

**Salamanca Public Library
Board of Trustees Meeting Minutes
Wednesday, February 2, 2022**

Present: Tim Baird, Dawn Fish, Nan Miller, Linda Rychcik, Jennifer Stickles, Susan Zaprowski

1. The meeting was called to order by President Baird at 1:03 PM.
2. Baird moved and Miller seconded that the January minutes be approved. Motion passed unanimously.
3. Fish presented the bills to be warranted. Rychcik moved and Miller seconded that we pay the bills as warranted. Motion passed unanimously.
4. Fish reviewed the January financial report. Miller moved and Rychcik seconded that we accept the financial report.
5. Fish also presented a summary of our assets as of January 31, 2022. Ending operating balance is \$59,584.80 and the ending balance for the building and equipment memorial account at CCB is \$22,063.36. The Five Star Certificate of Deposit held at the City is \$7,651.10.
6. Stickles reported that the \$50,000 check recently given by the city is for our Memorial fund and a partial payment towards the budget. The city still needs to turn over an additional \$50,000 to the library.
7. Stickles reviewed the 2021-2022 budget with the trustees and made suggestions to modify the budget to better satisfy our needs in each category. Miller moved and Rychcik seconded that we accept the modified budget as presented. The motion passed unanimously.
8. Stickles reported that the following statistics for the library patron's use for this past year:
 - Library visits: 5,546
 - Items circulated: 13,064
 - Children's Programs: 83
 - Adult Programs: 228
 - Grab and Go Crafts: 234
 - Virtual Story Time: 2,729
 - Computer Sign-ups: 1,322
9. Stickles reported that the 2022-23 budget will be tentatively adopted on Wednesday, Feb 9, 2022 council meeting. She reported that the council wants to cut our budget to \$175,000 which is \$57,000 less than what we requested. But even this amount will not pay employee salaries or their benefits let alone buy paper and cleaning supplies but more important any new DVD's or books.
10. The trustees decided to send a letter to each council member and the mayor before the 2/9 meeting regarding the importance of maintaining our budget request to ensure our library will continue to be of great service to our community. We will list the usage of the library patron use for our library, the free Wi-Fi that is available, the importance of computer usage to our community members that do not have computers for things such as job applications, filing taxes, etc., Also we need new large print books for our vision impaired citizens, new DVD's and books.

In addition, we provide copying and faxing services to our patrons. We also will point out that by taking over the financial responsibilities we are helping reduce the City Comptroller's responsibilities so she is free to work on other important city financial business.

11. Stickles reported that she is working on the NYS annual report which is due to the library system by February 18.
12. Stickles also stated that our employee Minner has updated our library website to meet the NY state law requirements.
13. Miller moved and Rychcik seconded that we adjourn at 3:12 PM. Motion passed unanimously.

February 2022 Financial Report

February 2022 Activity

Revenue: \$7,545.45

Operating Expenses: \$17,261.54

Fiscal Year to Date:

Operating Expenses Total: \$170,657.26

7410.4000 Fire and Liability Insurance: \$9,172.25

7410.1000 Salary and Wages \$116,808.49

7410.2000 Purchase of Equipment \$695.85

7410.4010 Travel 0

7410.4020 General Office Expenses \$5,570.78

7410.4021 Phone \$863.98

7410.4022 Postage \$125.20

7410.4023 Programming and Supplies \$904.86

7410.4024 Internet \$1,008.00

7410.4030 Printing and Advertising 0

7410.4040 Annual Audit \$757.20

7410.4050 Maintenance of Equipment \$700.60

7410.4060 Materials and Supplies \$934.22

7410.4061 Books \$20,604.25

7410.4062 Periodicals \$1,078.99

7410.4064 Audio-visual Materials \$2,779.61

7410.4066 eBooks \$325.00

7410.4120 Utility – Electric \$4,848.97

7410.4121 Utility – Water \$514.63

7410.4122 Fuel \$216.79

7410.4130 Indian Lease \$1,479.37

9060.8000 Health Insurance \$1,268.22