

**AGENDA**  
**BOARD OF TRUSTEES MEETING**  
**WEDNESDAY, March 23, 2022 at 7:00 P.M.**  
**Via Zoom**

**OLD BUSINESS:**

1. Approval of the Minutes of the February 16, 2022 Board Meeting
2. Treasurer's Monthly Report
3. Financial Review/Approval of Bills
4. Questions and/or Comments from the Public

The Public Comment portion of the meeting shall not exceed 30 minutes in duration and the time allotted to individuals for comments shall be limited to 5 minutes. Before speaking out, each individual shall be recognized by the presiding officer of the Board of Trustees.

5. Director's Monthly Report
6. Correspondence: 2 comments

**NEW BUSINESS:**

1. Resolution to Replace Spandrel Glass Windows
2. SEQRA Hearing and Resolution for Spandrel Glass Window Project
3. Discussion and Approval of Proposal to Repair HVAC Unit #1
4. Questions and/or Comments from the Public

**EXECUTIVE SESSION:**

The Board may enter Executive Session if needed.

Check signer for the month of April 2022 – Mrs. Abed

## **March 2022 Staff Reports**

Most reports cover the period of February 1- 28, 2022  
with the exception of the Director's and Assistant Director's reports,  
which cover the period of February 11, 2022 – March 17, 2022.

## Director's Report • March 2022

### Elizabeth Olesh

#### **Media Coverage:**

We have been getting some positive coverage in the Baldwin Herald. This month, they featured a program on Black comedy as well as an article on our upcoming budget vote and trustee election. The latter is available at the following link: <https://www.liherald.com/baldwin/stories/baldwin-library-asks-for-a-little-more-money-this-year,138981>.

#### **National Library Week:**

This year, National Library Week will take place from April 3-9. To celebrate, we will offer an afternoon of family fun on Sunday, April 3 from 1:30-4 pm. This will include a Great Book Giveaway, henna artists, a balloon artist, crafts, photo ops, a free raffle of BPL goodies, refreshments, and a canned food drive to benefit Long Island Cares / The Harry Chapin Food Bank. I have been working on the details with a committee of staff members. I hope to see you there!

#### **Spandrel Glass Windows Construction Project:**

I have been working on preliminary issues related to this project; we plan to apply for State Public Library Construction Aid this summer. Two project resolutions are on the agenda for this month. Passing these resolutions will permit H2M to start the process with the State Education Department (SED).

#### **Intellectual Freedom:**

On March 16, I facilitated a panel discussion on intellectual freedom for member library directors (MLD) and other key staff. The panelists included Sara Dallas, Director of the Southern Adirondack Library System and Board member of the Freedom to Read Foundation; Frank McKenna, Director of the Seaford Public Library, who has served as Chair of the New York Library Association's Intellectual Freedom Roundtable; and Renee McGrath, Manager of Youth Services for Nassau Library System (NLS).

Both a theoretical background and practical tips were discussed. The wave of recent challenges has been an orchestrated effort by extremist groups; at least a couple of these groups have a presence on Long Island. The challenges are mostly related to sexual content, including LGBTQ+ issues, and racial / ethnic content. It is an effort to assert power and is motivated by a "politics of anger". Best practices include having strong collection development, gift / donation, and weeding policies, as well as a clear process for reconsideration of materials and making sure your staff members know how to respond should a challenge happen. During the full staff meeting that took place the next day, I discussed these issues and made sure everyone knew where they could find our policies and reconsideration forms.

#### **Friends Forum:**

The MLD Continuing Education Committee, of which I am a member, is planning a Friends Forum for the fall; it has been several years since a Forum has been offered. It will take place on Saturday, October 22 at NLS.

On a related note, I recently renewed my Friends membership for 2022 and encourage others to do the same.

**Community Coalition of Baldwin:**

I participated in the most recent Coalition meeting on March 16. We shared information about local issues (I plugged National Library Week) and had a preliminary dialog about the next Grand Baldwin Festival, which is tentatively scheduled for Saturday, October 1.

**Welcome Desk Pilot Project:**

We have started a pilot project to have a greeter stationed by the main entrance in the afternoons. Feel free to stop by and say hello to Debora Williams, who will be able to direct members of the public to our service desks, as appropriate, and provide information about Library events.

**Book Discussion:**

It was my turn to facilitate our afternoon book discussion on March 9. I picked *Crying in H Mart* by Michelle Zauner; 5 members of the public joined me for a great conversation about identity, parent-child relationships, and food.

## **Assistant Director • March 2022**

### **Kaysha Watson-Phillips**

- Mariel DePalma and I continue to meet with Doris Newman from Library & Records Management Systems Inc. We have selected the furniture for the Teen Zone and are now waiting on quotes before we place the orders.
- I participated in another successful Advocacy Day held virtually on March 2 and 3, sponsored by the Long Island Library Resources Council and Nassau Library System. Governor Kathy Hochul proposed the following: Library Aid \$96.1, a 2 million dollar increase from 2021; Library Construction Aid \$14 million, a 20 million dollar reduction from 2021. More information can be found on the New York Library Association Advocacy Page <https://www.nyla.org/2022-legislative-session/?menukey=advocacy>.
- On March 3, I participated in the Assistant Directors virtual monthly meeting.
- On March 4, I attended the workshop "*A Data Privacy Primer: How the Internet Collects and Uses Your Information*" sponsored by NLS and presented by Davis Erin Anderson, Assistant Director for Programs and Partnerships at Metropolitan New York Library Council (METRO). She discussed how data moves around the internet and what this means for the privacy and security of our information. Davis shared tools and tactics we can use to make sure our information stays safe.
- On March 8, I attended the joint Member Library Directors/Public Library Directors Association of Suffolk County (MLD/PLDA) Diversity Committee meeting. Our Diversity Toolbox is available on the NCLA Website <https://ncla.info/diversitytoolbox/>. Our goals for the new year include but are not limited to: updating the Diversity Toolbox created in 2021; record a version of the Diversity Toolbox presentation to make available on the web, and work with Civil Service regarding issues pertaining to equitable hiring practices.
- On March 10, I participated in the Friends of the Library monthly meeting. I am happy to report that the Friends membership is growing. To date, they have 21 paid members. Kudos to the Executive Board members who are working tirelessly behind the scene to build an active group.
- On March 11, I facilitated the NCLA Executive Board meeting of which I am serving as President.
- I continue to participate in our weekly department head and full staff meetings. On March 3, we welcomed social worker David Hymowitz to our full staff meeting. David did a terrific job discussing ways staff can handle difficult situations through mindfulness, teamwork, balance, and resilience.
- I continue to assist with the day to day operations of the library.

**Maintenance Department • February 2022**  
**Renato Duccilli**

|                        |   |   |
|------------------------|---|---|
| <b>People Counter:</b> | <u><b>Main Entrance</b></u><br>15,132<br><u>   2</u><br>7,566 | <u><b>Patio Entrance</b></u><br>1,318<br><u>   2</u><br>659 |
|------------------------|---|---|

**Total: 8,225**

**Sundays (included in the counts above):**

**February 6: 121**  
**February 13: 101**  
**February 20: closed for Presidents' Day**  
**February 27: 88**

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- Performed daily safety checks, including inspections of all fire prevention equipment and HVAC equipment.
- Continued to replace lighting with LED throughout building, as needed.
- Garland replaced the nine (9) combination smoke / CO detectors in the building that were outdated.
- Advanced Pest Control performed the monthly treatment for insects.
- Removed furniture and shelving in the Teen Zone. Patched holes and painted walls.
- Ordered ceiling tiles for replacement in various sections of the building. Some are a discontinued style and I could only find a limited number.
- Attended weekly Department Head and Full Staff meetings via Zoom.

## **Information Technology • February 2022**

### **Jason Von Buttgerreit**

Jason Von Buttgerreit:

- has been updating the website, the digital sign on Grand Avenue, and EventKeeper daily.
- has been adding online programs and events from our internal Google Calendar to EventKeeper for the Children's department.
- has been responding to messages sent through our chat service.
- has been backing up our File Server weekly.
- monitors and maintains the toner inventory for all copiers and printers throughout the Library.
- has been covering the Computer Lab staff desk when needed.
- removed four public computers from the Teen Zone to free up space due to their service desk moving to the other side of the room. These desktops, which will be kept to use elsewhere as backups, will be replaced with laptops. Older Teen laptops will be used for computer classes.
- along with Dennis, labeled all security camera cables connected to our network for easier troubleshooting in the future.
- set up computers at the Adult and Children's service desks so the staff can monitor the security camera feed.
- requested and attended a meeting with Comprise (SAM) to solve an issue with visitor passes not printing correctly in the Teen Zone.
- configured Kathleen Etheridge's computer to print from the children's staff copy machine.

Dennis Hernandez:

- installed a new printer to work with all Teen Zone public computers through SAM.
- along with Jason, worked with Verkada and NLS to clear up an issue that was preventing our security cameras from functioning properly after attempting an update. This issue took a significant amount of time to troubleshoot and solve.
- along with Jason, set up a monitor in the Children's Room so the staff can view security footage.
- moved the Teen security camera to reflect the change in the location of their service desk.
- purchased three new laptops for the Teen Zone. These laptops will be replacing the older desktop computers.
- purchased additional CAT 5 cables, Ethernet hubs, and cable management tubes.

| Computer Statistics for February 2022        |         |        |         |        |        |        |        |        |         |        |        |        |
|--|---------|--------|---------|--------|--------|--------|--------|--------|---------|--------|--------|--------|
|  | Monthly | Comp.  |         |        |        |        | Fiscal | Year   |         |        |        |        |
| Homepage and Database Visits                 | Feb 21  | Feb 22 | (+ / -) |        |        |        | Jul 20 | Jul 21 | (+ / -) |        |        |        |
| Homepage                                     | 6,055   | 6,768  | 713     |        |        |        | Feb 21 | Feb 22 |         |        |        |        |
| Database Library                             | 96      | 174    | 78      |        |        |        | 48,160 | 55,433 | 7,273   |        |        |        |
|  |         |        |         |        |        |        | 737    | 1,167  | 430     |        |        |        |
| Additional Statistics (Rolling 12 Months)    | Mar 21  | Apr 21 | May 21  | Jun 21 | Jul 21 | Aug 21 | Sep 21 | Oct 21 | Nov 21  | Dec 21 | Jan 22 | Feb 22 |
| Adult Computer Lab Sessions                  | 827     | 661    | 649     | 629    | 709    | 823    | 771    | 684    | 693     | 685    | 697    | 712    |
| Computer Class Attendance                    | N/A     | N/A    | N/A     | N/A    | N/A    | N/A    | N/A    | 5      | 4       | 2      | N/A    | N/A    |
| Online Tech Program Attendance               | 0       | 4      | 1       | 3      | 0      | 1      | N/A    | 5      | N/A     | N/A    | N/A    | N/A    |
| Guest Passes Given Out / Taken               | 284     | 255    | 198     | 264    | 378    | 323    | 426    | 398    | 298     | 342    | 328    | 327    |
| Added Money to a Patron's Account            | 201     | 254    | 169     | 225    | 247    | 335    | 393    | 314    | 257     | 356    | 281    | 220    |
| Patrons Assisted (Computer or with Printing) | 217     | 227    | 129     | 139    | 205    | 285    | 266    | 207    | 203     | 190    | 189    | 170    |
| Patrons Assisted (Mobile Device or eReader)  | 23      | 34     | 16      | 8      | 21     | 25     | 15     | 7      | 10      | 8      | 7      | 15     |
| Lent Patron a Flash Drive                    | 6       | 6      | 5       | 4      | 18     | 20     | 29     | 16     | 17      | 26     | 16     | 14     |



| Smart Locker   | Total      | 12AM     | 1AM      | 2AM      | 3AM      | 4AM      | 5AM      | 6AM      | 7AM      | 8AM       | 9AM       | 10AM      | 11AM      | 12PM      | 1PM       | 2PM       | 3PM       | 4PM        | 5PM        | 6PM       | 7PM       | 8PM       | 9PM      | 10PM      | 11PM     |
|----------------|------------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|------------|-----------|-----------|-----------|----------|-----------|----------|
| March 2021     | 67         | -        | 1        | -        | -        | -        | -        | -        | -        | -         | 5         | 1         | 5         | 5         | 2         | 5         | 20        | 6          | 6          | 8         | 3         | -         | -        | -         | -        |
| April 2021     | 67         | -        | -        | -        | -        | -        | -        | -        | -        | -         | 1         | 5         | 7         | 1         | 19        | 7         | 9         | 7          | 6          | 1         | 3         | 1         | -        | -         | -        |
| May 2021       | 83         | -        | -        | -        | -        | -        | -        | -        | -        | 2         | 9         | 6         | 4         | -         | 1         | 3         | 22        | 9          | 3          | -         | -         | -         | -        | 24        | -        |
| June 2021      | 107        | 1        | -        | -        | -        | -        | -        | -        | 3        | -         | -         | 1         | 13        | 5         | 11        | -         | 2         | 23         | 23         | 5         | 7         | 13        | -        | -         | -        |
| July 2021      | 137        | -        | -        | -        | -        | -        | -        | -        | -        | -         | 3         | -         | 4         | 1         | 12        | 28        | 8         | 1          | 36         | 8         | 6         | 30        | -        | -         | -        |
| August 2021    | 41         | -        | -        | -        | -        | -        | -        | -        | -        | -         | 12        | 2         | -         | -         | 5         | 4         | 4         | -          | 2          | -         | 1         | 11        | -        | -         | -        |
| September 2021 | 171        | -        | -        | -        | -        | -        | -        | -        | -        | -         | -         | 1         | 19        | 4         | 1         | 12        | -         | 30         | 60         | 26        | 14        | 3         | -        | 1         | -        |
| October 2021   | 78         | 1        | -        | -        | -        | -        | -        | -        | -        | 1         | 1         | -         | 1         | 2         | 10        | 9         | 7         | 29         | 3          | 4         | 0         | 10        | -        | -         | -        |
| November 2021  | 68         | -        | -        | -        | -        | -        | -        | -        | -        | -         | -         | 13        | -         | 6         | 7         | 1         | 2         | 10         | 25         | 4         | -         | -         | -        | -         | -        |
| December 2021  | 66         | -        | -        | -        | -        | -        | -        | -        | -        | 1         | -         | 15        | -         | 2         | -         | 5         | 5         | 20         | -          | -         | 8         | 9         | 1        | -         | -        |
| January 2022   | 54         | -        | -        | -        | -        | -        | -        | -        | 1        | 6         | -         | 2         | 9         | 13        | 7         | 2         | 3         | 4          | 2          | 1         | -         | 4         | -        | -         | -        |
| February 2022  | 53         | -        | -        | -        | -        | -        | -        | -        | -        | -         | -         | -         | 20        | 2         | 6         | 3         | -         | 6          | 13         | 3         | -         | -         | -        | -         | -        |
| <b>TOTAL</b>   | <b>992</b> | <b>2</b> | <b>1</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>4</b> | <b>10</b> | <b>31</b> | <b>46</b> | <b>82</b> | <b>41</b> | <b>81</b> | <b>79</b> | <b>82</b> | <b>145</b> | <b>179</b> | <b>60</b> | <b>42</b> | <b>81</b> | <b>1</b> | <b>25</b> | <b>0</b> |

## February 2022 Museum Pass Usage

|                                    | # of Passes | Year Ago |      |      |      |      |      |      |       |       |       |      |      | Total Last 12 Months |    |
|------------------------------------|-------------|----------|------|------|------|------|------|------|-------|-------|-------|------|------|----------------------|----|
|                                    |             | 3/21     | 4/21 | 5/21 | 6/21 | 7/21 | 8/21 | 9/21 | 10/21 | 11/21 | 12/21 | 1/22 | 2/22 |                      |    |
| Cold Spring Harbor Fish Hatchery   | 1           | 10       | 3    | 3    | 3    | 7    | 6    | 4    | 1     | 3     | 1     | 2    | 3    | 46                   | 1  |
| Cradle of Aviation                 | 1           | 5        | 1    | 2    | 5    | 8    | 6    | 4    | 1     | 4     | 6     | 8    | 13   | 63                   | 4  |
| Empire Pass Card                   | 6           | 2        | 1    | 4    | 10   | 15   | 9    | 9    | 3     | 0     | 0     | 0    | 0    | 53                   | 1  |
| Guggenheim Museum                  | 2           | 0        | 1    | 2    | 0    | 3    | 3    | 0    | 4     | 3     | 0     | 1    | 1    | 18                   | 2  |
| Intrepid Sea, Air and Space Museum | 1           | 0        | 0    | 1    | 1    | 7    | 10   | 3    | 1     | 3     | 2     | 1    | 1    | 30                   | 0  |
| Long Island Children's Museum      | 2           | 6        | 2    | 5    | 8    | 14   | 13   | 9    | 6     | 11    | 12    | 8    | 13   | 107                  | 3  |
| Museum of Modern Art (MoMA)        | 2           | 2        | 1    | 2    | 3    | 5    | 2    | 2    | 1     | 1     | 4     | 5    | 2    | 30                   | 2  |
| Nassau County Museum of Art        | 2           | 6        | 2    | 6    | 5    | 9    | 10   | 4    | 6     | 5     | 2     | 10   | 12   | 77                   | 4  |
| New York Botanical Garden          | 1           | 1        | 2    | 2    | 1    | 5    | 3    | 1    | 4     | 2     | 6     | 3    | 0    | 30                   | 0  |
| New York Hall of Science           | 1           | 0        | 0    | 0    | 0    | 6    | 11   | *    | *     | *     | *     | *    | 3    | 20                   | 0  |
| Old Bethpage Village Restoration   | 1           | 0        | 0    | 2    | 2    | 6    | 6    | 2    | 2     | 1     | 0     | 0    | 0    | 21                   | 0  |
| Old Westbury Gardens               | 2           | 0        | 9    | 16   | 12   | 8    | 27   | 12   | 10    | 2     | 0     | 0    | 0    | 96                   | 0  |
| Vanderbilt Museum                  | 1           | 0        | 0    | 1    | 2    | 2    | 1    | 5    | 2     | 2     | 0     | 0    | 3    | 18                   | 0  |
| <b>TOTALS</b>                      | 23          | 32       | 22   | 46   | 52   | 95   | 107  | 55   | 41    | 37    | 33    | 38   | 51   | 609                  | 17 |

\*New York Hall of Science was closed due to storm flooding

## Reference Services • February 2022

### Edward Daly

#### Adult Reference / Edward Daly:

- Reference Questions: 604.
- The Library accepted 13 passport applications and earned \$455 in execution fees. Scott D'Accordo will begin passport training.
- I submitted the Library's 2021 Annual Report online.
- The Library accepted a donation of a Merlin LCD magnifier from Janice Leo. This helps people with visual issues enlarge printed materials.

#### Media Services / Scott D'Accordo:

In total, we had **512** (383 + 129) streaming circulations this month:

#### **Hoopla Statistics**

| Month                          | New Patron Registrations | Audiobook circs | eBook & eComic circs | Movie & TV circs | Binge Pass circs | Music circs | Total circs |
|--------------------------------|--------------------------|-----------------|----------------------|------------------|------------------|-------------|-------------|
| March 2021                     | 2                        | 84              | 146                  | 101              | NA               | 22          | 353         |
| April 2021                     | 7                        | 53              | 93                   | 78               | NA               | 12          | 236         |
| May 2021                       | 6                        | 70              | 119                  | 93               | NA               | 7           | 289         |
| June 2021                      | 2                        | 77              | 70                   | 72               | NA               | 8           | 227         |
| July 2021                      | 9                        | 56              | 75                   | 75               | NA               | 7           | 213         |
| August 2021                    | 7                        | 76              | 76                   | 122              | NA               | 6           | 280         |
| September 2021                 | 11                       | 59              | 78                   | 80               | NA               | 3           | 220         |
| October 2021                   | 19                       | 116             | 130                  | 55               | NA               | 3           | 304         |
| November 2021                  | 15                       | 67              | 146                  | 45               | NA               | 6           | 264         |
| December 2021                  | 1                        | 118             | 115                  | 78               | NA               | 16          | 327         |
| January 2022                   | 16                       | 107             | 128                  | 106              | 5                | 10          | 356         |
| <b>February 2022</b>           | <b>21</b>                | <b>104</b>      | <b>156</b>           | <b>110</b>       | <b>5</b>         | <b>8</b>    | <b>383</b>  |
| February 2021 (for comparison) | 4                        | 71              | 136                  | 130              | NA               | 21          | 358         |

62 unique Baldwin users streamed Hoopla items this month.

### Kanopy Statistics

| Month                             | Total circs |
|-----------------------------------|-------------|
| March 2021                        | 137         |
| April 2021                        | 128         |
| May 2021                          | 175         |
| June 2021                         | 142         |
| July 2021                         | 116         |
| August 2021                       | 131         |
| September 2021                    | 99          |
| October 2021                      | 136         |
| November 2021                     | 78          |
| December 2021                     | 106         |
| January 2022                      | 119         |
| <b>February 2022</b>              | <b>129</b>  |
| February 2021<br>(for comparison) | 129         |

32 unique Baldwin users streamed Kanopy movies this month.

### Online Services / Rena Rosenthal:

#### OverDrive/Nassau Digital Doorway Statistics

| Month                        | New Patrons | Audiobooks | eBooks      | Magazines** | Total       |
|------------------------------|-------------|------------|-------------|-------------|-------------|
| Mar 2021                     | 16          | 766        | 2206        |             | 2972        |
| April 2021                   | 22          | 701        | 2094        | 199         | 2994        |
| May 2021                     | 25          | 710        | 2263        | 155         | 3128        |
| June 2021                    | 23          | 721        | 2110        | 85          | 2916        |
| July 2021                    | 21          | 788        | 2356        | 101         | 3245        |
| Aug 2021                     | 32          | 829        | 2380        | 85          | 3294        |
| Sept 2021                    | 25          | 799        | 1920        | 96          | 2815        |
| Oct 2021                     | 17          | 801        | 1870        | 166         | 2837        |
| Nov 2021                     | 17          | 738        | 1737        | 125         | 2600        |
| Dec 2021                     | 17          | 732        | 1762        | 109         | 2603        |
| Jan 2022                     | 26          | 849        | 2070        | 180         | 3099        |
| <b>Feb 2022</b>              | <b>26</b>   | <b>756</b> | <b>1847</b> | <b>203</b>  | <b>2809</b> |
| Total over<br>past 12 months | 267         | 9190       | 24615       | 1504        | 35309       |
| Feb 2021<br>(for comparison) | 25          | 670        | 2142        | **          | 2812        |

575 unique Baldwin users borrowed OverDrive items this month.

\*\*Digital magazines moved exclusively to OverDrive at the end of March 2021

## Adult Services • February 2022

### Wendy Rathjens

#### **Adult Winter Reading Club:**

To date, 72 patrons have registered for the Winter Reading Club program, and 297 book reviews have been submitted.

Painted Birdhouse Mason Jar Take Home Kits with a video link provided by Shirley Ruby were distributed to 14 patrons, who are members of the Winter Reading Club.

All 25 of the kick-off Chocolate Snowstorm Cookies Take Home Kits with a video link provided by Rob Scott were distributed to members of the Reading Club.

#### **Book Discussion:**

On February 28, eleven patrons attended the online Literary Book Discussion, which was facilitated by Christopher Woods. *Song of Solomon* by Toni Morrison was discussed.

#### **Classic Film Discussion:**

Seven patrons attended the online Classic Film Discussion, facilitated by Christopher Woods, which was offered on Saturday, February 12 at 1:00 PM. *The 39 Steps* was discussed.

#### **Little Free Library:**

Joanne Bove from Painting with a Twist has returned the Little Free Library, which was painted by her daughter. She did not charge us for painting the LFL or for the paint. A planter needs to be purchased as well.

#### **Professional Development:**

On February 28, I attended the virtual Database Training – Core Collected conducted by Nassau Library System.

## Adult Programs • February 2022

### Marialisa Arnold

|     | Date          | Time                    | Cost | Adj | Att# | Program Name                                     |
|-----|---------------|-------------------------|------|-----|------|--|
| M   | 7, 14, 28     | 6:00 – 7:00 pm          | 120  |     | 29   | Monday Evening Meditation                        |
| M   | 7             | 7:00-8:00               |      |     | 6    | Adding Online Shopping to Your Business Model    |
| M   | 7, 14, 28     | 10:00-11:00am           | 285  |     | 50   | Zoom Zumba                                       |
| M   | 21            | 7:00-8:00pm             |      |     | 6    | Visioning Your Business Post COVID               |
| M   | 10            | 7:00-8:00pm             | 150  |     | 13   | The First National Black Baseball League         |
| M   | 28            | 7:00-8:00pm             | 150  |     | 11   | Literary Book Discussion: <i>Song of Solomon</i> |
| M   | 28            | 7:00-8:00pm             |      |     | 0    | Case Studies in Staying Relevant                 |
| T   | 8             | 7:00-8:00pm             | 150  |     | 14   | Debunking Diet Culture                           |
| W   | 2, 16, 23     | 9:00-10:00am            | 195  |     | 26   | Yoga for Beginners                               |
| W   | 2             | 2:00-3:00pm             |      |     | 9    | Afternoon Book Talk                              |
| W   | 2, 9, 16      | 1:00-2:30pm             |      |     | 4    | Living with Alzheimer's for Care Givers          |
| W   | 2, 9, 16, 23  | 7:00-8:00pm             | 400  |     | 55   | Learn How to Play Mah Jongg                      |
| W   | 16            | 7:00-8:00pm             | 200  |     | 4    | The History of Black Comedy                      |
| Th  | 3, 10, 17, 24 | 9:00-10:00am            | 160  |     | 64   | Thursday Morning Meditation                      |
| Th  | 10, 17        | 7:00-8:00 pm            | 190  |     | 22   | Zumba at Night                                   |
| Th  | 3             | 7:00-8:00pm             | 150  |     | 5    | Heart Smart Nutrition                            |
| Th  | 10            | 2:00-3:00pm             |      |     | 10   | Securing Maximum Home Health Care Services       |
| Th  | 10            | 7:00-8:00pm             | 200  |     | 6    | Love Signs: Astrology                            |
| Th  | 24            | 7:00-8:00pm             | 300  |     | 5    | The Artistry of Faith Ringgold                   |
| Fri | 4, 11, 18, 25 | 9:00-10:00am            | 200  |     | 49   | Chair Yoga / Silver Sneakers                     |
| Sat | 12            | 1:00pm                  | 150  |     | 7    | Film Discussion: <i>The 39 Steps</i>             |
| Feb | 1             |                         | 299  |     | 24   | Sweetheart Strawberry Bread Kits                 |
| Feb | 1             |                         | 310  |     | 20   | WRC Glass Jar Craft Kits                         |
|     |               | <b>Total Cost</b>       | 3609 |     |      |  |
|     |               | <b>Total Attendance</b> |      |     | 439  |  |

February 1: Attended NCLA presentation on Nassau Veterans'.Center presentation and *From Book Submissions to SLJ Star Review*.

February 3 Dropped off coat donations to Perfecting Faith Church in Freeport as well as Project Hope, Mental Health Association of Nassau County.

February 9: Attended NCLA PR / Programming Board Meeting.

February 28: Attended NCLA Database Training – Core Collection.

Ongoing: Connected our social worker with patrons in need of assistance.

Continue to facilitate donating one dinner per month to Bethany House with Debbie Kelly and other Library staff.

## Teen Services • February 2022

### Marisol DePalma

#### Program Statistics

2/1-2/28 - **Take & Make Kits:** 24 kits were picked up.

2/9 - **Teen Advisory Group:** 4 teens. Katherine Zito from the Friends of the Library attended to discuss how the teens can get involved with the Friends, as well as their social media.

2/22 - **How to Write a Great College Essay:** 2 teens. Dr. Padurano recorded the program, and I posted it to the library's YouTube channel. It will be available until March 8<sup>th</sup>. Dr. Padurano asked me to take it down after two weeks. It has 22 views as of 3/2/2022.

2/23 - **Teen Book Chat.** 1 teen attended this discussion of *Hole in My Life* by Jack Gantos.

2/24 - **Students Rebuild.** 4 teens. This was the first session of an ongoing program that will run until June. This year's World Challenge focuses on five different needs. The theme of the first session was "Overcoming Bias." The teens have been given time to complete their first poster. Once they email me a photo, I will upload it to the Students Rebuild website. The second session will take place March 23<sup>rd</sup>.

#### Professional Development

I attended the following programs, meetings, and workshops:

2/3 - **Transforming Teen Services in Your Library:** A librarian from the New York Public Library talked about their approach to engaging teens and getting them to attend programs. Cletus Kuunifaa also attended this program.

2/10 - **YA Meetup by NLS:** Discussed upcoming workshops, Summer Reading Club, and current book bans and challenges.

2/23 - **Think Outside the Book: Revitalizing Your Teen Summer Reading Program:** Teen librarians from Oceanside Library discussed innovative ways to get teens involved in the Summer Reading Club.

#### Teen Zone Space Planning:

- Cletus and I had a meeting with Elizabeth Olesh and Kaysha Watson-Phillips to discuss future ideas for the Teen Zone.
- Cletus cleaned out the old service desk.

- Jason and Dennis took away half of the internet desktops, which will be replaced with laptops, to make room for the new service desk on the other side of the room. They also ran a new phone line, and set up the computer on the service desk.
- The custodians:
  - removed the table that was bolted to the back wall of the former Homework Center. Al Ferri repainted that wall.
  - removed the magazine shelving that was next to the original service desk, as well as the old service desk itself.
  - painted the entrance wall into the Teen Zone.
- Kaysha and I met with Doris Newman to discuss new furniture and shelving. I met with Doris' contractor Andrew to go over measurements to place new shelving around the office walls. These shelves will be used to create more space for the graphic novels.

### **Website:**

I requested that Jason VonButtgereit add a tab under Teens that says "Resources." These resources include links to homework help, our databases, college information, Young Adult book awards for different genres, and mental health links such as the Long Island Crisis Center, Ok2Talk, and the LGBT Network of Long island.

### **Computer Statistics:**

128 public computer sessions were used in February.



## **Children's Services • February 2022**

### **Martha Garvey**

#### **Programs:**

- continued to dispense take and make crafts for all ages. Crafts were pre-bagged with instructions and a recommended age range. Many of the crafts were newly purchased; some were made by Children's staff member Kathleen Etheridge. Four hundred and thirty four (434) of these kits were taken home by patrons.
- dispensed 20 Snowman Snow Ruler Take Home Painting Kits for children in Grades K – 2. The completed craft can be used to measure snowfall outside.
- dispensed 30 Valentine's Day Mason Jar crafts for grades K – 6. The mason jars were decorated on the outside and filled with candy.
- dispensed 15 Valentine's Day Chocolate Houses to families with children ages 5 and up.
- dispensed 25 Stuff-a-Bear kits to children ages 3 and up. Each pack includes a 16 inch bear, a pack of vacuum sealed sanitary and safe stuffing, a carrying case for the animal, a birth certificate, a custom size t-shirt for the animal, 2 washable markers to decorate the shirt, a comb and a satin heart or star. There was also a video tutorial that was available on our website explaining the stuffing process.
- held three virtual sessions of Baby Jam for children ages 6 months to 36 years and their parents/caregivers.
- held virtual story time on Thursdays throughout January.

#### **Meetings:**

The Children's staff attended the Library's full staff meetings on Thursdays. I also attended the department head meeting on Tuesday, February 22.

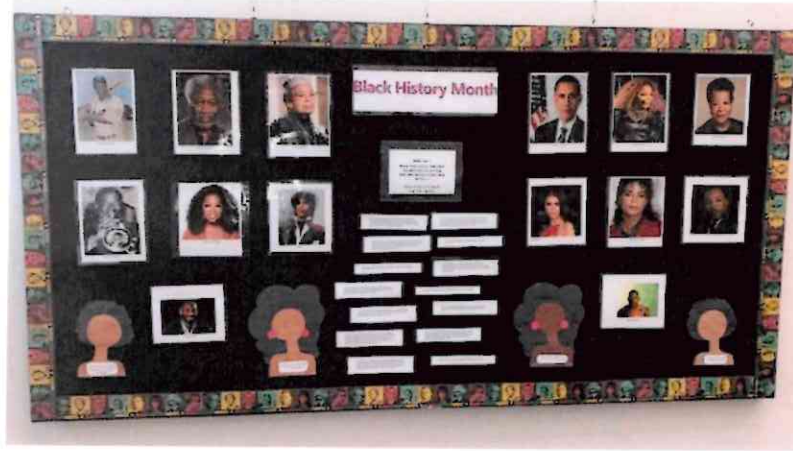
- On Tuesday, February 1, I attended the webinar "Parent Child Workshop: a Refresher," presented by the Middle Country Library.
- On Wednesday, February 16, I attended the virtual "2022 Summer Reading Workshop," hosted by ten library systems from around New York State.

#### **Baldwin PTAs:**

In February, Children's continued to pull books for Plaza PTA's book displays. I also ordered additional copies of requested books for the Children's collection.

#### **Interactive Display:**

Children's clerks Susan Barba and Sharon Dember created an interactive Black History Month display in the Library's atrium. Sue and Sharon created a "Who Am I?" game board where patrons were asked to match a photo of a famous Black American with a short description of them. Patrons who successfully matched the pictures with the descriptions would receive a small prize.



Two completed  
Valentine's Day  
Mason Jars



Two patrons filling their  
Stuff-a-Bears



A completed  
Valentine's Day  
Chocolate House



# Children's Programs

February 2022

| <u>Date</u>        | <u>Program</u>             | <u>Cost</u>       | <u>Time</u>              | <u>Attendance</u> | <u>Children</u>        | <u>Adults</u> | <u>Group Count</u> |
|--------------------|----------------------------|-------------------|--------------------------|-------------------|------------------------|---------------|--------------------|
| 2/1/2022           | Take & Make Crafts         | \$162.18          | 2/1/2022-2/28/2022       | 434               | 434                    | 0             | 434                |
| 2/1/2022           | Valentine Chocolate House  | \$121.86          | 2/1/2022-2/28/2022       | 15                | 15                     | 15            | 30                 |
| 2/1/2022           | Valentine's Day Mason Jars |                   | 2/1/2022-2/14/2022       | 30                | 30                     | 30            | 60                 |
| 2/7/2022           | Stuff-a-Bear Kits          | \$450.00          | 2/7/2022-2/28/2022       | 25                | 25                     | 25            | 50                 |
| 2/9/2022           | Virtual Baby Jam           | \$150.00          | 10:00 - 10:45 AM         | 5                 | 5                      | 5             | 10                 |
| 2/10/2022          | Virtual Story Time         |                   | 11:15-11:45 AM           | 3                 | 3                      | 3             | 6                  |
| 2/14/2022          | Snowman Snow Ruler Craft   |                   | 2/14/2022-2/28/2022      | 20                | 20                     | 20            | 40                 |
| 2/16/2022          | Virtual Baby Jam           | \$150.00          | 10:00 - 10:45 AM         | 2                 | 2                      | 2             | 4                  |
| 2/17/2022          | Virtual Story Time         |                   | 11:15-11:45 AM           | 3                 | 3                      | 3             | 6                  |
| 2/23/2022          | Virtual Baby Jam           | \$150.00          | 10:00-10:45 AM           | 2                 | 2                      | 2             | 2                  |
| 2/24/2022          | Virtual Story Time         |                   | 11:15 AM-11:45 AM        | 2                 | 2                      | 2             | 4                  |
| <b>Total Cost:</b> |                            | <b>\$1,184.04</b> | <b>Total Attendance:</b> | <b>541</b>        | <b>541</b>             | <b>107</b>    | <b>646</b>         |
|                    |                            |                   |                          |                   | <b>Combined Total:</b> |               | <b>646</b>         |





# Baldwin Public Library

## MEMORANDUM

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To: Board of Trustees  
Elizabeth Olesh, Director  
Kaysha Watson-Phillips, Assistant Director  
Colleen Hughes, Business Manager

From: Rick Rouillard  
Treasurer

Date: March 14, 2022

Re: February Treasurer's Report

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I am pleased to attach my first Treasurer's Report for February. I received a warm welcome from the Library staff and Colleen gave me a tour but, quite honestly, I haven't ventured farther than our office for fear of getting lost. Both Colleen and Cynthia have been very helpful in getting me acclimated and Colleen has been exceedingly patient with me and my questions.

### **Investments and Interest Rates**

Except for the operating and revolving bank accounts, all Library funds are invested in money market funds at First National Bank of Long Island (FNBLI). These money market funds were earning interest at .25% during February 2022. I will continue to monitor interest rates to see if there are any opportunities to increase investment income in the future.

### **Tri-Party Collateral Agreement**

In accordance with the Tri-Party Collateral agreement between M&T Bank, as custodian, FNBLI and the Library, FNBLI posts collateral to secure uninsured bank balances at FNBLI. As of February 28, 2022, the collateral posted is equal to 105% of the uninsured bank balances plus \$250,000, for a total of \$2,714,753. The type of collateral as of February 28, 2022 conforms to New York General Municipal Law for investments and the Investment Policy approved by the Board of Trustees.

**Baldwin Public Library  
February 2022**

|                                    | FEB. 2021             | Budget                | Budget                | Prior               | Actual                |                       |                       |
|------------------------------------|-----------------------|-----------------------|-----------------------|---------------------|-----------------------|-----------------------|-----------------------|
| Account Title                      | YTD                   | Budget                | Prorated              | Months              | YTD                   |                       |                       |
|                                    | Actual                | 2021/2022             | at 8/12               | Expense             | Expense               |                       |                       |
|                                    |                       |                       |                       |                     | Plus/Minus            |                       |                       |
|                                    |                       |                       |                       |                     | Budget                |                       |                       |
| <b>Library Materials</b>           |                       |                       |                       |                     |                       |                       |                       |
| Books                              | \$41,716.86           | 115,000.00            | \$76,666.67           | \$7,847.04          | \$43,996.14           | \$51,843.18           | (\$24,823.49)         |
| Audio-Visual - E-Books             | \$21,481.89           | 41,000.00             | \$27,333.33           | \$10,215.07         | \$20,780.01           | \$30,995.08           | \$3,661.75            |
| Audio-Visual                       | \$10,830.32           | 25,000.00             | \$16,666.67           | \$1,082.19          | \$6,039.93            | \$7,122.12            | (\$9,544.55)          |
| Data Bases/On-Line Services        | \$32,287.54           | 47,650.00             | \$31,766.67           | \$20,394.55         | \$14,416.53           | \$34,811.08           | \$3,044.41            |
| Periodicals                        | \$4,182.23            | 18,585.00             | \$12,390.00           | \$454.00            | \$5,267.56            | \$5,721.56            | (\$6,668.44)          |
| Pamphlets, Maps, Pictures          | \$27.50               | 100.00                | \$66.67               | \$0.00              | \$22.13               | \$22.13               | (\$44.54)             |
| Binding                            | \$0.00                | 250.00                | \$166.67              | \$0.00              | \$0.00                | \$0.00                | (\$166.67)            |
|                                    | \$110,526.34          | \$247,585.00          | \$165,056.67          | \$39,992.85         | \$90,522.30           | \$130,515.15          | (\$34,541.52)         |
| <b>Operating Expenses</b>          |                       |                       |                       |                     |                       |                       |                       |
| Film Rental/AV Licensing           | \$0.00                | 1,800.00              | \$1,200.00            | \$0.00              | \$1,015.00            | \$1,015.00            | (\$185.00)            |
| Cultural/Educational Programs      | \$40,819.62           | 79,900.00             | \$53,266.67           | \$6,434.07          | \$48,622.07           | \$55,056.14           | \$1,789.47            |
| Supplies                           | \$11,069.66           | 32,000.00             | \$21,333.33           | \$1,069.54          | \$13,574.88           | \$14,644.42           | (\$6,688.91)          |
| Telephone                          | \$2,936.13            | 5,100.00              | \$3,400.00            | \$434.24            | \$2,638.49            | \$3,072.73            | (\$327.27)            |
| TWX/Data Phone                     | \$6,400.00            | 9,600.00              | \$6,400.00            | \$800.00            | \$5,600.00            | \$6,400.00            | \$0.00                |
| Postage                            | \$69.06               | 6,050.00              | \$4,033.33            | \$33.05             | \$2,196.76            | \$2,229.81            | (\$1,803.52)          |
| Printing                           | \$130.10              | 4,500.00              | \$3,000.00            | \$196.00            | \$0.00                | \$196.00              | (\$2,804.00)          |
| Workshops, Seminars & Conf.        | \$2,409.72            | 14,500.00             | \$9,666.67            | \$20.46             | \$786.52              | \$806.98              | (\$8,859.69)          |
| Institutional Dues                 | \$1,312.00            | 3,450.00              | \$2,300.00            | \$589.00            | \$505.00              | \$1,094.00            | (\$1,206.00)          |
| Equipment Maintenance              | \$37,442.71           | 79,200.00             | \$52,800.00           | \$5,047.10          | \$37,872.91           | \$42,920.01           | (\$9,879.99)          |
| ILS Fees                           | \$36,989.46           | 48,000.00             | \$32,000.00           | \$12,796.68         | \$23,994.92           | \$36,791.60           | \$4,791.60            |
| NLS Fees                           | \$0.00                | 25,275.00             | \$16,850.00           | \$0.00              | \$0.00                | \$0.00                | (\$16,850.00)         |
| Proc. Costs - Private Concerns     | \$960.29              | 2,000.00              | \$1,333.33            | \$126.84            | \$1,168.83            | \$1,295.67            | (\$37.66)             |
|                                    | \$140,538.75          | \$311,375.00          | \$207,583.33          | \$27,546.98         | \$137,975.38          | \$165,522.36          | (\$42,060.97)         |
| <b>Building &amp; Grounds</b>      |                       |                       |                       |                     |                       |                       |                       |
| Light, Heat, & Water               | \$78,855.72           | 140,000.00            | \$93,333.33           | \$6,784.53          | \$81,242.16           | \$88,026.69           | (\$5,306.64)          |
| Custodial Supplies                 | \$11,809.49           | 19,000.00             | \$12,666.67           | \$1,168.37          | \$6,737.28            | \$7,905.65            | (\$4,761.02)          |
| Repairs & Alterations              | \$37,200.00           | 45,000.00             | \$30,000.00           | \$4,515.00          | (\$14,366.77)         | (\$9,851.77)          | (\$39,851.77)         |
| Building Insurance                 | \$44,443.48           | 52,165.00             | \$34,776.67           | \$0.00              | \$41,414.74           | \$41,414.74           | \$6,638.07            |
| Building & Grounds Maintenance     | \$33,043.55           | 98,025.00             | \$65,350.00           | \$9,328.86          | \$40,946.53           | \$50,275.39           | (\$15,074.61)         |
|                                    | \$205,352.24          | \$354,190.00          | \$236,126.67          | \$21,796.76         | \$155,973.94          | \$177,770.70          | (\$58,355.97)         |
| <b>Furniture &amp; Fixtures</b>    |                       |                       |                       |                     |                       |                       |                       |
| Equipment                          | \$0.00                | 10,000.00             | \$6,666.67            | \$0.00              | \$33,839.29           | \$33,839.29           | \$27,172.62           |
|                                    | \$0.00                | \$10,000.00           | \$6,666.67            | \$0.00              | \$33,839.29           | \$33,839.29           | \$27,172.62           |
| <b>Administrative Expenses</b>     |                       |                       |                       |                     |                       |                       |                       |
| Professional Fees                  | \$20,375.87           | 22,900.00             | \$15,266.67           | \$4,287.20          | \$7,667.38            | \$11,954.58           | (\$3,312.09)          |
| Auditing                           | \$10,079.61           | 10,500.00             | \$7,000.00            | \$0.00              | \$10,250.00           | \$10,250.00           | \$3,250.00            |
| Recording Secretary                | \$0.00                | 100.00                | \$66.67               | \$0.00              | \$0.00                | \$0.00                | (\$66.67)             |
| Legal & Classified Advertising     | \$498.66              | 1,000.00              | \$666.67              | \$90.94             | \$0.00                | \$90.94               | (\$575.73)            |
|                                    | \$30,954.14           | \$34,500.00           | \$23,000.00           | \$4,378.14          | \$17,917.38           | \$22,295.52           | (\$704.48)            |
| <b>Salaries</b>                    |                       |                       |                       |                     |                       |                       |                       |
| Staff                              | \$1,331,812.86        | 2,394,075.00          | \$1,596,050.00        | \$205,349.11        | \$1,209,646.98        | \$1,414,996.09        | (\$181,053.91)        |
| Custodial                          | \$119,396.79          | 212,125.00            | \$141,416.67          | \$21,028.17         | \$109,389.47          | \$130,417.64          | (\$10,999.03)         |
|                                    | \$1,451,209.65        | \$2,606,200.00        | \$1,737,466.67        | \$226,377.28        | \$1,319,036.45        | \$1,545,413.73        | (\$192,052.94)        |
| <b>Fixed Charges</b>               |                       |                       |                       |                     |                       |                       |                       |
| District Retirement                | \$299,378.00          | 337,185.00            | \$224,790.00          | \$0.00              | \$329,242.00          | \$329,242.00          | \$104,452.00          |
| Social Security/Medicare           | \$104,999.35          | 189,800.00            | \$126,533.33          | \$16,688.30         | \$95,842.99           | \$112,531.29          | (\$14,002.04)         |
| Compensation Insurance             | \$898.00              | 34,375.00             | \$22,916.67           | \$0.00              | \$23.00               | \$23.00               | (\$22,893.67)         |
| Unemployment Insurance             | \$0.00                | 100.00                | \$66.67               | \$0.00              | \$0.00                | \$0.00                | (\$66.67)             |
| Disability Insurance               | \$842.47              | 3,900.00              | \$2,600.00            | (\$94.62)           | \$2,467.69            | \$2,373.07            | (\$226.93)            |
| NYS Paid Family Leave              | \$5,345.61            | 2,000.00              | \$1,333.33            | (\$649.74)          | \$4,012.53            | \$3,362.79            | \$2,029.46            |
| Health Insurance                   | \$253,810.14          | 440,275.00            | \$293,516.67          | \$37,291.75         | \$210,864.92          | \$248,156.67          | (\$45,360.00)         |
| Dental/Vision Insurance            | \$12,799.25           | 20,925.00             | \$13,950.00           | \$1,678.79          | \$11,971.19           | \$13,649.98           | (\$300.02)            |
|                                    | \$678,072.82          | \$1,028,560.00        | \$685,706.67          | \$54,914.48         | \$654,424.32          | \$709,338.80          | \$23,632.13           |
| <b>TOTAL BUDGET EXPENSE</b>        | <b>\$2,616,653.94</b> | <b>\$4,592,410.00</b> | <b>\$3,061,606.67</b> | <b>\$375,006.49</b> | <b>\$2,409,689.06</b> | <b>\$2,784,695.55</b> | <b>(\$276,911.12)</b> |
| Repairs                            | \$0.00                |                       |                       | \$0.00              | \$0.00                | \$0.00                |                       |
| Capital Improvements               | \$380,095.00          |                       |                       | \$0.00              | \$30,794.25           | \$30,794.25           |                       |
| Retirement/Benefits                | \$0.00                |                       |                       | \$0.00              | \$0.00                | \$0.00                |                       |
| Reim. Exp. - NYS/Other Grants/Don. | \$2,381.84            |                       |                       | \$0.00              | \$1,448.00            | \$1,448.00            |                       |
| Reimbursable Exp. - NYS Grant      | \$153,410.75          |                       |                       | \$0.00              | \$0.00                | \$0.00                |                       |
| Reimbursable Exp. - Ins.Claim      | \$0.00                |                       |                       | \$0.00              | \$0.00                | \$0.00                |                       |
| <b>TOTAL PAYMENTS</b>              | <b>\$3,152,541.53</b> | <b>\$4,592,410.00</b> | <b>\$3,061,606.67</b> | <b>\$375,006.49</b> | <b>\$2,441,931.31</b> | <b>\$2,816,937.80</b> |                       |

**Baldwin Public Library**  
**February 28, 2022**  
**Treasurer's Financial Report**

**First National Bank of LI-Operating Account**

|  |                        |                      |
|--|------------------------|----------------------|
| Opening Balance as of 2/01/2022        | \$ 376,915.97          |                      |
| Plus Cash Receipts                     | \$ 3,974.74            |                      |
| Plus Transfers From Investment Account | \$ 126,000.00          |                      |
| Plus voided checks                     | \$ 1,784.00            |                      |
| Less February Payments                 | <u>\$ (142,905.85)</u> |                      |
| Balance as of 2/28/2022                |                        | <u>\$ 365,768.86</u> |

**First National Bank of LI-Investment Account**

|                                     |                        |                        |
|-------------------------------------|------------------------|------------------------|
| Opening Balance as of 2/01/2022     | \$ 1,885,727.14        |                        |
| Plus Tax Levy                       | \$ 361,629.75          |                        |
| Plus Interest Earned                | \$ 346.32              |                        |
| Less Transfers to Payroll Account   | \$ (244,200.00)        |                        |
| Less Transfers to Operating Account | <u>\$ (126,000.00)</u> |                        |
| Balance as of 2/28/2022             |                        | <u>\$ 1,877,503.21</u> |

**First National Bank of LI-Payroll Account**

|  |                        |                     |
|--|------------------------|---------------------|
| Opening Balance as of 2/01/2022        | \$ 20,663.14           |                     |
| Plus Transfers from Investment Account | \$ 244,200.00          |                     |
| Less February Payments                 | <u>\$ (233,884.64)</u> |                     |
| Balance as of 2/28/2022                |                        | <u>\$ 30,978.50</u> |

**First National Bank of LI-Capital Account**

|                                 |                 |                      |
|---------------------------------|-----------------|----------------------|
| Opening Balance as of 2/01/2022 | \$ 508,216.52   |                      |
| Plus Cash Receipts              | \$ -            |                      |
| Plus Interest Earned            | <u>\$ 97.47</u> |                      |
| Balance as of 2/28/2022         |                 | <u>\$ 508,313.99</u> |

**First National Bank of LI-Revolving Account**

|                                 |                  |                    |
|---------------------------------|------------------|--------------------|
| Opening Balance as of 2/01/2022 | \$ 4,111.17      |                    |
| Plus Cash Receipts              | \$ -             |                    |
| Less February Payments          | <u>\$ (4.99)</u> |                    |
| Balance as of 2/28/2022         |                  | <u>\$ 4,106.18</u> |

|  |                  |  |
|--|------------------|--|
| Petty Cash                                   | \$ 400.00        |  |
| First National Bank of LI-Petty Cash Account | <u>\$ 200.00</u> |  |

|                         |  |                  |
|-------------------------|--|------------------|
| Balance as of 2/28/2022 |  | <u>\$ 600.00</u> |
|-------------------------|--|------------------|



**First National Bank of LI-Woman's Advance Club Account**

|                      |                                 |             |                               |
|----------------------|---------------------------------|-------------|-------------------------------|
|                      | Opening Balance as of 2/01/2022 | \$ 8,521.15 |                               |
| Plus Interest Earned |                                 | \$ 1.63     |                               |
|                      | Balance as of 2/28/2022         |             | <u>\$ 8,522.78</u>            |
| Change Fund          | Balance as of 2/28/2022         |             | <u>\$ 490.60</u>              |
|                      | <b>TOTAL CASH</b>               |             | <u><b>\$ 2,796,284.12</b></u> |

**Reserves**

|  |                           |               |                               |
|--|---------------------------|---------------|-------------------------------|
| Automated Services   |                           | \$ 27,830.00  |                               |
| Capital Improvements                                       |                           | \$ 385,099.67 |                               |
| Repairs & Alterations-Future Development of Expansion Area |                           | \$ 290,946.65 |                               |
| Retirement Benefits  |                           | \$ 349,143.33 |                               |
| Unemployment Insurance                                     |                           | \$ 40,090.00  |                               |
|  | <b>TOTAL RESERVES</b>     |               | <u><b>\$ 1,093,109.65</b></u> |
|  | <b>NET OPERATING CASH</b> |               | <u><b>\$ 1,703,174.47</b></u> |

**Interest Earned**

|              |  |             |  |
|--------------|--|-------------|--|
| February     |  | \$ 445.42   |  |
| Year-to-Date |  | \$ 4,760.76 |  |

**PRIMARY BUDGET**

|                                |                |                 |                               |
|--------------------------------|----------------|-----------------|-------------------------------|
| Property Tax Levy              |                | \$ 4,339,557.00 |                               |
| Payments Received to 2/28/2022 |                | \$ 2,893,038.00 |                               |
| Balance to be Received         |                | \$ 1,446,519.00 |                               |
|                                |                |                 | <u><b>\$ 1,446,519.00</b></u> |
| BUDGETED EXPENSES:             | 7/1/21-6/30/22 | \$ 4,592,410.00 |                               |
| ACTUAL EXPENSES:               | 7/1/21-2/28/22 | \$ 2,784,695.55 |                               |
| Balance Remaining in Budget    |                | \$ 1,807,714.45 |                               |
|                                |                |                 | <u><b>\$ 1,807,714.45</b></u> |

**BALDWIN PUBLIC LIBRARY**  
**SCHEDULE OF PAYMENTS #609 (DCIX)**  
**For the Period From Feb 17, 2022 to Mar 23, 2022**

| <b>Date</b> | <b>Check #</b> | <b>Line Description/Payee</b>                                  | <b>Amount</b> |
|-------------|----------------|--|---------------|
| 2/18/22     | PR021822       | BI-WEEKLY PAYROLL OF 2/18/22<br>PR #15418-15422/V#4343738-3791 | 59,124.81     |
| 2/18/22     | IT021822       | 941 FEDERAL/NYS INCOME TAX PAYMENT<br>BRIDGEHAMPTON NATL BANK  | 23,858.22     |
| 2/18/22     | 15423          | NYS TAX ASSESSEMENT PAYABLE<br>NYS ASSESSMENT RECEIVABLES      | 167.84        |
| 2/18/22     | 15424          | RETIREMENT/LOAN PAYMENT<br>NYS EMPLOYEES RETIREMENT SYS        | 3,281.36      |
| 2/18/22     | 15425          | UNION DUES F/T<br>CSEA   | 1,263.96      |
| 2/18/22     | 15426          | NYS DEFERRED COMP PAYABLE<br>NYS DEFERRED COMPENSATION PLAN    | 1,745.00      |
| 2/18/22     | 15427          | ANNUITIES PAYABLE<br>MATC                                      | 650.00        |
| 2/18/22     | 15428          | UNION DUES P/T<br>CSEA   | 578.84        |
| 2/18/22     | 15429          | AFLAC PREMIUM<br>AFLAC   | 767.16        |
| 2/18/22     | V#4343792      | 529 COLLEGE PLAN<br>529 COLLEGE SAVINGS PLAN                   | 75.00         |
| 2/18/22     | V#4343793      | PAYROLL SERVICE - 2/18/22<br>ACCU DATA CORP.                   | 110.50        |
| 2/18/22     | 22376          | GAS SERVICE<br>NATIONAL GRID                                   | 39.62         |
| 2/18/22     | 22377          | ELECTRIC SERVICE<br>PSEGLI                                     | 6,558.78      |
| 3/4/22      | PR030422       | BI-WEEKLY PAYROLL OF 3/4/22<br>PR #15430-15434/V#4378721-8773  | 58,217.99     |

**BALDWIN PUBLIC LIBRARY**  
**SCHEDULE OF PAYMENTS #609 (DCIX)**  
**For the Period From Feb 17, 2022 to Mar 23, 2022**

| <b>Date</b> | <b>Check #</b> | <b>Line Description/Payee</b>                                  | <b>Amount</b> |
|-------------|----------------|--|---------------|
| 3/4/22      | IT030422       | 941 FEDERAL/NYS INCOME TAX PAYMENT<br>BRIDGEHAMPTON NATL BANK  | 23,533.80     |
| 3/4/22      | 15435          | NYS TAX ASSESSMENT PAYABLE<br>NYS ASSESSMENT RECEIVABLES       | 167.84        |
| 3/4/22      | 15436          | NYS DEFERRED COMP PAYABLE<br>NYS DEFERRED COMPENSATION PLAN    | 1,755.00      |
| 3/4/22      | 15437          | ANNUITIES PAYABLE<br>MATC                                      | 639.26        |
| 3/4/22      | V#4378774      | 529 COLLEGE PLAN PAYABLE<br>529 COLLEGE SAVINGS PLAN           | 75.00         |
| 3/4/22      | V#4378775      | PAYROLL SERVICE - 3/4/22 PAYROLL<br>ACCU DATA CORP.            | 100.50        |
| 3/4/22      | 22378          | WATER SERVICE<br>LIBERTY                                       | 87.18         |
| 3/4/22      | 22379          | MAILING SYSTEM SUPPLIES<br>PITNEY BOWES, INC.                  | 155.97        |
| 3/4/22      | 22380          | WATER SERVICE<br>LIBERTY                                       | 88.65         |
| 3/18/22     | PR031822       | BI-WEEKLY PAYROLL OF 3/18/22<br>PR #15438-15445/V#4414111-4166 | 62,764.46     |
| 3/18/22     | IT031822       | 941 FEDERAL/NYS INCOME TAX PAYMENT<br>BRIDGEHAMPTON NATL BANK  | 24,528.28     |
| 3/18/22     | 15446          | NYS TAX ASSESSMENT<br>NYS ASSESSMENT RECEIVABLES               | 167.84        |
| 3/18/22     | 15447          | RETIREMENT/LOAN PAYMENT<br>NYS EMPLOYEES RETIREMENT SYS        | 2,451.01      |
| 3/18/22     | 15448          | UNION DUES F/T<br>CSEA   | 1,263.96      |

**BALDWIN PUBLIC LIBRARY**  
**SCHEDULE OF PAYMENTS #609 (DCIX)**  
**For the Period From Feb 17, 2022 to Mar 23, 2022**

| <b>Date</b> | <b>Check #</b> | <b>Line Description/Payee</b>   | <b>Amount</b> |
|-------------|----------------|---|---------------|
| 3/18/22     | 15449          | NYS DEFERRED COMP PAYABLE<br>NYS DEFERRED COMPENSATION PLAN   | 1,755.00      |
| 3/18/22     | 15450          | ANNUITIES PAYABLE<br>MATC   | 650.00        |
| 3/18/22     | 15451          | UNION DUES P/T<br>CSEA  | 597.22        |
| 3/18/22     | 15452          | AFLAC PREMIUM<br>AFLAC  | 767.16        |
| 3/18/22     | V#4414167      | 529 COLLEGE PLAN PAYABLE<br>529 COLLEGE SAVINGS PLAN  | 75.00         |
| 3/18/22     | V#4414168      | PAYROLL SERVICE - 3/18/22 PAYROLL<br>ACCU DATA CORP.  | 111.50        |
| 3/18/22     | 22235V         | TELEPHONE SERVICE<br>VERIZON  | -139.56       |
| 3/18/22     | 22381          | COPIER/PRINTER LEASE<br>CIT   | 1,685.00      |
| 3/18/22     | 22382          | MUSEUM PASS MEMBERSHIP -<br>FRIENDS FOR OLD BETHPAGE VILL REST INC                                    | 350.00        |
| 3/18/22     | 22383          | TELE. SVC./STATIC IP FOR HVAC CONTROLS<br>OPTIMUM   | 397.20        |
| 3/18/22     | 22384          | TELEPHONE SERVICE<br>VERIZON  | 280.62        |
| 3/18/22     | 22385          | VIDEO GAMES ADULT/ZOOM SUBSCRIPTION<br>ADOBE ACCESS (1 USER)<br>PROGRAM SUPPLIES - CHILDREN'S<br>VISA | 548.83        |
| 3/18/22     | 22386          | CUSTODIAL SUPP./ADOBE ACCESS (2ND USER)<br>VISA   | 1,567.98      |

**BALDWIN PUBLIC LIBRARY**  
**SCHEDULE OF PAYMENTS #609 (DCIX)**  
**For the Period From Feb 17, 2022 to Mar 23, 2022**

| <b>Date</b> | <b>Check #</b> | <b>Line Description/Payee</b>                                       | <b>Amount</b> |
|-------------|----------------|---|---------------|
| 3/23/22     | 22387          | PEST CONTROL - 1/22 & 2/22<br>ADVANCED TERMITE & PEST CONTROL INC.  | 100.00        |
| 3/23/22     | 22388          | BOOKS - ADULT/YA<br>PROGRAM SUPPLIES - CHILDREN'S<br>AMAZON         | 301.50        |
| 3/23/22     | 22389          | ADULT PROGRAM - 3/2, 3/9 & 3/16/22<br>JEAN C. ARNOLD                | 195.00        |
| 3/23/22     | 22390          | CONTROLS SYSTEM SVC. CONT. - 1/22-6/22<br>AM CONTROL SERVICES, INC. | 1,155.00      |
| 3/23/22     | 22391          | TELEPHONE SERVICE<br>AT&T   | 4.33          |
| 3/23/22     | 22392          | BOOKS/PROCESSING - ADULT<br>BAKER & TAYLOR                          | 5,723.05      |
| 3/23/22     | 22393          | BOOKS/PROCESSING - CHILDREN'S<br>BAKER & TAYLOR                     | 8,322.82      |
| 3/23/22     | 22394          | BOOKS/PROCESSING - YA<br>BAKER & TAYLOR                             | 916.26        |
| 3/23/22     | 22395          | DVD'S - ADULT<br>BAKER & TAYLOR                                     | 468.91        |
| 3/23/22     | 22396          | DVD'S - CHILDREN'S<br>BAKER & TAYLOR                                | 79.42         |
| 3/23/22     | 22397          | CHILDREN'S PROG. (CAKE POPS) - 6/4/2021<br>THE BAKING COACH INC.    | 335.00        |
| 3/23/22     | 22398          | BPL ENVELOPES PRINTED<br>BALDWIN GRAPHIC ARTS, INC.                 | 230.00        |
| 3/23/22     | 22399          | ADULT PROGRAM - 2/18, 2/25, 3/4, 3/11 & 3/18<br>AUGUSTA BERNER      | 250.00        |
| 3/23/22     | 22400          | DVD CASES<br>BIBLIOTHECA, LLC                                       | 1,118.00      |

**BALDWIN PUBLIC LIBRARY**  
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**For the Period From Feb 17, 2022 to Mar 23, 2022**

| <b>Date</b> | <b>Check #</b> | <b>Line Description/Payee</b>   | <b>Amount</b> |
|-------------|----------------|---|---------------|
| 3/23/22     | 22401          | CD BOOKS - ADULT<br>BLACKSTONE PUBLISHING                                   | 150.00        |
| 3/23/22     | 22402          | PROGRAM SUPPLIES REIMB - CHILDREN'S<br>KAITLIN BOTSAKOS                     | 268.49        |
| 3/23/22     | 22403          | BOOKS - ADULT<br>BRODART CO.  | 436.10        |
| 3/23/22     | 22404          | BOOKS - ADULT<br>CENTER POINT PUBLISHING                                    | 368.14        |
| 3/23/22     | 22405          | BARCODE LABELS<br>COMPUTYPE, INC.   | 1,451.25      |
| 3/23/22     | 22406          | SNOW REM./ICE CONTROL-1/29, 1/30 & 1/31/22<br>COUNTY WIDE LANDSCAPING & MTN | 1,080.00      |
| 3/23/22     | 22407          | CHILDREN'S PROG. - 2/9,2/16,2/23,3/2 & 3/9/22<br>CREATIVE SPIRIT MEDIA, LLC | 750.00        |
| 3/23/22     | 22408          | YA PROGRAM - 2/22/22<br>CRIMSON COACHING LLC                                | 275.00        |
| 3/23/22     | 22409          | DENTAL/VISION COVERAGE -- 3/22<br>CSEA EMPLOYEE BENEFIT FUND                | 2,446.40      |
| 3/23/22     | 22410          | PRINTED PURCHASE ORDERS<br>DRAWING BOARD PRINTING                           | 262.70        |
| 3/23/22     | 22411          | ADULT PROGRAM - 3/21/22<br>ECO-PHOTO EXPLORERS                              | 200.00        |
| 3/23/22     | 22412          | CLEANING SERVICES - 2/22<br>EXECUTIVE CLEANING SERVICES, INC.               | 4,050.00      |
| 3/23/22     | 22413          | STAFF DEVELOPMENT WORKSHOP<br>FAMILY LIFE TIME SOLUTIONS, INC.              | 275.00        |
| 3/23/22     | 22414          | BOOKS - ADULT<br>GALE/CENGAGE LEARNING                                      | 619.16        |

**BALDWIN PUBLIC LIBRARY**  
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**For the Period From Feb 17, 2022 to Mar 23, 2022**

| <b>Date</b> | <b>Check #</b> | <b>Line Description/Payee</b>  | <b>Amount</b> |
|-------------|----------------|--|---------------|
| 3/23/22     | 22415          | FIRE ALARM/SMOKE DETECTOR REPAIR<br>MONITORING 3/22-2/23<br>GARLAND FIRE SYSTEMS, INC. | 4,107.68      |
| 3/23/22     | 22416          | MUSEUM PASS MEMBERSHIP - 6/22-5/23<br>SOLOMON R. GUGGENHEIM MUSEUM                     | 500.00        |
| 3/23/22     | 22417          | ARCHITECT'S FEE - SPANDREL GLASS<br>HOLZMACHER, MCLENDON & MURRELL, P.C.               | 1,019.20      |
| 3/23/22     | 22418          | STREAMING USAGE - 2/22<br>MIDWEST - HOOPLA   | 659.58        |
| 3/23/22     | 22419          | SUPPLIES<br>JACKSON-HIRSH, INC.  | 213.71        |
| 3/23/22     | 22420          | PASSPORT PHOTO REFUND<br>ANGELA JAMISON  | 10.00         |
| 3/23/22     | 22421          | ADULT PROG. 2/17,24,28,3/3,10,17,3/7 & 3/14<br>KADAMPA MEDITATION CTR LONG ISLAND      | 320.00        |
| 3/23/22     | 22422          | STEAMING USAGE - 2/22<br>KANOPY, INC.  | 315.00        |
| 3/23/22     | 22423          | ALTERATIONS FOR LIGHTING<br>KT & E ELECTRICAL CORP.                                    | 1,950.00      |
| 3/23/22     | 22424          | MEMBERSHIP RENEWAL - 2022<br>LILRC   | 835.00        |
| 3/23/22     | 22425          | VOX BOOKS - CHILDREN'S<br>LIBRARY IDEAS LLC  | 788.10        |
| 3/23/22     | 22426          | SUPPLIES/COMPUTER SUPPLIES<br>MICRO CENTER   | 315.82        |
| 3/23/22     | 22427          | CD'S/CD BOOKS/DVD'S - ADULT<br>DVD'S - CHILDREN'S<br>MIDWEST TAPE                      | 351.77        |

**BALDWIN PUBLIC LIBRARY**  
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**For the Period From Feb 17, 2022 to Mar 23, 2022**

| <b>Date</b> | <b>Check #</b> | <b>Line Description/Payee</b>  | <b>Amount</b> |
|-------------|----------------|--|---------------|
| 3/23/22     | 22428          | ADULT PROG. (MAHJONGG) - 2/23/22<br>ADULT PROG. (CANASTA) - 3/9/22 & 3/16/22<br>DONNA MILLER-SMALL | 300.00        |
| 3/23/22     | 22429          | SOCIAL WORK CONSULTANT - 2/22<br>MOLLY MISKIEWICZ  | 1,200.00      |
| 3/23/22     | 22430          | MUSEUM PASS MEMBERSHIP -5/22-4/23<br>NASSAU COUNTY MUSEUM OF ART                                   | 500.00        |
| 3/23/22     | 22431          | CROWN CASTLE BILLING CHARGE - 3/22<br>NLS - ILS SERVICES OPERATING FUND                            | 800.00        |
| 3/23/22     | 22432          | MUSEUM PASS MEMBERSHIP - 7/22-6/23<br>NEW YORK BOTANICAL GARDEN                                    | 650.00        |
| 3/23/22     | 22433          | HEALTH INSURANCE PREMIUM - 4/22<br>NYS EMPLOYEES' HEALTH INS PENDING ACCT                          | 34,369.35     |
| 3/23/22     | 22434          | PROGRAM SUPPLIES - CHILDREN'S<br>ORIENTAL TRADING CO., INC.  | 84.68         |
| 3/23/22     | 22435          | EBOOKS<br>OVERDRIVE, INC.  | 556.83        |
| 3/23/22     | 22436          | PAY TELEPHONE LEASE - 1/22<br>PTS PROVIDER, INC  | 75.40         |
| 3/23/22     | 22437          | SUPPLIES/MILEAGE/POSTAGE<br>PROGRAM SUPPLIES - CHILDREN'S<br>RICHARD KERNS - PETTY CASH            | 116.35        |
| 3/23/22     | 22438          | NEWSPAPERS - 1/31/22-2/27/22<br>ED PUGLIA  | 454.00        |
| 3/23/22     | 22439          | ADULT PROGAM - 3/15/22<br>STEPHEN QUANDT   | 200.00        |
| 3/23/22     | 22440          | HVAC MAINTENANCE AGREEMENT - 1/22-3/22<br>QUINN & FEINER SERVICE CO., INC.                         | 4,850.75      |



**BALDWIN PUBLIC LIBRARY**  
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| <b>Date</b> | <b>Check #</b> | <b>Line Description/Payee</b>  | <b>Amount</b>     |
|-------------|----------------|--|-------------------|
| 3/23/22     | 22441          | ADULT PROGRAM (ZUMBA) - 2/28 & 2/17<br>ADULT PROG. (ZUMBA - THURS. NIGHT) 3/3<br>ADULT PROG. (ZUMBA - MON.) - 3/7,14 & 21<br>LINDA J. SALAMONE | 570.00            |
| 3/23/22     | 22442          | ELEVATOR SERVICE CONTRACT - 3/22-2/23<br>SCHINDLER   | 3,966.96          |
| 3/23/22     | 22443          | YA PROGRAM - (COOKIES) - 2/2022<br>ADULT PROGRAM (BREAD KITS) 2/2022<br>ADULT PROGRAM (FOOD FESTIVAL) - 3/19/22<br>ROBERT G. SCOTT             | 637.00            |
| 3/23/22     | 22444          | LEGAL FEES - 2/22/RETAINER - 3/22<br>SPELLMAN GIBBONS POLIZZI TRUNCALE   | 1,006.25          |
| 3/23/22     | 22445          | SUPPLIES<br>STAPLES BUSINESS ADVANTAGE   | 684.67            |
| 3/23/22     | 22446          | ADULT PROGRAM - 2/16/22<br>STRINGER MUSIC  | 200.00            |
| 3/23/22     | 22447          | SECURITY SERVICES - 2/22<br>SUPREME A SECURITY, LLC  | 2,664.20          |
| 3/23/22     | 22448          | ADULT PROGRAM - 2/24/22<br>MARY F VAHEY  | 300.00            |
| 3/23/22     | 22449          | ADULT PROGRAM - 2/28/22<br>CHRISTOPHER WOODS   | 150.00            |
| 3/23/22     | 22450          | COPIER/PRINTER USAGE - 11/21-1/22<br>CCP SOLUTIONS, LLC  | 1,398.26          |
| 3/23/22     | 22451          | ADDITIONAL SECURITY CAMERA<br>MONARCH  | 853.25            |
|             | <b>Total</b>   |  | <b>382,669.12</b> |

LOG OF CREDIT CARD USE -see note 2

Page No. \_\_\_\_\_

CREDIT CARD ISSUER- FNB LI  
 CREDIT LIMIT- 2 Cards\*

9000/month - \$2500 Card

Authorized Employee Job Titles:  
Director

\* 1 Log Sheet For Both Authorized  
Employees

Head Custodian

| Line No. | CARD OUT |       |                     |                    | CARD RETURNED           |         |       |                     | Total \$ Charged |                             |
|----------|----------|-------|---------------------|--------------------|-------------------------|---------|-------|---------------------|------------------|-----------------------------|
|          | Date     | Time  | Taken By Print Name | Taken By Signature | Authorized By Signature | Date    | Time  | Accept. By Initials |                  | Receipt Received See Note 1 |
| 1        | 2/14/22  | 9:30  | E. Olesk            | <i>[Signature]</i> | <i>[Signature]</i>      | 2/14/22 | 9:45  | OH                  | ✓                | 239.90                      |
| 2        | 2/17/22  | 3:48  | E. Olesk            | <i>[Signature]</i> | <i>[Signature]</i>      | 2/17/22 | 4:45  | OH                  | ✓                | 62.25                       |
| 3        | 2/18/22  | 9:10  | R. Duccilli         | <i>[Signature]</i> | <i>[Signature]</i>      | 2/18/22 | 11:00 | OH                  | ✓                | 1500-                       |
| 4        | 3/1/22   | 11:20 | E. Olesk            | <i>[Signature]</i> | <i>[Signature]</i>      | 3/1/22  | 11:35 | OH                  | ✓                | 139.80                      |
| 5        | 3/2/22   | 11:50 | E. Olesk            | <i>[Signature]</i> | <i>[Signature]</i>      | 3/2/22  | 1:00  | OH                  | ✓                | 24.55                       |
| 6        | 3/8/22   | 10:00 | E. Olesk            | <i>[Signature]</i> | <i>[Signature]</i>      | 3/8/22  | 10:05 | OH                  | Auto Charged     | 67.98                       |
| 7        | 3/8/22   | 10:00 | E. Olesk            | <i>[Signature]</i> | <i>[Signature]</i>      | 3/8/22  | 10:05 | OH                  | ✓                | 119.98                      |
| 8        | 3/8/22   | 10:00 | E. Olesk            | <i>[Signature]</i> | <i>[Signature]</i>      | 3/8/22  | 10:05 | OH                  | ✓                | 58.74                       |
| 9        | 3/8/22   | 10:00 | E. Olesk            | <i>[Signature]</i> | <i>[Signature]</i>      | 3/8/22  | 10:05 | OH                  | Auto Charged     | 67.98                       |

Notes

- The receipts for all purchases should be returned to the Accounting Office when the card is returned
- A copy of the applicable Log Page(s) shall be attached to the applicable credit card invoice with the pertinent lines highlighted

**BALDWIN PUBLIC LIBRARY  
MONTHLY RECEIPTS - FEBRUARY 2022**

|                                  | 2/2021         | 2021-2022      | PRORATED       |              | PRIOR MONTH    | FEBRUARY       | ACTUAL       |
|----------------------------------|----------------|----------------|----------------|--------------|----------------|----------------|--------------|
|                                  | YTD            | 2021-2022      | BUDGET         | FEBRUARY     | YTD            | YTD            | PLUS/MINUS   |
|                                  | ACTUAL         | BUDGET         | AT 8/12        | INCOME       | INCOME         | INCOME         | BUDGET       |
| REAL PROPERTY TAX LEVY           | \$2,893,038.00 | \$4,339,557.00 | \$2,893,038.00 | \$361,629.75 | \$2,531,408.25 | \$2,893,038.00 | \$0.00       |
| INTEREST                         | \$5,942.81     | \$8,500.00     | \$5,666.67     | \$445.42     | \$4,315.34     | \$4,760.76     | (\$905.91)   |
| LOCAL LIBRARY SVS AID            | \$6,754.32     | \$7,500.00     | \$5,000.00     | \$0.00       | \$8,441.00     | \$8,441.00     | \$3,441.00   |
| FINES                            | \$254.31       |                |                | \$572.09     | \$1,086.79     | \$1,658.88     |              |
| AV FINES                         | \$20.50        |                |                | \$2.00       | \$10.00        | \$12.00        |              |
| FINES DIFFERENCE                 | \$47.49        |                |                | \$0.02       | \$2.21         | \$2.23         |              |
| TOTAL FINES                      | \$322.30       | \$853.00       | \$568.67       | \$574.11     | \$1,099.00     | \$1,673.11     | \$1,104.44   |
| MISCELLANEOUS INCOME             |                |                |                |              |                |                |              |
| POST BOOKS                       | \$1,180.95     |                |                | \$336.27     | \$1,945.40     | \$2,281.67     |              |
| COPY MACHINES                    | \$0.00         |                |                | \$0.00       | \$1,703.05     | \$1,703.05     |              |
| POST LIBRARY CARDS               | \$10.00        |                |                | \$0.00       | \$0.00         | \$0.00         |              |
| UMBRELLAS SOLD                   | \$0.00         |                |                | \$10.00      | \$74.00        | \$84.00        |              |
| TAMPS SOLD                       | \$4.80         |                |                | \$4.80       | \$13.00        | \$17.80        |              |
| AM - COMPUTER ROOM               | \$660.04       |                |                | \$478.38     | \$3,409.16     | \$3,887.54     |              |
| POST AUDIO-VISUAL                | \$94.99        |                |                | \$0.00       | \$781.59       | \$781.59       |              |
| SALE OF SUPPLIES                 | \$2.00         |                |                | \$4.00       | \$55.00        | \$59.00        |              |
| PUBLIC FAX                       | \$570.44       |                |                | \$10.00      | \$884.44       | \$894.44       |              |
| POST FEES                        | \$0.00         |                |                | \$0.00       | \$0.00         | \$0.00         |              |
| POST SHIRTS SOLD                 | \$0.00         |                |                | \$0.00       | \$0.00         | \$0.00         |              |
| PREMIUM FROM RETIREES            | \$7,926.96     |                |                | \$1,719.06   | \$13,106.64    | \$14,825.70    |              |
| POST / SOLD                      | \$0.00         |                |                | \$20.00      | \$30.00        | \$50.00        |              |
| BOOKS SOLD                       | \$0.00         |                |                | \$308.08     | \$1,531.27     | \$1,839.35     |              |
| SPORT FEES                       | \$0.00         |                |                | \$495.00     | \$240.00       | \$735.00       |              |
| COIN MACHINE COMMISSION          | \$0.00         |                |                | \$15.04      | \$42.69        | \$57.73        |              |
| TOTAL RECURRING INCOME O/T FINES | \$10,450.18    |                |                | \$3,400.63   | \$23,816.24    | \$27,216.87    |              |
| POST PAYMENTS                    | \$2,786.03     |                |                | \$0.00       | \$2,885.28     | \$2,885.28     |              |
| CONSTR. GRANT - WINDOWS          | \$22,700.00    |                |                | \$0.00       | \$0.00         | \$0.00         |              |
| CONSTR. GRANT - ROOF PROJ.       | \$0.00         |                |                | \$0.00       | \$180,662.00   | \$180,662.00   |              |
| NTINGTON ARTS COUNCIL GRANT      | \$0.00         |                |                | \$0.00       | \$0.00         | \$0.00         |              |
| S GRANT - BULLET AID YA ROOM     | \$0.00         |                |                | \$0.00       | \$25,000.00    | \$25,000.00    |              |
| HER CASH GRANTS (NLS)            | \$0.00         |                |                | \$0.00       | \$0.00         | \$0.00         |              |
| TOTAL AID/GRANTS                 | \$22,700.00    |                |                | \$0.00       | \$205,662.00   | \$205,662.00   |              |
| ECT ACCESS PLUS USE REIM.        | \$1,214.53     |                |                | \$0.00       | \$804.81       | \$804.81       |              |
| ABILITY INS. BENEFIT PAYMENT     | \$1,589.76     |                |                | \$0.00       | \$3,618.86     | \$3,618.86     |              |
| NEFIT PAYMENT - BLDG. INS.       | \$0.00         |                |                | \$0.00       | \$0.00         | \$0.00         |              |
| UND - CULTURAL PROGRAMS          | \$0.00         |                |                | \$0.00       | \$0.00         | \$0.00         |              |
| RES ACT REIMBURSEMENT            | \$0.00         |                |                | \$0.00       | \$52,043.88    | \$52,043.88    |              |
| V. FROM FRIENDS - GALA           | \$4,220.00     |                |                | \$0.00       | \$0.00         | \$0.00         |              |
| MBURSEMENT - BOOKS               | \$0.00         |                |                | \$0.00       | \$0.00         | \$0.00         |              |
| UND SUPPLIES                     | \$293.16       |                |                | \$0.00       | \$0.00         | \$0.00         |              |
| ATE REIMB. VERIZON/NLS           | \$0.00         |                |                | \$0.00       | \$0.00         | \$0.00         |              |
| UND - TEL. E-RATE DISC-TWX       | \$0.00         |                |                | \$0.00       | \$3,517.08     | \$3,517.08     |              |
| UND - PROF. FEES                 | \$0.00         |                |                | \$0.00       | \$71.20        | \$71.20        |              |
| UND - UNEMPLOYMENT INSURANCE     | \$0.00         |                |                | \$0.00       | \$3,109.68     | \$3,109.68     |              |
| AL REFUNDS/REIMBURSEMENTS        | \$4,513.16     |                |                | \$0.00       | \$58,741.84    | \$58,741.84    |              |
| ATION - MEMORIAL                 | \$0.00         |                |                | \$0.00       | \$50.00        | \$50.00        |              |
| ATION - NON-MEMORIAL             | \$309.06       |                |                | \$0.00       | \$325.00       | \$325.00       |              |
| AL DONATIONS                     | \$309.06       |                |                | \$0.00       | \$375.00       | \$375.00       |              |
| AL MISC. INCOME                  | \$43,562.72    | \$31,000.00    | \$20,666.67    | \$3,400.63   | \$295,904.03   | \$299,304.66   | \$278,637.99 |
| AL INCOME                        | \$2,949,620.15 | \$4,387,410.00 | \$2,924,940.00 | \$366,049.91 | \$2,841,167.62 | \$3,207,217.53 | \$282,277.53 |