**Regular Meeting**
**Plattsburgh Public Library**
**Board of Trustees**
**Tuesday, January 27, 2026**
**4:30 PM**
**Agenda**

I. Call to Order
II. Public Forum
III. Approval of Minutes
    A. *Minutes from November 18, 2025 Meeting
IV. Director's Report
V. Committee Reports
    A. Finance Committee (Chase)
        1. *Approval of Budget Transfers
        2. *Approval of Bills
    B. Community Engagement & Development Committee (Rebecca)
    C. Policy Committee (Nick)
VI. Old Business
    A. 2026 Budget Update
VII. New Business
    A. *Ratification of Prior Board Actions
    B. Annual Meeting Reminder (Slate of Officers/Committees)
VIII. Executive Session
    A. Personnel Matters
    B. Union Contract Negotiations
IX. Next Meeting: February 24, 2026, at 4:30 PM
X. *Adjournment

*Asterisks are items for board action.

If you are unable to attend this meeting, please contact Ben Carman at (518) 536-7442 or carmanb@cityofplattsburgh-ny.gov as soon as possible.

**Plattsburgh Public Library**
**Board of Trustees**
**Regular Meeting Minutes**
**Nov 18, 2025 4:30 PM**

**Call to Order**
The meeting was called to order at 4:30 PM by President Rebecca Fox.

**Trustees Present**
Rebecca Fox, Seth Silver, Lori Neuhaus, Chase Chen, Elaine Ostry, Nick Dubay, Barbara Barry, Tamara Sutin

**Trustees Excused**
Wanda Carroll

**Representatives & Staff Present**
Ben Carman, Library Director
Sarah Spanburgh, Assistant Library Director
Betsy Smith, AFSCME Representative
Sherry Silcio, Principal Clerk & AFSCME Representative
Allie Racette, Senior Page

**Public Forum**
Holiday pay for Library Pages was discussed during the Public Forum. The Board reopened discussion on the proposal. Concerns were raised regarding the timing of the proposal and its relationship to upcoming union contract negotiations. No action was taken.

**Approval of Minutes**
Minutes from the meeting of September 23, 2025 were reviewed and approved with adjustments made to trustees present and excused on a motion made by Seth Silver and seconded by Lori Neuhaus. Motion carried.

Minutes from the meeting of October 28, 2025 were reviewed and approved with a motion made by Seth Silver and seconded by Elaine Ostry. Motion carried.

**Director's Report**

Library Director Carman submitted a written report, available on the library's website. The report was reviewed by the Board. Discussion centered around the 2026 budget presentation at the City Council on November 6, 2025. The director, board president and chair of the finance committee will be meeting with the Mayor on Thursday, November 20 to discuss the 2026 budget further.

**Committee Reports**

- **Finance Committee**
  Director Carman explained end-of-year preparations and expected expenses related to the budget transfers and encumbered bills.
  - **Approval of Budget Transfers**
    A motion to transfer funds among accounts to properly fund the budget with adjustments made to Contracted Services was made by Nick Dubay and seconded by Barbara Barry. Motion carried.
  - **Approval of Bills**
    Bills for November 2025 were presented. A motion to approve the bills was made by Barbara Barry and seconded by Elaine Ostry. Motion carried.

**Old Business**

- The 2026 Budget Update was covered in the Director's Report.
- The 2025 CLSA budget has been amended to provide funds for Syndectics, a yearly subscription service which provides book images for the online catalog. A motion was made to approve the amended 2025 Central Library Services Aid budget by Lori Neuhaus and seconded by Chase Chen. Motion carried.
- Library Director Carman explained how Monday holidays, staff lieu days, and current staffing levels affect operations on Tuesdays following Monday holidays. A motion was made to ensure consistent operations following Monday holiday closures, specifying that when the library is closed for a Monday holiday, the library shall follow a Monday schedule on the immediately following Tuesday by Nick Dubay and seconded by Elaine Ostry. Motion carried.
- An end-of-year reminder about trustee education and sexual harassment training went out. Additional webinars and trainings will be emailed out by the director.

**New Business**

President Fox presented an update regarding legal proceedings related to a former Administrative Assistant.

**Next Meeting**

The next regular meeting is scheduled for January 27, 2026, at 4:30 PM at the Plattsburgh Public Library auditorium.

**Adjournment**

A motion to adjourn was made by Elaine Ostry and seconded by Nick Dubay. The meeting was adjourned at 5:58 PM.

**Respectfully submitted by Sarah Spanburgh, Assistant Library Director**

**Plattsburgh Public Library Director's Report**
**January 2026**
**Submitted for January 26, 2026 CEFLS Board Meeting**
**& January 27, 2026 PPL Board Meeting**
**Ben Carman, Plattsburgh Public Library Director**

## Annual Report/Year in Review

- Libraries are stalled in beginning work on their Annual Reports with the closure of Baker & Taylor, who provided the software for reporting. We will begin work on our report as soon as we have guidance on a new procedure/system.
- We are just about to release our 2025 Year in Review, which is our annual report about the library to the community. Special thanks to Alissa Vidulich for her work on this.

## Budget & Finance

- City Council has passed the 2026 budget, with an allocation to the Library of $791,079.78, a .2% increase from the 2025 allocation.
- I wanted to share information about the school ballot referendum. North Country Library System has a great toolkit covering the topic for your information (https://www.ncls.org/wp-content/uploads/2022/01/School-Ballot-Toolkit-2022.pdf)
- I've applied for the Pizza Hut Foundation's Slice of Literacy grant (Children's Room flooring) and an ADK Foundation Generous Acts grant (Auditorium technology). We will be applying for several other grants this year.
- We raised $1,573.24 for our December Giving Month campaign. Thanks to staff for their work on this, and thanks to all who donated!

## Building & Grounds

- I have begun comparing energy audit companies to get an updated building envelope assessment and evaluation of our current HVAC. My hope is to apply for NYS Construction Aid this cycle to begin a multi-phase HVAC replacement.
- We need to rent one more dumpster to finish the cleanout of the basement and other areas in the library where many years of clutter have accumulated. This will allow us to reclaim storage space and possibly space that can be converted for future public use.

## Outreach & Advocacy

- Our food bag collaboration with Plattsburgh Cares was featured on WPTZ earlier this month (https://www.mynbc5.com/article/nonprofit-group-plattsburgh-fills-bags-donates/69961004).
- The Library has been selected as the beneficiary of the Unitarian Universalist Fellowship of Plattsburgh's January "Share the Plate" offering; I will be speaking briefly at their January 25 worship service.
- Sarah and I were invited to a Rotary Club meeting on Wednesday, January 28 to present about the library and its services.

- I will travel to Albany on Tuesday, February 3 for Library Advocacy Day. Francesca Locorini, our social worker intern who is interested in learning more about library advocacy and funding, will be joining me.
- CEFLS is collaborating with PBS, the Northern New York Library Network (NNYLN), and the North Country Library System (NCLS) to host a screening of "The Librarians" on Thursday, April 23, beginning at 6:00 or 6:30 p.m. (time to be confirmed). The screening will take place concurrently with a coordinated event in Watertown, creating a shared regional experience. PPL staff will participate in the local screening at the Strand Theatre.

**Personnel**

- We held a quarterly all-staff meeting on Friday, December 12.
- The current AFSCME contract is up for renewal at the end of June of this year.

**Professional Development/Training**

- Sarah, Alissa, and I participated in Naloxone training with Meagan Strack and Sara Blaise of Alliance for Positive Health. We had a great discussion about strengthening our partnership.
- I attended an E-Rate webinar on December 10 to learn about updates to the E-Rate funding process for 2026.
- I attended the webinar "Be an Employer of Choice" presented by Angela Newman of NCLS on Thursday, December 11.
- Sarah, Alissa, and I participated in Naloxone training with Meagan Strack and Sara Blaise of Alliance for Positive Health on Friday, January 16. We had a great discussion about strengthening our partnership.
- We are planning the first quarterly meeting of CEFDA for 2026.

**Technology**

- Sherry Silcio, Sarah, and I are participating in the ILS search committee put together by CEFLS.
- We are expecting to have the new batch of computers purchased late last year installed in early-mid February.
- The City is planning to switch back from Google to Microsoft services and is continuing to evaluate the cost of IT services. I am hopeful that these future changes will save us substantial money.

**Past/Current/Upcoming Events & Programs**

- January (Hale-Walter Art Gallery): Bob Lange
- Thursdays @10:30am: Family Storytime
- Wednesday, 2/4 @5:30pm (Auditorium): Lifelong Learning for All Speaker Series: "Isaac Johnson: Stone Mason & Freedom Seeker" with Nolan Cool, Educational Programs Director, Adirondack Architectural Heritage (AARCH)
- Every other Monday: Biblio Cafe French Conversation Group
- 2nd Tuesday monthly @11am: Library Time for Adults
- 2nd Tuesday monthly @4pm-6pm: Collage Cart Session (ages 12+)

- Last Tuesday monthly @4pm: Teen Book Club
- Last Wednesday monthly @5:30pm: Traveling Book Club

**Patron Comments**

- We have received five 5-star reviews on Google in the past few months, two with comments: “Place is wonderful 5 out of 5 definitely,” and “Very friendly staff, helpful and resourceful.”
- Patron Nancy Nichols-Goldstein shared the following in a patron survey: “What I like about the Plattsburgh Public Library: (1) The consistently polite and helpful staff. (2) The amazing interlibrary loan service. Over the years I’ve been able to borrow every book I could possibly want to read! Thank you.”

**Respectfully submitted by Ben Carman, Library Director**

**Ben Carman, Library Director**
19 Oak Street, Plattsburgh, NY 12901
carmanb@cityofplattsburgh-ny.gov
(518) 536-7442

At a regular meeting of the Plattsburgh Public Library Board of Trustees, held **January 27, 2026**, the following motions were approved:

- **Approval of Bills:**
  On a motion by _____, seconded by _____, to accept the abstract(s) of bills – claims #**5191-5262**, in the amount of **$27,969.47**, unanimously carried and passed.

**Voting in the affirmative: ALL**
**Voting in the negative: NONE**
CARRIED
CERTIFIED A TRUE COPY

_____
Ben Carman
Library Director
Plattsburgh Public Library

Copy to: Richard A. Marks, City Chamberlain

| PPL Abstract of Bills (December 2025) | | | Claims #5191-5247 | | |
|---|---|---|---|---|---|
| *Code* | *Claim #* | *Vendor Name* | *Object of Expense* | *To Be Encumbered* | *Expended* |
| ***0-4330*** | ***Technical Materials & Supplies*** | | | | |
| | 5191 | Amazon | BOOK INVOICES 11/9-11/17 | | $345.99 |
| | 5192 | Midwest Tape | AV INVOICES 11/11 | | $107.22 |
| | 5193 | Ingram | BOOK INVOICE 11/18/25 | | $11.19 |
| | 5194 | Amazon | BOOK INVOICES 11/18-11/23 | | $180.95 |
| | 5195 | Midwest Tape | AV INVOICES 11/18 | | $142.96 |
| | 5196 | Ingram | AD FIC CARTONS 1&2 | | $865.79 |
| | 5197 | Ingram | AD FIC CARTONS 3&4 | | $603.93 |
| | 5198 | Amazon | BOOK INVOICES 12/3-12/6 | | $31.34 |
| | 5199 | Midwest Tape | AV INVOICES 11/24-12/2 | | $85.48 |
| | 5200 | Ingram | BOOK INVOICES 12/7 | | $128.24 |
| | 5201 | Amazon | BOOK INVOICES 12/8 | | $16.50 |
| | 5202 | Press Republican | 1 YEAR - 1 COPY SUBSCRIPTION | | $438.00 |
| | 5203 | Symquest | COPIER CHARGES FL 1+2 DEC/JAN | | $50.90 |
| | 5204 | Symquest | COPIER CHARGES FL 1+2 NOV/DEC | | $15.39 |
| | 5205 | Amazon | BOOK INVOICE 12/10 | | $16.50 |
| | 5206 | Midwest Tape | AV INVOICES 12/8 | | $51.23 |
| | 5207 | Brodart | BOOK COVERS | | $101.41 |
| | 5208 | Amazon | BOOK INVOICE 12/14 | | $17.60 |
| | 5209 | Midwest Tape | AV INVOICE 12/12 | | $39.99 |
| | 5210 | Konica Minolta | COPIER LEASE FEE CHILDREN'S DEC | | $49.71 |
| | 5211 | Amazon | BOOK INVOICES 12/21-12/30 | | $66.03 |
| | 5212 | Midwest Tape | AV INVOICE 12/22 | | $49.99 |
| | 5213 | Ingram | BOOK INVOICE | | $225.32 |
| ***0-4340*** | ***Building & Grounds Supplies*** | | | | |
| | 5214 | Amazon | EOY SUP(DUSTER, PLANNER, SCISSORS, WASHING MACHINE | | $396.26 |
| | 5215 | Amazon | EOY SUPPLIES (PLANNER, VARIOUS BLDG SUPLS) | | $178.14 |
| | 5216 | Commercial Sales | EOY SUPPLIES (VARIOUS BLDG SUPLS) | | $136.11 |
| | 5217 | Commercial Sales | DEC BUILDING SUPPLIES (PAPER TOWELS, TRASH BAGS) | | $49.99 |
| | 5218 | Amazon | DEC BUILDING SUPPLIES (LYSOL, ZEP) | | $36.04 |
| | 5219 | Commercial Sales | DEC BUILDING SUPPLIES (PAPER TOWELS, TRASH BAGS) | | $63.90 |
| | 5220 | NYSEG | NYSEG NOV DEC | | $520.86 |
| ***0-4411*** | ***Electricity*** | | | | |
| | 5221 | City of Plattsburgh | ELECTRICITY CHARGES NOV | | $705.41 |
| | 5222 | City of Plattsburgh | ELECTRICITY CHARGES DEC | | $1,030.05 |
| ***0-4412*** | ***Water*** | | | | |
| | 5223 | City of Plattsburgh | WATER CHARGES NOV | | $293.20 |
| | 5224 | City of Plattsburgh | WATER CHARGES DEC | | $293.20 |
| ***0-4413*** | ***Sewer*** | | | | |
| | 5225 | City of Plattsburgh | SEWER CHARGES NOV | | $116.26 |
| | 5226 | City of Plattsburgh | SEWER CHARGES DEC | | $116.26 |
| ***0-4414*** | ***Telephone*** | | | | |
| | 5227 | SymQuest | IT CHARGES DEC | | $1,952.82 |
| | 5228 | Konica Minolta | PHONE USAGE DEC | | $136.13 |
| | 5229 | Firstlight Fiber | MONTHLY INTERNET CHARGE | | $311.89 |
| ***0-4430*** | ***Contracted Services*** | | | | |
| | 5230 | Northern Sanitation | RECYCLING OCT | | $27.82 |
| | 5231 | CC Payment | CHECKR-BACKGROUND CHECK | | $48.59 |
| | 5232 | CC Payment | OCT WEBSITE HOSTING-SITEGROUND | | $34.99 |
| | 5233 | Northern Sanitation | RECYCLING NOV | | $27.88 |
| | 5234 | CC Payment | NOV WEBSITE HOSTING-SITEGROUND | | $34.99 |
| | 5235 | Commercial Sales | DEC BUILDING SUPPLIES (HAND SOAP) | | $60.99 |
| | 5236 | Pitney Bowes | POSTAGE PURCHASE POWER BALANCE | | $143.88 |
| | 5237 | Northern Sanitation | RECYCLING DEC | | $29.74 |
| | 5238 | Hyde Stone | HYDE STONE SERVICE CONTRACT 2025 | $2,457.38 | |
| | 5239 | Stafford, Owens, Murna | PROFESSIONAL SERVICES | | $536.00 |
| | 5240 | City of Plattsburgh | NOV REFUSE CHARGE | | $36.15 |
| | 5241 | City of Plattsburgh | DEC REFUSE CHARGE | | $36.15 |
| ***0-4431*** | ***Printing & Copying*** | | | | |
| | 5242 | Konica Minolta | OCT COPIER LEASE FEE CH | | $27.71 |
| | 5243 | Symquest | COPIER CHARGES FL 1+2 | | $68.20 |
| ***0-4432*** | ***Program Costs*** | | | | |
| | 5244 | Staples | PRINTER PAPER | | $59.96 |
| ***0-4451*** | ***Building Repairs*** | | | | |
| | 5245 | Amazon | REPLACEMENT CHANGING TABLE STRAPS | | $18.40 |
| | 5246 | Amazon | HEATER, CHANGING TABLE STRAP | | $42.78 |
| ***0-4470*** | ***Postage*** | | | | |
| | 5247 | Pitney Bowes | POSTAGE METER REFILL | | $100.00 |
| | | | **TOTALS** | **$2,457.38** | **$11,312.41** |
| | | | | | **TOTAL** |
| | | | | | **$13,769.79** |

**TO: Richard A. Marks, City Chamberlain**

You are hereby authorized to pay to the several claimants and vendors above, listed from money properly appropriated and which is hereby certified to be available, therefore, the amounts shown opposite the several names as set forth above, the aggregate of which is for which claim vouchers were audited and approved by the Plattsburgh Public Library Board at which such payments were duly authorized, at the meeting held on **1/27/2026**

_____ _____
**Date**
**_____, PPL Board of Trustees**

_____ _____
**Date**
**_____, PPL Board of Trustees**

# CITY OF PLATTSBURGH, NY

## STATEMENT OF CASH RECEIPTS

Department of Public Library

The undersigned hereby certifies that the following is a complete statement of all monies payable to the City of Plattsburgh received by the above mentioned department, or by the undersigned, during the period beginning November 16, 2025 and ending on November 30, 2025 inclusive.

| | Purpose for which Received | | | Amount |
|---|---|---|---|---|
| 6126-2613 | Overdue Charges | | | $ 3.00 |
| 6127-2655 | Minor Sales | | | $ 177.22 |
| 6127-2690 | Lost/Damaged Property | | | $ 44.00 |
| 6127-2705 | Gifts and Donations | (Misc. Patron Donations) | | $ 313.55 |
| | | | sub-total | $ 537.77 |
| L-2680 | Sales Tax @ 8.0% (Minor Sales - Supplies Only) | | General | $ 14.18 |
| | | | **TOTAL** | $ 551.95 |

Dated, Plattsburgh, NY: December 2, 2025

Signed by Ben Carman Library Director

Received of Ben Carman the aforesaid amount of:
Five hundred fifty-one dollars and ninety-five cents this 2nd day of December, 2025.

Kasey Koch
Accountant

# CITY OF PLATTSBURGH, NY

## STATEMENT OF CASH RECEIPTS

Department of Public Library

The undersigned hereby certifies that the following is a complete statement of all monies payable to the City of Plattsburgh received by the above mentioned department, or by the undersigned, during the period beginning December 1, 2025 and ending on December 14, 2025 inclusive.

| | Purpose for which Received | | Amount |
|---|---|---|---|
| 6126-2613 | Overdue Charges | | $ 3.00 |
| 6127-2655 | Minor Sales | | $ 163.24 |
| 6127-2690 | Lost/Damaged Property | | $ 33.00 |
| 6127-2705 | Gifts and Donations | (Misc. Patron Donations) | $ 604.70 |
| 12/8/25-12/9 | Reimbursement to Petty Cash (from Gifts and Donations) - see receipts | | $ (14.00) |
| | | sub-total | $ 789.94 |
| L-0632 | Sales Tax @ 8.0% (Minor Sales - Supplies Only) | General | $ 13.06 |
| | | **TOTAL** | **$ 803.00** |

Dated, Plattsburgh, NY: December 15, 2025

Signed by BR Carman, Library Director

Received of Ben Carman the aforesaid amount of:
Eight hundred three dollars and no cents this 15th day of December, 2025.

Kasey Koch
Accountant

# CITY OF PLATTSBURGH, NY

## STATEMENT OF CASH RECEIPTS

Department of Public Library

The undersigned hereby certifies that the following is a complete statement of all monies payable to the City of Plattsburgh received by the above mentioned department, or by the undersigned, during the period beginning December 1, 2025 and ending on December 14, 2025 inclusive.

| | Purpose for which Received | | Amount |
|---|---|---|---|
| 6126-2613 | Overdue Charges | | $ 3.00 |
| 6127-2655 | Minor Sales | | $ 163.24 |
| 6127-2690 | Lost/Damaged Property | | $ 33.00 |
| 6127-2705 | Gifts and Donations | (Misc. Patron Donations) | $ 604.70 |
| 12/8/25-12/9 | Reimbursement to Petty Cash (from Gifts and Donations) - see receipts | | $ (14.00) |
| | | sub-total | $ 789.94 |
| L-0632 | Sales Tax @ 8.0% (Minor Sales - Supplies Only) | General | $ 13.06 |
| | | **TOTAL** | **$ 803.00** |

Dated, Plattsburgh, NY: December 15, 2025

Signed by BR Carman, Library Director

Received of Ben Carman the aforesaid amount of:
Eight hundred three dollars and no cents this 15th day of December, 2025.

Kasey Koch
Accountant

# CITY OF PLATTSBURGH, NY

## STATEMENT OF CASH RECEIPTS

Department of Public Library

The undersigned hereby certifies that the following is a complete statement of all monies payable to the City of Plattsburgh received by the above mentioned department, or by the undersigned, during the period beginning December 15, 2025 and ending on December 31, 2025 inclusive.

| | Purpose for which Received | | Amount |
|---|---|---|---|
| 6126-2613 | Overdue Charges | | $ 5.00 |
| 6127-2655 | Minor Sales | | $ 176.99 |
| 6127-2690 | Lost/Damaged Property | | $ - |
| 6127-2705 | Gifts and Donations (Misc. Patron Donations) | | $ 594.44 |
| 12/15-12/31 | Reimbursement to Petty Cash (from Gifts and Donations) - see receipts | | $ (19.50) |
| | | sub-total | $ 756.93 |
| L-0632 | Sales Tax @ 8.0% (Minor Sales - Supplies Only) | General | $ 14.16 |
| | | **TOTAL** | $ 771.09 |

Dated, Plattsburgh, NY: January 6, 2026

Signed by BR Carman, Library Director

Received of Ben Carman the aforesaid amount of:
Seven hundred seventy-one dollars and nine cents this 6th day of January, 2026.

Kasey Koch
Kasey Koch
Accountant

# CITY OF PLATTSBURGH, NY

## STATEMENT OF CASH RECEIPTS

Department of Public Library

The undersigned hereby certifies that the following is a complete statement of all monies payable to the City of Plattsburgh received by the above mentioned department, or by the undersigned, during the period beginning January 1, 2026 and ending on January 19, 2026 inclusive.

| | Purpose for which Received | | Amount |
|---|---|---|---|
| 6126-2613 | Overdue Charges | | $ 15.00 |
| 6127-2655 | Minor Sales | | $ 197.98 |
| 6127-2690 | Lost/Damaged Property | | $ 113.00 |
| 6127-2705 | Gifts and Donations (Misc. Patron Donations) | | $ 137.45 |
| 1/1-1/17 | Reimbursement to Petty Cash (from Gifts and Donations) - see receipts | | $ (12.75) |
| | | sub-total | $ 450.68 |
| L-0632 | Sales Tax @ 8.0% (Minor Sales - Supplies Only) | General | $ 15.84 |
| | | **TOTAL** | $ 466.52 |

Dated, Plattsburgh, NY: January 20, 2026

Signed by BRCarman Library Director

Received of Ben Carman the aforesaid amount of:
Four hundred sixty-six dollars and fifty-two cents this 10th day of January, 2025.

Kasey Koch
Accountant

Plattsburgh Public Library Budget Report 2025 UPDATED 1/22/26

## *2025 Revenue Report*

| | | BUDGETED (REVISED) | TRANSFERS | RECEIVED | TO BE REC'D | % RECEIVED |
|---|---|---|---|---|---|---|
| 2401 | Interest Temporary Investments | $ 15,450.00 | $ - | $ 9,813.10 | $ 5,636.90 | 64% |
| 2404 | Special Res Int Temp Inv. | $ 7,931.00 | $ - | $ 2,051.98 | $ 5,879.02 | 26% |
| 2410 | Rental Real Property | $ - | | | $ - | |
| 2613 | Overdue Chargers (Fines & Fees) | $ 200.00 | $ - | $ 211.30 | $ (11.30) | 106% |
| 2650 | Sale of Scrap | $ - | | | $ - | |
| 2655 | Minor Sales | $ 3,000.00 | $ - | $ 5,618.63 | $ (2,618.63) | 187% |
| 2680 | Insurance Recovery Propery | $ - | $ 4,392.95 | $ - | $ (4,392.95) | |
| 2682 | Disability Insurance Recoveries | $ - | | | $ - | |
| 2690 | Lost/Damages Property Rmbt. | $ 1,000.00 | | $ 1,519.89 | $ (519.89) | 152% |
| 2701 | Refund Prior Year Expense | $ - | $ - | $ 50.00 | $ (50.00) | |
| 2705 | Gifts & Donations | $ 4,500.00 | $ - | $ 8,585.72 | $ (4,085.72) | 191% |
| 2755 | Endowment/Trust Fund Income | $ 18,000.00 | $ - | $ - | $ 18,000.00 | |
| 2760 | CEF Library System Grant | $ 200.00 | $ - | $ 301.00 | $ (101.00) | 151% |
| 2770 | Misc. Receipts/Local Grants | $ 750.00 | $ 1,601.05 | $ - | $ (851.05) | 213% |
| 2810 | Genreal(Local Share) | $ 789,663.91 | | $ 789,663.84 | $ 0.07 | 100% |
| 2882 | Capital Reserve Fund | $ 68,496.00 | | $ 68,496.00 | $ - | 100% |
| 3840 | LLSA Library Aid | $ 8,500.00 | $ - | $ 8,678.12 | $ (178.12) | 102% |
| 3841 | CLDA Library Aid (CLSA) | $ 97,257.00 | | $ 100,000.00 | $ (2,743.00) | 103% |
| 3842 | State Aid General | $ - | | | $ - | |
| 4090 | Federal USAC-Erate Funds | $ 24,103.00 | | $ 37,593.65 | $ (13,490.65) | 156% |
| ***Total Revenue*** | | ***$ 1,039,050.91*** | ***$ 5,994.00*** | ***$ 1,032,583.23*** | ***$ 473.68*** | ***100%*** |

## *2025 Library Budget Lines* - *EXPENDITURES*

| | | BUDGETED | ADJUSTMENTS/ TRANSFERS | ENCUMBERED/ SPENT | REMAINING | PERCENTAGE SPENT |
|---|---|---|---|---|---|---|
| 0-2200 | Office Equipment | $ - | | | | |
| 0-2500 | Other Equipment | $ 15,182.05 | $ 1,998.00 | $ 17,180.05 | $ - | 100% |
| 0-3000 | Capital Outlay | $ 68,834.00 | $ (338.00) | $ 68,496.00 | $ - | 100% |
| 0-4330 | Technical Materials & Supplies | $ 55,000.00 | $ (7,865.54) | $ 44,285.73 | $ 2,848.73 | 94% |
| 0-4340 | Building & Grounds Supplies | $ 11,080.00 | $ 2,500.00 | $ 14,069.86 | $ (489.86) | 104% |
| 0-4350 | Office Supplies | $ 3,000.00 | | $ 2,918.43 | $ 81.57 | 97% |
| 0-4430 | Contracted Services | $ 41,156.40 | $ 2,500.00 | $ 44,596.08 | $ (939.68) | 102% |
| 0-4431 | Printing & Copying | $ 4,000.00 | $ 867.54 | $ 4,867.54 | $ 0.00 | 100% |
| 0-4432 | Program Costs | $ 2,000.00 | $ 750.00 | $ 2,644.38 | $ 105.62 | 96% |
| 0-4451 | Building Repairs | $ 18,100.00 | | $ 3,480.44 | $ 14,619.56 | 19% |
| 0-4462 | Conferences | $ 1,000.00 | $ 2,000.00 | $ 2,675.82 | $ 324.18 | 89% |
| 0-4470 | Postage | $ 1,500.00 | | $ 1,408.22 | $ 91.78 | 94% |
| ***Total Library Budget Lines*** | | ***$ 220,852.45*** | ***$ 2,412.00*** | ***$ 206,622.55*** | ***$ 16,641.90*** | ***93%*** |

## *2025 City Budget Lines* - *EXPENDITURES*

| | | BUDGETED | ADJUSTMENTS/ TRANSFERS | ENCUMBERED/ SPENT | REMAINING | PERCENTAGE SPENT |
|---|---|---|---|---|---|---|
| 0-4440 | Fees for Services | $ 1,325.00 | | $ 1,325.00 | $ - | 100% |
| 0-4420 | Library Liability Insurance | $ 15,794.00 | | $ 13,864.28 | $ 1,929.72 | 88% |
| 0-1100 | Regular Payroll | $ 492,500.07 | | $ 463,712.92 | $ 28,787.15 | 94% |
| 0-1200 | Overtime Payroll | $ 2,000.00 | | $ 3,664.49 | $ (1,664.49) | 183% |
| 0-1400 | Non-Payroll Compensation | $ 6,000.00 | | $ 6,000.00 | $ - | 100% |
| 0-4411 | Electricity | $ 10,500.00 | | $ 10,289.72 | $ 210.28 | 98% |
| 0-4412 | Water | $ 2,800.00 | | $ 3,518.40 | $ (718.40) | 126% |
| 0-4413 | Sewer | $ 1,480.00 | | $ 1,395.12 | $ 84.88 | 94% |
| 0-4414 | Telephone | $ 33,304.78 | | $ 41,354.16 | $ (8,049.38) | 124% |
| 0-8000 | State Retirement Benefits | $ 74,829.00 | | $ 68,146.87 | $ 6,682.13 | 91% |
| 0-8000 | Social Security Benefits | $ 41,011.06 | | $ 34,700.80 | $ 6,310.26 | 85% |
| 0-8000 | Workers Comp Benefits | $ 2,686.00 | | $ 2,603.86 | $ 82.14 | 97% |
| 0-8000 | Disability Benefits | $ 500.00 | | $ 349.28 | $ 150.72 | 70% |
| 0-8000 | Health Insurance Benefits | $ 161,417.00 | | $ 161,527.55 | $ (110.55) | 100% |
| 0-8000 | Cafeteria Plan Benefits | $ 100.00 | | $ 68.99 | $ 31.01 | 69% |
| 0-8000 | EAS Benefits | $ 344.00 | | $ 372.54 | $ (28.54) | 108% |
| 0-9000 | Debit Services | $ 4,714.00 | | $ 4,714.00 | $ - | 100% |
| ***Total City Budget Lines*** | | ***$ 851,304.91*** | ***$ -*** | ***$ 817,607.98*** | ***$ 33,696.93*** | ***96%*** |
| *Total Expenditures* | | $ 1,072,157.36 | $ 2,412.00 | $ 1,024,230.53 | $ 50,338.83 | 95% |

## *2026 Revenue Report*

| | | BUDGETED | TRANSFERS | RECEIVED | TO BE REC'D | % RECEIVED |
|---|---|---|---|---|---|---|
| 2401 | Interest Temporary Investments | $ 15,450.00 | | $ - | $ 15,450.00 | 0% |
| 2404 | Special Res Int Temp Inv. | $ 7,931.00 | | $ - | $ 7,931.00 | 0% |
| 2410 | Rental Real Property | $ - | | $ - | $ - | |
| 2613 | Overdue Chargers (Fines & Fees) | $ 300.00 | | $ 17.00 | $ 283.00 | 6% |
| 2650 | Sale of Scrap | $ - | | $ - | $ - | |
| 2655 | Minor Sales | $ 3,700.00 | | $ 237.84 | $ 3,462.16 | 6% |
| 2680 | Insurance Recovery Propery | $ - | | $ - | $ - | |
| 2682 | Disability Insurance Recoveries | $ - | | $ - | $ - | |
| 2690 | Lost/Damages Property Rmbt. | $ 1,500.00 | | $ 137.00 | $ 1,363.00 | 9% |
| 2701 | Refund Prior Year Expense | $ - | | $ - | $ - | |
| 2705 | Gifts & Donations | $ 7,000.00 | | $ 172.60 | $ 6,827.40 | 2% |
| 2755 | Endowment/Trust Fund Income | $ 18,000.00 | | $ - | $ 18,000.00 | 0% |
| 2760 | CEF Library System Grant | $ - | | $ - | $ - | |
| 2770 | Misc. Receipts/Local Grants | $ - | | $ - | $ - | |
| 2810 | Genreal(Local Share) | $ 791,080.00 | | $ 65,923.31 | $ 725,156.69 | 8% |
| 2882 | Capital Reserve Fund | $ - | | $ - | $ - | |
| 3840 | LLSA Library Aid | $ 7,828.00 | | $ - | $ 7,828.00 | 0% |
| 3841 | CLDA Library Aid (CLSA) | $ 99,257.00 | | $ - | $ 99,257.00 | 0% |
| 3842 | State Aid General | $ - | | $ - | $ - | |
| 4090 | Federal USAC-Erate Funds | $ 25,000.00 | | $ - | $ 25,000.00 | 0% |
| ***Total Revenue*** | | ***$ 977,046.00*** | ***$ -*** | ***$ 66,487.75*** | ***$ 910,558.25*** | ***7%*** |

## 2026 Library Budget Lines - EXPENDITURES

| | | BUDGETED | ADJUSTMENTS/ TRANSFERS | ENCUMBERED/ SPENT | REMAINING | PERCENTAGE SPENT |
|---|---|---|---|---|---|---|
| 0-2200 | Office Equipment | $ - | $ - | | | |
| 0-2500 | Other Equipment | $ 5,000.00 | $ - | $ 1,174.00 | $ 3,826.00 | 23% |
| 0-3000 | Capital Outlay | $ - | $ - | $ - | $ - | |
| 0-4330 | Technical Materials & Supplies | $ 55,000.00 | $ - | $ 11,762.52 | $ 43,237.48 | 21% |
| 0-4340 | Building & Grounds Supplies | $ 10,000.00 | $ - | $ 974.50 | $ 9,025.50 | 10% |
| 0-4350 | Office Supplies | $ 2,500.00 | $ - | $ 332.31 | $ 2,167.69 | 13% |
| 0-4430 | Contracted Services | $ 21,900.00 | $ - | $ 6,634.26 | $ 15,265.74 | 30% |
| 0-4431 | Printing & Copying | $ 4,000.00 | $ - | $ 96.09 | $ 3,903.91 | 2% |
| 0-4432 | Program Costs | $ 2,000.00 | $ - | $ 244.75 | $ 1,755.25 | 12% |
| 0-4451 | Building Repairs | $ 3,500.00 | $ - | $ - | $ 3,500.00 | 0% |
| 0-4462 | Conferences | $ 2,000.00 | $ - | $ - | $ 2,000.00 | 0% |
| 0-4470 | Postage | $ 1,500.00 | $ - | $ - | $ 1,500.00 | 0% |
| ***Total Library Budget Lines*** | | ***$ 107,400.00*** | ***$ -*** | ***$ 21,218.43*** | ***$ 86,181.57*** | ***20%*** |

## 2026 City Budget Lines - EXPENDITURES

| | | BUDGETED | ADJUSTMENTS/ TRANSFERS | ENCUMBERED/ SPENT | REMAINING | PERCENTAGE SPENT |
|---|---|---|---|---|---|---|
| 0-4440 | Fees for Services | $ 1,405.00 | | $ - | $ 1,405.00 | 0% |
| 0-4420 | Library Liability Insurance | $ 23,889.00 | | $ - | $ 23,889.00 | 0% |
| 0-1100 | Regular Payroll | $ 504,613.98 | | $ 4,870.77 | $ 499,743.21 | 1% |
| 0-1200 | Overtime Payroll | $ 2,500.00 | | $ - | $ 2,500.00 | 0% |
| 0-1400 | Non-Payroll Compensation | $ 6,000.00 | | $ - | $ 6,000.00 | 0% |
| 0-4411 | Electricity | $ 11,250.00 | | $ - | $ 11,250.00 | |
| 0-4412 | Water | $ 3,520.00 | | $ - | $ 3,520.00 | 0% |
| 0-4413 | Sewer | $ 1,400.00 | | $ - | $ 1,400.00 | 0% |
| 0-4414 | Telephone | $ 30,000.00 | | $ 26,473.32 | $ 3,526.68 | 88% |
| 0-8000 | State Retirement Benefits | $ 80,799.00 | | $ 17,365.92 | $ 63,433.08 | 21% |
| 0-8000 | Social Security Benefits | $ 39,269.00 | | $ 364.56 | $ 38,904.44 | 1% |
| 0-8000 | Workers Comp Benefits | $ 2,527.00 | | $ 2,456.16 | $ 70.84 | 97% |
| 0-8000 | Disability Benefits | $ 404.00 | | $ - | $ 404.00 | 0% |
| 0-8000 | Health Insurance Benefits | $ 156,973.00 | | $ - | $ 156,973.00 | 0% |
| 0-8000 | Cafeteria Plan Benefits | $ 100.00 | | $ - | $ 100.00 | 0% |
| 0-8000 | EAS Benefits | $ 367.00 | | $ 353.38 | $ 13.62 | 96% |
| 0-9000 | Debit Services | $ 4,629.00 | | $ - | $ 4,629.00 | 0% |
| ***Total City Budget Lines*** | | ***$ 869,645.98*** | ***$ -*** | ***$ 51,884.11*** | ***$ 817,761.87*** | ***6%*** |
| ***Total Expenditures*** | | $ 977,045.98 | $ - | $ 73,102.54 | $ 903,943.44 | 7% |