

**Weedspport Free Library
Board Meeting Agenda
Thursday, June 10, 2021
6:30 PM in-person/zoom meeting**

**Please let Diana know if you will participate via Zoom or are unable to attend the board meeting,
315-834-6222 or director@weedspportlibrary.org**

- **Call Meeting To Order** - Wendy Bannister
- **Secretary's Report** (May 2021 minutes) - Sarah Pickering
- **Public Expression Opportunity**
- **Treasurer's Report** (May 2021) - Megan Quill

- **Directors' Report** (April 2021) - Diana Wendell and Linda Quinn
 - COVID-19 related issues/observations – Updating quarantine period to one day
 - Grants received
 - Gazebo program
 - Field of Honor Flags 2021
 - Volunteers
 - Children's report

- **Team Assignments and Reports**
 - **Policy and Procedures/Personnel** Sarah, Kimberly, Don, Chris, Wendy, Diana
 - Approve volunteer application
 - Need to add the bookkeeper role to the policy documents
 - Minimum standard updates by end of 2021
 - Committee meeting for editing new policies?

 - **Building and Grounds** Paul, Ted, Don
 - Sidewalk repair update
 - Assistance with various small building maintenance issues
 - Other

 - **Finance/Long Range Planning** Megan, Bob, Wendy, Diana

- **Fundraising** –Bob

- **Confirmation of next board meeting** - Thursday, Sept. 9, 2021 at 6:30 PM
- **Adjourn**

Weedsport Free Library
Regular Board Meeting Minutes
Date: 5/13/2021

Present: Wendy Bannister, Don Burdick, Chris James, Bob Kelley, Megan Quill, Paul Reichhart, Kimberly Springer and Diana Wendell

Present via Zoom: Sarah Pickering and Linda Quinn

Absent: Ted Ball

-Meeting called to order by Wendy at 6:34 P.M.

-Secretaries Report: Sarah Pickering

*The month the credit cards were approved was discussed – it was determined the Board approved the authorization limits for the Director, Assistant Director and the Bookkeeper at the December 2020 meeting.

*Motion to approve the April 2021 Board meeting minutes by Chris, 2nd by Bob, all in favor.

Public Expression: None

-Treasurer's Report: Megan Quill

*Budget Income Statement report – Funds from Cayuga County are expected, however, it is unknown when the Library will receive the funds. The \$3,000 donation was received from Timothy Enos and was placed in unrestricted funds. In reviewing the expenses, professional services increased in the current month due to preparation of the year-end financial statements. Building repair expense represents the sidewalk repair project.

*The school budget public meeting was held on Tuesday May 4th. Wendy, Megan, Heather, and Diana attended the meeting.

*Motion to approve the April 2021 Treasurer's report by Paul, 2nd by Bob, all in favor.

Director's report: Diana Wendell

- Patron visits were down in April, which may be related to warmer weather. Circulation continues to increase compared to recent months. Digital downloads and Library cards distributed stayed about the same.
- Groups are starting to use the meeting room again (Girl Scouts, Beekeepers, Book Club, Tutoring, Charity knitting)
- Deliveries from FingerLakes Library System continued twice per week.
- All COVID-19 protocols continued to be followed. Quarantining of materials was reduced to 3 days from 7 days per Board email approval.
- Diana spent the month of April training with Cheryl.
- Received funds from the village on 4/29/21.
- Diana sent bullet aid letter requests to Senator Mannion and Assemblyman Manktelow.
- Diana attended multiple trainings via zoom and other webinars.
- A webpage for access to NOVELny databases is now linked on the library page.
- Diana is working on meeting the new NYS minimum standards; budget and bylaws have been uploaded to the website. Several policies needed were discussed. Diana was able to find sample

policies from other local libraries websites that we may be able to use. She shared photocopies with the Policy committee.

- Donna Glowacki is facilitating the 2021 Field of Honor Flags. Information about the flags will be included in the Citizen next week. The flags will cost \$5 each.

Children's Programs: Linda Quinn

- Story time sessions continue to be recorded weekly and posted to the Library's Facebook page and website. Linda plans to take a break in June. Discussed having Children's programming starting in July at Trolley Park.
- Continue to provide Take & Make kits, however not as frequent.
- The Library received a fully sponsored performance from the REV which will be part of the summer programming.

Motion to approve the Director's report by Megan, 2nd by Paul, all in favor.

Committees:

***Policy, Procedures, and Personnel:** Wendy Bannister, Chris James, Sarah Pickering, Kimberly Springer and Diana Wendell

- Heather is working on drafting the Bookkeeper Job Description.
- Diana discussed the minimum standard changes and highlighted several policies that the Library will need to adopt, including Bed Bug Policy, Confidentiality Policy, Conflict of Interest Policy, Whistleblower Policy, to name a few. Diana noted we also need to develop a volunteer application form. A separate meeting will be set-up with the Policy, Procedures and Personnel committee to review and discuss the new policies in more detail.

***Buildings and Grounds:** Ted Ball, Don Burdick and Paul Reichhart

- The sidewalk was successfully repaired. Don noted Victor, who performed the mason work, did a great job.
- We have had only one individual who is considering offering their time to weed the garden. Diana is going to reach out to the Village to see if the Beatification committee could add our garden to their list of projects.

***Finance/Long Range Planning:** Wendy Bannister, Bob Kelley, Megan Quill, Cheryl Austin

- Credit Card options were discussed. Heather is looking into offers currently available. Cheryl's card will be transferred to Diana.

***Fundraising:** Bob Kelley

- None.

***Other Business:**

- Wendy is going to ask SRC to see if they would be willing to donate a screen / projector for the Library to use for outdoor "movie nights" during the summer. Linda looked into the projector costs – It would cost roughly \$400 for the projector and screen.

Next meeting is June 10, 2021 at 6:30 PM.

At 7:08 P.M., Chris moved to Adjourn, 2nd by Paul. All in favor.

Respectfully submitted by Sarah

Meeting Room Use:

- Library Adult Book Club
- Girl Scout meetings
- Tutoring
- Beekeepers Group
- Charity knitting group

May 2021

- Lauren Lamphere has started volunteering again for us. She comes in for one hour every Monday afternoon. We have had several other inquiries from folks interested in volunteering but so far nothing definite.
- Girl Scout Troop 61181 pulled some weeds in Library flowerbeds. We are still looking for folks who will do on an on-going basis.
- Deliveries from FLLS continued at twice per week.
- All COVID-19 protocols continue to be followed. Request Board approval to change quarantining of materials from 3 days to 1 day.
- On May 25, Diana submitted grant application to KeyBank for Gazebo Series. May 27 we heard that we will be awarded \$600.
- Contract for Cayuga County money was received on May 24
- Participated in WFL Book Club meeting on May 11
- See attached Gazebo 2021 flyer
- Webinars attended:
 - The New Safety: Factoring the CDC's 5/13 Guidance and NY's Changing Mandates into the Mix at Your Library (5/21) <https://www.youtube.com/watch?v=F6aHSJlaOzI>
 - Starting a Local History Collection (5/24)
 - Beat the Heat: Easy, Breezy Books to Head Off Summer Slide (5/26)
 - Understanding Manga (5/27)
- Meetings:
 - FLLS Member Library Support Group Zoom (5/12)
 - WFL Friends Meeting (5/18)
 - FLS Directors Zoom (5/19)
 - FALCONS Meeting Zoom (5/20)
 - Met with David Odell at KeyBank (5/20)
- Prepared for Field of Honor Program. We took in \$250. **Big thank you to volunteer, Donna Glowacki for putting up the posters around town and for placing the flags for us.**

May Children's Programs

Story Time sessions were recorded and posted weekly to the library's Facebook page via the new Youtube site for the month of May.

A Mother's Day themed Take & Make kit was offered in May.

Linda finished the "Super Charged Storytimes" online course in May.

Linda received \$233.00 from the Early Literacy Mini-Grant!

Plans are underway for this year's Summer Reading program "Tails and Tales" which will run from June 28-Aug. 14.

Weedsport Free Library
Balance Sheet
May 31, 2021

ASSETS

Current Assets		
Key - Checking #4047	\$	10,184.66
Key - Public Tax Money #2802		23,898.89
Key Restricted Svgs #0148		185,686.44
Cash on Hand		200.00
		<hr/>
Total Current Assets		219,969.99
Property and Equipment		
Building		476,402.11
Furniture and Fixtures		103,034.30
Office Equipment		8,965.91
Land		9,000.00
Accumulated Depreciation		(356,719.10)
		<hr/>
Total Property and Equipment		240,683.22
Other Assets		
Mobil Stock		6,775.16
		<hr/>
Total Other Assets		6,775.16
		<hr/>
Total Assets	\$	<u><u>467,428.37</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		
Payroll Taxes	\$	13.74
Restricted Funds - Friends		9,763.62
Restricted Funds-Jr. Friends		1,229.36
		<hr/>
Total Current Liabilities		11,006.72
Long-Term Liabilities		
		<hr/>
Total Long-Term Liabilities		0.00
		<hr/>
Total Liabilities		11,006.72
Capital		
Surplus - Capital		448,937.76
Retained Earnings		37,522.88
Net Income		(30,038.99)
		<hr/>
Total Capital		456,421.65
		<hr/>
Total Liabilities & Capital	\$	<u><u>467,428.37</u></u>

Weedspport Free Library
Budget Income Statement
For the Five Months Ending May 31, 2021

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance
Revenues						
Cayuga County	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,000.00	\$ (3,000.00)
Town of Brutus Village	0.00	0.00	0.00	20,723.00	20,723.00	0.00
School District	0.00	17,289.00	(17,289.00)	0.00	17,289.00	(17,289.00)
Local Aid	0.00	0.00	0.00	0.00	0.00	0.00
Other Cash Grants	0.00	0.00	0.00	401.00	0.00	401.00
Other State Aid	0.00	0.00	0.00	0.00	0.00	0.00
PPP Cares Program	0.00	0.00	0.00	0.00	0.00	0.00
Gifts/Endowments-OR	0.00	0.00	0.00	0.00	0.00	0.00
Donations-OR	0.00	0.00	0.00	0.00	0.00	0.00
Donations from Friends	35.98	0.00	35.98	3,747.08	1,000.00	2,747.08
Fund Raising-OR	0.00	0.00	0.00	0.00	3,000.00	(3,000.00)
Investments Interest-OR	0.00	0.00	0.00	0.00	0.00	0.00
Library Fines-OR	2.17	0.00	2.17	11.68	0.00	11.68
Copier & Fax Fees-OR	0.00	0.00	0.00	0.00	0.00	0.00
Lost Materials Income	0.00	0.00	0.00	323.60	750.00	(426.40)
Other Income-OR	0.00	0.00	0.00	5.00	0.00	5.00
Grant Income	0.00	0.00	0.00	580.17	500.00	80.17
Restricted Income	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenues	38.15	17,289.00	(17,250.85)	26,596.53	46,262.00	(19,665.47)
Salaries/Benefits	9,428.60	7,977.66	1,450.94	40,170.85	39,888.30	282.55
Total Payroll/Expense	9,428.60	7,977.66	1,450.94	40,170.85	39,888.30	282.55
Expenses						
Building Repair	0.00	0.00	0.00	582.72	2,000.00	(1,417.28)
Serials	0.00	0.00	0.00	265.69	0.00	265.69
Books	471.96	583.33	(111.37)	2,442.29	2,916.65	(474.36)
Software/online databases	0.00	0.00	0.00	0.00	0.00	0.00
Audio/Video/DVD	33.82	0.00	33.82	33.82	0.00	33.82
Computer Lic	0.00	0.00	0.00	2,883.60	3,000.00	(116.40)
Contract Services	58.00	323.33	(265.33)	290.00	1,616.65	(1,326.65)
Copier - Lease	68.95	69.00	(0.05)	344.75	345.00	(0.25)
Custodial Support	514.10	483.33	30.77	2,045.34	2,416.65	(371.31)
Equipment Repair/Upgrades	0.00	208.33	(208.33)	0.00	1,041.65	(1,041.65)
Insurance - Property/Liability	900.20	907.50	(7.30)	1,807.20	1,815.00	(7.80)
Insurance - D & O	0.00	0.00	0.00	0.00	0.00	0.00
Library Supplies	143.26	58.33	84.93	249.65	291.65	(42.00)
Outside Services	0.00	0.00	0.00	0.00	0.00	0.00
Other Expenses	0.00	0.00	0.00	50.00	200.00	(150.00)

Weedspport Free Library
Budget Income Statement
For the Five Months Ending May 31, 2021

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance
Outdoor Maintenance	195.00	157.50	37.50	608.00	787.50	(179.50)
Postage	22.00	25.00	(3.00)	253.50	125.00	128.50
Professional Services	0.00	154.17	(154.17)	1,909.42	770.85	1,138.57
Publicity	0.00	0.00	0.00	0.00	0.00	0.00
Telephone	133.27	128.33	4.94	665.83	641.65	24.18
Travel & Seminars	0.00	0.00	0.00	60.00	750.00	(690.00)
Utilities	472.88	458.33	14.55	1,972.86	2,291.65	(318.79)
Total Expenses	3,013.44	3,556.48	(543.04)	16,464.67	21,009.90	(4,545.23)
Net Operating Income	(12,403.89)	5,754.86	(18,158.75)	(30,038.99)	(14,636.20)	(15,402.79)
Mobil Unrealized Gain Investmte	0.00	0.00	0.00	0.00	0.00	0.00
Other Income	0.00	0.00	0.00	0.00	0.00	0.00
Net Income	\$ (12,403.89)	\$ 5,754.86	\$ (18,158.75)	\$ (30,038.99)	\$ (14,636.20)	(15,402.79)

Weedsport Free Library
 GI Account Summary Report
 As of: May 31, 2021

<u>Account Number</u>	<u>Account Description</u>	<u>Beginning Balance</u>	<u>Debit Change</u>	<u>Credit Change</u>	<u>Net Change</u>	<u>Ending Balance</u>
24000	Restricted Funds - Friends	(9,806.98)	\$ 43.36	\$ 0.00	\$ 43.36	\$ (9,763.62)
24200	Restricted Funds-Jr. Frien	(1,229.36)	0.00	0.00	0.00	(1,229.36)
	Totals	<u>(11,036.34)</u>	<u>\$ 43.36</u>	<u>\$ 0.00</u>	<u>\$ 43.36</u>	<u>\$ (10,992.98)</u>

Weedsport Free Library
 Cash change report
 As of: May 31, 2021

<u>Account Number</u>	<u>Account Description</u>	<u>Beginning Balance</u>	<u>Debit Change</u>	<u>Credit Change</u>	<u>Net Change</u>	<u>Ending Balance</u>
10000	Key - Checking #4047	7,502.87	\$ 15,057.15	\$ (12,375.36)	\$ 2,681.79	\$ 10,184.66
10500	Key - Public Tax Money #	38,898.30	0.59	(15,000.00)	(14,999.41)	23,898.89
10900	Key Restricted Svgs #014	186,059.20	1.58	(374.34)	(372.76)	185,686.44
11000	Cash on Hand	200.00	0.00	0.00	0.00	200.00
	Totals	<u>232,660.37</u>	<u>\$ 15,059.32</u>	<u>\$ (27,749.70)</u>	<u>\$ (12,690.38)</u>	<u>\$ 219,969.99</u>

Weedsport Free Library
Cash change report
As of: May 31, 2021

<u>Account Number</u>	<u>Account Description</u>	<u>Beginning Balance</u>	<u>Debit Change</u>	<u>Credit Change</u>	<u>Net Change</u>	<u>Ending Balance</u>
10000	Key - Checking #4047	7,502.87	\$ 15,057.15	\$ (12,375.36)	\$ 2,681.79	\$ 10,184.66
10500	Key - Public Tax Money #	38,898.30	0.59	(15,000.00)	(14,999.41)	23,898.89
10900	Key Restricted Svgs #014	186,059.20	1.58	(374.34)	(372.76)	185,686.44
11000	Cash on Hand	200.00	0.00	0.00	0.00	200.00
Totals		<u>232,660.37</u>	<u>\$ 15,059.32</u>	<u>\$ (27,749.70)</u>	<u>\$ (12,690.38)</u>	<u>\$ 219,969.99</u>

Weedsport Free Library
 GI Account Summary Report
 As of: May 31, 2021

<u>Account Number</u>	<u>Account Description</u>	<u>Beginning Balance</u>	<u>Debit Change</u>	<u>Credit Change</u>	<u>Net Change</u>	<u>Ending Balance</u>
24000	Restricted Funds - Friends	(9,806.98)	\$ 43.36	\$ 0.00	\$ 43.36	\$ (9,763.62)
24200	Restricted Funds-Jr. Frien	(1,229.36)	0.00	0.00	0.00	(1,229.36)
	Totals	<u>(11,036.34)</u>	\$ <u>43.36</u>	\$ <u>0.00</u>	\$ <u>43.36</u>	\$ <u>(10,992.98)</u>

Weedspport Free Library
Summary Restricted Savings Account
For the Period From Jan 1, 2021 to May 31, 2021

Filter Criteria includes: 1) IDs: Restricted Monies. Report order is by ID. Report is printed excluding Balance Forward and Summarized by Job, Phase, Cost Code.

Job ID	Phase ID	Cost Code ID	Actual Rev.	Actual Exp.	Net DR/CR	Remaining
Restricted	Book Purchases		535.00		-535.00	
			535.00		-535.00	
	Friends Restricted					
		Book		16.42		16.42
		Memberships	100.00		-100.00	
		Other Expense		744.85		744.85
		Other Income	215.00		-215.00	
		Sale of Books	619.70		-619.70	
		Summer Readf		186.50		186.50
			934.70	947.77	13.07	
	Interest					
			7.68		-7.68	
			7.68		-7.68	
	Peterson Memorial					
		Book		309.81		309.81
		Other Income	270.00		-270.00	
		Serials		27.95		27.95
			270.00	337.76	67.76	
Restricted	Total		1,747.38	1,285.53	-461.85	-461.85
Report	Total		1,747.38	1,285.53	-461.85	-461.85

Weedsport Free Library
Balance Sheet
June 30, 2021

ASSETS

Current Assets		
Key - Checking #4047	\$	717.24
Key - Public Tax Money #2802		35,349.47
Key Restricted Svgs #0148		186,509.85
Cash on Hand		200.00
		222,776.56
Total Current Assets		
Property and Equipment		
Building		476,402.11
Furniture and Fixtures		103,034.30
Office Equipment		8,965.91
Land		9,000.00
Accumulated Depreciation		(356,719.10)
		240,683.22
Total Property and Equipment		
Other Assets		
Mobil Stock		6,775.16
		6,775.16
Total Other Assets		
Total Assets	\$	470,234.94

LIABILITIES AND CAPITAL

Current Liabilities		
Payroll Taxes	\$	13.74
Restricted Funds - Friends		10,270.55
Restricted Funds-Jr. Friends		1,229.36
		11,513.65
Total Current Liabilities		
Long-Term Liabilities		
		0.00
Total Long-Term Liabilities		
Total Liabilities		11,513.65
Capital		
Surplus - Capital		448,937.76
Retained Earnings		37,522.88
Net Income		(27,739.35)
		458,721.29
Total Capital		
Total Liabilities & Capital	\$	470,234.94

Weedspport Free Library
Budget Income Statement
For the Six Months Ending June 30, 2021

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance
Revenues	\$	\$	\$			
Cayuga County	3,500.00	0.00	3,500.00	3,500.00	3,000.00	500.00
Town of Brutus	0.00	0.00	0.00	20,723.00	20,723.00	0.00
Village	16,950.00	0.00	16,950.00	16,950.00	17,289.00	(339.00)
School District	0.00	0.00	0.00	0.00	0.00	0.00
Local Aid	0.00	0.00	0.00	401.00	0.00	401.00
Other Cash Grants	0.00	0.00	0.00	0.00	0.00	0.00
Other State Aid	0.00	0.00	0.00	0.00	0.00	0.00
PPP Cares Program	0.00	0.00	0.00	0.00	0.00	0.00
Gifts/Endowments-OR	0.00	0.00	0.00	0.00	0.00	0.00
Donations-OR	259.09	0.00	259.09	3,991.19	1,000.00	2,991.19
Donations from Friends	0.00	0.00	0.00	0.00	3,000.00	(3,000.00)
Fund Raising-OR	0.00	0.00	0.00	0.00	0.00	0.00
Investments Interest-OR	2.12	0.00	2.12	13.80	0.00	13.80
Library Fines-OR	0.00	0.00	0.00	0.00	0.00	0.00
Copier & Fax Fees-OR	64.50	0.00	64.50	427.45	750.00	(322.55)
Lost Materials Income	0.00	0.00	0.00	5.00	0.00	5.00
Other Income-OR	256.41	0.00	256.41	1,159.31	500.00	659.31
Grant Income	0.00	0.00	0.00	0.00	0.00	0.00
Restricted Income	0.00	0.00	0.00	1,105.00	0.00	1,105.00
Total Revenues	21,032.12	0.00	21,032.12	48,275.75	46,262.00	2,013.75
Salaries/Benefits	13,882.68	7,977.66	5,905.02	54,053.53	47,865.96	6,187.57
Total Payroll/Expense	13,882.68	7,977.66	5,905.02	54,053.53	47,865.96	6,187.57
Expenses						
Building Repair	0.00	0.00	0.00	582.72	2,000.00	(1,417.28)
Serials	0.00	0.00	0.00	265.69	0.00	265.69
Books	723.10	583.33	139.77	3,165.39	3,499.98	(334.59)
Software/online databases	0.00	0.00	0.00	0.00	0.00	0.00
Audio/Video/DVD	0.00	0.00	0.00	33.82	0.00	33.82
Computer Lic	0.00	250.00	(250.00)	2,883.60	3,250.00	(366.40)
Contract Services	2,808.59	323.33	2,485.26	3,098.59	1,939.98	1,158.61
Copier - Lease	68.95	69.00	(0.05)	413.70	414.00	(0.30)
Custodial Support	350.00	483.33	(133.33)	2,395.34	2,899.98	(504.64)
Equipment Repair/Upgrades	17.96	208.33	(190.37)	17.96	1,249.98	(1,232.02)
Insurance - Property/Liability	0.00	0.00	0.00	1,807.20	1,815.00	(7.80)
Insurance - D & O	100.00	100.00	0.00	100.00	100.00	0.00
Library Supplies	48.46	58.33	(9.87)	298.11	349.98	(51.87)
Outside Services	0.00	0.00	0.00	0.00	0.00	0.00
Other Expenses	251.81	0.00	251.81	301.81	200.00	101.81

Weedspport Free Library
Budget Income Statement
For the Six Months Ending June 30, 2021

	Current Month		Current Month		Year to Date		Year to Date	
	Actual	Budget	Budget	Variance	Actual	Budget	Budget	Variance
Outdoor Maintenance	160.00	157.50	157.50	2.50	768.00	945.00	945.00	(177.00)
Postage	0.00	25.00	25.00	(25.00)	253.50	150.00	150.00	103.50
Professional Services	0.00	154.17	154.17	(154.17)	1,909.42	925.02	925.02	984.40
Publicity	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Telephone	137.75	128.33	128.33	9.42	803.58	769.98	769.98	33.60
Travel & Seminars	0.00	0.00	0.00	0.00	60.00	750.00	750.00	(690.00)
Utilities	364.88	458.33	458.33	(93.45)	2,337.74	2,749.98	2,749.98	(412.24)
Total Expenses	5,031.50	2,998.98	2,998.98	2,032.52	21,496.17	24,008.88	24,008.88	(2,512.71)
Net Operating Income	2,117.94	(10,976.64)	(10,976.64)	13,094.58	(27,273.95)	(25,612.84)	(25,612.84)	(1,661.11)
Mobil Unrealized Gain Investmte	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net Income	\$ 2,117.94	\$ (10,976.64)	(10,976.64)	\$ 13,094.58	\$ (27,273.95)	\$ (25,612.84)	(25,612.84)	(1,661.11)

See note on TB MW 9/6/2

Weedport Free Library
Budget Income Statement
For the Six Months Ending June 30, 2021

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance
Revenues						
Cayuga County	\$ 3,500.00	0.00	3,500.00	3,500.00	3,000.00	500.00
Town of Brutus	0.00	0.00	0.00	20,723.00	20,723.00	0.00
Village	0.00	0.00	0.00	0.00	17,289.00	(17,289.00)
School District	0.00	0.00	0.00	0.00	0.00	0.00
Local Aid	0.00	0.00	0.00	401.00	0.00	401.00
Other Cash Grants	0.00	0.00	0.00	0.00	0.00	0.00
Other State Aid	0.00	0.00	0.00	0.00	0.00	0.00
PPP Cares Program	0.00	0.00	0.00	0.00	0.00	0.00
Gifts/Endowments-OR	0.00	0.00	0.00	0.00	0.00	0.00
Donations-OR	25.10	0.00	25.10	3,793.18	1,000.00	2,793.18
Donations from Friends	0.00	0.00	0.00	0.00	3,000.00	(3,000.00)
Fund Raising-OR	0.00	0.00	0.00	0.00	0.00	0.00
Investments Interest-OR	2.12	0.00	2.12	13.80	0.00	13.80
Library Fines-OR	0.00	0.00	0.00	0.00	0.00	0.00
Copier & Fax Fees-OR	17,014.50	0.00	17,014.50	17,377.45	750.00	16,627.45
Lost Materials Income	0.00	0.00	0.00	5.00	0.00	5.00
Other Income-OR	25.00	0.00	25.00	891.92	500.00	391.92
Grant Income	0.00	0.00	0.00	0.00	0.00	0.00
Restricted Income	0.00	0.00	0.00	1,105.00	0.00	1,105.00
Total Revenues	20,566.72	0.00	20,566.72	47,810.35	46,262.00	1,548.35
Salaries/Benefits	13,882.68	7,977.66	5,905.02	54,053.53	47,865.96	6,187.57
Total Payroll/Expense	13,882.68	7,977.66	5,905.02	54,053.53	47,865.96	6,187.57
Expenses						
Building Repair	0.00	0.00	0.00	582.72	2,000.00	(1,417.28)
Serials	0.00	0.00	0.00	265.69	0.00	265.69
Books	723.10	583.33	139.77	3,165.39	3,499.98	(334.59)
Software/online databases	0.00	0.00	0.00	0.00	0.00	0.00
Audio/Video/DVD	0.00	0.00	0.00	33.82	0.00	33.82
Computer Lic	0.00	250.00	(250.00)	2,883.60	3,250.00	(366.40)
Contract Services	2,808.59	323.33	2,485.26	3,098.59	1,939.98	1,158.61
Copier - Lease	68.95	69.00	(0.05)	413.70	414.00	(0.30)
Custodial Support	350.00	483.33	(133.33)	2,395.34	2,899.98	(504.64)
Equipment Repair/Upgrades	17.96	208.33	(190.37)	17.96	1,249.98	(1,232.02)
Insurance - Property/Liability	0.00	0.00	0.00	1,807.20	1,815.00	(7.80)
Insurance - D & O	100.00	100.00	0.00	100.00	100.00	0.00
Library Supplies	48.46	58.33	(9.87)	298.11	349.98	(51.87)
Outside Services	0.00	0.00	0.00	0.00	0.00	0.00
Other Expenses	251.81	0.00	251.81	301.81	200.00	101.81

Weedspport Free Library
 Budget Income Statement
 For the Six Months Ending June 30, 2021

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance
Outdoor Maintenance	160.00	157.50	2.50	768.00	945.00	(177.00)
Postage	0.00	25.00	(25.00)	253.50	150.00	103.50
Professional Services	0.00	154.17	(154.17)	1,909.42	925.02	984.40
Publicity	0.00	0.00	0.00	0.00	0.00	0.00
Telephone	137.75	128.33	9.42	803.58	769.98	33.60
Travel & Seminars	0.00	0.00	0.00	60.00	750.00	(690.00)
Utilities	364.88	458.33	(93.45)	2,337.74	2,749.98	(412.24)
Total Expenses	5,031.50	2,998.98	2,032.52	21,496.17	24,008.88	(2,512.71)
Net Operating Income	1,652.54	(10,976.64)	12,629.18	(27,739.35)	(25,612.84)	(2,126.51)
Mobil Unrealized Gain Investmte	0.00	0.00	0.00	0.00	0.00	0.00
Other Income	0.00	0.00	0.00	0.00	0.00	0.00
Net Income	\$ 1,652.54	\$ (10,976.64)	\$ 12,629.18	\$ (27,739.35)	\$ (25,612.84)	\$ (2,126.51)

Weedsport Free Library
Cash change report
As of: June 30, 2021

<u>Account Number</u>	<u>Account Description</u>	<u>Beginning Balance</u>	<u>Debit Change</u>	<u>Credit Change</u>	<u>Net Change</u>	<u>Ending Balance</u>
10000	Key - Checking #4047	10,265.01	\$ 9,114.60	\$ (18,662.37)	\$ (9,547.77)	\$ 717.24
10500	Key - Public Tax Money #	23,898.89	20,450.58	(9,000.00)	11,450.58	35,349.47
10900	Key Restricted Svgs #014	186,487.19	778.47	(755.81)	22.66	186,509.85
11000	Cash on Hand	200.00	0.00	0.00	0.00	200.00
	Totals	<u>220,851.09</u>	<u>\$ 30,343.65</u>	<u>\$ (28,418.18)</u>	<u>\$ 1,925.47</u>	<u>\$ 222,776.56</u>

Weedsport Free Library
GI Account Summary Report
As of: June 30, 2021

<u>Account Number</u>	<u>Account Description</u>	<u>Beginning Balance</u>	<u>Debit Change</u>	<u>Credit Change</u>	<u>Net Change</u>	<u>Ending Balance</u>
24000	Restricted Funds - Friends	(9,997.62)	\$ 504.00	\$ (776.93)	\$ (272.93)	\$ (10,270.55)
24200	Restricted Funds-Jr. Frien	(1,229.36)	0.00	0.00	0.00	(1,229.36)
	Totals	<u>(11,226.98)</u>	<u>\$ 504.00</u>	<u>\$ (776.93)</u>	<u>\$ (272.93)</u>	<u>\$ (11,499.91)</u>

**Weedspport Free Library
Summary Restricted Savings Account
For the Period From Jan 1, 2021 to Jun 30, 2021**

Filter Criteria includes: 1) IDs: Restricted Monies. Report order is by ID. Report is printed excluding Balance Forward and Summarized by Job, Phase, Cost Code.

Job ID	Phase ID	Cost Code ID	Actual Rev.	Actual Exp.	Net DR/CR	Remaining
Restricted			233.99		-233.99	
			233.99		-233.99	
	Book Purchases		535.00		-535.00	
			535.00		-535.00	
	Community Foundation			251.81	251.81	
				251.81	251.81	
	Family Literacy		231.41		-231.41	
			231.41		-231.41	
	Friends Restricted	Book		16.42	16.42	
		Membership	100.00		-100.00	
		Other Expense		1,098.85	1,098.85	
		Other Income	310.00		-310.00	
		Sale of Books	1,070.23		-1,070.23	
		Summer Read!		186.50	186.50	
			1,480.23	1,301.77	-178.46	
	Gazebo		300.00		-300.00	
			300.00		-300.00	
	Interest		9.22		-9.22	
			9.22		-9.22	
	Peterson Memorial	Book		309.81	309.81	
		Other Income	270.00		-270.00	
		Serials		27.95	27.95	
			270.00	337.76	67.76	

Weedspport Free Library
Summary Restricted Savings Account
For the Period From Jan 1, 2021 to Jun 30, 2021

Filter Criteria includes: 1) IDs: Restricted Monies. Report order is by ID. Report is printed excluding Balance Forward and Summarized by Job, Phase, Cost Code.

Job ID	Phase ID	Cost Code ID	Actual Rev.	Actual Exp.	Net DR/CR	Remaining
	Summer Reading			150.00	150.00	
				150.00	150.00	
Restricted	Total		3,059.85	2,041.34	-1,018.51	-1,018.51
Report	Total		3,059.85	2,041.34	-1,018.51	-1,018.51

Weedsport Free Library
 GI Account Summary Report
 As of: June 30, 2021

<u>Account Number</u>	<u>Account Description</u>	<u>Beginning Balance</u>	<u>Debit Change</u>	<u>Credit Change</u>	<u>Net Change</u>	<u>Ending Balance</u>
24000	Restricted Funds - Friends	(9,997.62)	\$ 504.00	\$ (776.93)	\$ (272.93)	\$ (10,270.55)
24200	Restricted Funds-Jr. Frien	(1,229.36)	0.00	0.00	0.00	(1,229.36)
	Totals	<u>(11,226.98)</u>	<u>\$ 504.00</u>	<u>\$ (776.93)</u>	<u>\$ (272.93)</u>	<u>\$ (11,499.91)</u>

Weedsport Free Library
Cash change report
As of: June 30, 2021

<u>Account Number</u>	<u>Account Description</u>	<u>Beginning Balance</u>	<u>Debit Change</u>	<u>Credit Change</u>	<u>Net Change</u>	<u>Ending Balance</u>
10000	Key - Checking #4047	10,265.01	\$ 9,114.60	\$ (18,662.37)	\$ (9,547.77)	\$ 717.24
10500	Key - Public Tax Money #	23,898.89	20,450.58	(9,000.00)	11,450.58	35,349.47
10900	Key Restricted Svgs #014	186,487.19	778.47	(755.81)	22.66	186,509.85
11000	Cash on Hand	200.00	0.00	0.00	0.00	200.00
Totals		<u>220,851.09</u>	<u>\$ 30,343.65</u>	<u>\$ (28,418.18)</u>	<u>\$ 1,925.47</u>	<u>\$ 222,776.56</u>