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Agenda for the
Meeting of the
TRUSTEES OF THE HOAG LIBRARY
of the Swan Library Association

November 9th 2022 7:00 PM

*"Whatever the cost of our library, the price is cheap compared to that of an ignorant nation"
~ Walter Cronkite"*

CALL TO ORDER @

Roll Call to confirm attendance

Linda Weller Jim Babcock Dawn Squicciarini
Della Morales Mary Covell Kevin Doherty
Diana Dudley Rachel Hicks Joyce Riley
Betty Sue Miller

REVIEW and ADOPT AGENDA

Motion

Motion to accept the Agenda

PUBLIC FORUM OPPORTUNITY

REVIEW and POTENTIAL ADOPTION

Motion

Minutes from regular Meeting held on October 9th 2022

DIRECTOR'S REPORT

Information

REPORTS and REQUESTS FROM COMMITTEES

Information

FINANCE COMMITTEE

Information

Attached are the minutes from the Finance Committee meeting 11/3/2022

The Finance Committee is in support of the motions from the Personnel Committee

LOCAL HISTORY COMMITTEE

NOMINATIONS and ELECTIONS COMMITTEE

PERSONNEL COMMITTEE

Attached are the minutes from the personnel committee meeting 11/2/2022

The committee is recommending the hiring of Elizabeth Haibach as Assistant Director

Motion

The committee is recommending that all employees receive a 5% pay increase effective with the next payroll date

Motion

The committee is recommending the hiring of Jim Doyle as a part time reference/adult services librarian

Motion

PLANNING COMMITTEE

FRIENDS OF THE LIBRARY

OLD BUSINESS

Betty Sue will reach out to the attorney with the draft policy for accession/deaccession.

Betty Sue will reach out to the attorney regarding the status of the policy handbook.

NEW BUSINESS

UPCOMING EVENTS

Information

Red Cross Blood Drive, December 17

Items to be added to next agenda:

ADJOURNMENT

2022 - 2023

President - Linda Weller
Secretary- Dawn Squicciarini

Vice President- Mary Covell
Treasurer- Rachael Hicks

Committee List

Buildings and Grounds

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

Finance

Linda Weller (required)
Rachel Hicks
Kevin Doherty
~ This committee currently meets 2x a month, can look at meeting once a month **Local History**
Joyce Riley
Diana Dudley

~ no schedule

Nominations and Elections Committee

Diana Dudley
Joyce Riley
~ This committee meets January through April

Personnel

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

Planning

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

DRAFT DRAFT DRAFT

Meeting notes for a
Meeting of the
TRUSTEES OF THE HOAG LIBRARY
of the Swan Library Association

October 12th 2022 7:00 PM gg

*"Libraries store the energy that fuels the imagination. They open up windows to the world and inspire us to explore and achieve, and contribute to improving our quality of life. Libraries change lives for the better."
— Sidney Sheldon*

CALL TO ORDER @ 7:06

Roll Call to confirm attendance

| | | |
|---------------------------|-----------------------|----------------------------|
| Linda Weller- present | Jim Babcock- present | Dawn Squicciarini- excused |
| Della Morales- excused | Mary Covell- present | Kevin Doherty- present |
| Diana Dudley- present | Rachel Hicks- present | Joyce Riley- excused |
| Betty Sue Miller- present | | |

REVIEW and ADOPT AGENDA

Motion

Motion to accept the Agenda

Additions to the agenda by Kevin-

Add resolution under the finance committee just like last month for \$25,000 to the Community Bank account to cover monthly expenses

Add under finance committee- proposed tax cap resolution

Add under new business- discuss backups and potential for a server on site

**Kevin moves to accept the agenda with those three additions,
Jim 2nd- unanimous**

PUBLIC FORUM OPPORTUNITY

None present

REVIEW and POTENTIAL ADOPTION

Motion

Minutes from regular Meeting held on September 14th 2022

**Motion to accept as is by Mary,
2nd by Rachel- unanimous**

DIRECTOR'S REPORT

Information

Betty Sue met with Natalie from Dept of Library Development @ state level with a NIOGA review, and she was very impressed with the Hoag Library

REPORTS and REQUESTS FROM COMMITTEES

Information

FINANCE COMMITTEE

Rachel shared that they were unable to have documents to share, but the committee did discuss the fluctuation of finances due to staffing changes.

There was also a discussion of moving the investment account to a location where it will earn more money than it currently does. Betty Sue shared that when the Bonadio Group does their audit each year, the library is dinged for not having an investment policy. She would like to charge the finance committee with that first, and then follow that with the community rich committee. Kevin and Rachel shared how they would like to have a plan in place and ready to move forward by February, keeping in mind that the upcoming holiday season will be busy for many in the community.

**Motion by Kevin to transfer \$25,000 from Morgan Stanley Smith Barney to the operating/ checking account at Community Bank through November,
2nd Rachel- unanimous**

Kevin proposed the board make their position on next year's tax cap, if possible

**Motion made by Jim that the Hoag Library Board will not exceed the current tax cap for the 2023 year
2nd by Mary- unanimous**

LOCAL HISTORY COMMITTEE

Returned at the end of the meeting- Diana shared the current policy and purpose of the Local History Committee, and the current deed form. There was discussion about how the policy needs to be updated to include more current information, per the era of smart phones.

NOMINATIONS and ELECTIONS COMMITTEE

Did not meet

PERSONNEL COMMITTEE

Did not meet

PLANNING COMMITTEE

Did not meet

FRIENDS OF THE LIBRARY

The Friends would like to purchase a seating area with some pillows for an adult to sit with a child and read together. Betty Sue shared some of the ideas, the bench, and an idea of where it would go.

Betty Sue also shared that they are considering purchasing a small book cart to supplement the current tools. Kevin did share that he spoke with Theresa in the past, that a wagon with larger wheels to better facilitate the outdoor programs for the library.

Linda asked if there was a policy or process in place for memorial donations, to ensure that all gifts are in the spirit and function of the library. Betty Sue said that there is a process, that a group needs to come to her with ideas, which she will present to the board for approval. Mary asked if there are stipulations that come with gifts, in general, or how much freedom Betty Sue has to ensure function of the library itself. Linda shared that the school has a policy for memorials which limits some function to ten years. She suggested reaching out to Mr. Edwards at the school to see if he could share the outline of that policy with the library. Linda shared that having a policy or guidelines in place could save time and/or potentially hurt feelings around the placement and care of any memorial items.

OLD BUSINESS

Kevin will reach out to the Bonadio Group for advice on EFT for bill payments, and board member oversight of payments.

The regular audit will begin in December and be completed in January. Kevin did ask about EFTs specifically and they will make a review at that time and include it in their written report.

Betty Sue will draft a potential letter of job offering to Youth Services New Hire and forward that to the whole board for immediate review.

This was completed, and Elizabeth Tuttle began this past Monday. Betty Sue was impressed at how well her staff immediately took to her, touring the library and sharing their ideas.

Buildings and Grounds to meet.

This committee did not meet this month.

NEW BUSINESS

New Employee - Elizabeth Tuttle, discussed under Old Business

Resignation of Employee - Elizabeth Haibach - Moving on to a new opportunity. She was an incredibly valuable asset to the library, and especially for Betty Sue as a support/interim administrator in the past year.

Kevin asked what the possibilities for another search were, and how to begin the process. Linda asked what the duties of Elizabeth H. were, and how those could be shifted. She suggested that an outside marketing person may be a solution for now.

Mary requested a personnel committee meeting for next week, to discuss this situation. She would also like a write up for the NIOGA List Serve to be ready for review at that meeting.

Linda and Jim discussed using part time help or having the staff work overtime if needed. This has happened in the past and Betty Sue said staff has always figured it out.

Kevin asked if the board should discuss Mike getting a pay bonus if he potentially takes on additional duties if Betty Sue needs to leave town, as happened with Elizabeth H. in the past year. Linda suggested that Betty Sue ask Elizabeth H. to make a list of all the administrative things she did in addition to her job, so it is clear for Mike.

Addition- disc backups and potential for a server on site

Kevin shared that the device for saving backups stopped working, and they lost information. Linda shared some details of how this problem happened and continued. Kevin asked if this is something that

could be remedied for the future by purchasing a server for the library. Mary and Linda discussed that using programs like QuickBooks in the cloud lose some features, but she's not sure if they are features the library needs. After some conversation about monitoring of servers vs. backup drives, Betty Sue will reach out to the Library's computer services company for an evaluation of monitoring, specifically for finance information backups.

Kevin reminded the board that the holidays of Christmas, and so also New Year's, are on Sundays this year. The discussion consented that the library will be closed for December 24th, 25th, and 26th for the holiday.

For the New Year's holiday the library will be closed on December 30th and January 1st, but will reopen on January 2nd.

Betty Sue will discuss with the personnel committee how to ensure that employees are paid for the correct number of holidays, even though they are on days the library is closed on Sundays.

Jim shared that the playhouse he built a few summers ago for the summer reading program. It is no longer in use, so he has verbal confirmation that he can have it back. If he can pick it up, could it come back to the library for use in the garden or future summer reading program. Linda reminded the board that the buildings and grounds committee needs to meet, so they can discuss the playhouse at their meeting.

UPCOMING EVENTS

Information

Medicare Vendor Fair, October 18
Savvy Parenthood Baby Expo, October 19
Lead Poisoning Prevention, October 25
Red Cross Blood Drive, December 17

Items to be added to next agenda:

Betty Sue will reach out to the attorney with the draft policy for accession/deaccession.
Betty Sue will reach out to the attorney regarding the status of the policy handbook.

ADJOURNMENT at 8:56,

**Motion by Kevin,
2nd by Jim- unanimous**

Respectfully submitted,

Dawn Squicciarini

2022 - 2023

President - Linda Weller
Secretary- Dawn Squicciarini

Vice President- Mary Covell
Treasurer- Rachael Hicks

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Kevin Doherty
Mary Covell
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Director's Report November 9, 2022

It has been a busy month...but then again haven't they all!

Because we have been so short-handed our main goals have been keeping the doors open with at least three employees and making sure patrons needs are met. Because people have stepped up, worked extra hours, and have been committed to our service that has been accomplished. We even had "Friends of the Library," volunteer to come in to help us always have three adults on location.

Life should be improving immediately. As you can see by the committee reports in this packet there will be a motion to rehire Elizabeth Haibach. Additionally, I have hired a part time reference/adult services librarian. Jim Doyle is a local resident who holds an MLS from UB. He was employed part time at Richmond library while still working part time for the maintenance department at Brockport College. He is retired and I offered him the opportunity to "make a difference" in his community. He has many interests, teaches music lessons out of his home and has extensive knowledge on building maintenance and the equipment that operates them. This has been a need that has never been adequately addressed and it should help the library to have another person with this kind of knowledge.

Staff development continues-

Michael Weller attended a tech services workshop at Nioga.

Debby Barlow has been trained to barcode new materials as we only have one person left on staff who had that training due to recent retirements.

Elizabeth Tuttle continues to learn about the library and the community. She has planned programs for November including story times, a creative building program and a family movie. She will join Leadership Orleans for their next session starting after the first of the year and is very excited to learn about her new community.

Mike Manguson has stepped up to handle a number of new tasks essential to our daily operation. He has become a consummate crafter and his last craft class had 15 people sign up. One of his crafters has hosted a class and Michael Weller taught hemp bracelet making.

I have moved a desk from the children's library office into the staff area offices for Elizabeth Tuttle. I am very pleased with this set up as it puts her with her cohorts. There is still a desk in children's but most of the time work can be done from the circulation desk there.

Teen and young adults

Once again we are having issues with teens and young 20 year olds. We are not alone. If I am in the building I am to be called, if not and they can handle it they do. If intervention is needed they are to call the police first and me second. So far we have only needed the police once though they have come several times to discuss individuals or situations. Another situation is that we had several people sleeping in the children's garden for two nights. I have removed groups from the library several time and have the f-bomb hurled my way but they always leave. I understand Burger King has had to put up signage baring teenagers in the afternoon if they are not with an adult because of behavior. We closely monitor after school behavior and I will keep you apprised.

BOCES is successfully holding GED classes here with good attendance and at this moment we have six students receiving tutoring while they are on suspension from ACS. They are going smoothly.

We also have two sets of ESL classes with students who are interns at Integrow in Carlton. They come from Brazil, Italy and other countries. They are making use of our library facilities and materials and have been issued cards.

Because groups were hanging by the front door to use our outlets to charge their phones we have disconnected those outlets.

Other items

One of the issues to be discussed upon her return is a change of title for Elizabeth Haibach. I will have a document for you at the meeting with a new title and job description.

I have reached out to our lawyer on several issues and will update if I receive a response before the meeting

I attended the Orleans County Legislative meeting on October 26th via Zoom. This was the annual presentation by the four county library directors thanking the legislature for their continued support and encouraging continued financial support. The annual amount has been \$10,000 split between the four libraries.

Financial Committee Meeting Minutes

11/3/2022

In Attendance- Betty Sue miller, Kevin Doherty, Rachel Hicks

Items discussed:

Five Star payroll accounts – is account still needed and if not can we arrange any auto debits to be changed to primary banking account and close the separate payroll account as it is not necessary.

Discussed proposal items from personnel committee. Financial committee supports the decision for hiring of Elizabeth Hiabach as assistant director at new proposed pay salary.

Financial committee also supports cost of living payroll increase of 5% for all current Hoag library employees effective beginning of next payroll period.

Good Evening,

The Personnel Committee is requesting the following from the Finance Committee:

- 1.) Approval of hiring Elizabeth Haibach as the Assistant Director with a full time salary of \$60,320.00.
- 2.) Approval of a cost of living payroll increase of 5% for all current Hoag Library employees effective the beginning of the next payroll period.

I have attached a payroll projection spreadsheet that reflects the raises we are requesting. Please let us know if you have any questions or concerns.

Thank you,

~Mary Covell on behalf of the Personnel Committee

HOAG LIBRARY PAYROLL PROJECTIONS as of 11/2/2022

| <u>Employee</u> | <u>Title</u> | <u>Current Hourly Rate</u> October '22 | <u>Current Hourly Rate</u> October '22 | <u>5% Increase</u> | <u>Average Weekly Hours</u> | <u>5% Increase Annual Pay</u> | <u>Health Insurance</u> | <u>IRA Match 3%</u> | |
|---------------------|--------------------------|---|---|--------------------|-----------------------------|-------------------------------|-------------------------|---------------------|----------------------|
| Miller, BettySue | Director | \$ 67,275.00 | | 3,363.75 | 40 | 70,638.75 | | | |
| Halbach, Elizabeth | Assistant Director | 20.22 | 20.22 | 29.00 | 40 | 60,320.00 | 6,678.48 | 1,809.60 | 68,808.08 |
| Magnuson, Mike | Librarian | 20.22 | 20.22 | 21.23 | 40 | 44,160.48 | 6,678.48 | 1,324.81 | 52,163.77 |
| Tuttle, Elizabeth | Youth Services Librarian | 19.25 | 19.25 | 20.21 | 40 | 42,042.00 | 6,678.48 | 1,261.26 | 49,981.74 |
| Weller, Michael | Librarian Assistant | 15.00 | 15.00 | 15.75 | 40 | 32,760.00 | | | |
| Robinson, Della | Librarian | 19.10 | 19.10 | 20.06 | 19 | 19,814.34 | | | |
| Johnson, Sarah | Librarian Assistant | 15.21 | 15.21 | 15.97 | 3 | 2,491.40 | | | |
| Bloom, Charlene | Librarian Assistant | 17.00 | 17.00 | 17.85 | 19 | 17,635.80 | | | |
| Brianna | Librarian Assistant | 14.20 | 14.20 | 14.91 | 19 | 14,731.08 | | | |
| Librarian Assistant | Librarian Assistant | 14.20 | 14.20 | 14.91 | 10 | 7,384.00 | | | |
| Librarian Assistant | Librarian Assistant | 14.20 | 14.20 | | 10 | 7,384.00 | | | |
| Librarian Assistant | Librarian Assistant | 14.20 | 14.20 | | 10 | 7,384.00 | | | |
| | | | | | | <u>326,745.85</u> | | | <u>\$ 351,176.96</u> |
| | | | | | | | | | Projected |

| <u>Employee</u> | <u>Title</u> | <u>2020 Salary</u> | <u>2020 Hourly Rate</u> | <u>Average Weekly Hours</u> | <u>Annual Pay</u> | <u>Health Insurance</u> | <u>IRA Match 3%</u> |
|--------------------|--------------|--------------------|-------------------------|-----------------------------|-------------------|-------------------------|---------------------|
| Miller, BettySue | | \$ 67,275.00 | | 40 | 67,275.00 | | |
| Kyler, Barbara | | | 22.40 | 40 | 46,592.00 | | |
| Gaylord, Teresa | | | 23.43 | 40 | 48,734.40 | | |
| Magnuson, Mike | | | 19.82 | 40 | 41,225.60 | | |
| Kirby, Adrienne | | | 19.31 | 3 | 3,012.36 | | |
| Robinson, Della | | | 18.73 | 19 | 18,505.24 | | |
| Halbach, Elizabeth | | | 19.82 | 40 | 41,225.60 | | |
| Johnson, Sarah | | | 14.91 | 3 | 2,325.96 | | |
| Peters, Wendy | | | 15.19 | 35 | 27,645.80 | | |
| Bloom, Charlene | | | 13.13 | 19 | 12,972.44 | | |
| Davis, Sue | | | 13.13 | 17 | 11,606.92 | | |
| Climenhaga, Dirk | | | 12.50 | 13 | 8,450.00 | | |
| | | | | | <u>329,571.32</u> | | |

1:06 AM

11/03/22

Cash Basis

HOAG LIBRARY of the SWAN LIBRARY ASSOCIATION
Balance Sheet Prev Year Comparison
As of October 31, 2022

| | <u>Oct 31, 22</u> | <u>Oct 31, 21</u> | <u>\$ Change</u> | <u>% Change</u> |
|--|----------------------------|----------------------------|---------------------------|----------------------|
| ASSETS | | | | |
| Current Assets | | | | |
| Checking/Savings | | | | |
| 1005 · Petty Cash | 58.00 | 58.00 | 0.00 | 0.0% |
| 1050 · Community Bank - Steuben Trust | 26,367.83 | 359,980.40 | -333,612.57 | -92.7% |
| 1100 · Five Star Payroll | 13,042.74 | 2,370.69 | 10,672.05 | 450.2% |
| 1125 · Five Star - Daily Receipts | 24,220.35 | 12,544.88 | 11,675.47 | 93.1% |
| 1220 · Capital Improvement- Passbk #3 | 0.00 | 0.00 | 0.00 | 0.0% |
| Total Checking/Savings | <u>63,688.92</u> | <u>374,953.97</u> | <u>-311,265.05</u> | <u>-83.0%</u> |
| Total Current Assets | <u>63,688.92</u> | <u>374,953.97</u> | <u>-311,265.05</u> | <u>-83.0%</u> |
| Fixed Assets | | | | |
| 1350 · Intangible Assets | 23,008.50 | 23,008.50 | 0.00 | 0.0% |
| 1400 · Fixed Assets | 3,545,826.95 | 3,545,826.95 | 0.00 | 0.0% |
| 1435 · Equipment & Computers | 69,688.69 | 69,613.70 | 74.99 | 0.1% |
| Total Fixed Assets | <u>3,638,524.14</u> | <u>3,638,449.15</u> | <u>74.99</u> | <u>0.0%</u> |
| Other Assets | | | | |
| 1300 · Investments | 204,694.44 | 458,542.71 | -253,848.27 | -55.4% |
| Total Other Assets | <u>204,694.44</u> | <u>458,542.71</u> | <u>-253,848.27</u> | <u>-55.4%</u> |
| TOTAL ASSETS | <u><u>3,906,907.50</u></u> | <u><u>4,471,945.83</u></u> | <u><u>-565,038.33</u></u> | <u><u>-12.6%</u></u> |
| LIABILITIES & EQUITY | | | | |
| Liabilities | | | | |
| Current Liabilities | | | | |
| Other Current Liabilities | | | | |
| 2500 · Community / Steuben LOC | 0.00 | 9,512.66 | -9,512.66 | -100.0% |
| Total Other Current Liabilities | <u>0.00</u> | <u>9,512.66</u> | <u>-9,512.66</u> | <u>-100.0%</u> |
| Total Current Liabilities | <u>0.00</u> | <u>9,512.66</u> | <u>-9,512.66</u> | <u>-100.0%</u> |
| Long Term Liabilities | | | | |
| 2200 · Mortgage Payable-Steuben Trust | 0.00 | 18,452.82 | -18,452.82 | -100.0% |
| Total Long Term Liabilities | <u>0.00</u> | <u>18,452.82</u> | <u>-18,452.82</u> | <u>-100.0%</u> |
| Total Liabilities | <u>0.00</u> | <u>27,965.48</u> | <u>-27,965.48</u> | <u>-100.0%</u> |
| Equity | | | | |
| 3000 · Opening Bal Equity | -189,127.00 | -189,127.00 | 0.00 | 0.0% |
| 3900 · Fund Balance | 4,474,053.39 | 4,134,673.36 | 339,380.03 | 8.2% |
| 3910 · Endowment Fund Balance | 47,418.54 | 47,418.54 | 0.00 | 0.0% |
| 3940 · Special Purpose Fund | -106.85 | -106.85 | 0.00 | 0.0% |
| Net Income | <u>-425,330.58</u> | <u>451,122.30</u> | <u>-876,452.88</u> | <u>-194.3%</u> |
| Total Equity | <u>3,906,907.50</u> | <u>4,443,980.35</u> | <u>-537,072.85</u> | <u>-12.1%</u> |
| TOTAL LIABILITIES & EQUITY | <u><u>3,906,907.50</u></u> | <u><u>4,471,945.83</u></u> | <u><u>-565,038.33</u></u> | <u><u>-12.6%</u></u> |

11/03/22

HOAG LIBRARY of the SWAN LIBRARY ASSOCIATION
Profit & Loss Budget vs. Actual
 January through October 2022

| | Oct 22 | Jan - Oct 22 | Budget | % of Budget |
|--|-----------------|------------------|-------------------|--------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| 4005 · Fax Fees Received | 161.00 | 2,401.18 | 3,000.00 | 80.04% |
| 4010 · Book Fines Received | 90.15 | 1,849.92 | 2,500.00 | 74.0% |
| 4015 · Copier Fees Received | 581.71 | 4,274.79 | 4,000.00 | 106.87% |
| 4020 · Misc & Book Sales | 13.50 | 228.03 | | |
| 4030 · Contributions Income | 267.15 | 12,114.30 | 12,000.00 | 100.95% |
| 4110 · Public Funds Received | 0.00 | 2,789.80 | 651,754.00 | 0.43% |
| 4130 · Local Library Aid | 0.00 | 453.00 | 4,000.00 | 11.33% |
| Total Income | 1,113.51 | 24,111.02 | 677,254.00 | 3.56% |
| Gross Profit | 1,113.51 | 24,111.02 | 677,254.00 | 3.56% |
| Expense | | | | |
| 1000 · Bank Fee | 32.50 | 325.00 | | |
| 4091 · Membership Dues Expense | | 179.00 | | |
| 6019 · Salaries | 20,431.64 | 239,437.43 | 327,904.00 | 73.02% |
| 6050 · Social Security & Medicare | 1,591.71 | 18,609.40 | 27,000.00 | 68.92% |
| 6090 · Fed Unemployment Tax | 0.00 | 0.00 | 3,000.00 | 0.0% |
| 6100 · NYS Unemployment | 147.63 | 2,731.59 | | |
| 6101 · NY Re-employment Service Tax | 5.49 | 92.23 | | |
| 6178 · Simple IRA Employee Contributio | 0.00 | 8,035.60 | | |
| 6179 · Year End Employer Contribution | | 0.00 | 7,000.00 | 0.0% |
| 6190 · Insurance - Disability | -106.99 | -1,260.16 | 2,000.00 | -63.01% |
| 6200 · Insurance - Compensation | 215.22 | 2,608.60 | 3,500.00 | 74.53% |
| 6220 · Insurance - Building | 2,831.00 | 11,773.34 | 18,000.00 | 65.41% |
| 6230 · Insurance - Health | 2,097.86 | 21,596.52 | 35,000.00 | 61.7% |
| 6240 · Books | 3,018.10 | 24,839.44 | 30,000.00 | 82.8% |
| 6260 · Local History Collection | 0.00 | 0.00 | 10,000.00 | 0.0% |
| 6380 · Serials | 910.95 | 1,551.50 | 3,000.00 | 51.72% |
| 6400 · Audio Visual Materials | 300.24 | 2,804.06 | 6,000.00 | 46.73% |
| 6442 · Hoopla - Online Services | 0.00 | 5,858.17 | 7,000.00 | 83.69% |
| 6449 · Maintenance | 2,002.00 | 31,226.96 | 56,500.00 | 55.27% |
| 6521 · Computers -Software & Equipment | 35.90 | 19,905.03 | 20,000.00 | 99.53% |
| 6529 · Equipment Leases & Purchases | 264.37 | 2,434.33 | 5,000.00 | 48.69% |
| 6550 · Office & Library Supplies | 410.40 | 2,200.16 | 4,000.00 | 55.0% |
| 6560 · Postage & Freight | 0.00 | 11.75 | 500.00 | 2.35% |
| 6650 · Communications Costs | 399.03 | 3,589.37 | 6,000.00 | 59.82% |
| 6940 · Utilities | 943.05 | 14,229.03 | 17,150.00 | 82.97% |
| 6975 · Service Contract Expense | 401.10 | 4,210.54 | 11,000.00 | 38.28% |
| 6979 · Adult Program | 1,277.53 | 3,010.92 | 4,500.00 | 66.91% |
| 6980 · Juvenile Program | 335.57 | 1,910.23 | 4,000.00 | 47.76% |
| 6980.1 · Juvenile Program Supplies | 17.59 | 17.59 | | |
| 6985 · Publicity, Printing | 45.00 | 266.50 | 1,000.00 | 26.65% |
| 6990 · Conference & Professional Dues | 0.00 | 250.00 | 2,300.00 | 10.87% |
| 6991 · Mileage | 33.46 | 178.94 | 1,000.00 | 17.89% |

11/03/22

HOAG LIBRARY of the SWAN LIBRARY ASSOCIATION
Profit & Loss Budget vs. Actual
 January through October 2022

| | <u>Oct 22</u> | <u>Jan - Oct 22</u> | <u>Budget</u> | <u>% of Budget</u> |
|--------------------------------------|-------------------|---------------------|-------------------|--------------------|
| 6992 · Contractual Expenses | 2,040.00 | 29,289.05 | 37,000.00 | 79.16% |
| 6996 · Miscellaneous Expense | | 31.03 | | |
| 6997 · ALMS User Fees | 1,014.00 | 10,114.23 | 13,000.00 | 77.8% |
| 7000 · Investment Fees | 0.00 | 0.00 | 400.00 | 0.0% |
| 7001 · Debt Service | 0.00 | -1,070.22 | 500.00 | -214.04% |
| 7200 · Professional | 750.00 | 15,857.50 | 14,000.00 | 113.27% |
| Total Expense | 42,045.25 | 470,845.26 | 677,254.00 | 70.41% |
| Net Ordinary Income | -40,931.74 | -452,734.24 | 0.00 | 100.0% |
| Other Income/Expense | | | | |
| Other Income | | | | |
| 4100 · SB Investment Income | | 13.29 | | |
| 4180 · Special Purpose Fund Income | | 300.00 | | |
| 4190 · Grants | | 30,858.00 | | |
| 4300 · Unrealized Gains & Losses | | 1,471.84 | | |
| Total Other Income | | 32,643.13 | | |
| Other Expense | | | | |
| 6001 · Special Purpose Fund Expenses | | 300.00 | | |
| 6003 · Grants Expense | | 3,693.01 | | |
| Total Other Expense | | 3,993.01 | | |
| Net Other Income | | 28,650.12 | | |
| Net Income | -40,931.74 | -424,084.12 | 0.00 | 100.0% |

HOAG LIBRARY of the SWAN LIBRARY ASSOCIATION

11/3/2022 1:28 AM

Register: 1050 - Community Bank - Steuben Trust

From 09/01/2022 through 10/31/2022

Sorted by: Date, Type, Number, Ref

| Date | Number | Payee | Account | Menu | Payment C | Deposit | Balance |
|------------|--------|---------------------------|----------------------------|-------------------|-----------|-----------|-----------|
| 09/02/2022 | FFT | Paychex - Payroll Pre. . | -split- | | 11,604.04 | | 57,763.52 |
| 09/06/2022 | | Library Income | -split- | Deposit | | 731.00 | 58,494.52 |
| 09/06/2022 | FFT | Preston's Lawn Care . . | 6449 - Maintenance 64... | Inv 1371 | 2,450.00 | | 56,044.52 |
| 09/06/2022 | FFT | MVP Health Care, Inc. | -split- | Group # 60039. . | 1,490.28 | | 54,554.24 |
| 09/08/2022 | FFT | Wells Fargo | 6529 - Equipment Leas. . | 1486836-3729. . | 209.37 | | 54,344.87 |
| 09/08/2022 | FFT | Charter Communicati. | -split- | 202-12912000... | 399.93 | | 53,944.94 |
| 09/08/2022 | FFT | First National Bank | -split- | E. Habach CC . . | 134.39 | | 53,810.55 |
| 09/08/2022 | FFT | First National Bank | -split- | Betty Sue CC e.. | 208.30 | | 53,602.25 |
| 09/08/2022 | 4833 | Meghan Coyle | 6992 - Contractual Exp. . | | 50.00 | | 53,552.25 |
| 09/08/2022 | 4834 | Richmond Memorial . . | 6240 Books | | 16.99 | | 53,535.26 |
| 09/08/2022 | 4835 | Teresa Gaylard | 6991 - Mileage | | 59.06 | | 53,476.20 |
| 09/08/2022 | 4836 | Baker & Taylor, Inc. | 6240 Books 6241 - B... | 1938324 | 879.45 | | 52,596.75 |
| 09/08/2022 | 4837 | Nioga Library Syste . . | 6997 - ALMS User Fees | Inv. # 2845 | 1,022.00 | | 51,574.75 |
| 09/12/2022 | FFT | Amazon.com | -split- | 60457 8781 03. . | 257.81 | | 51,316.94 |
| 09/12/2022 | FFT | Community Bank NA | 1000 - Bank Fee | | 32.50 | | 51,284.44 |
| 09/14/2022 | FFT | National Grid | 6940 - Utilities:6971 . . | 69452-09138 | 709.18 | | 50,575.26 |
| 09/14/2022 | 4838 | Ulica National Insura . . | 6270 - Insurance - Bud... | Account # 204 . . | 2,696.00 | | 47,879.26 |
| 09/14/2022 | 4839 | Baker & Taylor, Inc. | -split- | 1938324 | 481.30 | | 47,397.96 |
| 09/14/2022 | 4840 | Szulgit Electric, Inc | 6449 - Maintenance 65... | Inv 2543031 | 192.50 | | 47,205.46 |
| 09/14/2022 | 4841 | Millennium Roads L. . | 7200 Professional 72 . . | Inv 10366 | 650.00 | | 46,555.46 |
| 09/14/2022 | 4842 | Timothy Newton Ent. | 6449 - Maintenance 64 . . | Inv 24044 | 240.00 | | 46,315.46 |
| 09/14/2022 | 4843 | Thomas Miller | 6449 - Maintenance 65 . . | | 125.00 | | 46,190.46 |
| 09/14/2022 | 4844 | Ricoh USA, Inc | 6975 - Service Contrac | 17318412 | 73.26 | | 46,117.20 |
| 09/14/2022 | 4845 | Hamilton Enterprises | 6992 - Contractual Exp. . | Inv HO108 | 3,105.00 | | 43,012.20 |
| 09/14/2022 | 4846 | Midwest Tape | 6442 - Hoopla - Online. . | 2000014535 1. . | 715.39 | | 42,296.81 |
| 09/14/2022 | 4847 | Woods Oviatt Gilma . . | -split- | HO298 | 1,462.50 | | 40,834.31 |
| 09/16/2022 | FFT | Paychex - Payroll Pre. . | -split- | | 10,815.63 | | 30,018.68 |
| 09/21/2022 | | Library Income | -split- | Deposit | | 25,100.00 | 55,118.68 |
| 09/30/2022 | FFT | Paychex - Payroll Pre. . | -split- | | 10,741.14 | | 44,377.54 |
| 10/05/2022 | FFT | Charter Communicati. | -split- | 202-12912000... | 399.93 | | 43,977.61 |
| 10/05/2022 | FFT | First National Bank | -split- | 5477 2561 487... | 123.98 | | 43,853.63 |
| 10/05/2022 | FFT | First National Bank | 6979 - Adult Program | 5477 2561 421. . | 50.00 | | 43,803.63 |
| 10/11/2022 | FFT | Wells Fargo | 6529 - Equipment Leas. . | 1486836-3729. . | 209.37 | | 43,594.26 |
| 10/11/2022 | FFT | MVP Health Care, Inc. | -split- | Group # 60039. . | 2,235.42 | | 41,358.84 |
| 10/12/2022 | FFT | Amazon.com | -split- | 60457 8781 03... | 1,349.69 | | 40,009.15 |
| 10/12/2022 | FFT | Lake Country Media | 6985 - Publicity, Printing | Inv. # 2022-34. . | 45.00 | | 39,964.15 |
| 10/12/2022 | FFT | Community Bank NA | 1000 - Bank Fee | | 32.50 | | 39,931.65 |
| 10/12/2022 | 4848 | Burns Cleaning Serv. . | 6992 - Contractual Exp. . | Inv 43050 | 890.00 | | 39,041.65 |
| 10/12/2022 | 4849 | Meghan Coyle | 6992 - Contractual Exp. . | | 50.00 | | 38,991.65 |
| 10/12/2022 | 4850 | Cassandra Handen | 6980 - Juvenile Program | Inv 0068 | 300.00 | | 38,691.65 |

HOAG LIBRARY of the SWAN LIBRARY ASSOCIATION

11/3/2022 1:28 AM

Register: 1050 - Community Bank - Steuben Trust

From 09/01/2022 through 10/31/2022

Sorted by: Date, Type, Number/Ref

| Date | Number | Payee | Account | Menu | Payment C | Deposit | Balance |
|------------|--------|---------------------------|---------------------------|-------------------|-----------|-----------|-----------|
| 10/12/2022 | 4851 | NYSEFG | 6940 - Utilities:6961 | 1003-6500-337 | 56.01 | | 38,635.64 |
| 10/14/2022 | FTT | Paychex - Payroll Pre... | -split- | | 11,263.60 | | 27,372.04 |
| 10/19/2022 | | Library Income | -split- | Deposit | | 26,420.00 | 53,792.04 |
| 10/19/2022 | 4852 | Meghan Coyle | 6992 - Contractual Exp... | | 50.00 | | 53,742.04 |
| 10/19/2022 | 4853 | Ullica National Insura... | 6220 - Insurance - Bul... | Account # 204... | 1,352.00 | | 52,390.04 |
| 10/19/2022 | 4854 | Village of Albion | 6940 - Utilities:6951 | 510019170.00.97 | 77.55 | | 52,312.49 |
| 10/19/2022 | 4855 | DFMCO | 6240 - Books | Inv 7198431 | 197.82 | | 52,114.67 |
| 10/19/2022 | 4856 | Tompkins Insurance | 6220 - Insurance - Bul... | Inv 3299027 A... | 1,479.00 | | 50,635.67 |
| 10/19/2022 | 4857 | Motion Picture Licen... | 6979 - Adult Program | | 154.96 | | 50,480.71 |
| 10/19/2022 | 4858 | Timothy Newton Ent | 6449 - Maintenance 64... | Inv 24097 | 432.00 | | 50,048.71 |
| 10/19/2022 | 4859 | Hamilton Enterprises | 6992 - Contractual Exp... | Inv HC0109 | 2,835.00 | | 47,213.71 |
| 10/19/2022 | 4860 | Nioga Library Syste... | 6997 - AIMS User Fees | Inv # 2867 | 1,022.00 | | 46,191.71 |
| 10/19/2022 | 4861 | DR Johnson, LLC | 6449 - Maintenance 65... | Inv 765820 | 275.00 | | 45,916.71 |
| 10/19/2022 | 4862 | Ryan | 6449 - Maintenance 65... | Inv 16410 | 362.00 | | 45,554.71 |
| 10/19/2022 | 4863 | Revistas, LLC | 6380 - Serials | Inv 15371 | 910.95 | | 44,643.76 |
| 10/19/2022 | 4864 | Millennium Roads L... | 7200 - Professional:72... | | 750.00 | | 43,893.76 |
| 10/19/2022 | 4865 | West Fire Systems, L... | 6449 - Maintenance 65... | Inv 72281 | 933.00 | | 42,960.76 |
| 10/19/2022 | 4866 | Ricoh USA, Inc | 6975 - Service Contac | 17318412 | 67.20 | | 42,893.56 |
| 10/19/2022 | 4867 | Swank Movie Licen... | 6979 - Adult Program | Inv 3259707 Li... | 479.00 | | 42,414.56 |
| 10/19/2022 | 4868 | Michael Weller | 6991 - Mileage | | 33.46 | | 42,381.10 |
| 10/19/2022 | 4869 | Staples Contract & C... | 6550 - Office & Librar... | RCH 1007869... | 25.14 | | 42,355.96 |
| 10/19/2022 | 4870 | Baker & Taylor, Inc. | -split- | 1938324 | 2,714.74 | | 39,641.22 |
| 10/26/2022 | FTT | National Grid | 6940 - Utilities:6971 | 09452-09138 | 809.49 | | 38,831.73 |
| 10/28/2022 | FTT | Paychex - Payroll Pre... | -split- | | 11,217.44 | | 27,614.29 |

HOAG LIBRARY of the SWAN LIBRARY ASSOCIATION

11/3/2022 1:30 AM

Register: 1125 - Five Star - Daily Receipts

From 09/01/2022 through 10/31/2022

Sorted by: Date, Type, Number/Ref

| <u>Date</u> | <u>Number</u> | <u>Payee</u> | <u>Account</u> | <u>Memo</u> | <u>Payment C</u> | <u>Deposit</u> | <u>Balance</u> |
|-------------|---------------|----------------|----------------|-------------|------------------|----------------|----------------|
| 09/30/2022 | | Library Income | -split- | Deposit | | 1,051.07 | 23,333.84 |
| 10/28/2022 | | Library Income | -split- | Deposit | | 886.51 | 24,220.35 |