

SINCLAIRVILLE FREE LIBRARY BOARD MINUTES

November 30, 2022

OPENING: Jeff Embury called the meeting to order November, 2022 at 6:06 PM with reciting the Pledge of Allegiance.

PRESENT: Lisa Greeley, Beth Hadley, Peggy Minckler (by phone), Jeff Embury, Bill Newton Roslin Newton, Larry Barmore, Jeff Embury, Betty Jean Ridout

MEMBERS ABSENT: Darla Frost-Kianos

APPROVAL OF MINUTES: The October 27, 2022 minutes were approved. Motion to accept by Bill Newton, seconded by Betty Jean Ridout

LIBRARY BOARD:

1. For 2023 Bill Newton was voted in as Board President, Larry Barmore as Vice President, Darla Frost-Kianos as Treasurer, Lisa Greeley as Secretary.
2. One year renewal terms were voted in for Darla Frost-Kianos, Betty Jean Ridout, Bill Newton

Lisa Greeley moved to accept, Roslin Newton seconded, board approved

MANAGER'S REPORT: The report was reviewed.

1. Victory Funds investment was disbursed to the library. An agent needs to be appointed to manage the investment. Bill Newton agreed to serve as spokesperson.
2. The funds can pay for recent DFT installation, the remainder can be placed in checking. Roslin Newton made motion to that utilization, Betty Ridout seconded
3. Closing days for 2023 were approved, motion by Lisa Greeley, Bill Newton seconded.
4. Board meetings will continue the last Wednesdays of the month at 6:00
5. Strategic Planning committee will meet on January 12 at 6pm

Motion to accept by Larry Barmore, seconded by Roslin Newton

LOCAL HISTORY COLLECTION POLICY

Motion to accept the Local History Collection Handbook by Catherine Oag by Roslin Newton, seconded by Bill Newton

FINANCIAL REPORT: No report

STANDING COMMITTEES:

1. Ways and Means –
 - a. Discussion of grant request, further information needed on expected cost of renovation
 - b. Possibilities for ALA disability funds will be reviewed re: door openers
2. Beautification, Buildings and Grounds –
 - a. shovelers have been recruited for snow removal
 - b. Volunteers have offered help for maintaining landscaping next year.

SPECIAL COMMITTEES: No report

CORRESPONDENCE: No report

OLD / UNFINISHED BUSINESS:

1. Jeff agreed to finalize the furnace/ lighting / security project before the end of his term as board president.

NEW BUSINESS:

1. Bill Newton moved that board move into Executive Session, Larry Barmore seconded. It was decided that Beth and Jessica would have increases of 10 percent in wages for 2023. Larry Barmore moved to accept, Roslin Newton seconded.
2. Holiday bonuses were approved for library staff.
3. Larry Bramore motioned to move out of executive session, Lisa Greeley seconded.

ADJOURNMENT: The meeting was adjourned at PM. Moved by Bill Newton and seconded by Betty Jeant Ridout. The next meeting will be held on January 25, 6:00 PM in the library.

Minutes submitted by: Lisa Greeley

Approved: _____

JANUARY 2023 LIBRARY MANAGER'S REPORT

STRATEGIC PLAN GOALS

- 1. Enhance Library Funding Streams**
- 2. Strengthen Outreach (Town of Gerry, CVCS)**
- 3. Catalogue Local History Collection**
- 4. Staff and Volunteer Development**
- 5. Update Policies and Procedures**
- 6. Evaluate, Weed and Update Collection (Financial, Legal, Medical and Science/Technology prioritized)**

Numbers are inserted to indicate when strategic plan goals have been targeted.

ADMINISTRATIVE

The library will be closed on February 20th in observance of President's Day. This is a correction from the previously scheduled closed date of February 13th, which was an error.

The Governor recently signed S1150A/A1228A into law. This requires that open meeting documents be available upon request or posted to the public body's website at least 24 hours prior to the open meeting at which the documents will be discussed. This law went into effect November 19th. Per the Library Manager's discussion with our CCLS Director, all documents to be discussed during our board meeting should be put together in a single document and posted on the library's website. This includes: financial statements, manager's report, agenda, minutes as well as any policies under review or other documents up for discussion. Because the library is closed on Tuesday, these documents will all need to be prepared by the Monday before our board meeting so they can be posted on the website.

A representative from Chautauqua Opportunities visited the library, and we renewed the library's Safe Place contract with them.

Work on the 2022 Annual Report is underway. The Library Manager will attend the Annual Report Workshop presented by CCLS at Prendergast Library on January 25th for updates to the reporting requirements of this report.

The Cumulative Quarterly Statistics Report for January-December, 2022 has been submitted to CCLS.

Library board meetings will be held on the following dates in 2023: January 25, February 22, March 29, April 26, May 31, June 28, July 26, August 30, September 27, October 25, and November 29.

CCLS Director Jan Dekoff plans to attend our library's Board meeting in February.

A Strategic Planning meeting was held on January 12th with Lisa Greeley, Bill and Roz Newton and Beth Hadley in attendance.

BEAUTIFICATION AND DISPLAYS

Part of volunteer Audrey Little's collection of music boxes is currently on display at the front counter.

Volunteers Cathy Obert and Karyn Okerlund set up a Christmas book tree and book snowman for the holiday season.

BUILDING, GROUNDS AND MAINTENANCE

Annual servicing of the library's fire extinguishers was completed in December.

A Certificate of Installation of Electronic Alarm System was provided by DFT upon our request and has been sent to the library's Insurance agent who is preparing the renewal for our building insurance. The installation of the alarm system should result in a discount on our premium.

CORRESPONDENCE

Received account statement from Victory Funds for the period 1/3/2022 to 12/30/2022 showing that the market value of the library's total investment funds as of 12/30/2022 was \$13,234.13 (\$16,976.18 at 12/31/2021; \$14,172.10 at 12/31/2020; \$14,161.14 at 12/31/2019 and \$11,307.09 at 12/31/2018). A letter was provided to Victory Funds to request that Bill Newton be named as the authorized trader for the library's accounts.

Library Manager Hadley received a handmade card from the children at the Wrap daycare program to say they are "thankful for all you do!". Outreach to the Wrap continues with weekly visits by Manager Hadley to read to the children and exchange a deposit of materials from the library's collection for the children's reading enjoyment throughout the week. **2**

Notification was received from the Chautauqua County Office of the Sheriff that the library was required to apply for an "Alarm User Permit" in conjunction with the new security alarm system. The application and fee have been submitted.

DONATIONS

Received a donation of \$50.00 from TOPS NY 610, which uses the library as a weekly meeting place.

The Lakewood Library contributed two archival boxes in response to our request for any remaining in our system from the original donation by the Chautauqua County Historical Society.

NYS COPBA chapter at Lakeview Shock Incarceration Center in Brocton donated \$300 in support of the library's summer reading and children's programming.

GRANTS 1

The Chautauqua County Regional Foundation has scheduled grant informational sessions which were detailed in email forwarded to trustees on January 19th. An in-person workshop will be held at the James Prendergast Library on Tuesday, January 24th from 4 to 5 PM. A recording of the webinar that is scheduled during our Board meeting will be made available upon request. **1**

Library Manager Hadley attended an online "office hours" session with the ALA on January 18th to discuss the new Libraries Transforming Communities grant initiative for making rural libraries more accessible. **1**

We received a Federal and State Grant Quarterly Status Report from the NYS Education Department in regards to the library's construction grant. This report shows that our project is "Open" with a total budget of \$6,942 of which \$6,247 has been paid to us by the grant. The end period for the grant is 06/30/2023. The LED lighting project, the new furnace with filters and the security alarm system have all been installed as part of this grant. **1**

OUTREACH 2

The Library Manager met with CVCS teacher Erin Gray to discuss ways for the library to support CougarU and possible local history projects. **2**

Pre-K classes from Cassadaga Valley Central School are scheduled to visit the library on a regular basis over the next several months. **2**

The library was invited to participate in the Sinclairville Elementary School's literacy night on January 19th, and Library Assistant Huling represented the library by being one

of the celebrity readers and manning a booth with a button-making activity for children and library information available for parents. **2**

POLICIES AND PROCEDURES 5

An Email from our CCLS Director was forwarded to trustees on December 1, 2022 and again on January 23, 2023 including the following: “There have been a number of changes to Open Meetings Law since the pandemic began. The newest change is in regard to allowing remote attendance for board meetings. A new bill was introduced that amended Open Meetings Law to make permanent (until July 1, 2024) the expanded use of videoconferencing by public bodies to conduct open meetings, under extraordinary circumstances, regardless of a declaration of emergency.

Boards have two options which include allowing or not allowing trustees to attend meetings remotely under extraordinary circumstances. There are additional requirements if the board votes to allow remote attendance under extraordinary circumstances.”

Please read the forwarded documents, which are also available on the library website. If the Board decides to allow remote attendance under extraordinary circumstances, trustees will need to pass a resolution and adopt procedures for videoconferencing. The resolution and procedures up for discussion are included in the aforementioned email and on the website.

PROFESSIONAL DEVELOPMENT

The Library Manager attended ALA LTC Grant online office hours to learn more about their new grant opportunity and will either attend in person or view the recording of the Chautauqua Region Community Foundation’s grant informational session scheduled for January 24 and 25. **1, 4**

The Library Manager attends monthly online meetings with CCLS and member library directors, and will attend the CCLS Annual Report webinar on January 25th from 10 AM to 12 PM. **4**

Library Assistant Huling will participate in “Facilitating Creative Learning” workshops to be held at the Dunkirk Public Library and virtually March 15-16. **4**

PROGRAMS AND EVENTS

The February calendar of programs and events is available on the library's website (www.sinclairvillelibrary.org.) Paper copies are available at the front desk.

Highlights:

February 4th is Take Your Child to the Library Day. Library-themed "Make and Take" craft kits will be available at the library throughout the month.

The VITA tax preparation program is scheduled for Wednesday, February 8 and Wednesday, February 15 from 9 AM to 1 PM. Appointments are required for all VITA programs and can be scheduled by calling 2-1-1.

Ongoing virtual programs presented by the library are Online Book Club (last Monday monthly at 7:30 PM), Write Spirit Christian Writer's group for Women (Wednesdays at 7 PM), Write Circle (Fridays at 9 AM), and Writer's Lounge (first Thursday monthly at 7:30 PM). Please contact the library for the various links to these meetings.

Currently, our regularly scheduled in-person programs include Makerspace (certain Mondays 5 to 6:30 PM), Child's Play Early Literacy Program (Wednesdays 1 to 2 PM) and Sinclairville Samplers Needlework Circle (Fridays 10:30 AM to noon.)

Book Club Selections:

The library will conduct an online Book Club discussion of The Storied Life of AJ Fikry by Gabrielle Zevin on January 30th at 7:30 PM. A discussion of Finding Dorothy by Elizabeth Letts will be held online on February 27th at 7:30 PM. The link to participate in these virtual meetings is: <https://meet.jit.si/SFLBookClub>

Books Unlimited will meet at the library at 7 PM on January 23rd to discuss Night Music by Jojo Moyes and on February 13th at 7 PM to discuss The Girls in the Stilt House by Kelly Mustian.

The book club meeting at The Homestead in Gerry will discuss Love, Lucy by Lucille Ball on February 17th at 3:00 PM.

Program Updates: The Write Circle will meet online only throughout February and March.

PUBLIC RELATIONS AND PUBLICITY

The library purchased an ad for this year's CVCS yearbook (1/8 page at \$55).

Patron Jean Sweeney won the iconic Sinclairville home guessing game and was awarded a copy of Larry Barmore's Lost History of Sinclairville book and a copy of the library history pamphlet. Roz Newton was the winner of the quilt drawing.

Community members and groups using the library building as a meeting place include a tutor of Spanish with an adult student, Girl Scouts, T.O.P.S (Taking Off Pounds Sensibly), cemetery associations, and the Healthy Community Alliance, Inc.

Library Assistant Huling represented the library as she greeted Santa's visitors at the Sinclairville Commons and distributed children's books as a community outreach program in conjunction with the village's Christmas in the Park program.

Outreach to the "Little Seeds" program continues with regular visits by Library Assistant Huling to read stories, provide hands-on activities and exchange a deposit collection of appropriate reading materials. Visits of the children participating in Little Seeds to the library are also underway. Little Seeds Preschool is a program of the Children's Educational Services, Inc. located in Jamestown. Classes meet at Park United Methodist Church, and Library Assistant Huling manages this program. **2**

The Alzheimer's Association is partnering with the library to bring educational programs to our patrons who are caring for someone who is living with Alzheimer's and/or Dementia. Most recently, "Effective Communication Strategies" was presented on January 19th.

STAFF AND VOLUNTEERS 4

Trustees are invited to the next scheduled meeting of library volunteers and staff to be held on Wednesday, February 15 at 2:30 PM. Updates to the front desk circulation system, security system, library policies, and shelving issues will be discussed along with any other library matters that workers need to be informed about. **4**

A calendar of the days and times volunteers and staff are scheduled to work at the library is posted in the office. Volunteers currently working inside the library include Cathy Obert (Book Club and Fundraising), Val Milliman, Joan Stroh, Sarah Winton and Pat Kirell (Front Desk, Inventory, and Digitization). Bonnie Larkin attends to compiling the library scrapbook of newspaper publicity.

The mother of volunteer bookkeeper Ricki Sharp has passed away. Trustee Larry Barmore's daughter, Kristen, has passed away.

Trustee Training opportunities for 2023: 4

The Capacity Lab is offering a series of workshops on best practices for nonprofit Boards, in partnership with the New York Council of Nonprofits (NYCON). The three in 2023 will count towards the two hours of trustee education required for all library trustees. 4 All webinars are an hour and a half and are held from 4-5:30 on Wednesdays:

Board's Role in Working with Staff Leadership - 1/25

Strategic Planning: Setting the Course for a Successful Future - 2/22

Fund Development for Nonprofit Boards - 3/22

For more information about each workshop and to register, please visit:

<https://www.nycon.org/capacity-lab>

STATISTICS

Comparison chart based on the cumulative quarterly statistics as reported to CCLS.

Performance Indicators	2017	2018	2019	2020	2021	2022
JANUARY-DECEMBER:						
Grand Total Circulation						
Transactions	16,255	18,309	19,749	11,890	12,190	13,168
Total Circulation of						
Other Materials	6,847	8,885	10,571	5,573	3,451	3,873
Registered Borrowers	1,129	1,221	1,248	1,253	1,275	1,362
Library Visits	17,777	17,995	21,869	6,437	8,861	11,657
Reference Questions	1,305	1,416	1,427	1,193	1,640	1,204

STRATEGIC PLAN GOALS SUMMARY

1 Enhance Library Funding Streams Funding opportunities are being pursued through the ALA Libraries Transforming Communities initiative and the Pilcrow Foundation. Another NYS Construction grant is being thoughtfully considered.

2 Strengthen Outreach (Town of Gerry, CVCS) Outreach to Gerry continues through monthly book club and memoir meetings and digital services information sessions. Outreach to CVCS students is provided through weekly story readings at The Wrap's before-school daycare program and visits with the Little Seeds and Pre-K classes. Collaboration with the CougarU program is also underway.

3 Catalogue Local History Collection: Library volunteer Pat Kirell is digitizing historical reports.

4 Staff and Volunteer Development The Library Manager attends monthly CCLS Directors meetings. A staff and volunteer meeting is scheduled for February 15th at 2:30 PM. Trustee training is available through the Capacity Lab. Trustees Bill and Roz are participating in this training.

5 Update Policies and Procedures A videoconferencing policy for board meetings is under consideration in response to changes in NYS Open Meetings Law.

6 Evaluate, Weed and Update Collection Evaluating, weeding and purchasing new items to update the library collection is ongoing.

8:51 PM
01/15/23
Accrual Basis

Sinclairville Free Library
Balance Sheet Prev Year
As of December 31, 2022

	Dec 31, 22	Dec 31, 21
ASSETS		
Current Assets		
Checking/Savings		
Checking - Community Bank		
Checking - Operating	-4,148.80	9,993.44
Grant Funding		
Bullet Aid	3,571.43	3,571.43
Local History Room	0.00	133.60
Restricted Funds		
ALA/LTC	0.00	3,000.00
Capital Improvements	0.00	758.81
NCCF	2,500.00	2,500.00
Technology Upgrades	0.00	322.41
Total Restricted Funds	2,500.00	6,581.22
Total Grant Funding	6,071.43	10,286.25
Total Checking - Community Bank	1,922.63	20,279.69
Front Desk Change	15.00	15.00
Petty Cash	50.00	50.00
Savings	14,410.74	17,406.52
Total Checking/Savings	16,398.37	37,751.21
Other Current Assets		
Investment		
Investment-Orig + Income	15,939.46	17,586.50
Unrealized Gain (Loss) on Inves	-2,705.33	0.00
Total Investment	13,234.13	17,586.50
Total Other Current Assets	13,234.13	17,586.50
Total Current Assets	29,632.50	55,337.71
Fixed Assets		
Land & Building	214,111.00	214,111.00
Total Fixed Assets	214,111.00	214,111.00
TOTAL ASSETS	243,743.50	269,448.71
LIABILITIES & EQUITY		
Equity		
32000 · Unrestricted Net Assets	269,448.71	258,155.72
Net Income	-25,705.21	11,292.99
Total Equity	243,743.50	269,448.71
TOTAL LIABILITIES & EQUITY	243,743.50	269,448.71

8:52 PM
01/15/23
Accrual Basis

Sinclairville Free Library
Profit & Loss Budget - Actual
January through December 2022

	Jan - Dec 22	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
CCLS - System Cash Grants			
Other Cash Grants	4,335.00	1,000.00	3,335.00
11.3 · LLSA	1,428.80	500.00	928.80
11.7 · Materials Plan	2,134.00	2,000.00	134.00
CCLS - System Cash Grants - Other	500.00		
Total CCLS - System Cash Grants	8,397.80	3,500.00	4,897.80
11.1 · Public Funding			
Charlotte	11,500.00	11,250.00	250.00
Gerry	6,000.00	6,000.00	0.00
Sinclairville	9,500.00	9,500.00	0.00
Total 11.1 · Public Funding	27,000.00	26,750.00	250.00
11.13 · Other Receipts			
11.14 · Gifts & endowments			
Donation	10,058.41	7,500.00	2,558.41
Memorial	1,270.00	500.00	770.00
Other Grants	18,500.00		
Total 11.14 · Gifts & endowments	29,828.41	8,000.00	21,828.41
11.15 · Fund Raising			
Annual Appeal	5,820.00	6,000.00	-180.00
Bake Sale	0.00	250.00	-250.00
Chicken BBQ	2,491.00	2,000.00	491.00
Give Big CHQ	345.84	3,000.00	-2,654.16
Handmade Cards	21.00		
History Books	5.00		
Opportunity Drawing			
Electronic	-100.00		
Opportunity Drawing - Other	157.00	500.00	-343.00
Total Opportunity Drawing	57.00	500.00	-443.00
Painted rocks	360.00		
Plant Sale	0.00	500.00	-500.00
Read-A-Thon	0.00	150.00	-150.00
Victorian Tea	0.00	500.00	-500.00
Yard Sale	225.00		
Total 11.15 · Fund Raising	9,324.84	12,900.00	-3,575.16
11.16 · Investment Income			
Savings Interest	3.71		
11.16 · Investment Income - Other	0.51	4.00	-3.49
Total 11.16 · Investment Income	4.22	4.00	0.22

8:52 PM
01/15/23
Accrual Basis

Sinclairville Free Library
Profit & Loss Budget - Actual
January through December 2022

	Jan - Dec 22	Budget	\$ Over Budget
11.17 · Library Charges			
Copy	142.50	125.00	17.50
Fax	54.00	50.00	4.00
Fines	21.34	50.00	-28.66
ILL Fee	4.00	0.00	4.00
Lost Book Payments	0.00	25.00	-25.00
Lost Card	5.00		
Printing	178.45	150.00	28.45
Total 11.17 · Library Charges	405.29	400.00	5.29
11.18 · Other Income			
Book Sale	263.00	250.00	13.00
Total 11.18 · Other Income	263.00	250.00	13.00
Total 11.13 · Other Receipts	39,825.76	21,554.00	18,271.76
Total Income	75,223.56	51,804.00	23,419.56
Expense			
Employee Expenses			
12.3 · Salaries			
Assistant	17,421.84	14,000.00	3,421.84
Manager	24,640.50	25,000.00	-359.50
Total 12.3 · Salaries	42,062.34	39,000.00	3,062.34
12.4 · Employee Benefits	3,837.55	3,700.00	137.55
Total Employee Expenses	45,899.89	42,700.00	3,199.89
Library Materials			
12.6 · Printed Material			
Books	8,694.14		
Magazines	863.59		
12.6 · Printed Material - Other	0.00	4,000.00	-4,000.00
Total 12.6 · Printed Material	9,557.73	4,000.00	5,557.73
12.7 · Electronic Material	1,375.00	1,200.00	175.00
12.8 · Other Material			
Audio CD's	269.95	100.00	169.95
DVD's	162.40	450.00	-287.60
Toys/Manipulatives	3,523.96	20.00	3,503.96
Total 12.8 · Other Material	3,956.31	570.00	3,386.31
Total Library Materials	14,889.04	5,770.00	9,119.04
12.11 · Capital Expenditures	18,970.29		

8:52 PM
01/15/23
Accrual Basis

Sinclairville Free Library
Profit & Loss Budget - Actual
January through December 2022

	Jan - Dec 22	Budget	\$ Over Budget
12.17 · Building Operation & Maintenance			
Other Bldg Oper & Maint			
Building Insurance	1,857.71	2,000.00	-142.29
Cleaning	2,425.00	2,600.00	-175.00
Supplies	328.39	500.00	-171.61
Utilities	4,082.66	5,250.00	-1,167.34
Other Bldg Oper & Maint - Other	51.73		
Total Other Bldg Oper & Maint	8,745.49	10,350.00	-1,604.51
Repairs	202.00	250.00	-48.00
Total 12.17 · Building Operation & Maintenance	8,947.49	10,600.00	-1,652.51
12.25 · Miscellaneous Expense			
Equipment	3,666.51		
Office & Library Supplies	2,141.11	1,000.00	1,141.11
Postage	203.16	100.00	103.16
Professional & Consultant Fees	650.00	400.00	250.00
Technology updating	0.00	1,000.00	-1,000.00
Telephone & Internet	685.88	600.00	85.88
z-Miscellaneous - other			
Advertising	25.00	100.00	-75.00
Coffee expense	0.00	100.00	-100.00
Fund Raising Exp	1,239.30		
ILL Charges	2.00		
Paypal Fee	2.25	10.00	-7.75
Program Expense			
Summer Reading Program	565.12	300.00	265.12
Program Expense - Other	1,071.83	700.00	371.83
Total Program Expense	1,636.95	1,000.00	636.95
Travel	143.32	150.00	-6.68
Volunteer Expense	84.92	50.00	34.92
z-Miscellaneous - other - Other	72.13	650.00	-577.87
Total z-Miscellaneous - other	3,205.87	2,060.00	1,145.87
12.25 · Miscellaneous Expense - Other	5.99		
Total 12.25 · Miscellaneous Expense	10,558.52	5,160.00	5,398.52
Total Expense	99,265.23	64,230.00	35,035.23
Net Ordinary Income	-24,041.67	-12,426.00	-11,615.67
Other Income/Expense			
Other Income			
Investment - not on annual rept	-1,663.54		
Total Other Income	-1,663.54		
Net Other Income	-1,663.54		
Net Income	-25,705.21	-12,426.00	-13,279.21

8:23 PM
01/15/23
Cash Basis

Sinclairville Free Library
YTD General Ledger
As of December 31, 2022

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Checking - Community Bank							20,279.69
Checking - Operating							9,993.44
Check	01/02/22		Barnes & N...	Deposit		137.91	9,855.53
Check	01/04/22		CCLS	17265		146.50	9,709.03
Check	01/04/22	1333	Sinclairville ...			13.50	9,695.53
Check	01/10/22		Brodart Co.	B6337170		71.41	9,624.12
Check	01/10/22		Kathleen L. ...	Nov/Dec		405.00	9,219.12
Check	01/10/22		NYSIF	workers co...		458.47	8,760.65
Check	01/14/22		National Grid	Electric		245.16	8,515.49
Deposit	01/14/22		Annual App...	Deposit	50.00		8,565.49
Check	01/14/22		Payroll			668.27	7,897.22
Check	01/14/22		Payroll Taxes	eftps		136.49	7,760.73
Check	01/16/22		Spectrum B...			29.99	7,730.74
Check	01/18/22		Walmart			86.14	7,644.60
Check	01/19/22		Brodart Co.	B6343809		258.75	7,385.85
Check	01/19/22		Village of Si...	Water		149.90	7,235.95
Deposit	01/23/22		Walmart	Deposit	2.26		7,238.21
Deposit	01/23/22		Ollies Barg...	Deposit	7.55		7,245.76
Check	01/25/22		Allen Fire E...			30.00	7,215.76
Check	01/26/22		National Fuel	gas		199.27	7,016.49
Check	01/27/22		Amazon			5.80	7,010.69
Check	01/27/22	1335	Cash			40.00	6,970.69
Check	01/27/22		Circle of Light			80.88	6,889.81
Check	01/31/22		Payroll			1,279.97	5,609.84
Check	01/31/22		Payroll Taxes	eftps		315.47	5,294.37
Deposit	01/31/22		Income	Deposit	190.00		5,484.37
Deposit	01/31/22		Front Desk	Deposit	28.50		5,512.87
Deposit	02/08/22		Paypal	Deposit	72.52		5,585.39
Check	02/09/22		CCLS	17316		138.56	5,446.83
Check	02/09/22		Erie Insura...			1,857.71	3,589.12
Check	02/09/22		Sinclairville ...			25.05	3,564.07
Check	02/15/22		Brodart Co.	B6355533		200.97	3,363.10
Check	02/15/22		WB Mason	toner		69.99	3,293.11
Check	02/15/22		Payroll			1,607.59	1,685.52
Check	02/15/22		Payroll Taxes	eftps		435.61	1,249.91
Check	02/15/22		Amazon			5.65	1,244.26
Check	02/15/22		Amazon			28.98	1,215.28
Check	02/16/22	1336	National Grid	Electric		172.09	1,043.19
Check	02/16/22		Saturday E...			30.00	1,013.19
Check	02/17/22	1337	Baker & Ta...			11.70	1,001.49
Check	02/19/22		Spectrum B...			29.99	971.50
Check	02/23/22	1338	Beth Hadley			17.55	953.95
Check	02/24/22		National Fuel	gas		247.25	706.70
Check	02/24/22	13...	ShelterPoint	#D178194 ...		339.15	367.55
Deposit	02/28/22		Front Desk	Deposit	50.00		417.55
Deposit	02/28/22		Income	Deposit	6,388.00		6,805.55
Check	02/28/22		Payroll			1,327.85	5,477.70
Check	02/28/22		Payroll Taxes	eftps		338.00	5,139.70
Trans...	02/28/22			write off ov...		1,668.69	3,471.01
Check	02/28/22	1340	Jessica Huli...			66.64	3,404.37
Check	02/28/22	1341	Playaway	children		269.95	3,134.42
Check	02/28/22		Walmart			258.44	2,875.98
Check	02/28/22		Walmart			114.17	2,761.81
Trans...	03/01/22			fund used ...	3,000.00		5,761.81
Check	03/02/22		Brodart Co.	B6365291		31.42	5,730.39
Check	03/02/22		Brodart Co.	B6367848		33.53	5,696.86
Check	03/02/22		Brodart Co.	B6369015		288.08	5,408.78
Check	03/02/22		Kathleen L. ...	Jan/Feb		360.00	5,048.78
Check	03/02/22		WB Mason	toner		65.99	4,982.79
Check	03/02/22		WT Cox Su...	3106924-9...		65.97	4,916.82
Deposit	03/02/22		Amazon	Deposit	23.61		4,940.43
Deposit	03/05/22		Walmart	Deposit	11.65		4,952.08
Check	03/07/22		Amazon			67.49	4,884.59
Check	03/07/22	1342	Michael Mo...			100.00	4,784.59
Check	03/10/22		CCLS	17356		141.50	4,643.09
Check	03/10/22		NYSIF	workers co...		37.13	4,605.96
Check	03/10/22		Sinclairville ...			20.48	4,585.48
Check	03/14/22		Amazon			6.29	4,579.19

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Type	Date	Num	Name	Memo	Debit	Credit	Balance
Check	03/14/22		Amazon			94.91	4,484.28
Check	03/15/22		Brodart Co.	B6379951		262.91	4,221.37
Check	03/15/22		WT Cox Su...	3107393		42.24	4,179.13
Check	03/15/22		Payroll			1,398.75	2,780.38
Check	03/15/22		Payroll Taxes	eftps		375.16	2,405.22
Check	03/16/22	1343	People			40.00	2,365.22
Check	03/17/22		National Grid	Electric		155.59	2,209.63
Check	03/18/22		Spectrum B...			29.99	2,179.64
Check	03/22/22		Brodart Co.	B6347797		67.97	2,111.67
Check	03/22/22		Brodart Co.	B6347753		223.73	1,887.94
Check	03/22/22		Brodart Co.	B6379973		87.91	1,800.03
Check	03/25/22		National Fuel	gas		221.73	1,578.30
Deposit	03/28/22		Income	Deposit	12,411.70		13,990.00
Deposit	03/28/22		Front Desk	Deposit	27.25		14,017.25
Check	03/30/22		Community ...			10,000.00	4,017.25
Check	03/30/22		Brodart Co.	B6390833		267.86	3,749.39
Check	03/30/22		Demco			21.94	3,727.45
Check	03/30/22		Postmaster			23.20	3,704.25
Check	03/31/22		Payroll			1,749.20	1,955.05
Check	03/31/22		Payroll Taxes	eftps		496.09	1,458.96
Deposit	03/31/22		Chautauqu...	Deposit	997.00		2,455.96
Check	03/31/22		Walmart			29.81	2,426.15
Check	04/05/22		Amazon			67.17	2,358.98
Check	04/05/22	1344	Jessica Huli...			98.57	2,260.41
Check	04/08/22		Pan-Americ...			21.60	2,238.81
Check	04/12/22		CCLS	17400		169.00	2,069.81
Check	04/12/22		Village of Si...	Water		149.90	1,919.91
Check	04/12/22		WB Mason	toner		65.99	1,853.92
Check	04/12/22		WB Mason	toner		170.99	1,682.93
Check	04/14/22		Payroll			1,569.53	113.40
Check	04/14/22		Payroll Taxes	eftps		416.60	-303.20
Check	04/17/22		National Grid	Electric		185.54	-488.74
Check	04/18/22		Spectrum B...			29.99	-518.73
Check	04/22/22		Brodart Co.			240.35	-759.08
Check	04/23/22		National Fuel	gas		201.33	-960.41
Check	04/26/22	1346	Beth Hadley			38.02	-998.43
Deposit	04/28/22		Income	Deposit	73.40		-925.03
Deposit	04/28/22		Income	Deposit	1,170.00		244.97
Check	04/28/22		WT Cox Su...			17.56	227.41
Check	04/29/22		Payroll			1,285.22	-1,057.81
Check	04/29/22		Payroll Taxes	eftps		324.29	-1,382.10
Check	04/29/22		Postmaster			59.96	-1,442.06
Check	05/02/22	1348	Jessica Huli...			95.89	-1,537.95
Check	05/04/22		Amazon			7.95	-1,545.90
Check	05/04/22		Brodart Co.	B6407904		148.19	-1,694.09
Check	05/04/22		Kathleen L. ...	Mar/Apr		405.00	-2,099.09
Check	05/04/22		Amazon			19.95	-2,119.04
Check	05/09/22		Amazon			17.90	-2,136.94
Check	05/09/22		Amazon			25.45	-2,162.39
Check	05/09/22	1349	Farm & Ra...			15.00	-2,177.39
Check	05/11/22	1350	Ahira Hall ...			20.00	-2,197.39
Check	05/11/22		National Grid	Electric		152.41	-2,349.80
Check	05/13/22		Payroll			1,598.24	-3,948.04
Check	05/13/22		Payroll Taxes	eftps		427.66	-4,375.70
Check	05/13/22		CCLS	17437		162.72	-4,538.42
Check	05/13/22		Sinclairville ...			3.49	-4,541.91
Check	05/16/22		Collaborativ...			29.30	-4,571.21
Check	05/19/22		Spectrum B...			29.99	-4,601.20
Check	05/19/22		Writers Dig...			29.96	-4,631.16
Check	05/24/22		Brodart Co.	B6423269		259.83	-4,890.99
Check	05/24/22		Brodart Co.	B6418861		321.76	-5,212.75
Trans...	05/24/22		Funds Tra...		5,000.00		-212.75
Check	05/24/22	1351	Poets & Wri...			24.95	-237.70
Check	05/25/22		National Fuel	gas		147.27	-384.97
Deposit	05/26/22		Front Desk	Deposit	23.75		-361.22
Deposit	05/26/22		Income	Deposit	866.19		504.97
Check	05/26/22	1352	Jessica Huli...			32.17	472.80
Check	05/28/22	1357	Beth Hadley			23.40	449.40

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Type	Date	Num	Name	Memo	Debit	Credit	Balance
Check	05/29/22		Ollies Barg...			93.81	355.59
Check	05/29/22		Ollies Barg...			428.80	-73.21
Check	05/31/22		Walmart			64.51	-137.72
Check	05/31/22		Payroll			1,481.44	-1,619.16
Check	05/31/22		Payroll Taxes	eftps		379.09	-1,998.25
Deposit	05/31/22		amazon Sm...	Deposit	12.91		-1,985.34
Check	05/31/22	1		grant spent	2,865.30		879.96
Check	06/02/22	1353	Michael Cz...	POETRY ...		50.00	829.96
Check	06/02/22		Amazon	need receipt		87.32	742.64
Check	06/10/22		CCLS	1747		458.62	284.02
Check	06/10/22		Ridout's He...	air conditio...		202.00	82.02
Check	06/10/22		Sinclairville ...			19.91	62.11
Check	06/10/22		Observer	subscription		273.00	-210.89
Check	06/10/22		The Post Jo...			280.80	-491.69
Check	06/14/22		WT Cox Su...			35.16	-526.85
Check	06/15/22		Payroll			1,619.20	-2,146.05
Check	06/15/22		Payroll Taxes	eftps		450.26	-2,596.31
Deposit	06/16/22		GiveGab.com	Deposit	758.77		-1,837.54
Check	06/17/22		National Grid	Electric		148.68	-1,986.22
Check	06/17/22		Spectrum B...			29.99	-2,016.21
Deposit	06/17/22		GiveGab.com	Deposit	522.65		-1,493.56
Check	06/22/22	1355	Cash			37.43	-1,530.99
Check	06/22/22	1354	Cornell Co...	worm boxex		60.00	-1,590.99
Check	06/24/22		National Fuel	gas		62.52	-1,653.51
Deposit	06/24/22		Ollies Barg...	Deposit	27.53		-1,625.98
Deposit	06/27/22		Front Desk	Deposit	35.75		-1,590.23
Deposit	06/27/22		Income	Deposit	840.00		-750.23
Trans...	06/27/22			Funds Tra...	5,000.00		4,249.77
Check	06/28/22		WB Mason	toner		94.99	4,154.78
Check	06/29/22		Brodart Co.	B6446860		352.40	3,802.38
Check	06/29/22		Brodart Co.	B6446870		254.83	3,547.55
Check	06/30/22		Payroll			1,690.38	1,857.17
Check	06/30/22		Payroll Taxes	eftps		466.44	1,390.73
Check	07/01/22		Five Below			86.95	1,303.78
Check	07/02/22		Ollies Barg...			83.29	1,220.49
Check	07/02/22		Walmart			30.56	1,189.93
Check	07/06/22		Amazon			32.05	1,157.88
Check	07/06/22	1359	Jessica Huli...			69.45	1,088.43
Check	07/11/22		Brodart Co.	B6451134		332.27	756.16
Check	07/12/22		Brodart Co.	B6450498		126.24	629.92
Check	07/12/22		Brodart Co.	B6452050		389.55	240.37
Check	07/12/22		CCLS	17519		171.00	69.37
Check	07/12/22		Kathleen L. ...	May June		405.00	-335.63
Check	07/12/22		Sinclairville ...			8.63	-344.26
Trans...	07/12/22			Funds Tra...	5,000.00		4,655.74
Check	07/12/22		Amazon	door counter		275.00	4,380.74
Check	07/13/22		Amazon			25.97	4,354.77
Check	07/15/22		Payroll			1,579.34	2,775.43
Check	07/15/22		Payroll Taxes	eftps		419.15	2,356.28
Check	07/17/22		Spectrum B...			29.99	2,326.29
Check	07/17/22		Village of Si...	Water		149.90	2,176.39
Check	07/20/22		National Grid	Electric		149.16	2,027.23
Check	07/20/22	1361	Escape Ro...			584.11	1,443.12
Check	07/20/22	1360	Cash			50.00	1,393.12
Check	07/21/22		Brodart Co.	B6459192		149.91	1,243.21
Check	07/23/22		National Fuel	gas		25.80	1,217.41
Deposit	07/25/22		Front Desk	Deposit	66.00		1,283.41
Deposit	07/25/22		Income	Deposit	9,820.00		11,103.41
Check	07/26/22		WB Mason	toner		125.99	10,977.42
Check	07/29/22		Amazon			35.98	10,941.44
Check	07/29/22		Amazon			24.67	10,916.77
Check	07/29/22	1362	Jessica Huli...			13.96	10,902.81
Check	07/29/22		Payroll			1,510.60	9,392.21
Check	07/29/22		Payroll Taxes	eftps		389.52	9,002.69
Deposit	07/29/22		Amazon	return door...	275.00		9,277.69
Check	07/29/22		Amazon			43.25	9,234.44
Check	08/01/22		Amazon			79.23	9,155.21
Check	08/02/22		Amazon			30.26	9,124.95

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Type	Date	Num	Name	Memo	Debit	Credit	Balance
Check	08/04/22		Brodart Co.	B6468860		311.71	8,813.24
Check	08/04/22		CCLS	17519		148.10	8,665.14
Check	08/04/22		Sinclairville ...			33.61	8,631.53
Check	08/04/22		WB Mason	toner		125.99	8,505.54
Check	08/09/22	1363	Gerry VFD	Rodeo Ad		25.00	8,480.54
Check	08/10/22		National Grid	Electric		183.19	8,297.35
Check	08/10/22		Gerry VFD	Rodeo Ad-...		25.00	8,272.35
Check	08/15/22		Payroll			1,580.31	6,692.04
Check	08/15/22		Payroll Taxes	eftps		416.47	6,275.57
Check	08/15/22		Amazon			34.48	6,241.09
Check	08/16/22		Brodart Co.	B6474829		325.48	5,915.61
Check	08/16/22		Amazon	door counter		298.00	5,617.61
Check	08/18/22		Spectrum B...			39.99	5,577.62
Check	08/24/22		National Fuel	gas		11.23	5,566.39
Check	08/25/22		Amazon			32.48	5,533.91
Check	08/25/22	1364	Jessica Huli...			151.22	5,382.69
Deposit	08/29/22		Front Desk	Deposit	39.80		5,422.49
Deposit	08/29/22		Income	Deposit	8,864.17		14,286.66
Check	08/30/22		Corr Distrib...			52.42	14,234.24
Check	08/31/22		Payroll			1,577.60	12,656.64
Check	08/31/22		Payroll Taxes	eftps		421.63	12,235.01
Deposit	09/02/22		amazon Sm...	Deposit	51.65		12,286.66
Check	09/07/22		Amazon			78.84	12,207.82
Trans...	09/14/22			Funds Tra...		5,000.00	7,207.82
Check	09/14/22		Brodart Co.	B6482851		323.74	6,884.08
Check	09/14/22		CCLS	17596		349.30	6,534.78
Check	09/14/22		Kathleen L...	July/Aug		405.00	6,129.78
Check	09/14/22		Sinclairville ...			20.66	6,109.12
Check	09/15/22		Payroll			1,505.15	4,603.97
Check	09/15/22		Payroll Taxes	eftps		390.19	4,213.78
Check	09/17/22		Spectrum B...			39.99	4,173.79
Check	09/18/22		National Grid	Electric		214.57	3,959.22
Check	09/19/22	1365	Jeff Embury	bbq - rsvp		101.74	3,857.48
Check	09/19/22	1366	Blount Library			15.00	3,842.48
Check	09/20/22		Brodart Co.	B6487882		175.19	3,667.29
Check	09/20/22		Dollar Gene...			8.64	3,658.65
Check	09/21/22		Amazon			40.70	3,617.95
Check	09/22/22		National Fuel	gas		18.04	3,599.91
Check	09/23/22		Walmart			22.18	3,577.73
Check	09/26/22		Amazon			37.96	3,539.77
Deposit	09/26/22		Income	Deposit	3,386.00		6,925.77
Check	09/26/22	1367	Beth Hadley			35.10	6,890.67
Deposit	09/26/22		Front Desk	Deposit	78.75		6,969.42
Check	09/27/22		Brodart Co.	B6492594		274.07	6,695.35
Check	09/27/22	1368	Sinclairville ...	Ckn BBQ		541.10	6,154.25
Check	09/28/22		Amazon			20.92	6,133.33
Check	09/28/22		Amazon			28.98	6,104.35
Check	09/28/22		Amazon			46.33	6,058.02
Check	09/28/22	1369	Jessica Huli...			37.57	6,020.45
Check	09/30/22		Payroll			1,429.37	4,591.08
Check	09/30/22		Payroll Taxes	eftps		353.91	4,237.17
Check	09/30/22		Amazon			19.96	4,217.21
Check	10/01/22		Walmart			51.57	4,165.64
Check	10/04/22		Sinclairville ...	Chicken B...		571.18	3,594.46
Check	10/12/22		National Grid	Electric		176.64	3,417.82
Check	10/14/22		Payroll			1,517.06	1,900.76
Check	10/14/22		Payroll Taxes	eftps		354.20	1,546.56
Check	10/15/22		Amazon			27.99	1,518.57
Check	10/17/22		CCLS	17635		527.50	991.07
Check	10/17/22		Corr Distrib...			36.86	954.21
Check	10/17/22		Village of Si...	Water		149.90	804.31
Check	10/18/22		Spectrum B...			39.99	764.32
Trans...	10/18/22			Funds Tra...	43.59		807.91
Check	10/18/22		Jostens	cvcs year ...		68.29	739.62
Check	10/20/22		Amazon			26.99	712.63
Check	10/22/22		National Fuel	gas		19.02	693.61
Check	10/24/22		Amazon			6.22	687.39
Check	10/24/22	1371	Barbara Gr...			40.00	647.39

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Type	Date	Num	Name	Memo	Debit	Credit	Balance
Check	10/24/22	1370	Jessica Huli...			33.77	613.62
Check	10/26/22		Brodart Co.	B6501642		95.64	517.98
Check	10/26/22		Brodart Co.	B6503253		203.35	314.63
Check	10/26/22		Grit			18.95	295.68
Deposit	10/28/22		Front Desk	Deposit	47.00		342.68
Deposit	10/28/22		Income	Deposit	515.00		857.68
Check	10/30/22		Walmart			28.21	829.47
Check	10/31/22		Payroll			1,535.69	-706.22
Check	10/31/22		Payroll Taxes	eftps		407.42	-1,113.64
Check	11/03/22		Amazon			38.53	-1,152.17
Check	11/08/22		CCLS	17672		324.00	-1,476.17
Check	11/15/22		Payroll			1,425.87	-2,902.04
Check	11/15/22		Payroll Taxes	eftps		360.24	-3,262.28
Check	11/15/22		Spectrum B...			39.99	-3,302.27
Check	11/15/22		Postmaster	annual ap...		120.00	-3,422.27
Check	11/16/22		National Grid	Electric		186.35	-3,608.62
Check	11/16/22		Amazon			25.93	-3,634.55
Check	11/16/22		Amazon			48.22	-3,682.77
Check	11/20/22		National Fuel	gas		93.24	-3,776.01
Check	11/21/22		Amazon			54.98	-3,830.99
Deposit	11/21/22		amazon Sm...	Deposit	16.33		-3,814.66
Check	11/22/22		Brodart Co	B6516589		335.00	-4,149.66
Check	11/22/22		CCLS	17680		598.25	-4,747.91
Check	11/22/22		Kathleen L. ...	Sept/Oct		460.54	-5,208.45
Check	11/22/22		Sinclairville ...			35.28	-5,243.73
Trans...	11/22/22			Funds Tra...	3,000.00		-2,243.73
Check	11/23/22	1372	Jessica Huli...			47.31	-2,291.04
Deposit	11/28/22		Income	Deposit	657.95		-1,633.09
Deposit	11/28/22		Front Desk	Deposit	11.75		-1,621.34
Deposit	11/28/22		Annual App...	Deposit	120.00		-1,501.34
Check	11/29/22		Brodart Co.	B6519425		159.71	-1,661.05
Check	11/29/22		Sinclairville ...			51.28	-1,712.33
Check	11/30/22		Payroll			1,236.44	-2,948.77
Check	11/30/22		Payroll Taxes	eftps		291.07	-3,239.84
Deposit	12/01/22		Annual App...	Deposit	400.00		-2,839.84
Deposit	12/01/22		Annual App...	Deposit	1,395.00		-1,444.84
Check	12/01/22	1373	Sinclairville ...	Ckn BBQ		64.28	-1,509.12
Trans...	12/05/22			close portion	2,688.83		1,179.71
Check	12/05/22		Big Lots			8.62	1,171.09
Check	12/06/22		Amazon			34.34	1,136.75
Deposit	12/06/22		Annual App...	Deposit	2,655.00		3,791.75
Check	12/07/22		CCLS	17711		124.90	3,666.85
Check	12/07/22		Postmaster	PO Box		140.00	3,526.85
Check	12/07/22	1375	Penny Saver			96.50	3,430.35
Check	12/08/22		National Grid	Electric		144.85	3,285.50
Deposit	12/12/22		Annual App...	Deposit	280.00		3,565.50
Check	12/14/22		Brodart Co.	B6527722		146.17	3,419.33
Check	12/14/22		WB Mason	toner		78.75	3,340.58
Check	12/15/22		Payroll			114.79	3,225.79
Check	12/15/22		Payroll Taxes	eftps		19.14	3,206.65
Check	12/15/22		Payroll			1,674.80	1,531.85
Check	12/15/22		Payroll Taxes	eftps		460.31	1,071.54
Check	12/17/22		Spectrum B...			39.99	1,031.55
Deposit	12/19/22		Annual App...	Deposit	150.00		1,181.55
Check	12/21/22		Brodart Co.	B6530981		199.47	982.08
Check	12/21/22		CCLS	17748		69.00	913.08
Check	12/23/22		National Fuel	gas		92.13	820.95
Check	12/29/22	1378	Beth Hadley			29.25	791.70
Check	12/29/22	1376	DFT Comm...			3,476.73	-2,685.03
Deposit	12/29/22		Front Desk	Deposit	32.30		-2,652.73
Deposit	12/29/22		Income	Deposit	517.00		-2,135.73
Check	12/30/22		Payroll			1,762.68	-3,898.41
Check	12/30/22		Payroll Taxes	eftps		495.39	-4,393.80
Deposit	12/30/22		Annual App...	Deposit	245.00		-4,148.80
Total Checking - Operating					80,812.41	94,954.65	-4,148.80

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Sinclairville Free Library
YTD General Ledger
As of December 31, 2022

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Grant Funding							10,286.25
Bullet Aid							3,571.43
Total Bullet Aid							3,571.43
Local History Room							133.60
Check	03/31/22		Walmart			6.82	126.78
Check	09/26/22		Amazon			58.20	68.58
Check	09/30/22		Amazon			24.99	43.59
Trans...	10/18/22			Funds Tra...		43.59	0.00
Total Local History Room							0.00
					0.00	133.60	0.00
Restricted Funds							6,581.22
ALA/LTC							3,000.00
Deposit	01/03/22			ALA Grant...	3,000.00		6,000.00
Trans...	03/01/22			fund used ...		3,000.00	3,000.00
Check	05/04/22		Walmart			134.70	2,865.30
Check	05/31/22	1		grant spent		2,865.30	0.00
Total ALA/LTC							3,000.00
					3,000.00	6,000.00	0.00
Capital Improvements							758.81
Check	01/14/22	1334	Ridout's He...	furnace		2,427.50	-1,668.69
Trans...	02/28/22			write off ov...	1,668.69		0.00
Check	06/26/22	1358	Signature P...	parking lot		18,500.00	-18,500.00
Deposit	06/28/22			Lenna Fou...	14,500.00		-4,000.00
Deposit	08/04/22		Chautauqu...	Deposit	4,000.00		0.00
Total Capital Improvements							20,168.69
					20,168.69	20,927.50	0.00
NCCF							2,500.00
Total NCCF							2,500.00
Technology Upgrades							322.41
Check	09/14/22		CCLS	17596		322.41	0.00
Total Technology Upgrades							0.00
					0.00	322.41	0.00
Total Restricted Funds							23,168.69
					23,168.69	27,249.91	2,500.00
Total Grant Funding							23,168.69
					23,168.69	27,383.51	6,071.43
Total Checking - Community Bank							103,981.10
					103,981.10	122,338.16	1,922.63
Front Desk Change							15.00
Total Front Desk Change							15.00
Petty Cash							50.00
Total Petty Cash							50.00
Savings							17,406.52
Deposit	01/01/22	0		Deposit 11...	0.29		17,406.81
Deposit	01/01/22			Deposit 10...	0.29		17,407.10
Deposit	01/31/22			Deposit	0.30		17,407.40
Deposit	02/28/22			Deposit	0.27		17,407.67
Check	03/30/22		Community ...		10,000.00		27,407.67
Deposit	03/31/22			Deposit	0.30		27,407.97
Deposit	04/30/22			Deposit	0.45		27,408.42
Trans...	05/24/22			Funds Tra...		5,000.00	22,408.42
Deposit	05/31/22			Deposit	0.45		22,408.87
Trans...	06/27/22			Funds Tra...		5,000.00	17,408.87
Deposit	06/30/22			Deposit	0.35		17,409.22
Trans...	07/12/22			Funds Tra...		5,000.00	12,409.22
Deposit	07/31/22			Deposit	0.25		12,409.47
Deposit	08/31/22			Deposit	0.21		12,409.68
Trans...	09/14/22			Funds Tra...	5,000.00		17,409.68
Deposit	09/30/22			Deposit	0.25		17,409.93
Deposit	10/31/22			Deposit	0.30		17,410.23
Trans...	11/22/22			Funds Tra...		3,000.00	14,410.23
Deposit	11/30/22			Deposit	0.27		14,410.50
Total Savings							15,003.98
					15,003.98	18,000.00	14,410.50

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Sinclairville Free Library
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As of December 31, 2022

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Investment							17,586.50
Unrealized Gain (Loss) on Inves							610.32
Gene...	06/30/22				1,557.24		2,167.56
Gene...	09/30/22				943.06		3,110.62
Total Unrealized Gain (Loss) on Inves					2,500.30	0.00	3,110.62
Investment - Other							16,976.18
Deposit	01/31/22			Deposit	3.42		16,979.60
Deposit	02/28/22			Deposit	4.24		16,983.84
Deposit	03/31/22			Deposit	3.83		16,987.67
Gene...	06/30/22					1,557.24	15,430.43
Deposit	07/29/22			Deposit	4.17		15,434.60
Deposit	08/31/22			Deposit	5.06		15,439.66
Deposit	09/30/22			Deposit	4.98		15,444.64
Gene...	09/30/22					943.06	14,501.58
Trans...	12/05/22			close portion		2,688.83	11,812.75
Total Investment - Other					25.70	5,189.13	11,812.75
Total Investment					2,526.00	5,189.13	14,923.37
Land & Building							214,111.00
Total Land & Building							214,111.00
32000 - Unrestricted Net Assets							-269,448.71
Total 32000 - Unrestricted Net Assets							-269,448.71
CCLS - System Cash Grants							0.00
Other Cash Grants							0.00
Deposit	01/03/22			ALA Grant...		3,000.00	-3,000.00
Deposit	08/29/22		Income	Deposit		1,000.00	-4,000.00
Deposit	08/29/22		Income	Deposit		250.00	-4,250.00
Deposit	09/26/22		Income	Deposit		85.00	-4,335.00
Total Other Cash Grants					0.00	4,335.00	-4,335.00
11.3 - LLSA							0.00
Deposit	03/28/22		Income	Deposit		138.20	-138.20
Deposit	08/29/22		Income	Deposit		1,290.60	-1,428.80
Total 11.3 - LLSA					0.00	1,428.80	-1,428.80
11.7 - Materials Plan							0.00
Deposit	03/28/22		Income	Deposit		533.50	-533.50
Deposit	05/26/22		Income	Deposit		533.50	-1,067.00
Deposit	08/29/22		Income	Deposit		533.50	-1,600.50
Deposit	11/28/22		Income	Deposit		533.50	-2,134.00
Total 11.7 - Materials Plan					0.00	2,134.00	-2,134.00
CCLS - System Cash Grants - Other							0.00
Deposit	06/27/22		Income	Deposit		500.00	-500.00
Total CCLS - System Cash Grants - Other					0.00	500.00	-500.00
Total CCLS - System Cash Grants					0.00	8,397.80	-8,397.80
11.1 - Public Funding							0.00
Charlotte							0.00
Deposit	03/28/22		Income	Deposit		11,500.00	-11,500.00
Total Charlotte					0.00	11,500.00	-11,500.00
Gerry							0.00
Deposit	02/28/22		Income	Deposit		6,000.00	-6,000.00
Total Gerry					0.00	6,000.00	-6,000.00
Sinclairville							0.00
Deposit	07/25/22		Income	Deposit		9,500.00	-9,500.00
Total Sinclairville					0.00	9,500.00	-9,500.00
Total 11.1 - Public Funding					0.00	27,000.00	-27,000.00

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Sinclairville Free Library
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As of December 31, 2022

Type	Date	Num	Name	Memo	Debit	Credit	Balance
11.13 · Other Receipts							0.00
11.14 · Gifts & endowments							0.00
Donation							0.00
Deposit	01/31/22		Income	Deposit		50.00	-50.00
Deposit	01/31/22		Front Desk	Deposit		2.00	-52.00
Deposit	02/28/22		Front Desk	Deposit		9.50	-61.50
Deposit	02/28/22		Income	Deposit		275.00	-336.50
Deposit	03/28/22		Front Desk	Deposit		0.50	-337.00
Deposit	03/31/22		Chautauqu...	Deposit		997.00	-1,334.00
Deposit	04/28/22			Deposit		17.00	-1,351.00
Deposit	04/28/22		Income	Deposit		290.00	-1,641.00
Deposit	05/26/22		Front Desk	Deposit		9.00	-1,650.00
Deposit	05/26/22		Income	Deposit		180.00	-1,830.00
Deposit	05/31/22		amazon Sm...	Deposit		12.91	-1,842.91
Deposit	06/16/22		GiveGab.com	Deposit		758.77	-2,601.68
Deposit	06/17/22		GiveGab.com	Deposit		522.65	-3,124.33
Deposit	06/27/22		Front Desk	Deposit		7.00	-3,131.33
Deposit	06/27/22		Income	Deposit		170.00	-3,301.33
Deposit	07/25/22		Front Desk	Deposit		20.50	-3,321.83
Deposit	07/25/22		Income	Deposit		60.00	-3,381.83
Deposit	08/29/22		Front Desk	Deposit		17.00	-3,398.83
Deposit	08/29/22		income	Deposit		5,000.00	-8,398.83
Deposit	08/29/22		Income	Deposit		240.00	-8,638.83
Deposit	08/29/22		Income	Deposit		200.00	-8,838.83
Deposit	08/29/22		Income	Deposit		4.00	-8,842.83
Deposit	09/02/22		amazon Sm...	Deposit		51.65	-8,894.48
Deposit	09/26/22		Income	Deposit		520.00	-9,414.48
Deposit	09/26/22		Front Desk	Deposit		6.75	-9,421.23
Deposit	10/28/22		Front Desk	Deposit		17.35	-9,438.58
Deposit	10/28/22		Income	Deposit		200.00	-9,638.58
Deposit	11/21/22		amazon Sm...	Deposit		16.33	-9,654.91
Deposit	11/28/22		Income	Deposit		50.00	-9,704.91
Deposit	11/28/22		Front Desk	Deposit		5.00	-9,709.91
Deposit	12/29/22		Front Desk	Deposit		8.50	-9,718.41
Deposit	12/29/22		Income	Deposit		340.00	-10,058.41
Total Donation					0.00	10,058.41	-10,058.41
Memorial							0.00
Deposit	04/28/22		Income	Deposit		880.00	-880.00
Deposit	05/26/22		Income	Deposit		150.00	-1,030.00
Deposit	06/27/22		Income	Deposit		100.00	-1,130.00
Deposit	07/25/22		Income	Deposit		35.00	-1,165.00
Deposit	09/26/22		Income	Deposit		25.00	-1,190.00
Deposit	10/28/22		Income	Deposit		50.00	-1,240.00
Deposit	11/28/22		Income	Deposit		30.00	-1,270.00
Total Memorial					0.00	1,270.00	-1,270.00
Other Grants							0.00
Deposit	06/28/22			Lenna Fou...		14,500.00	-14,500.00
Deposit	08/04/22		Chautauqu...	Deposit		4,000.00	-18,500.00
Total Other Grants					0.00	18,500.00	-18,500.00
Total 11.14 · Gifts & endowments					0.00	29,828.41	-29,828.41

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Sinclairville Free Library
YTD General Ledger
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Type	Date	Num	Name	Memo	Debit	Credit	Balance
11.15 - Fund Raising							0.00
Annual Appeal							0.00
Deposit	01/14/22		Annual App...	Deposit		50.00	-50.00
Deposit	01/31/22		Income	Deposit		140.00	-190.00
Deposit	02/08/22		Paypal	Deposit		75.00	-265.00
Deposit	02/28/22		Income	Deposit		70.00	-335.00
Deposit	03/28/22		Income	Deposit		240.00	-575.00
Deposit	11/28/22		Annual App...	Deposit		120.00	-695.00
Deposit	12/01/22		Annual App...	Deposit		400.00	-1,095.00
Deposit	12/01/22		Annual App...	Deposit		1,395.00	-2,490.00
Deposit	12/06/22		Annual App...	Deposit		2,655.00	-5,145.00
Deposit	12/12/22		Annual App...	Deposit		280.00	-5,425.00
Deposit	12/19/22		Annual App...	Deposit		150.00	-5,575.00
Deposit	12/30/22		Annual App...	Deposit		245.00	-5,820.00
Total Annual Appeal					0.00	5,820.00	-5,820.00
Chicken BBQ							0.00
Deposit	09/26/22		Income	Deposit		2,491.00	-2,491.00
Total Chicken BBQ					0.00	2,491.00	-2,491.00
Give Big CHQ							0.00
Deposit	08/29/22		Income	Deposit		345.84	-345.84
Total Give Big CHQ					0.00	345.84	-345.84
Handmade Cards							0.00
Deposit	06/27/22		Income	Deposit		21.00	-21.00
Total Handmade Cards					0.00	21.00	-21.00
History Books							0.00
Deposit	09/26/22		Income	Deposit		5.00	-5.00
Total History Books					0.00	5.00	-5.00
Opportunity Drawing							0.00
Electronic							0.00
Check	12/07/22		CCLS	17711	100.00		100.00
Total Electronic					100.00	0.00	100.00
Opportunity Drawing - Other							0.00
Deposit	10/28/22		Income	Deposit		15.00	-15.00
Deposit	12/29/22		Income	Deposit		142.00	-157.00
Total Opportunity Drawing - Other					0.00	157.00	-157.00
Total Opportunity Drawing					100.00	157.00	-57.00
Painted rocks							0.00
Deposit	02/28/22		Income	Deposit		33.00	-33.00
Deposit	06/27/22		Income	Deposit		45.00	-78.00
Deposit	09/26/22		Income	Deposit		135.00	-213.00
Deposit	09/26/22		Income	Deposit		100.00	-313.00
Deposit	11/28/22		Income	Deposit		27.00	-340.00
Deposit	12/29/22		Income	Deposit		20.00	-360.00
Total Painted rocks					0.00	360.00	-360.00
Yard Sale							0.00
Deposit	07/25/22		Income	Deposit		225.00	-225.00
Total Yard Sale					0.00	225.00	-225.00
Total 11.15 - Fund Raising					100.00	9,424.84	-9,324.84

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Sinclairville Free Library
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Type	Date	Num	Name	Memo	Debit	Credit	Balance
11.16 · Investment Income							0.00
Savings Interest							0.00
Deposit	01/01/22	0		Deposit 11...		0.29	-0.29
Deposit	01/01/22			Deposit 10...		0.29	-0.58
Deposit	01/31/22			Deposit		0.30	-0.88
Deposit	02/28/22			Deposit		0.27	-1.15
Deposit	03/31/22			Deposit		0.30	-1.45
Deposit	04/30/22			Deposit		0.45	-1.90
Deposit	05/31/22			Deposit		0.45	-2.35
Deposit	06/30/22			Deposit		0.35	-2.70
Deposit	07/31/22			Deposit		0.25	-2.95
Deposit	08/31/22			Deposit		0.21	-3.16
Deposit	09/30/22			Deposit		0.25	-3.41
Deposit	10/31/22			Deposit		0.30	-3.71
Total Savings Interest					0.00	3.71	-3.71
11.16 · Investment Income - Other							0.00
Deposit	11/30/22			Deposit		0.27	-0.27
Total 11.16 · Investment Income - Other					0.00	0.27	-0.27
Total 11.16 · Investment Income					0.00	3.98	-3.98
11.17 · Library Charges							0.00
Copy							0.00
Deposit	01/31/22		Front Desk	Deposit		15.50	-15.50
Deposit	02/28/22		Front Desk	Deposit		12.25	-27.75
Deposit	03/28/22		Front Desk	Deposit		22.00	-49.75
Deposit	04/28/22			Deposit		24.15	-73.90
Deposit	05/26/22		Front Desk	Deposit		3.50	-77.40
Deposit	06/27/22		Front Desk	Deposit		8.00	-85.40
Deposit	07/25/22		Front Desk	Deposit		5.50	-90.90
Deposit	08/29/22		Front Desk	Deposit		2.55	-93.45
Deposit	09/26/22		Front Desk	Deposit		28.55	-122.00
Deposit	10/28/22		Front Desk	Deposit		7.00	-129.00
Deposit	11/28/22		Front Desk	Deposit		3.50	-132.50
Deposit	12/29/22		Front Desk	Deposit		10.00	-142.50
Total Copy					0.00	142.50	-142.50
Fax							0.00
Deposit	01/31/22		Front Desk	Deposit		2.00	-2.00
Deposit	02/28/22		Front Desk	Deposit		13.75	-15.75
Deposit	03/28/22		Front Desk	Deposit		4.00	-19.75
Deposit	04/28/22			Deposit		9.00	-28.75
Deposit	05/26/22		Front Desk	Deposit		1.00	-29.75
Deposit	06/27/22		Front Desk	Deposit		3.00	-32.75
Deposit	07/25/22		Front Desk	Deposit		6.00	-38.75
Deposit	08/29/22		Front Desk	Deposit		8.25	-47.00
Deposit	10/28/22		Front Desk	Deposit		5.00	-52.00
Deposit	12/29/22		Front Desk	Deposit		2.00	-54.00
Total Fax					0.00	54.00	-54.00
Fines							0.00
Deposit	05/26/22		Income	Deposit		2.69	-2.69
Deposit	09/26/22		Front Desk	Deposit		4.00	-6.69
Deposit	10/28/22		Front Desk	Deposit		4.40	-11.09
Deposit	11/28/22		Income	Deposit		4.45	-15.54
Deposit	12/29/22		Front Desk	Deposit		5.80	-21.34
Total Fines					0.00	21.34	-21.34
ILL Fee							0.00
Deposit	06/27/22		Income	Deposit		4.00	-4.00
Total ILL Fee					0.00	4.00	-4.00

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Type	Date	Num	Name	Memo	Debit	Credit	Balance
Lost Card							0.00
Deposit	02/28/22		Front Desk	Deposit		1.00	-1.00
Deposit	08/29/22		Front Desk	Deposit		2.00	-3.00
Deposit	09/26/22		Front Desk	Deposit		1.00	-4.00
Deposit	10/28/22		Front Desk	Deposit		1.00	-5.00
Total Lost Card					0.00	5.00	-5.00
Printing							0.00
Deposit	01/31/22		Front Desk	Deposit		9.00	-9.00
Deposit	02/28/22		Front Desk	Deposit		13.50	-22.50
Deposit	03/28/22		Front Desk	Deposit		0.75	-23.25
Deposit	04/28/22			Deposit		23.25	-46.50
Deposit	05/26/22		Front Desk	Deposit		10.25	-56.75
Deposit	06/27/22		Front Desk	Deposit		17.75	-74.50
Deposit	07/25/22		Front Desk	Deposit		34.00	-108.50
Deposit	08/29/22		Front Desk	Deposit		10.00	-118.50
Deposit	09/26/22		Front Desk	Deposit		38.45	-156.95
Deposit	10/28/22		Front Desk	Deposit		12.25	-169.20
Deposit	11/28/22		Front Desk	Deposit		3.25	-172.45
Deposit	12/29/22		Front Desk	Deposit		6.00	-178.45
Total Printing					0.00	178.45	-178.45
Total 11.17 · Library Charges					0.00	405.29	-405.29
11.18 · Other Income							0.00
Book Sale							0.00
Deposit	10/28/22		Income	Deposit		250.00	-250.00
Deposit	11/28/22		Income	Deposit		13.00	-263.00
Total Book Sale					0.00	263.00	-263.00
Total 11.18 · Other Income					0.00	263.00	-263.00
Total 11.13 · Other Receipts					100.00	39,925.52	-39,825.52
Employee Expenses							0.00
12.3 · Salaries							0.00
Assistant							0.00
Check	01/14/22		Payroll		239.63		239.63
Check	01/31/22		Payroll		594.00		833.63
Check	02/15/22		Payroll		739.13		1,572.76
Check	02/28/22		Payroll		587.25		2,160.01
Check	03/15/22		Payroll		560.25		2,720.26
Check	03/31/22		Payroll		800.00		3,520.26
Check	04/14/22		Payroll		779.83		4,300.09
Check	04/29/22		Payroll		560.25		4,860.34
Check	05/13/22		Payroll		816.75		5,677.09
Check	05/31/22		Payroll		739.13		6,416.22
Check	06/15/22		Payroll		678.38		7,094.60
Check	06/30/22		Payroll		870.75		7,965.35
Check	07/15/22		Payroll		816.75		8,782.10
Check	07/29/22		Payroll		793.13		9,575.23
Check	08/15/22		Payroll		887.63		10,462.86
Check	08/31/22		Payroll		749.25		11,212.11
Check	09/15/22		Payroll		729.00		11,941.11
Check	09/30/22		Payroll		786.38		12,727.49
Check	10/14/22		Payroll		722.25		13,449.74
Check	10/31/22		Payroll		705.38		14,155.12
Check	11/15/22		Payroll		695.25		14,850.37
Check	11/30/22		Payroll		624.38		15,474.75
Check	12/15/22		Payroll		50.00		15,524.75
Check	12/15/22		Payroll		931.84		16,456.59
Check	12/30/22		Payroll		965.25		17,421.84
Total Assistant					17,421.84	0.00	17,421.84

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Cash Basis

Sinclairville Free Library
YTD General Ledger
As of December 31, 2022

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Manager							0.00
Check	01/14/22		Payroll		511.50		511.50
Check	01/31/22		Payroll		895.13		1,406.63
Check	02/15/22		Payroll		1,167.93		2,574.56
Check	02/28/22		Payroll		967.59		3,542.15
Check	03/15/22		Payroll		1,095.46		4,637.61
Check	03/31/22		Payroll		900.00		5,537.61
Check	04/14/22		Payroll		1,074.15		6,611.76
Check	04/29/22		Payroll		942.01		7,553.77
Check	05/13/22		Payroll		1,074.15		8,627.92
Check	05/31/22		Payroll		997.43		9,625.35
Check	06/15/22		Payroll		1,253.18		10,878.53
Check	06/30/22		Payroll		1,142.35		12,020.88
Check	07/15/22		Payroll		1,048.58		13,069.46
Check	07/29/22		Payroll		980.38		14,049.84
Check	08/15/22		Payroll		976.11		15,025.95
Check	08/31/22		Payroll		1,116.78		16,142.73
Check	09/15/22		Payroll		1,040.05		17,182.78
Check	09/30/22		Payroll		878.08		18,060.86
Check	10/14/22		Payroll		942.69		19,003.55
Check	10/31/22		Payroll		1,108.25		20,111.80
Check	11/15/22		Payroll		971.85		21,083.65
Check	11/30/22		Payroll		801.35		21,885.00
Check	12/15/22		Payroll		75.00		21,960.00
Check	12/15/22		Payroll		1,538.15		23,498.15
Check	12/30/22		Payroll		1,142.35		24,640.50
Total Manager					24,640.50	0.00	24,640.50
Total 12.3 Salaries					42,062.34	0.00	42,062.34
12.4 - Employee Benefits							0.00
Check	01/10/22		NYSIF	workers co...	458.47		458.47
Check	01/14/22		Payroll			82.86	375.61
Check	01/14/22		Payroll Taxes	eftps	136.49		512.10
Check	01/31/22		Payroll			209.16	302.94
Check	01/31/22		Payroll Taxes	eftps	315.47		618.41
Check	02/15/22		Payroll			299.47	318.94
Check	02/15/22		Payroll Taxes	eftps	435.61		754.55
Check	02/24/22	13...	ShelterPoint	#D178194 ...	339.15		1,093.70
Check	02/28/22		Payroll			226.99	866.71
Check	02/28/22		Payroll Taxes	eftps	338.00		1,204.71
Check	03/10/22		NYSIF	workers co...	37.13		1,241.84
Check	03/15/22		Payroll			256.96	984.88
Check	03/15/22		Payroll Taxes	eftps	375.16		1,360.04
Check	03/31/22		Payroll		49.20		1,409.24
Check	03/31/22		Payroll Taxes	eftps	496.09		1,905.33
Check	04/14/22		Payroll			284.45	1,620.88
Check	04/14/22		Payroll Taxes	eftps	416.60		2,037.48
Check	04/29/22		Payroll			217.04	1,820.44
Check	04/29/22		Payroll Taxes	eftps	324.29		2,144.73
Check	05/13/22		Payroll			292.66	1,852.07
Check	05/13/22		Payroll Taxes	eftps	427.66		2,279.73
Check	05/31/22		Payroll			255.12	2,024.61
Check	05/31/22		Payroll Taxes	eftps	379.09		2,403.70
Check	06/15/22		Payroll			312.36	2,091.34
Check	06/15/22		Payroll Taxes	eftps	450.26		2,541.60
Check	06/30/22		Payroll			322.72	2,218.88
Check	06/30/22		Payroll Taxes	eftps	466.44		2,685.32
Check	07/15/22		Payroll			285.99	2,399.33
Check	07/15/22		Payroll Taxes	eftps	419.15		2,818.48
Check	07/29/22		Payroll			262.91	2,555.57
Check	07/29/22		Payroll Taxes	eftps	389.52		2,945.09
Check	08/15/22		Payroll			283.43	2,661.66
Check	08/15/22		Payroll Taxes	eftps	416.47		3,078.13
Check	08/31/22		Payroll			288.43	2,789.70
Check	08/31/22		Payroll Taxes	eftps	421.63		3,211.33
Check	09/15/22		Payroll			263.90	2,947.43
Check	09/15/22		Payroll Taxes	eftps	390.19		3,337.62

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Type	Date	Num	Name	Memo	Debit	Credit	Balance
Check	09/30/22		Payroll			235.09	3,102.53
Check	09/30/22		Payroll Taxes	eftps	353.91		3,456.44
Check	10/14/22		Payroll			147.88	3,308.56
Check	10/14/22		Payroll Taxes	eftps	354.20		3,662.76
Check	10/31/22		Payroll			277.94	3,384.82
Check	10/31/22		Payroll Taxes	eftps	407.42		3,792.24
Check	11/15/22		Payroll			241.23	3,551.01
Check	11/15/22		Payroll Taxes	eftps	360.24		3,911.25
Check	11/30/22		Payroll			189.29	3,721.96
Check	11/30/22		Payroll Taxes	eftps	291.07		4,013.03
Check	12/15/22		Payroll			10.21	4,002.82
Check	12/15/22		Payroll Taxes	eftps	19.14		4,021.96
Check	12/15/22		Payroll			795.19	3,226.77
Check	12/15/22		Payroll Taxes	eftps	460.31		3,687.08
Check	12/30/22		Payroll			344.92	3,342.16
Check	12/30/22		Payroll Taxes	eftps	495.39		3,837.55
Total 12.4 - Employee Benefits					10,223.75	6,386.20	3,837.55
Total Employee Expenses					52,286.09	6,386.20	45,899.89
Library Materials							0.00
12.6 - Printed Material							0.00
Books							0.00
Check	01/02/22		Barnes & N...	Deposit	17.99		17.99
Check	01/10/22		Brodart Co.	B6337170	71.41		89.40
Check	01/19/22		Brodart Co.	B6343809	258.75		348.15
Deposit	01/23/22		Ollies Barg...	Deposit		7.55	340.60
Check	01/27/22		Amazon		5.80		346.40
Check	01/27/22		Circle of Light		80.88		427.28
Check	02/15/22		Brodart Co.	B6355533	200.97		628.25
Check	02/15/22		Amazon		5.65		633.90
Check	02/15/22		Amazon		18.99		652.89
Check	02/17/22	1337	Baker & Ta...		11.70		664.59
Check	02/28/22	1340	Jessica Huli...		17.98		682.57
Check	02/28/22		Walmart		113.18		795.75
Check	03/02/22		Brodart Co.	B6365291	31.42		827.17
Check	03/02/22		Brodart Co.	B6367848	33.53		860.70
Check	03/02/22		Brodart Co.	B6369015	288.08		1,148.78
Deposit	03/02/22		Amazon	Deposit		23.61	1,125.17
Deposit	03/05/22		Walmart	Deposit		11.65	1,113.52
Check	03/07/22		Amazon		67.49		1,181.01
Check	03/14/22		Amazon		6.29		1,187.30
Check	03/14/22		Amazon		94.91		1,282.21
Check	03/15/22		Brodart Co.	B6379951	262.91		1,545.12
Check	03/22/22		Brodart Co.	B6347797	67.97		1,613.09
Check	03/22/22		Brodart Co.	B6347753	223.73		1,836.82
Check	03/22/22		Brodart Co.	B6379973	87.91		1,924.73
Check	03/30/22		Brodart Co.	B6390833	267.86		2,192.59
Check	04/05/22		Amazon		51.49		2,244.08
Check	04/22/22		Brodart Co.		240.35		2,484.43
Check	05/04/22		Brodart Co.	B6407904	148.19		2,632.62
Check	05/04/22		Amazon		19.95		2,652.57
Check	05/11/22	1350	Ahira Hall ...		20.00		2,672.57
Check	05/24/22		Brodart Co.	B6423269	259.83		2,932.40
Check	05/24/22		Brodart Co.	B6418861	321.76		3,254.16
Check	05/26/22	1352	Jessica Huli...		21.97		3,276.13
Check	05/29/22		Ollies Barg...		93.81		3,369.94
Check	05/29/22		Ollies Barg...		420.31		3,790.25
Check	06/10/22		CCLS	1747	160.00		3,950.25
Deposit	06/24/22		Ollies Barg...	Deposit		27.53	3,922.72
Check	06/29/22		Brodart Co.	B6446860	352.40		4,275.12
Check	06/29/22		Brodart Co.	B6446870	254.83		4,529.95
Check	07/06/22		Amazon		32.05		4,562.00
Check	07/11/22		Brodart Co.	B6451134	332.27		4,894.27
Check	07/12/22		Brodart Co.	B6450498	126.24		5,020.51
Check	07/12/22		Brodart Co.	B6452050	389.55		5,410.06
Check	07/13/22		Amazon		21.78		5,431.84
Check	07/21/22		Brodart Co.	B6459192	149.91		5,581.75

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Type	Date	Num	Name	Memo	Debit	Credit	Balance
Check	08/02/22		Amazon		16.76		5,598.51
Check	08/04/22		Brodart Co.	B6468860	311.71		5,910.22
Check	08/15/22		Amazon		34.48		5,944.70
Check	08/16/22		Brodart Co.	B6474829	325.48		6,270.18
Check	08/25/22	1364	Jessica Huli...		20.88		6,291.06
Check	09/14/22		Brodart Co.	B6482851	323.74		6,614.80
Check	09/19/22	1366	Blount Library		15.00		6,629.80
Check	09/20/22		Brodart Co.	B6487882	175.19		6,804.99
Check	09/21/22		Amazon		6.75		6,811.74
Check	09/27/22		Brodart Co.	B6492594	274.07		7,085.81
Check	09/28/22		Amazon		20.92		7,106.73
Check	09/28/22		Amazon		17.09		7,123.82
Check	09/28/22		Amazon		46.33		7,170.15
Check	10/18/22		Jostens	cvcs year ...	68.29		7,238.44
Check	10/20/22		Amazon		26.99		7,265.43
Check	10/24/22		Amazon		6.22		7,271.65
Check	10/26/22		Brodart Co.	B6501642	95.64		7,367.29
Check	10/26/22		Brodart Co.	B6503253	203.35		7,570.64
Check	11/08/22		CCLS	17672	224.00		7,794.64
Check	11/16/22		Amazon		25.93		7,820.57
Check	11/16/22		Amazon		48.22		7,868.79
Check	11/22/22		Brodart Co.	B6516589	335.00		8,203.79
Check	11/29/22		Brodart Co.	B6519425	159.71		8,363.50
Check	12/14/22		Brodart Co.	B6527722	146.17		8,509.67
Check	12/21/22		Brodart Co.	B6530981	199.47		8,709.14
Deposit	12/29/22		Income	Deposit		15.00	8,694.14
Total Books					8,779.48	85.34	8,694.14
Magazines							
Check	02/16/22	1336	Saturday E...		30.00		0.00
Deposit	02/28/22		Income	Deposit		10.00	30.00
Check	03/02/22		WT Cox Su...	3106924-9...	65.97		85.97
Check	03/15/22		WT Cox Su...	3107393	42.24		128.21
Check	03/16/22	1343	People		40.00		168.21
Check	04/28/22		WT Cox Su...		17.56		185.77
Check	05/09/22	1349	Farm & Ra...		15.00		200.77
Check	05/19/22		Writers Dig...		29.96		230.73
Check	05/24/22	1351	Poets & Wri...		24.95		255.68
Check	06/10/22		Observer	subscription	273.00		528.68
Check	06/10/22		The Post Jo...		280.80		809.48
Check	06/14/22		WT Cox Su...		35.16		844.64
Check	10/26/22		Grit		18.95		863.59
Total Magazines					873.59	10.00	863.59
Total 12.6 - Printed Material					9,653.07	95.34	9,557.73
12.7 - Electronic Material							
Check	01/04/22		CCLS	17265	75.00		75.00
Check	02/09/22		CCLS	17316	100.00		175.00
Check	03/10/22		CCLS	17356	100.00		275.00
Check	04/12/22		CCLS	17400	100.00		375.00
Check	05/13/22		CCLS	17437	100.00		475.00
Check	06/10/22		CCLS	1747	100.00		575.00
Check	07/12/22		CCLS	17519	100.00		675.00
Check	08/04/22		CCLS	17519	100.00		775.00
Check	09/14/22		CCLS	17596	100.00		875.00
Check	10/17/22		CCLS	17635	400.00		1,275.00
Check	11/08/22		CCLS	17672	100.00		1,375.00
Total 12.7 - Electronic Material					1,375.00	0.00	1,375.00
12.8 - Other Material							
Audio CD's							
Check	02/28/22	1341	Playaway	children	269.95		269.95
Total Audio CD's					269.95	0.00	269.95

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Type	Date	Num	Name	Memo	Debit	Credit	Balance
DVD's							
Check	01/02/22		Barnes & N...	Deposit	102.88		0.00
Check	04/08/22		Pan-Americ...		21.60		102.88
Check	09/21/22		Amazon		17.96		124.48
Check	09/30/22		Amazon		19.96		142.44
Total DVD's					162.40	0.00	162.40
Toys/Manipulatives							
Check	02/28/22		Walmart		67.97		0.00
Check	05/29/22		Ollies Barg...		8.49		67.97
Check	08/02/22		Amazon		13.50		76.46
Check	09/23/22		Walmart		9.00		89.96
Check	12/29/22	1376	DFT Comm...		3,425.00		98.96
Total Toys/Manipulatives					3,523.96	0.00	3,523.96
Total 12.8 - Other Material					3,956.31	0.00	3,956.31
Total Library Materials					14,984.38	95.34	14,889.04
12.11 - Captial Expenditures							
Check	02/28/22		Walmart		89.00		0.00
Check	06/26/22	1358	Signature P...	parking lot	18,500.00		89.00
Check	07/02/22		Ollies Barg...		83.29		18,589.00
Check	07/12/22		Amazon	door counter	275.00		18,672.29
Deposit	07/29/22		Amazon	return door...		275.00	18,947.29
Check	08/16/22		Amazon	door counter	298.00		18,672.29
Total 12.11 - Captial Expenditures					19,245.29	275.00	18,970.29
12.17 - Building Operation & Maintenan							
Other Bldg Oper & Maint							0.00
Building Insurance							0.00
Check	02/09/22		Erie Insura...		1,857.71		0.00
Total Building Insurance					1,857.71	0.00	1,857.71
Cleaning							
Check	01/10/22		Kathleen L. ...	Nov/Dec	405.00		0.00
Check	01/27/22	1335	Cash		40.00		405.00
Check	03/02/22		Kathleen L. ...	Jan/Feb	360.00		445.00
Check	05/04/22		Kathleen L. ...	Mar/Apr	405.00		805.00
Check	07/12/22		Kathleen L. ...	May/June	405.00		1,210.00
Check	09/14/22		Kathleen L. ...	July/Aug	405.00		1,615.00
Check	11/22/22		Kathleen L. ...	Sept/Oct	405.00		2,020.00
Total Cleaning					2,425.00	0.00	2,425.00
Supplies							
Check	01/04/22	1333	Sinclairville ...		13.50		0.00
Check	01/18/22		Walmart		9.97		13.50
Check	02/09/22		Sinclairville ...		13.38		23.47
Check	02/28/22		Walmart		8.97		36.85
Check	03/10/22		Sinclairville ...		20.48		45.82
Check	03/31/22		Walmart		6.94		66.30
Check	05/31/22		Walmart		19.76		73.24
Check	06/10/22		Sinclairville ...		14.24		93.00
Check	08/04/22		Sinclairville ...		11.25		107.24
Check	08/04/22		Sinclairville ...		3.29		118.49
Check	08/30/22		Corr Distrib...		52.42		121.78
Check	09/14/22		Sinclairville ...		20.66		174.20
Check	10/17/22		Corr Distrib...		36.86		194.86
Check	11/22/22		Kathleen L. ...	Sept/Oct	55.54		231.72
Check	11/22/22		Sinclairville ...		13.50		287.26
Check	11/29/22		Sinclairville ...		8.19		300.76
Check	11/29/22		Sinclairville ...		8.19		308.95
Check	11/29/22		Sinclairville ...		11.25		317.14
Total Supplies					328.39	0.00	328.39

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Type	Date	Num	Name	Memo	Debit	Credit	Balance
Utilities							0.00
Check	01/14/22		National Grid	Electric	245.16		245.16
Check	01/19/22		Village of Si...	Water	149.90		395.06
Check	01/25/22		Allen Fire E...		30.00		425.06
Check	01/26/22		National Fuel	gas	199.27		624.33
Check	02/16/22		National Grid	Electric	172.09		796.42
Check	02/24/22		National Fuel	gas	247.25		1,043.67
Check	03/17/22		National Grid	Electric	155.59		1,199.26
Check	03/25/22		National Fuel	gas	221.73		1,420.99
Check	04/12/22		Village of Si...	Water	149.90		1,570.89
Check	04/17/22		National Grid	Electric	185.54		1,756.43
Check	04/23/22		National Fuel	gas	201.33		1,957.76
Check	05/11/22		National Grid	Electric	152.41		2,110.17
Check	05/25/22		National Fuel	gas	147.27		2,257.44
Check	06/17/22		National Grnd	Electric	148.68		2,406.12
Check	06/24/22		National Fuel	gas	62.52		2,468.64
Check	07/17/22		Village of Si...	Water	149.90		2,618.54
Check	07/20/22		National Grid	Electric	149.16		2,767.70
Check	07/23/22		National Fuel	gas	25.80		2,793.50
Check	08/10/22		National Grid	Electric	183.19		2,976.69
Check	08/24/22		National Fuel	gas	11.23		2,987.92
Check	09/18/22		National Grid	Electric	214.57		3,202.49
Check	09/22/22		National Fuel	gas	18.04		3,220.53
Check	10/12/22		National Grid	Electric	176.64		3,397.17
Check	10/17/22		Village of Si...	Water	149.90		3,547.07
Check	10/22/22		National Fuel	gas	19.02		3,566.09
Check	11/16/22		National Grid	Electric	186.35		3,752.44
Check	11/20/22		National Fuel	gas	93.24		3,845.68
Check	12/08/22		National Grid	Electric	144.85		3,990.53
Check	12/23/22		National Fuel	gas	92.13		4,082.66
Total Utilities					4,082.66	0.00	4,082.66
Other Bldg Oper & Maint - Other							0.00
Check	12/29/22	1376	DFT Comm...		51.73		51.73
Total Other Bldg Oper & Maint - Other					51.73	0.00	51.73
Total Other Bldg Oper & Maint					8,745.49	0.00	8,745.49
Repairs							0.00
Check	06/10/22		Ridout's He...	air conditio...	202.00		202.00
Total Repairs					202.00	0.00	202.00
Total 12.17 - Building Operation & Maintenanc					8,947.49	0.00	8,947.49
12.25 - Miscellaneous Expense							0.00
Equipment							0.00
Check	01/14/22	1334	Ridout's He...	furnace	2,427.50		2,427.50
Check	06/10/22		CCLS	1747	82.55		2,510.05
Check	09/14/22		CCLS	17596	558.21		3,068.26
Check	11/22/22		CCLS	17680	598.25		3,666.51
Total Equipment					3,666.51	0.00	3,666.51
Office & Library Supplies							0.00
Check	01/02/22		Barnes & N...	Deposit	0.05		0.05
Check	01/04/22		CCLS	17265	71.50		71.55
Check	01/18/22		Walmart		49.98		121.53
Deposit	01/23/22		Walmart	Deposit		2.26	119.27
Check	02/15/22		WB Mason	toner	69.99		189.26
Check	02/15/22		Amazon		9.99		199.25
Check	02/28/22		Walmart		22.32		221.57
Check	02/28/22		Walmart		16.20		237.77
Check	03/02/22		WB Mason	toner	65.99		303.76
Check	03/10/22		CCLS	17356	41.50		345.26
Check	03/30/22		Demco		21.94		367.20
Check	03/31/22		Walmart		19.95		387.15
Check	03/31/22		Walmart		6.82		393.97
Check	04/05/22		Amazon		15.68		409.65
Check	04/12/22		WB Mason	toner	65.99		475.64

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Sinclairville Free Library
YTD General Ledger
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Type	Date	Num	Name	Memo	Debit	Credit	Balance
Check	04/12/22		WB Mason	toner	170.99		646.63
Check	05/02/22	1348	Jessica Huli...		35.84		682.47
Check	05/04/22		Amazon		7.95		690.42
Check	05/09/22		Amazon		5.49		695.91
Check	05/13/22		CCLS	17437	62.72		758.63
Check	06/02/22		Amazon	need receipt	87.32		845.95
Check	06/10/22		CCLS	1747	82.50		928.45
Check	06/28/22		WB Mason	toner	94.99		1,023.44
Check	07/02/22		Walmart		30.56		1,054.00
Check	07/13/22		Amazon		4.19		1,058.19
Check	07/26/22		WB Mason	toner	125.99		1,184.18
Check	08/04/22		CCLS	17519	48.10		1,232.28
Check	08/04/22		WB Mason	toner	125.99		1,358.27
Check	09/07/22		Amazon		9.95		1,368.22
Check	09/14/22		CCLS	17596	13.50		1,381.72
Check	09/21/22		Amazon		15.99		1,397.71
Check	09/26/22		Amazon		27.99		1,425.70
Check	09/26/22		Amazon		58.20		1,483.90
Check	09/28/22		Amazon		11.89		1,495.79
Check	09/28/22	1369	Jessica Huli...		15.97		1,511.76
Check	09/30/22		Amazon		24.99		1,536.75
Check	10/01/22		Walmart		51.57		1,588.32
Check	10/15/22		Amazon		27.99		1,616.31
Check	10/17/22		CCLS	17635	58.50		1,674.81
Check	10/30/22		Walmart		28.21		1,703.02
Check	11/21/22		Amazon		54.98		1,758.00
Check	12/05/22		Big Lots		8.62		1,766.62
Check	12/06/22		Amazon		34.34		1,800.96
Check	12/07/22		CCLS	17711	24.90		1,825.86
Check	12/07/22		Postmaster	PO Box	140.00		1,965.86
Check	12/07/22	1375	Penny Saver		96.50		2,062.36
Check	12/14/22		WB Mason	toner	78.75		2,141.11
Total Office & Library Supplies					2,143.37	2.26	2,141.11
Postage							0.00
Check	03/30/22		Postmaster		23.20		23.20
Check	04/29/22		Postmaster		59.96		83.16
Check	11/15/22		Postmaster	annual ap...	120.00		203.16
Total Postage					203.16	0.00	203.16
Professional & Consultant Fees							0.00
Check	03/07/22	1342	Michael Mo...		100.00		100.00
Check	06/02/22	1353	Michael Cz...	POETRY ...	50.00		150.00
Check	07/20/22	1361	Escape Ro...		500.00		650.00
Total Professional & Consultant Fees					650.00	0.00	650.00
Telephone & Internet							0.00
Check	01/16/22		Spectrum B...		29.99		29.99
Check	02/19/22		Spectrum B...		29.99		59.98
Check	03/18/22		Spectrum B...		29.99		89.97
Check	04/12/22		CCLS	17400	69.00		158.97
Check	04/18/22		Spectrum B...		29.99		188.96
Check	05/19/22		Spectrum B...		29.99		218.95
Check	06/17/22		Spectrum B...		29.99		248.94
Check	07/12/22		CCLS	17519	69.00		317.94
Check	07/17/22		Spectrum B...		29.99		347.93
Check	08/18/22		Spectrum B...		39.99		387.92
Check	09/17/22		Spectrum B...		39.99		427.91
Check	10/17/22		CCLS	17635	69.00		496.91
Check	10/18/22		Spectrum B...		39.99		536.90
Check	11/15/22		Spectrum B...		39.99		576.89
Check	12/17/22		Spectrum B...		39.99		616.88
Check	12/21/22		CCLS	17748	69.00		685.88
Total Telephone & Internet					685.88	0.00	685.88

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Sinclairville Free Library
YTD General Ledger
As of December 31, 2022

Type	Date	Num	Name	Memo	Debit	Credit	Balance
z-Miscellaneous - other							0.00
Advertising							0.00
Check	08/09/22	1363	Gerry VFD	Rodeo Ad	25.00		25.00
Check	08/10/22		Gerry VFD	Rodeo Ad...	25.00		50.00
Deposit	09/26/22		Income	Deposit		25.00	25.00
Total Advertising					50.00	25.00	25.00
Fund Raising Exp							0.00
Check	09/19/22	1365	Jeff Embury	bbq - rsvp	62.74		62.74
Check	09/27/22	1368	Sinclairville ...	Ckn BBQ	541.10		603.84
Check	10/04/22		Sinclairville ...	Chicken B...	571.18		1,175.02
Check	12/01/22	1373	Sinclairville ...	Ckn BBQ	64.28		1,239.30
Total Fund Raising Exp					1,239.30	0.00	1,239.30
ILL Charges							0.00
Check	07/12/22		CCLS	17519	2.00		2.00
Total ILL Charges					2.00	0.00	2.00
Paypal Fee							0.00
Deposit	02/08/22		Paypal	Deposit	2.48		2.48
Deposit	08/29/22		Income	Deposit		0.23	2.25
Total Paypal Fee					2.48	0.23	2.25
Program Expense							0.00
Summer Reading Program							0.00
Check	04/05/22	1344	Jessica Huli...		7.50		7.50
Check	05/16/22		Collaborativ...		29.30		36.80
Check	07/01/22		Five Below		86.95		123.75
Check	07/06/22	1359	Jessica Huli...		46.04		169.79
Check	07/06/22	1359	Jessica Huli...		11.97		181.76
Check	07/20/22	1360	Cash		50.00		231.76
Check	07/29/22		Amazon		35.98		267.74
Check	07/29/22		Amazon		24.67		292.41
Check	07/29/22		Amazon		43.25		335.66
Check	08/01/22		Amazon		79.23		414.89
Check	08/04/22		Sinclairville ...		3.39		418.28
Check	08/25/22		Amazon		32.48		450.76
Check	08/25/22	1364	Jessica Huli...		114.36		565.12
Total Summer Reading Program					565.12	0.00	565.12
Program Expense - Other							0.00
Check	01/02/22		Barnes & N...	Deposit	16.99		16.99
Check	01/18/22		Walmart		26.19		43.18
Check	02/09/22		Sinclairville ...		11.67		54.85
Check	02/28/22	1340	Jessica Huli...		48.66		103.51
Check	02/28/22		Walmart		54.97		158.48
Check	03/31/22		Walmart		2.92		161.40
Check	04/05/22	1344	Jessica Huli...		31.88		193.28
Check	04/05/22	1344	Jessica Huli...		59.19		252.47
Check	05/02/22	1348	Jessica Huli...		60.05		312.52
Check	05/04/22		Walmart		134.70		447.22
Check	05/09/22		Amazon		17.90		465.12
Check	05/13/22		Sinclairville ...		3.49		468.61
Check	05/26/22	1352	Jessica Huli...		10.20		478.81
Check	05/31/22		Walmart		44.75		523.56
Check	06/10/22		Sinclairville ...		5.67		529.23
Check	06/22/22	1355	Cash		37.43		566.66
Check	06/22/22	1354	Cornell Coo...	worm boxex	60.00		626.66
Check	07/06/22	1359	Jessica Huli...		11.44		638.10
Check	07/12/22		Sinclairville ...		8.63		646.73
Check	07/20/22	1361	Escape Ro...		84.11		730.84
Check	07/29/22	1362	Jessica Huli...		13.96		744.80
Check	08/04/22		Sinclairville ...		15.68		760.48
Check	08/25/22	1364	Jessica Huli...		15.98		776.46
Check	09/07/22		Amazon		62.90		839.36
Check	09/20/22		Dollar Gene...		8.64		848.00
Check	09/23/22		Walmart		13.18		861.18
Check	09/28/22	1369	Jessica Huli...		21.60		882.78

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Cash Basis

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As of December 31, 2022

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Check	10/24/22	1371	Barbara Gr...		40.00		922.78
Check	10/24/22	1370	Jessica Huli...		33.77		956.55
Check	11/03/22		Amazon		38.53		995.08
Check	11/22/22		Sinclairville ...		5.79		1,000.87
Check	11/23/22	1372	Jessica Huli...		47.31		1,048.18
Check	11/29/22		Sinclairville ...		18.36		1,066.54
Check	11/29/22		Sinclairville ...		5.29		1,071.83
Total Program Expense - Other					1,071.83	0.00	1,071.83
Total Program Expense					1,636.95	0.00	1,636.95
Travel							0.00
Check	02/23/22	1338	Beth Hadley		17.55		17.55
Check	04/26/22	1346	Beth Hadley		38.02		55.57
Check	05/28/22	1357	Beth Hadley		23.40		78.97
Check	09/26/22	1367	Beth Hadley		35.10		114.07
Check	12/29/22	1378	Beth Hadley		29.25		143.32
Total Travel					143.32	0.00	143.32
Volunteer Expense							0.00
Check	05/09/22		Amazon		19.96		19.96
Check	09/19/22	1365	Jeff Embury	bbq - rsvp	39.00		58.96
Check	09/26/22		Amazon		9.97		68.93
Check	11/22/22		Sinclairville ...		15.99		84.92
Total Volunteer Expense					84.92	0.00	84.92
z-Miscellaneous - other - Other							0.00
Check	02/09/22		CCLS	17316	38.56		38.56
Check	06/10/22		CCLS	1747	33.57		72.13
Total z-Miscellaneous - other - Other					72.13	0.00	72.13
Total z-Miscellaneous - other					3,231.10	25.23	3,205.87
12.25 - Miscellaneous Expense - Other							0.00
Check	09/07/22		Amazon		5.99		5.99
Total 12.25 - Miscellaneous Expense - Other					5.99	0.00	5.99
Total 12.25 - Miscellaneous Expense					10,586.01	27.49	10,558.52
Investment - not on annual rept							0.00
Deposit	01/31/22			Deposit		3.42	-3.42
Deposit	02/28/22			Deposit		4.24	-7.66
Deposit	03/31/22			Deposit		3.83	-11.49
Deposit	07/29/22			Deposit		4.17	-15.66
Deposit	08/31/22			Deposit		5.06	-20.72
Deposit	09/30/22			Deposit		4.98	-25.70
Total Investment - not on annual rept					0.00	25.70	-25.70
TOTAL					227,660.34	227,660.34	0.00

Policies for Review

Insert Library Name
Board Member Videoconferencing Resolution
Pursuant to Public Officers Law § 103-a

WHEREAS, by passing Chapter 56 of the Laws of 2022 (“Chapter 56”), the New York State Legislature amended Section 103 of the Open Meetings Law; and

WHEREAS, Chapter 56 adds Section 103-a of the Open Meetings Law, permitting the **Insert Library Name** to authorize its members to attend meetings by videoconferencing under extraordinary circumstances; and

WHEREAS, Section 103-a(2)(a) requires the **Insert Library Name** to adopt a resolution following a public hearing authorizing the limited use of videoconferencing under such circumstances; and

WHEREAS, Section 103-a(2) allows for hybrid meetings by requiring “that a minimum number of members are present to fulfill the public body’s quorum requirement in the same physical location or locations where the public can attend”; and

WHEREAS, Section 103-a(2)(c) requires that members be physically present at any such meeting “unless such member is unable to be physically present at any such meeting location due to extraordinary circumstances . . . including disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes the member’s physical attendance at such meeting”; and

WHEREAS, in accordance with Section 103-a(2)(d), any members attending by videoconference must, except during executive session, be “heard, seen and identified, while the meeting is being conducted, including but not limited to any motions, proposals, resolutions, and any other matter formally discussed or voted upon”; and

WHEREAS, Section 103-a(2)(g) requires that any meeting where a member attends by videoconference be recorded, posted to the **Insert Library Name** webpage within five business days, and transcribed upon request; and

WHEREAS, Section 103-a(2)(h) requires that members of the public be permitted to attend and participate, if authorized, in any meeting by videoconference when a member attends by videoconference.

BE IT RESOLVED, that the **Insert Library Name** authorizes its members who experience an extraordinary circumstance, as described above and further defined by any rules or written procedures later adopted, to attend meetings by videoconference: (i) as long as a quorum of the members attend in-person at one or more locations open to the public; (ii) as long as the member can be seen, heard, and identified while the open portion of the meeting is being conducted; and (iii) as otherwise permitted under Chapter 56 of the Laws of 2022; and be it further

RESOLVED, that the **Insert Library Name** shall create written procedures further governing its use of videoconferencing by its members in compliance with Chapter 56 of the Laws of 2022.

Changes to Open Meetings Laws: A Summary for Libraries

A new bill was introduced that amended Open Meetings Law to make permanent (until July 1, 2024) the expanded use of videoconferencing by public bodies to conduct open meetings, *under extraordinary circumstances*, regardless of a declaration of emergency.

The Board is allowed to have members meet remotely, regardless of extraordinary circumstances, if the location(s) is open to in-person public attendance as it was prior to the pandemic. This does require that the address of the meeting location be published so the public would have access to that location.

Each board must decide if they will permit members to participate remotely at a location that does not allow for in-person physical attendance of the public, *under extraordinary circumstances*. The law does not require that boards permit this.

If a board decides to allow members to participate remotely at a location that does not allow for in-person physical attendance of the public *under extraordinary circumstances*, they must:

- Pass a resolution authorizing such remote attendance, and must establish written procedures (template provided) that set forth what they determine to be “*extraordinary circumstances*.”
 - The Law includes a non-exhaustive list of examples of such circumstances, “including disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes the member’s physical attendance at such meeting.”
- Must provide the public the opportunity to view remotely as well as at the physical location. Members of the public meeting via videoconferencing have the right to speak during a public comment period or other authorized time.
- Teleconferencing is not an allowable form of remote participation for a board member. The law requires that the board members be heard, seen, and identified throughout the meeting.

Important requirements for meetings that allow members to participate remotely.

- Only members attending the meeting at a physical location that is open to the public will count toward a quorum.
- Members in locations not accessible to the public may participate and vote, but will not count toward the quorum.
- Meeting minutes must detail which members, if any, participated remotely.
- Boards are **required** to record all meetings if videoconferencing is used. The recordings to be posted or linked on the library website within five business days of the meeting where they must remain there for five years. Transcripts must be provided upon request. Recording and transcription are not required during executive session.

The Law states that the “in person” participation requirements of the Law shall not apply during a state disaster emergency declared by the governor pursuant to section twenty-eight of the executive law, or a local state of emergency proclaimed by the chief executive of a county, city, village or town pursuant to section twenty-four of the executive law, if the public body determines that the circumstances necessitating the emergency declaration would affect or impair the ability of the public body to hold an in person meeting.

Insert Library Name
Procedures for Board Member Videoconferencing
Pursuant to Public Officers Law § 103-a

In compliance with Public Officers Law (POL) § 103-a(2)(a), the Insert Library Name, following a public hearing, authorized by resolution on [insert date] the use of videoconferencing as described in POL § 103-a.

The following procedures are hereby established to satisfy the requirement of POL § 103-a(2)(b) that any public body which in its discretion wishes to permit its members to participate in meetings by videoconferencing from private locations – under extraordinary circumstances – must establish written procedures governing member and public attendance.

1. Insert Library Name members shall be physically present at any meeting of the Insert Library Name unless such member is unable to be physically present at one of the designated public meeting locations due to extraordinary circumstances.

2. For purposes of these procedures, the term “extraordinary circumstances” includes disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes the member’s physical attendance at such meeting.

3. If a member is unable to be physically present at one of the designated public meeting locations and wishes to participate by videoconferencing from a private location due to extraordinary circumstances, the member must notify [REPRESENTATIVE OR CHAIR OF PUBLIC BODY] no later than four business days prior to the scheduled meeting in order for proper notice to the public to be given. If extraordinary circumstances present themselves on an emergent basis within four days of a meeting, the Insert Library Name shall update its notice as soon as practicable to include that information. If it is not practicable for the [PUBLIC BODY] to update its notice, the Insert Library Name may reschedule its meeting.

4. If there is a quorum of members participating at a physical location(s) open to the public, the Insert Library Name may properly convene a meeting. A member who is participating from a remote location that is not open to in-person physical attendance by the public *shall not* count toward a quorum of the Insert Library Name but may participate and vote if there is a quorum of members at a physical location(s) open to the public.

5. Except in the case of executive sessions conducted pursuant to POL § 105, the Insert Library Name shall ensure that its members can be heard, seen, and identified while the meeting is being conducted, including but not limited to any motions, proposals, resolutions, and any other matter formally discussed or voted upon. This shall include the use of first and last name placards physically placed in front of the members or, for members participating by videoconferencing from private locations due to extraordinary circumstances, such members must ensure that their full first and last name appears on their videoconferencing screen.

6. The minutes of the meetings involving videoconferencing based on extraordinary circumstances pursuant to POL § 103-a shall include which, if any, members participated by videoconferencing from a private location due to such extraordinary circumstances.

Insert Library Name
Procedures for Board Member Videoconferencing
Pursuant to Public Officers Law § 103-a

7. The public notice for the meeting shall inform the public: (i) that extraordinary circumstances videoconferencing will (or may) be used, (ii) where the public can view and/or participate in such meeting, (iii) where required documents and records will be posted or available, and (iv) the physical location(s) for the meeting where the public can attend.
8. The Insert Library Name shall provide that each open portion of any meeting conducted using extraordinary circumstances videoconferencing shall be recorded and such recordings posted or linked on the Insert Library Name website within five business days following the meeting, and shall remain so available for a minimum of five years thereafter. Such recordings shall be transcribed upon request.
9. If members of the Insert Library Name are authorized to participate by videoconferencing from a private location due to extraordinary circumstances, the Insert Library Name shall provide the opportunity for members of the public to view such meeting by video, and to participate in proceedings by videoconference in real time where public comment or participation is authorized. The Insert Library Name shall ensure that where extraordinary circumstances videoconferencing is used, it authorizes the same public participation or testimony as in person participation or testimony.
10. Open meetings of the Insert Library Name conducted using extraordinary circumstances videoconferencing pursuant to the provisions of POL § 103-a shall utilize technology to permit access by members of the public with disabilities consistent with the 1990 Americans with Disabilities Act (ADA), as amended, and corresponding guidelines. For the purposes of this guideline, "disability" shall have the meaning defined in Executive Law § 292.
11. The in-person participation requirements of POL § 103-a(2)(c) shall not apply during a [state disaster emergency declared by the governor pursuant to Executive Law § 28 or a local state of emergency proclaimed by the chief executive of a county, city, village or town pursuant to § 24 of the Executive Law] if the Insert Library Name determines that the circumstances necessitating the emergency declaration would affect or impair the ability of the Insert Library Name to hold an in-person meeting.
12. These procedures shall be conspicuously posted on the Insert Library Name website.