

**NEW WOODSTOCK FREE LIBRARY
2022 OPERATING BUDGET**

**Feb-Mar
25%**

	2022 FISCAL BUDGET	Period To Date Actual	Year To Date Actual	% Of Budget
OPERATING INCOME:				
Local Library Tax Levy	177,680.00		164,428.24	93%
Town of Cazenovia	5,500.00			0%
Madison County	4,286.00	2,102.16	2,102.16	49%
New York State LLSA	1,630.00		138.20	8%
Donations & Fund Raising	500.00	15.93	176.73	35%
Interest & Dividends Earned	100.00	9.46	14.64	15%
Equipment & Collections:				
Copier & Fax Use	100.00	37.35	57.42	57%
Book Replacement		15.00	18.99	
TOTAL FISCAL OPERATING INCOME	189,796.00	2,179.90	166,936.38	88%

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OPERATING EXPENSES:				
ADMINISTRATIVE COSTS				
Postage & Handling	900.00	3.63	3.63	0%
Supplies	1,500.00	623.75	672.83	45%
Professional Services	10,500.00	206.00	8,398.99	80%
	12,900.00	833.38	9,075.45	70%
AUTOMATION COSTS				
Mid-York IT Services	5,000.00			0%
	5,000.00	0.00	0.00	0%
FACILITIES MAINTENANCE				
House Keeping	6,600.00	920.00	1,340.00	20%
Lawn Care	800.00	300.00	450.00	56%
Landscaping	1,000.00			0%
Maintenance / Repairs	1,500.00	175.00	250.00	17%
Snow Removal	2,500.00			0%
	12,400.00	1,395.00	2,040.00	16%
INSURANCE				
Building Insurance	4,000.00			0%
Officers and Directors Insurance	140.00			0%
	4,140.00	0.00	0.00	
LIBRARY PROGRAMS				
Audio, Video & Computer Software Media	5,500.00	1,165.49	1,205.41	22%
Books	4,500.00	574.33	914.93	20%
Promotional Materials	1,300.00	332.78	391.06	30%
Website Design	1,250.00			0%
Special Programs:				
Adult Programming	800.00		13.50	2%
Childrens' Events	2,700.00	254.56	307.06	11%
Exhibits & Events	2,000.00	(101.44)	(101.44)	-5%
Program Furnishings, Equipment & Accessories	3,500.00			0%
Volunteer Support	500.00			0%
	22,050.00	2,225.72	2,730.52	12%

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OPERATING EXPENSES (CONTINUED):				
UTILITIES				
Electric	2,000.00	378.49	581.61	29%
Fuel Oil	6,500.00		788.46	12%
Security & Fire	900.00	195.00	195.00	22%
Telephone & Broadband Internet	1,200.00	190.94	286.41	24%
Water	25.00	25.00	25.00	100%
	10,625.00	789.43	1,876.48	18%
PROFESSIONAL DEVELOPMENT				
Staff Related	400.00			0%
	400.00	0.00	0.00	0%
PERSONNEL EXPENSES				
Director's Gross Salary	37,485.00	2,883.44	4,325.16	12%
Assistant's Gross Salary	45,838.00	6,788.46	10,258.55	22%
Payroll Taxes - FICA/Medicare	6,374.00	730.02	1,100.83	17%
NY State Disability Insurance	2,500.00	694.66	659.68	26%
Worker's Compensation Insurance	550.00			0%
Simple IRA - Employer Matching	1,300.00	230.74	345.04	27%
Health Insurance Benefits - Mid-York		(19.56)	(14.19)	
	94,047.00	11,307.76	16,675.07	18%
CAPITAL EXPENSES & TECHNOLOGY ADVANCEMENT				
Small Equip / Displays / Interior Improvements	2,500.00			0%
Computer Upgrades & Hardware	1,000.00			
	3,500.00	0.00	0.00	0%
TRANSFER (SET-ASIDE) TO DMMCI FUND	24,734.00		24,734.00	100%
TOTAL FISCAL OPERATING EXPENSES	189,796.00	16,551.29	57,131.52	30%

NEW WOODSTOCK FREE LIBRARY

Financial Position
As of March 31, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Community Bank - Checking	16,501.02
ALA LTC Small-Rural Grant 2021	300.00
Total Community Bank - Checking	16,801.02
Community Bank - Savings	9.46
DMMCI Fund Savings	78,772.83
Op Fund Savings	135,061.74
Reserve Fund Savings	60,017.54
Total Community Bank - Savings	273,861.57
Total Bank Accounts	\$290,662.59
Other Current Assets	
Prepaid Expenses	3,063.25
Reserve Fund Investment Account	310,554.98
Total Other Current Assets	\$313,618.23
Total Current Assets	\$604,280.82
Fixed Assets	
Accum. Depreciation	-328,288.00
Building	59,575.95
Children's Wing Addition	187,702.47
Fixtures & Equipment	84,719.69
Improvements	230,690.01
Land	5,000.00
Total Fixed Assets	\$239,400.12
TOTAL ASSETS	\$843,680.94
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Unrestricted Net Assets	878,434.57
Net Revenue	-34,753.63
Total Equity	\$843,680.94
TOTAL LIABILITIES AND EQUITY	\$843,680.94

Director's/Manager's Report - 4-19-22

- Library attendance
 - February 2022 = 310 people, down 1% from January 2022
 - March 2022 = 515
- Circulation data
 - February 2022 = 1130 items, up 12% from January 2022
 - March 2022 = 1382
- Website
 - February 2022 = 224 page views, down 43% from January 2022
 - March 2022 = 625 page views, up 179% from February 2022
- Social media
 - Increased FB followers by 7% since December
 - No increase in IG followers
 - FB reach decreased by 34% from January
 - IG reach increased by 99% from January
 - I have absolutely no idea why these social media metrics are the way they are. We haven't been doing anything differently.
- Summer Programs
 - Do we want to do Outdoor Movie(s) again? If so, who do we contact?
 - Will there be any community programs/events we can partner with? Even if it's just advertising.
- Other items of note:
 - Is there any update on hiring someone?
 - There is a roof leak in the northwest corner of the building. It is not actively dripping into the library proper but it has stained about 4 of the new ceiling tiles in the vestibule. Paul Ruggeri made repairs to the outside of the roof in July 2021 but that did not solve the problem. We noticed the stained tiles over the winter when nothing could be done about it. Now that Spring is here, a roofer needs to be hired to figure out what's going on.
 - We have had no luck finding a junk hauler to remove the items in the front vestibule. Nick Borsellino (315-391-3303) will transport it in his truck for \$150-250 + dump fees, which depend on weight, but he will not actually provide the manual labor to fill his truck with our unwanted items on this end. Someone (probably 2 people, actually) strong enough would have to be present at the library to move the junk from the vestibule into Nick's truck. The old desk, especially, is too bulky for one person to lift.