cuba Circulating Library Association

Budget vs. Actuals:

January - September, 2024

		TOTAL		
	ACTUAL	BUDGET	REMAINING	% REMAINING
NET OPERATING REVENUE	\$ -134,116.95	\$0.00	\$134,116.95	0.00%
Other Expenditures				
Children's Area Remodel (Net)				
Children's Area Remodel Donations	-10,549.59		10,549.59	
Children's Area Remodel Expenses	55,591.26		-55,591.26	
Children's Area Remodel Funds	-13,800.00		13,800.00	
Total Children's Area Remodel (Net)	31,241.67		-31,241.67	
Total Other Expenditures	\$31,241.67	\$0.00	\$ -31,241.67	0.00%
NET OTHER REVENUE	\$ -31,241.67	\$0.00	\$31,241.67	0.00%
NET REVENUE	\$ -165,358.62	\$0.00	\$165,358.62	0.00%

Cuba Circulating Library Association

Statement of Activity

September 2024

	TOTAL	
	SEP 2024	SEP 2023 (PY)
Revenue		
4017 Memorials/Gifts	438.00	900.00
4019 Refunds/Reimb		985.99
4020 Meeting Room Fee	125.00	
4100 Other Income		
Arts	30.00	90.00
Book Replacement	21.00	12.00
Copies Income	203.05	137.65
Donation Box	18.00	35.00
Fines	32.00	12.00
Misc Income	45.50	6.75
Total 4100 Other Income	349.55	293.40
4200 Restricted Funds Revenue		
Arts Grant	4,310.00	
Friends	2,305.97	
Total 4200 Restricted Funds Revenue	6,615.97	
4500 Investment Income		
Dividend Income	3,336.75	2,660.10
Interest Income	45.36	0.01
Morgan Stanley Endowment Fund	10,000.00	
Total Morgan Stanley	10,000.00	
Total 4500 Investment Income	13,382.11	2,660.11
Total Revenue	\$20,910.63	\$4,839.50
GROSS PROFIT	\$20,910.63	\$4,839.50
Expenditures		
6100 Payroll Expenses		
6101 Wages	13,221.60	13,339.03
6102 Taxes	0.00	1,104.52
Payroll Tax	1,049.69	
SUTA	40.58	
Total 6102 Taxes	1,090.27	1,104.52
6103 Employee Benefits		
Company Contributions		
Retirement	357.74	383.77
Total Company Contributions	357.74	383.77
Health Insurance	500.00	
Total 6103 Employee Benefits	857.74	383.77
Total 6100 Payroll Expenses	15,169.61	14,827.32

Cuba Circulating Library Association

Statement of Activity

September 2024

	TOTAL	
	SEP 2024	SEP 2023 (PY)
6200 Library Materials		
6205 Books-J	455.38	510.05
6210 Books-A	754.05	625.00
6220 Serials	179.99	
6230 Audio	71.59	43.45
6260 DVD	205.16	
6280 Adult Programming	300.00	500.00
6285 Childrens Programming	119.92	
Total 6200 Library Materials	2,086.09	1,678.50
6202 Book Replacement	21.07	
6300 Restricted Fund Spending		
6305 Adult Programs	404.90	
6310 Arts Grant Expense	378.00	
6320 Friends Expense		477.25
6345 Lions Club Grant		28.79
6350 Wilday Grant	105.39	
6365 ARPA Grant		931.00
6368 Martin Grant	44.47	
6370 Memorials & Gifts	262.25	430.35
6390 United Way Grant	159.29	30.77
Total 6300 Restricted Fund Spending	1,354.30	1,898.16
6410 Advertisement	101.20	
6425 Discretionary Fund	54.90	
6435 Interest Expense	0.88	
6445 Library supplies	19.70	
6450 Postage	4.40	
6455 Processing Fee	73.26	125.05
6465 Repairs/Building & Grounds	2,710.02	
6470 Services		
Argentieries	24.00	48.00
Attorney		450.00
Bookkeeper	675.00	1,350.00
Copier Acme	148.61	317.90
Hotspots	159.41	394.80
Water Softener	124.35	
Total 6470 Services	1,131.37	2,560.70
6480 Train/conference	431.10	
6485 Travel	26.80	79.37

Cuba Circulating Library Association

Statement of Activity

September 2024

	TOTAL	
	SEP 2024	SEP 2023 (PY)
6490 Utilities		
Electric	669.72	
Extended Broadband		450.00
Fuel	232.00	176.00
Phone	142.89	
Total 6490 Utilities	1,044.61	626.00
Total Expenditures	\$24,229.31	\$21,795.10
NET OPERATING REVENUE	\$ -3,318.68	\$ -16,955.60
Other Expenditures		
Children's Area Remodel (Net)		
Children's Area Remodel Donations	-449.59	
Total Children's Area Remodel (Net)	-449.59	
Total Other Expenditures	\$ -449.59	\$0.00
NET OTHER REVENUE	\$449.59	\$0.00
NET REVENUE	\$ -2,869.09	\$ -16,955.60

Cuba Circulating Library Association

Statement of Financial Position

As of September 30, 2024

	TOTAL	
	AS OF SEP 30, 2024	AS OF SEP 30, 2023 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1020 Five Star	21,892.69	10,886.21
1090 Savings	6,289.49	46,397.32
Total Bank Accounts	\$28,182.18	\$57,283.53
Accounts Receivable		
1500 Bequest receivable	0.00	0.00
Total Accounts Receivable	\$0.00	\$0.00
Other Current Assets		
1300 Investments - cash	0.00	0.00
1303 Endowment Investment	0.00	0.00
American Balanced A	30,921.57	24,933.05
American Cap Inc Builder A	98,471.85	78,459.04
American Cap World Growth & Inc	64,645.35	52,039.03
American Fundamental Inv A	49,672.66	40,020.61
American Funds Mortgage A	21,085.26	20,296.45
American Global Balanced A	90,485.44	76,345.21
American Inc Fd of America A	93,501.78	77,644.77
American Intm Bd Fd of Amer A	17,261.05	14,186.01
American Inv Co of Amer A	22,558.87	17,876.48
American Short-Term Bond A	20,936.91	20,178.96
American WA Mutual A	103,059.19	79,061.07
Cash, BDP, and Money Market Fds	13.48	1,289.75
Savings	5,424.22	
Stocks	1,034.79	803.86
Unrealized Gain/Loss	162,158.88	31,296.75
Total 1303 Endowment Investment	781,231.30	534,431.04
1306 Adams Mem Book Fund Investment	0.00	0.00
American Cap Inc Builder A	6,305.79	6,048.64
American Inc Fd of America A	7,105.35	6,831.79
Cash, BDP, and Money Market Fds	-103.39	0.66
Unrealized Gain/Loss	3,335.32	680.25
Total 1306 Adams Mem Book Fund Investment	16,643.07	13,561.34
1400 Prepaid Fee	0.00	0.00
Repayment		
Christmas Gift Card	0.00	
Travel Reimbursement	0.00	0.00
Total Repayment	0.00	0.00
Total Other Current Assets	\$797,874.37	\$547,992.38

Cuba Circulating Library Association

Statement of Financial Position

As of September 30, 2024

	TOTAL	
	AS OF SEP 30, 2024	AS OF SEP 30, 2023 (PY)
Total Current Assets	\$826,056.55	\$605,275.91
Fixed Assets		
1520 Building and equipment	996,558.04	772,387.53
Elevator Replacement	41,645.00	41,645.00
Total 1520 Building and equipment	1,038,203.04	814,032.53
1525 A/D Building and equipment	-502,731.47	-481,329.47
1526 Capital Improvement	0.00	0.00
1530 Furniture and Fixtures	117,419.00	117,419.00
1535 A/D Furniture and Fixtures	-114,119.20	-110,752.20
Land	46,763.00	46,763.00
Total Fixed Assets	\$585,534.37	\$386,132.86
Other Assets		
1000 Friends Cash	0.00	0.00
Total Other Assets	\$0.00	\$0.00
TOTAL ASSETS	\$1,411,590.92	\$991,408.77
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2001 Accounts Payable	675.00	675.00
Total Accounts Payable	\$675.00	\$675.00
Credit Cards		
5662 Bank Of America	0.00	0.00
Total Credit Cards	\$0.00	\$0.00
Other Current Liabilities		
2100 Payroll Liabilities	0.00	0.00
American Funds	1,426.34	383.14
Federal Taxes (941/944)	0.00	0.00
NYS Employment Taxes	140.89	240.26
NYS Income Tax	0.00	0.00
NYS Taxes	0.00	0.00
Payroll Liability	0.00	0.00
Payroll Tax Federal	0.00	0.00
Total 2100 Payroll Liabilities	1,567.23	623.40
Direct Deposit Payable	0.00	0.00
PPE Currant Liability	0.00	0.00
Total Other Current Liabilities	\$1,567.23	\$623.40
Total Current Liabilities	\$2,242.23	\$1,298.40
Total Liabilities	\$2,242.23	\$1,298.40

Cuba Circulating Library Association

Statement of Financial Position

As of September 30, 2024

	TOTAL	
	AS OF SEP 30, 2024	AS OF SEP 30, 2023 (PY)
Equity		
3000 Opening Bal Equity	0.00	0.00
3500 Unrealized Gain/Loss on Inv	94,246.22	-39,501.90
3550 Realized Gain/Loss Equity	11,222.71	44,573.71
3800 Restricted Fund	54,609.08	-29,140.00
3900 Fund Balance	1,424,629.30	1,082,989.15
Net Revenue	-175,358.62	-68,810.59
Total Equity	\$1,409,348.69	\$990,110.37
TOTAL LIABILITIES AND EQUITY	\$1,411,590.92	\$991,408.77

2025 Cuba Library Budget

DISBURSEMENTS		Budget 2024	Budget 2025	RECEIPTS		Budget 2024	Budget 2025 (option a)	Budget 2025 (option b)	Budget 2025 (option c)
Payroll Expenses				School	\$ 237,098.00	\$ 246,217.00	\$ 294,545.00	\$ 327,422.00	
Gross Wages	\$	171,954.00	\$ 196,158.00	Local Lib. Services Aid	\$ 1,675.00	\$ 1,675.00	\$ 1,675.00	\$ 1,675.00	
Federal Tax-Employers	\$	13,471.00	\$ 15,241.00	Fines	\$ 200.00	\$ 250.00	\$ 250.00	\$ 250.00	
State Tax-Employers	\$	2,370.00	\$ 2,430.00	Copies	\$ 2,600.00	\$ 2,600.00	\$ 2,600.00	\$ 2,600.00	
Employee Benefits				Other	\$ 450.00	\$ -	\$ -	\$ -	
IRA Match	\$	5,306.00	\$ 5,466.00	Friends	\$ 4,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	
Health Insurance	\$	6,000.00	\$ 6,000.00	Budget Carryover	\$ 32,694.00	\$ 48,328.00	\$ -	\$ -	
Library Materials				Meeting Room	\$ 950.00	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00	
Books- Juvenile	\$	5,000.00	\$ 5,500.00	Endowment	\$ 33,351.00	\$ 32,877.00	\$ 32,877.00	\$ -	
Books- Adult	\$	8,000.00	\$ 8,500.00	Donation Box	\$ 800.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	
Serials	\$	1,300.00	\$ 1,500.00	Adams Memorial	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	
Audiobooks	\$	1,500.00	\$ 800.00						
DVDs	\$	2,000.00	\$ 1,500.00	Total	\$ 314,318.00	\$ 341,547.00	\$ 341,547.00	\$ 341,547.00	
STLS Digital Collection	\$	3,628.00	\$ 3,701.00						
Video Games	\$	1,200.00	\$ 1,200.00	Non-Budget Income					
Adult Programs	\$	2,500.00	\$ 2,500.00	SAM grant		\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	
Children's Programs	\$	1,200.00	\$ 1,500.00	Arts Grant	\$ 5,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	
STLS Cost Share	\$	10,882.00	\$ 11,099.00	Memorials/Gifts	\$ 7,100.00	\$ 9,300.00	\$ 9,300.00	\$ 9,300.00	
Advertising and Publicity	\$	300.00	\$ 300.00	Replacements	\$ 150.00	\$ 500.00	\$ 500.00	\$ 500.00	
Bank Fees	\$	100.00	\$ 250.00	Misc. Grants	\$ 1,500.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	
Custodial Supplies	\$	800.00	\$ 900.00	United Way	\$ 7,400.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	
Discretionary/Misc	\$	1,000.00	\$ 1,000.00	Manley Grant	\$ 3,700.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	
Insurance				NYS Construction Aid	\$ 128,638.00				
Insurance - property	\$	6,815.00	\$ 7,306.00	ARC Grant	\$ 209,275.00				
Insurance -Disability	\$	1,066.00	\$ 1,080.00	Other	\$ 1,500.00				
D&O Liability Insurance	\$	966.00	\$ 966.00	TOTAL	\$ 364,263.00	\$ 116,800.00	\$ 116,800.00	\$ 116,800.00	
Workman's Comp	\$	1,310.00	\$ 2,125.00	Service includes:					
Library Supplies				Acme copiers	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	
Library Supplies	\$	4,100.00	\$ 2,000.00	Fire Extinguishers	\$ 56.00	\$ 50.00	\$ 50.00	\$ 50.00	
Computer Equipment & Services	\$	2,000.00	\$ 2,000.00	Argentieri's	\$ 325.00	\$ 175.00	\$ 175.00	\$ 175.00	
Library Equipment	\$	1,200.00	\$ 1,200.00	Rug Shampoos	\$ 420.00	\$ -	\$ -	\$ -	
Membership Fees	\$	900.00	\$ 1,000.00	Window Cleaner	\$ 450.00	\$ 500.00	\$ 500.00	\$ 500.00	
Postage	\$	300.00	\$ 500.00	Water Softener	\$ 500.00	\$ 700.00	\$ 700.00	\$ 700.00	
Processing of Books	\$	800.00	\$ 1,000.00	Gutters cleaned	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00	
PPE Supplies/Disaster	\$	500.00	\$ 500.00	Doyle Security	\$ 2,000.00	\$ 2,100.00	\$ 2,100.00	\$ 2,100.00	
Repairs/Bldg & Grnds	\$	8,000.00	\$ 9,000.00	Patriot Microfilm	\$ 1,000.00	\$ -	\$ -	\$ -	
Service/Service contracts	\$	24,000.00	\$ 22,125.00	Hotspots	\$ 3,300.00	\$ 3,300.00	\$ 3,300.00	\$ 3,300.00	
Audit	\$	2,850.00	\$ 5,500.00	Accountant (file 990)	\$ 800.00	\$ 750.00	\$ 750.00	\$ 750.00	
Travel	\$	3,300.00	\$ 4,500.00	Bookkeeper	\$ 8,500.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	
Train/Conference	\$	2,000.00	\$ 2,000.00	Lawyer	\$ 4,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	
Utilities				Fire Place Clean	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	
Electric	\$	7,000.00	\$ 6,000.00		\$ 23,901.00	\$ 22,125.00	\$ 22,125.00	\$ 22,125.00	
Extended Broadband	\$	1,800.00	\$ 1,800.00						
Fuel	\$	5,500.00	\$ 4,000.00						
Phone	\$	1,400.00	\$ 1,400.00						
Total	\$	314,318.00	\$ 341,547.00						

Option A:

Does not

override the

taxcap.

Option B:

21.6% increase

requires taxcap

override.

Option C:

32% increase

requires taxcap

override.

Name	Position	2024	4% increase	Hours per week	Weeks	Annual Increase	FICA Tax 7.65%	Workers Comp .62%	Total Cost of 4% Increase
Wagner, David	Maintenance Manager	18.14	\$ 0.73	3	52	\$ 113.19	\$ 8.66	\$ 0.70	\$ 122.55
Robinson, Colleen	Custodian/Library Assistant	16.10	\$ 0.64	24	52	\$ 803.71	\$ 61.48	\$ 4.98	\$ 870.18
Comes, Shauna	Senior Library Assistant	19.16	\$ 0.77	30	52	\$ 1,195.58	\$ 91.46	\$ 7.41	\$ 1,294.46
new employee	Library Page		\$ -	16	52	\$ -	\$ -	\$ -	\$ -
Riquelme, Maximo	Library Page	15.00	\$ 0.50	2	52	\$ 52.00	\$ 3.98	\$ 0.32	\$ 56.30
Stuck, Christian	Library Page	15.96	\$ 0.64	18	52	\$ 597.54	\$ 45.71	\$ 3.70	\$ 646.96
Rhodes, Janet	Senior Library Assistant	19.95	\$ 0.80	3	52	\$ 124.80	\$ 9.55	\$ 0.77	\$ 135.12
Wise, Cherilyn	Youth Services Coordinator	24.82	\$ 0.99	34	52	\$ 1,755.27	\$ 134.28	\$ 10.88	\$ 1,900.43
Dalton, Tina	Library Director	26.48	\$ 1.06	40	52	\$ 2,203.14	\$ 168.54	\$ 13.66	\$ 2,385.34
						\$ 6,845.24	\$ 523.66	\$ 42.44	\$ 7,411.34

Name	Position	2024	5% increase	Hours per week	Weeks	Annual Increase	FICA Tax 7.65%	Workers Comp .62%	Total Cost of 5% Increase
Wagner, David	Maintenance Manager	18.14	\$ 0.91	3	52	\$ 141.49	\$ 10.82	\$ 0.88	\$ 153.19
Robinson, Colleen	Custodian/Library Assistant	16.10	\$ 0.81	24	52	\$ 1,004.64	\$ 76.85	\$ 6.23	\$ 1,087.72
Comes, Shauna	Senior Library Assistant	19.16	\$ 0.96	30	52	\$ 1,494.48	\$ 114.33	\$ 9.27	\$ 1,618.07
new employee	Library Page		\$ -	16	52	\$ -	\$ -	\$ -	\$ -
Riquelme, Maximo	Library Page	15.00	\$ 0.50	2	52	\$ 52.00	\$ 3.98	\$ 0.32	\$ 56.30
Stuck, Christian	Library Page	15.96	\$ 0.80	18	52	\$ 746.93	\$ 57.14	\$ 4.63	\$ 808.70
Rhodes, Janet	Senior Library Assistant	19.95	\$ 1.00	3	52	\$ 155.61	\$ 11.90	\$ 0.96	\$ 168.48
Wise, Cherilyn	Youth Services Coordinator	24.82	\$ 1.24	34	52	\$ 2,194.09	\$ 167.85	\$ 13.60	\$ 2,375.54
Dalton, Tina	Library Director	26.48	\$ 1.32	40	52	\$ 2,753.92	\$ 210.67	\$ 17.07	\$ 2,981.67
						\$ 8,543.16	\$ 653.55	\$ 52.97	\$ 9,249.68

Name	Position	2024	6% increase	Hours per week	Weeks	Annual Increase	FICA Tax 7.65%	Workers Comp .62%	Total Cost of 6% Increase
Wagner, David	Maintenance Manager	18.14	\$ 1.09	3	52	\$ 169.79	\$ 12.99	\$ 1.05	\$ 183.83
Robinson, Colleen	Custodian/Library Assistant	16.10	\$ 0.97	24	52	\$ 1,205.57	\$ 92.23	\$ 7.47	\$ 1,305.27
Comes, Shauna	Senior Library Assistant	19.16	\$ 1.15	30	52	\$ 1,793.38	\$ 137.19	\$ 11.12	\$ 1,941.69
new employee	Library Page		\$ -	16	52	\$ -	\$ -	\$ -	\$ -
Riquelme, Maximo	Library Page	15.00	\$ 0.50	2	52	\$ 52.00	\$ 3.98	\$ 0.32	\$ 56.30
Stuck, Christian	Library Page	15.96	\$ 0.96	18	52	\$ 896.31	\$ 68.57	\$ 5.56	\$ 970.44
Rhodes, Janet	Senior Library Assistant	19.95	\$ 1.20	3	52	\$ 186.73	\$ 14.28	\$ 1.16	\$ 202.17
Wise, Cherilyn	Youth Services Coordinator	24.82	\$ 1.49	34	52	\$ 2,632.91	\$ 201.42	\$ 16.32	\$ 2,850.65
Dalton, Tina	Library Director	26.48	\$ 1.59	40	52	\$ 3,304.70	\$ 252.81	\$ 20.49	\$ 3,578.00
						\$ 10,241.39	\$ 783.47	\$ 63.50	\$ 11,088.35

Name	Position	2025	Rate of pay	Hours per week	Weeks	Annual Salary	FICA Tax 7.65%	Workers Comp .62%	Total cost of new employee
New Employee	Library Page	15.50	\$ 15.50	16	52	\$ 12,896.00	\$ 986.54	\$ 79.96	\$ 13,962.50

\$ 1,838.34 more than a 4% increase would cost

\$ 3,677.01 more than a 4% increase would cost

Phase 2 Budget

Disbursements		Receipts	
Library Movers	\$ 17,506.00	NYS Construction Aid	\$ 194,810.00
Tree Artist: Janice Davis	\$ 50,000.00	SAM Grant	\$ 75,000.00
Tree Fabricator: JCP	\$ 52,500.00	Anonymous donation*	\$ 10,295.00
Tree Toys	\$ 865.00	Friends*	\$ 450.00
Architect	\$ 22,500.00	Endowment	\$ 48,316.00
Furniture	\$ 12,000.00		
Entryway, carpet, paint	\$ 141,000.00		
Foyer stairs and landing	\$ 6,500.00		
Roller shades	\$ 8,000.00		
Fire alarm upgrade	\$ 18,000.00		
	\$ 328,871.00		\$ 328,871.00

*already received

	Check #			
Architect	11/10/2023	16122	\$	425.00
	12/29/2023	16139	\$	2,273.81
	4/23/2024	16190	\$	1,081.30
	6/26/2024		\$	1,310.00
	9/4/2024		\$	7,668.31
Tree (artist)	1/18/2024	16143	\$	3,000.00
	9/6/2023	16080	\$	3,000.00
	7/8/2024	July BOA	\$	919.09 Toys for tree
	8/5/2024	Aug BOA	\$	(53.50) Toys for tree(exchange resulting ir
Tree (fabricator)	5/31/2024	16240	\$	26,250.00
Expenses to date			\$	45,874.01

1 small refund)