

Salamanca Public Library

Board of Trustees Meeting

March 13, 2024 at 4 PM

- A. Call the Meeting to Order
- B. Approve Agenda
- C. Approve Minutes of Previous Meeting
- D. Public Comments
- E. Pay Bills as Warranted
- F. Review Financial Report
- G. Old Business
 - a. Legal Consultant
 - b. 2024-2025 Budget
- H. New Business
 - a. Audit
 - b. Election of New Officers for Trustee Board
 - c. Change Title of Manager/Director
- I. Manager's Report
- J. Executive Session
- K. Adjournment

Warrant Sheet - March 2024 Meeting

| Check # | Date of check | Account Num | Vendor and Item | Amount |
|---------|---------------|-------------|--|----------|
| | 2/2/2024 | 7410.1000 | NYS Retirement: employee contribution | 334.58 |
| | 2/2/2024 | 7410.1000 | Payroll Taxes; Employee | 787.36 |
| | 2/2/2024 | 9030.8000 | Payroll Taxes; Employer | 541.61 |
| | 2/2/2024 | 7410.1000 | Salaries - Net Pay | 3,985.52 |
| | 2/16/2024 | 7410.1000 | Payroll Taxes; Employee | 802.72 |
| | 2/16/2024 | 7410.1000 | Payroll Taxes; Employer | 564.37 |
| | 2/16/2024 | 7410.1000 | Salaries - Net Pay | 4,048.93 |
| | 2/29/2024 | 7410.1000 | Payroll Taxes; Employee | 792.52 |
| | 2/29/2024 | 7410.1000 | Payroll Taxes; Employer | 551.30 |
| | 2/29/2024 | 7410.1000 | Salaries - Net Pay | 4029.05 |
| 1390 | 3/6/2024 | 7410.4061 | Cengage Learning Inc.; books, large print | 291.66 |
| 1392 | 3/6/2024 | 7410.4022 | City of Salamanca- postage meter | 17.92 |
| 1393 | 3/6/2024 | 7410.4120 | BPU; electric 1/19/24-2/18/24 | 921.06 |
| | 3/6/2024 | 7410.4121 | BPU; sewer 1/19/24- 2/18/24 | 59.95 |
| 1391 | 3/6/2024 | 7410.4122 | National Fuel; - 1/18/24-2/18/24 | 42.49 |
| 1388 | 3/6/2024 | 7410.4050 | Toshiba- 1/8/24-2/7/24 | 17.56 |
| 1389 | 3/6/2024 | 7410.1000 | Delta dental - feb and March | 259.66 |
| 1387 | 3/6/2024 | 7410.4020 | Amazon; Supplies | 357.44 |
| | 3/6/2024 | 7410.4061 | Amazon; books | 525.59 |
| | 3/6/2024 | 7411.4064 | Amazon; Equipment | 41.94 |
| 1386 | 3/6/2024 | 7412.4064 | Amazon; dvd | 25.00 |
| | 2/5/2024 | 9060.8000 | Independent Health; November coverage - employer | 2,690.18 |
| | | 7410.1000 | Employee portion of insurance; payroll deduction | 282.90 |
| | 3/7/2024 | | Community Arts Grant | 660.00 |

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|--|--|--|-----------------------|------------------|
| | | | Total Expenses | 22,631.31 |
|--|--|--|-----------------------|------------------|

Warrant Sheet - March 2024 Meeting

Athorized By:

Feb-24

| EXPENSE REPORT | Disbursed for Dec-23 | Disbursed for Jan-24 | Disbursed for Feb-24 | Disbursed Year-to-Date | Approved Budget 2023-2024 | Balance | % Spent |
|--|----------------------------|----------------------------|----------------------------|---------------------------|---------------------------------|------------------|---------------|
| 1910.4000 - Fire & Liability Insurance | | | | 5,399.57 | 10,130.00 | 4,730.43 | 53.30% |
| 7410.1000 - Salaries & Wages | 10,925.71 | 11,103.01 | 14,780.68 | 124,269.44 | 138,617.00 | 14,347.56 | 89.65% |
| 7410.2000 - Purchase of Equipment | | | | 429.99 | 600.00 | 170.01 | 71.67% |
| 7410.4020 - General Office | | 230.97 | 357.44 | 2,809.46 | 2,000.00 | -809.46 | 140.47% |
| 7410.4021 - Phone | 11.89 | 157.60 | | 617.89 | 1,000.00 | 382.11 | 61.79% |
| 7410.4022 - Postage | 19.53 | 10.08 | 17.92 | 189.16 | 250.00 | 60.84 | 75.66% |
| 7410.4023 - Programming | | | 75.91 | 285.52 | 700.00 | 414.48 | 40.79% |
| <i>Cullen Grant</i> | | | 660.00 | 2,690.00 | 2,210.00 | -480.00 | 121.72% |
| <i>United Way</i> | | | | 67.47 | 247.20 | 179.73 | 27.29% |
| 7410.4024 - Internet | 240.00 | | | 740.00 | 1,300.00 | 560.00 | 56.92% |
| 7410.4040 - Audit | | | | 0.00 | 10,000.00 | 10,000.00 | 0.00% |
| 7410.4050 - Maintenance of Equipment | 16.15 | 24.45 | 17.56 | 610.06 | 500.00 | -110.06 | 122.01% |
| 7410.4060 - Materials & Supplies | 141.73 | | | 314.41 | 400.00 | 85.59 | 78.60% |
| 7410.4061 - Books | 740.03 | 681.52 | 817.25 | 10,819.70 | 14,000.00 | 3,180.30 | 77.28% |
| 7410.4062 - Periodicals | | | | 1,916.20 | 1,100.00 | -816.20 | 174.20% |
| 7410.4064 - DVD/Audiobooks | 122.78 | 37.90 | 41.94 | 1,177.60 | 2,000.00 | 822.40 | 58.88% |
| 7410.4066 - eBooks | 56.32 | | 25.00 | 281.32 | 300.00 | 18.68 | 93.77% |
| 7410.4120 - Electric | 522.24 | 780.08 | 921.06 | 4,581.01 | 5,500.00 | 918.99 | 83.29% |
| 7410.4121 - Water/Sewer | 56.48 | 57.51 | 59.95 | 655.60 | 1,000.00 | 344.40 | 65.56% |
| 7410.4122 - Natural Gas | 0.82 | 20.66 | 42.49 | 252.40 | 400.00 | 147.60 | 63.10% |
| 7410.4130 - Indian Lease | | 1,630.86 | | 1,630.86 | 1,569.00 | -61.86 | 103.94% |
| 7410.4280 - Repair of Building | | | | 1,316.27 | 2,000.00 | 683.73 | 65.81% |
| 8000.000 - Other Professional | | | | 9,235.15 | | -9,235.15 | |
| 9410.8000 - NYS Retirement | | 10,409.00 | | 0.00 | 15,000.00 | 4,591.00 | 69.39% |
| 9030.8000 - Employer Taxes | | | 1,581.37 | 8,921.12 | 15,941.00 | 7,019.88 | 55.96% |
| 9040.8000 - Worker's Comp | | 2,009.00 | | 2,009.00 | 961.00 | -1,048.00 | 209.05% |
| 9060.8000 - Health Insurance | 129.83 | | 3,232.74 | 12,436.97 | 14,000.00 | 1,563.03 | 88.84% |
| 9060.8100 - Life Insurance | | | | 0.00 | 100.00 | 100.00 | 0.00% |
| Total Expenses | 12,983.51 | 27,152.64 | 22,631.31 | 204,065.17 | 241,825.20 | 60,391.34 | 84.39% |

| Salamanca Public Library | | |
|---------------------------------|------------------|------------------|
| Account | 2023-2024 | 2024-2025 |
| Fire and Liability | 10130 | 5817 |
| Salaries/Wages | 138617 | 148351 |
| Purchase of Equipment | 600 | 600 |
| General Office | 2000 | 2500 |
| Phone | 1000 | 1000 |
| Postage | 250 | 250 |
| Programming | 700 | 1400 |
| Internet | 1300 | 1300 |
| Annual Audit | 10000 | 10000 |
| Maintenance of Equipment | 500 | 700 |
| Materials and Supplies | 400 | 600 |
| Books | 14000 | 15000 |
| Periodicals | 1100 | 1100 |
| DVDs | 2000 | 3000 |
| eBooks | 300 | 300 |
| Electricity | 5500 | 5500 |
| Water/Sewage | 1000 | 1000 |
| Fuel/Gas | 400 | 400 |
| Indian Lease | 1569 | 1569 |
| Repair of Building | 2000 | 2000 |
| Legal Fees | | 7000 |
| Pension | 15000 | 11500 |
| Employer Payroll Taxes | 15941 | 12500 |
| Comp Insurance | 961 | 2009 |
| Health Insurance | 14000 | 16643 |
| Life Insurance | 100 | 100 |
| Total | 239368 | 252139 |

| | |
|-----------------------------------|---------|
| Total Library Budget | 252,139 |
| | |
| Library Charges | 4000 |
| | |
| Estimated Gifts/Donations | 1500 |
| | |
| Estimated CCLS Grant | 5900 |
| | |
| Library Reserve | 17,359 |
| | |
| Total Library Contribution | 33,072 |
| | |
| City Contribution | 223,380 |

March 2024 Board Meeting

February 2024 Stats

| 2024 | Jan | Feb | Mar | Apr | May | June | Jul | Aug | Sep | Oct | Nov | Dec |
|-------------------|------|------|-----|-----|-----|------|-----|-----|-----|-----|-----|-----|
| New Library Cards | 14 | 11 | | | | | | | | | | |
| Patron Visits | 962 | 992 | | | | | | | | | | |
| Computer Usage | 217 | 229 | | | | | | | | | | |
| Meeting Rm Usage | 34 | 27 | | | | | | | | | | |
| Book Circulation | 938 | 1039 | | | | | | | | | | |
| DVD Circulation | 369 | 322 | | | | | | | | | | |
| Total Circulation | 1339 | 1403 | | | | | | | | | | |
| ebooks Libby | 158 | 184 | | | | | | | | | | |
| Visits Facebook | 721 | 726 | | | | | | | | | | |

Collection Development

| 2023 | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec |
|--------------------|-----|-----|-----|-----|-----|------|------|-----|------|-----|-----|-----|
| DVDs | 3 | 2 | | | | | | | | | | |
| Large Print | 8 | 7 | | | | | | | | | | |
| Fiction: Adult | 10 | 15 | | | | | | | | | | |
| Non-Fiction: Adult | 1 | 2 | | | | | | | | | | |
| Picture Books | 1 | 2 | | | | | | | | | | |
| Young Adult | 0 | 2 | | | | | | | | | | |
| Juvenile | 0 | 4 | | | | | | | | | | |

Programs

Book Club 2

Grab and Go Crafts 12

Creative Circle 7

Virtual Story Time Views 298