

ANDERSON-LEE LIBRARY

Board of Trustees Meeting

August 21, 2023

7:00 P.M.

7:04 pm - 7:33 pm

- I. Call to Order
- II. Attendance
- III. Annis, Barber, Bowers, Cole, Falcone, Fiebelkorn, Morabito, O'Connell & Woolley  
Excused-Bowers
- IV. Friends Report ✕
- V. Secretary's Report- ✕
- VI. Treasurer's Report- ✕
- VII. Librarian's Report- ✕
- VIII. Old Business
  - A. Construction grant application ✓
  - B. Grape Festival basket delivery to Library
  - C. Proposition review
  - D.
  - E.
- IV. New Business
  - A. Grape Festival work hours 9/15-9/17 Fri 4-7, Sat 10-1, 1-4 & 4-7, Sun 10-1 & 1-3
  - B. preferably 2 people per shift
  - C. Forestville Fall Festival Oct. 7&8
  - D.
  - E.
  - F.
  - G.
  - H.
- X. Adjournment

Next Meeting: Monday, September 18, 2022 at 7 pm





## Director's Report

August 2023

### NEW INFORMATION

#### 1. Carpet Cleaning Complete

- a. Our carpets were finally cleaned by Jim's Dry Cleaning. Great results as always and good for another year.

#### 2. Networking Issue Resolved

- a. Our computer management software would continually create "new" computers whenever our desktops changed IP addresses. With some help from Jeff at CCLS, the issue has been resolved and our computer management software works much more smoothly now.

#### 3. Grant Approval

- a. After some twists and turns, we were granted the full amount we requested from CCLS for our construction projects. I am currently submitting all forms necessary to finalize our application. We were awarded \$62,198. Our total project costs are ~\$82,931. We will have to put in ~\$20,733 towards our projects. Again this will cover the following elements.
  - i. Two new AC units.
  - ii. Generator installation
  - iii. Electrical conversion
  - iv. Parking lot refinishing

#### 4. November Events Funded

- a. Cris and I have been working on getting a grant for November. One of her contacts knew of a grant and we were able to obtain that funding successfully. Our total funding for November and Native American programming is now \$2,900. With this funding we'll be able to host around 10 or so events, provide refreshments and extend advertising.

**5. Toilet issues on-going**

- a. The public toilet is still providing a fun challenge. There is likely a leak somewhere, as the tank fills. Guarcello's has come back once again and adjusted the valve arm. However, we have yet to see if that fix will last. The toilet saga may yet continue. ~

**6. Forestville fall festival**

- a. We received the application for the Forestville Fall Festival, taking place during October 7th and 8th and have sent off our reservation. This year we should have electricity and I may be able to bring our TV/COMPUTER display for a slideshow of videos/pictures of our events.

**7. NYLA and NYLA Grant**

- a. NYLA is coming up again this year and I hope to attend. This year's dates are November 1st to the 4th. I am applying for a grant that will cover up to \$500 in associated attendance costs.

**8. Summer Reading Conclusion**

- a. Our summer reading program has concluded. We had over 100 people sign up this year, including some teenagers, who participated all the way through the summer. Our events brought in a lot of attendees, over 500 visits to our library!

**9. Grape Festival Baskets**

- a. We've begun the raffle! As more baskets come in we'll add them to our media and continue our efforts on letting people know that it's underway.

**10. Art Appraisal**

- a. We did manage to have our new piece of art, depicting the burning of the Erie, appraised. It seems the piece that we have is a print of the original, not the original itself. Still though, for historical purposes, it is nice to have and we had some recommendations on how to care for it. We'll still need to have the rest of the collection appraised in time. ~

**11. Overdrive Fair Share Update**

- a. We have raised our contribution from \$750 to \$1,750. This is a move towards our fair share of ~\$3,000. Our library is one of the more heavy users of the overdrive system. ~

12. Genealogy Club -

13. New computer in club

3/15/20

UPK  
Resume

Grape Festival ~~banquet~~

Prop -

Minimum wage percent increase ↑?

↳ School board October/November  
Presentation

Ferrisville, 11/8

Next month split details between FVS/SCS

11 11/2 11/1 - 1 - Greg send out ~~newsletter~~

notice re Grape Festival -  
- SAT morning 8/17.

Oct 7+8 - Ferrisville Fall fest.

~~11/2~~ - SAT morning 7th -

Emc ~~Resume~~

CHAT bag give out Ferrisville Fall  
Festival

Anderson-Lee Library  
Board of Trustees Meeting  
July 24, 2023

**Call to Order:** 7:06 PM

**Attendance:** M. Morabito, G. Cole, G. Barber, M. Bowers, T. Annis, M. Woolley, Fr. Dan Fiebelkorn, B. O'Connell

**Excused:** , R. Falcone, B. O'Connell

**Secretary's Report:** G. Cole presented the Secretary Report for June 2023. Motion made by M. Bowers to accept the report. Seconded by Fr. Dan Fiebelkorn. Motion carried.

**Treasurer's Report:** M. Morabito delivered the Treasurer's Report. We learned that Utica National is raising insurance rates by 12% which will make our premium \$3282.

Motion made by M. Bowers to accept the report. Seconded by G. Cole.. Motion carried.

**Director's Report:**

Tilburg Electric repaired the lights in the staff bathroom. Guarcellos came and fixed the public bathroom toilet. The water seal was not working properly and water would run continuously. The ceiling tiles in the staff bathroom have been replaced by Tyler.

We had a piece of art donated to us by Ann Allaire, it depicts the sinking of the Steamship Erie. We are looking for a good place to hang the painting. G. Cole suggested that we have our artwork collection appraised.

Tyler is analyzing books in our collection that have not been circulated as often as we would like. He is removing some books in order to make room for books and materials that are more in demand. The other books will be added to the book sale collection.

The building grant paperwork has been submitted.

We purchased "No Parking" signs to keep people from parking up against the side of the library. We will install the signs soon.

We learned about "1<sup>st</sup> amendment audits" where people come to public places and record what is going on. These events conflict with privacy rights on the part of our patrons. We adopted a policy stating that filming is permitted but only with permission and in a limited capacity. The policy applies equally to everyone. Staff has been trained and copies of the policy are available at the front desk.

ANDERSON-LEE LIBRARY

Board of Trustees Meeting

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Aug 21 2023

7:00 PM

- 1) ... ..
- 2) ... ..
- 3) Fortville 7+8 ... ..
- 4) Grape Festival

9/15 - 9/17

FRI 10-1, 1-4, 4-7

SAT 10-1, 1-4, 4-7 PM

SUN 10-1, 1-3

5) NCCF Grant

6) Heritage Grant

Joe didas  
Total +

-\$N

Minimum wage -

96,000

+50,000

\$146,000

SMEC -

Group bargain for electric purchase system.

CCLTS wide  
By electric system use instead of individual wiring.

See sketch -

Village - point  
No pump +

...

...

Idu: Ant -

Travel Grant for NVLA



We hope to have the carpets cleaned in the near future. Our cleaning company has rescheduled a few times.

Megan at the CCLS stated that our current cost for Overdrive does not cover the cost of our usage. According to the system we currently pay \$750 but our cost should be about \$3000.

G. Cole made a motion to increase our share to \$1500. Seconded by M. Bowers. Motion Carried.

G. Barber made a motion to approve the Library Director's report. Seconded by Fr. Dan. Motion Carried

**Old Business:**

- We have the generator quote and are awaiting Construction grant funding.
- Grape Festival Baskets to the Library by August 10.
- Proposition Review. We shared ideas about increasing the current proposition amount by an additional \$50,000.

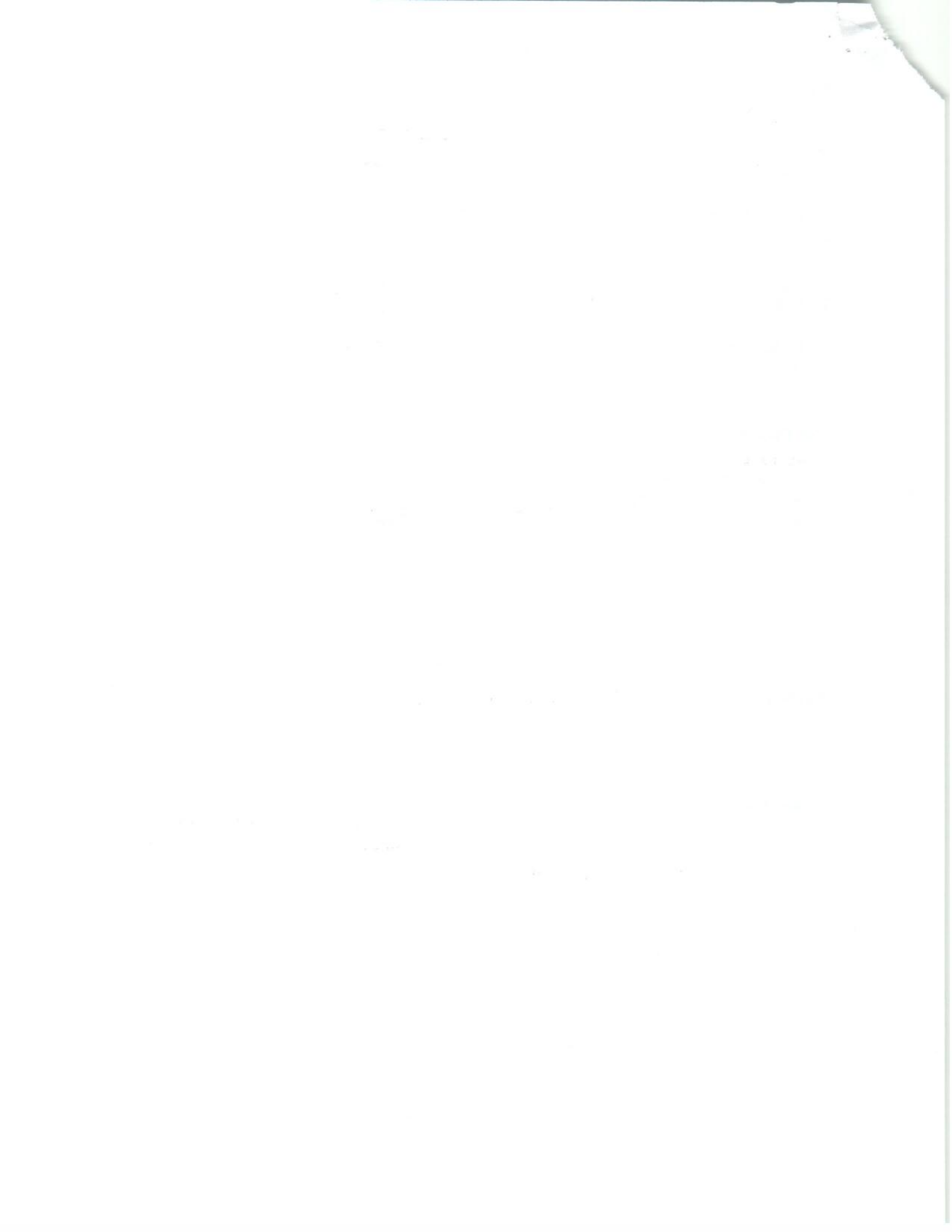
**New Business:**

- The construction grant has been submitted. We hope to be notified by August 10<sup>th</sup>.

**Adjournment:** 7:59 PM

Next Meeting: Monday, August 21 at 7:00 pm

Respectfully Submitted by Gregory Cole



Anderson-Lee Library  
Board of Trustees Meeting  
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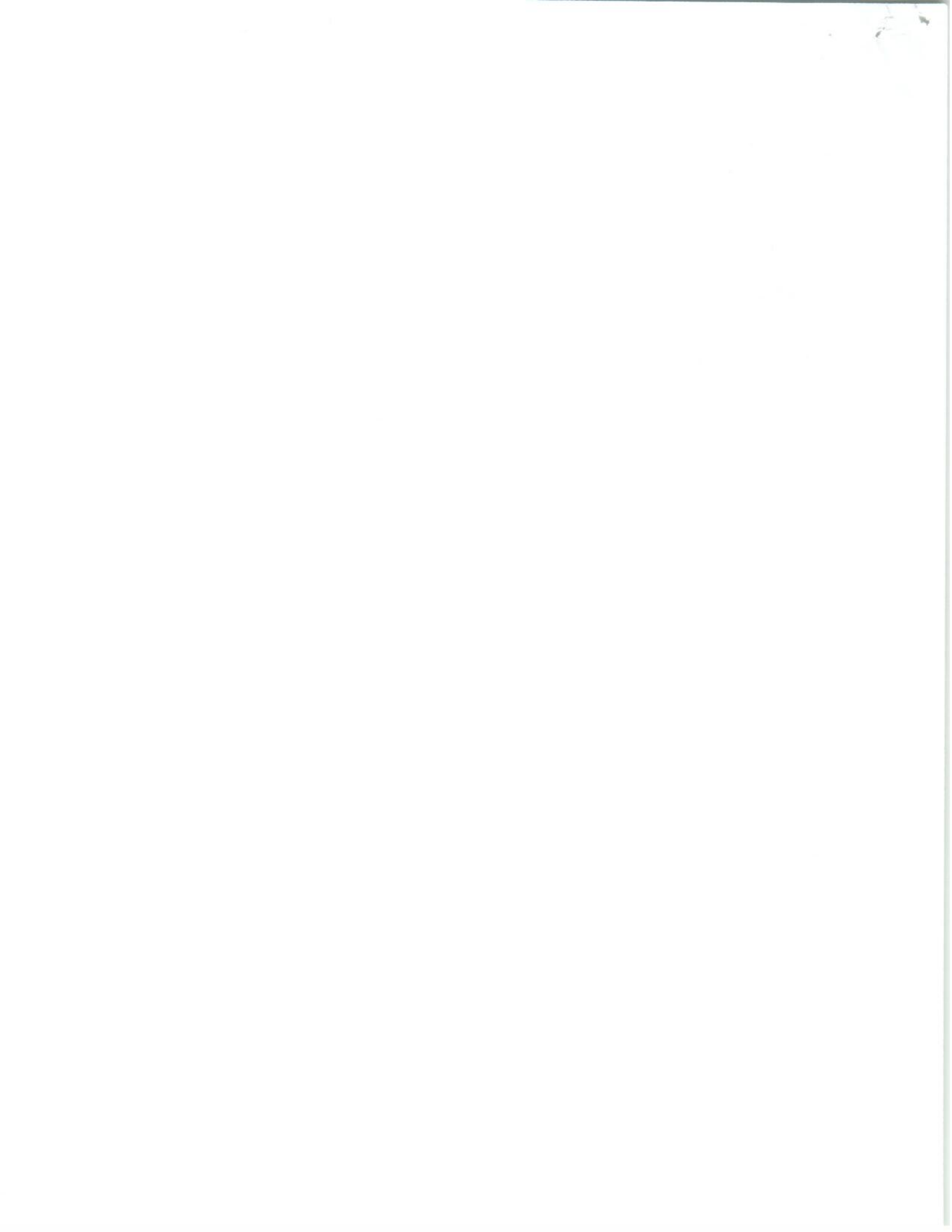
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Tyler is analyzing books in our collection that have not been circulated as often as we would like. He is removing some books in order to make room for books and materials that are more in demand. The other books will be added to the book sale collection. ✓

The building grant paperwork has been submitted. ✓

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**Adjournment:** 7:59 PM

Next Meeting: Monday, August 21 at 7:00 pm

Respectfully Submitted by Gregory Cole



8:28 PM

08/16/23

Cash Basis

Anderson-Lee Library

Balance Sheet

As of July 31, 2023

	<u>Jul 31, 23</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
102 · M&T Bank Checking	10,996.02
Total Checking/Savings	10,996.02
Other Current Assets	
105 · Petty Cash	100.00
204 · Vanguard GNMA	153,566.26
Total Other Current Assets	153,666.26
Total Current Assets	164,662.28
Other Assets	
1347 · Capital Fund	110,000.00
Total Other Assets	110,000.00
<b>TOTAL ASSETS</b>	<b><u>274,662.28</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
3000 · Opening Bal Equity	33,678.03
3900 · Retained Earnings	204,944.29
Net Income	36,039.96
Total Equity	274,662.28
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>274,662.28</u></b>





## Anderson-Lee Library Balance Sheet Prev Year Comparison As of July 31, 2023

	Jul 31, 23	Jul 31, 22	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
Checking/Savings	10,996.02	2,606.62	8,389.40	321.9%
102 · M&T Bank Checking				
Total Checking/Savings	10,996.02	2,606.62	8,389.40	321.9%
<b>Other Current Assets</b>				
105 · Petty Cash	100.00	100.00	0.00	0.0%
204 · Vanguard GNMA	153,566.26	172,818.18	-19,251.92	-11.1%
Total Other Current Assets	153,666.26	172,918.18	-19,251.92	-11.1%
Total Current Assets	164,662.28	175,524.80	-10,862.52	-6.2%
<b>Other Assets</b>				
1347 · Capital Fund	110,000.00	110,000.00	0.00	0.0%
Total Other Assets	110,000.00	110,000.00	0.00	0.0%
<b>TOTAL ASSETS</b>	<b>274,662.28</b>	<b>285,524.80</b>	<b>-10,862.52</b>	<b>-3.8%</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Equity</b>				
3000 · Opening Bal Equity	33,678.03	33,678.03	0.00	0.0%
3900 · Retained Earnings	204,944.29	224,055.92	-19,111.63	-8.5%
Net Income	36,039.96	27,790.85	8,249.11	29.7%
Total Equity	274,662.28	285,524.80	-10,862.52	-3.8%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>274,662.28</b>	<b>285,524.80</b>	<b>-10,862.52</b>	<b>-3.8%</b>



8:25 PM

08/16/23

Cash Basis

# Anderson-Lee Library

## Profit & Loss

July 2023

	<u>Jul 23</u>
Ordinary Income/Expense	
Income	
1000 · PAYROLL PROTECTION PROGRAM	320.67
1122 · Fines	62.43
1123 · Copier	86.00
1124 · Fax	58.00
1126 · Misc Income	39.00
1150 · Best Sellers	66.04
1300 · universal pre k	2,000.00
1348 · recycling income	5.00
<b>Total Income</b>	<b>2,637.14</b>
Expense	
1260 · Books	339.03
1290 · e book/overdrive	62.50
1310 · Payroll	6,347.40
1311 · Payroll Taxes	1,922.39
1312 · Compensation Ins	320.00
1315 · Cleaning	240.00
1316 · Building Maint	302.12
1318 · POSTAGE / SHIPPING	3.43
1320 · Insurance	0.00
1321 · Electric	327.78
1322 · Copier Expense	258.89
1325 · Gas	155.00
1326 · Telephone	79.98
1327 · Computer Exp	69.00
1330 · Misc Expenses	30.00
1403 · children's program	194.17
<b>Total Expense</b>	<b>10,651.69</b>
<b>Net Ordinary Income</b>	<b>-8,014.55</b>
<b>Net Income</b>	<b>-8,014.55</b>



Anderson-Lee Library  
**Profit & Loss YTD Comparison**  
 July 2023

	Jul 23	Jan - Jul 23
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
1000 · PAYROLL PROTECTION PROGRAM	320.67	320.67
1115 · NYS Library Service Aid	0.00	286.50
1118 · No Chau Comm Foundation	0.00	5,828.00
1121 · Interest	0.00	3,362.30
1122 · Fines	62.43	576.55
1123 · Copier	86.00	653.79
1124 · Fax	58.00	372.00
1125 · Dues	0.00	25.00
1126 · Misc Income	39.00	444.85
1130 · Donations General	0.00	240.00
1133 · Library System Book Plan	0.00	1,716.00
1150 · Best Sellers	66.04	553.77
1220 · Donations Unspecified	0.00	119.00
1230 · Memorials Unspecified	0.00	550.00
1240 · Library Proposition	0.00	98,750.00
1300 · universal pre k	2,000.00	3,500.00
1348 · recycling income	5.00	19.00
<b>Total Income</b>	<b>2,637.14</b>	<b>117,317.43</b>
<b>Expense</b>		
1260 · Books	339.03	4,174.06
1270 · Serials	0.00	651.56
1280 · Cd/audio/Cassettes	0.00	418.70
1290 · e book/overdrive	62.50	441.50
1310 · Payroll	6,347.40	45,919.59
1311 · Payroll Taxes	1,922.39	13,875.53
1312 · Compensation Ins	320.00	907.00
1313 · Disability Ins	0.00	788.78
1315 · Cleaning	240.00	1,698.07
1316 · Building Maint	302.12	471.11
1317 · Entertainment	0.00	150.00
1318 · POSTAGE / SHIPPING	3.43	38.58
1320 · Insurance	0.00	1,710.38
1321 · Electric	327.78	2,354.66
1322 · Copier Expense	258.89	1,430.51
1323 · Office Supplies	0.00	0.00
1324 · Water & Sewer	0.00	397.15
1325 · Gas	155.00	2,934.72
1326 · Telephone	79.98	459.86
1327 · Computer Exp	69.00	328.93
1330 · Misc Expenses	30.00	536.92
1336 · Library Supplies	0.00	153.70
1343 · SUMMER READING EXPENSES	0.00	279.94
1399 · universal pre k expenses	0.00	6.39
1401 · program expenses	0.00	500.34
1403 · children's program	194.17	616.52
1404 · board games	0.00	32.97
<b>Total Expense</b>	<b>10,651.69</b>	<b>81,277.47</b>
<b>Net Ordinary Income</b>	<b>-8,014.55</b>	<b>36,039.96</b>
<b>Net Income</b>	<b>-8,014.55</b>	<b>36,039.96</b>



**Anderson-Lee Library**  
**Profit & Loss Prev Year Comparison**  
**January through July 2023**

	Jan - Jul 23	Jan - Jul 22	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
1000 · PAYROLL PROTECTION PROGRAM	320.67	0.00	320.67	100.0%
1112 · Friends	0.00	500.00	-500.00	-100.0%
1115 · NYS Library Service Aid	286.50	283.20	3.30	1.2%
1118 · No Chau Comm Foundation	5,828.00	0.00	5,828.00	100.0%
1121 · Interest	3,362.30	3,196.95	165.35	5.2%
1122 · Fines	576.55	575.18	1.37	0.2%
1123 · Copier	653.79	678.00	-24.21	-3.6%
1124 · Fax	372.00	387.84	-15.84	-4.1%
1125 · Dues	25.00	35.00	-10.00	-28.6%
1126 · Misc Income	444.85	97.48	347.37	356.4%
1130 · Donations General	240.00	511.52	-271.52	-53.1%
1132 · Northern Chaut Comm Foundation	0.00	5,480.00	-5,480.00	-100.0%
1133 · Library System Book Plan	1,716.00	1,631.56	84.44	5.2%
1150 · Best Sellers	553.77	719.04	-165.27	-23.0%
1220 · Donations Unspecified	119.00	0.00	119.00	100.0%
1230 · Memorials Unspecified	550.00	791.12	-241.12	-30.5%
1240 · Library Proposition	98,750.00	98,750.00	0.00	0.0%
1300 · universal pre k	3,500.00	500.00	3,000.00	600.0%
1348 · recycling income	19.00	22.00	-3.00	-13.6%
<b>Total Income</b>	<b>117,317.43</b>	<b>114,158.89</b>	<b>3,158.54</b>	<b>2.8%</b>
<b>Expense</b>				
1260 · Books	4,174.06	10,049.26	-5,875.20	-58.5%
1270 · Serials	651.56	1,211.40	-559.84	-46.2%
1280 · Cd/audio/Cassettes	418.70	800.26	-381.56	-47.7%
1290 · e book/overdrive	441.50	379.00	62.50	16.5%
1310 · Payroll	45,919.59	44,167.81	1,751.78	4.0%
1311 · Payroll Taxes	13,875.53	13,252.22	623.31	4.7%
1312 · Compensation Ins	907.00	935.00	-28.00	-3.0%
1313 · Disability Ins	788.78	0.00	788.78	100.0%
1315 · Cleaning	1,698.07	378.18	1,319.89	349.0%
1316 · Building Maint	471.11	3,652.06	-3,180.95	-87.1%
1317 · Entertainment	150.00	1,277.35	-1,127.35	-88.3%
1318 · POSTAGE / SHIPPING	38.58	116.00	-77.42	-66.7%
1320 · Insurance	1,710.38	1,591.34	119.04	7.5%
1321 · Electric	2,354.66	1,444.10	910.56	63.1%
1322 · Copier Expense	1,430.51	1,535.23	-104.72	-6.8%
1323 · Office Supplies	0.00	308.87	-308.87	-100.0%
1324 · Water & Sewer	397.15	374.38	22.77	6.1%
1325 · Gas	2,934.72	1,652.01	1,282.71	77.7%
1326 · Telephone	459.86	419.86	40.00	9.5%
1327 · Computer Exp	328.93	219.77	109.16	49.7%
1330 · Misc Expenses	536.92	512.05	24.87	4.9%
1336 · Library Supplies	153.70	414.84	-261.14	-63.0%
1343 · SUMMER READING EXPENSES	279.94	448.32	-168.38	-37.6%
1399 · universal pre k expenses	6.39	0.00	6.39	100.0%
1401 · program expenses	500.34	64.96	435.38	670.2%
1402 · BOOK CLUB EXPENSES	0.00	183.75	-183.75	-100.0%
1403 · children's program	616.52	980.02	-363.50	-37.1%
1404 · board games	32.97	0.00	32.97	100.0%
<b>Total Expense</b>	<b>81,277.47</b>	<b>86,368.04</b>	<b>-5,090.57</b>	<b>-5.9%</b>
<b>Net Ordinary Income</b>	<b>36,039.96</b>	<b>27,790.85</b>	<b>8,249.11</b>	<b>29.7%</b>
<b>Net Income</b>	<b>36,039.96</b>	<b>27,790.85</b>	<b>8,249.11</b>	<b>29.7%</b>





7:27 PM

08/16/23

Accrual Basis

# Anderson-Lee Library

## General Journal Transaction

August 4, 2023

Num	Name	Memo	Account	Class	Debit	Credit
DEPO...		08/04/2023 d...	102 · M&T Bank Ch...		4,084.95	
		90% LLSA 20...	1115 · NYS Library ...			2,584.80
		cash grant ccls	1126 · Misc Income			250.00
		book plan #3	1133 · Library Syste...			858.00
		paypal 04/2023	1126 · Misc Income			12.75
		paypal 05/2023	1126 · Misc Income			23.75
		best seller / b...	1150 · Best Sellers			15.65
		best seller / m...	1150 · Best Sellers			20.00
		nancy klyczek...	1230 · Memorials U...			25.00
		donation	1130 · Donations Ge...			7.00
		finer	1122 · Fines			117.00
		copies	1123 · Copier			126.98
		fax	1124 · Fax			43.80
		best seller	1150 · Best Sellers			16.00
		3d print	1126 · Misc Income			4.00
		cans	1348 · recycling inco...			8.00
		candy for sum...	1343 · SUMMER RE...		23.98	
		beads	1343 · SUMMER RE...		3.80	
					<u>4,112.73</u>	<u>4,112.73</u>
TOTAL					<u>4,112.73</u>	<u>4,112.73</u>

1941 - 1942  
 Management Plan for the  
 1941 - 1942

ON 194  
 Revised  
 1941

Year	Area	Item	Quantity	Value	Notes
1941	Area 1	Item 1	100	\$100.00	
1941		Item 2	200	\$200.00	
1941		Item 3	300	\$300.00	
1941		Item 4	400	\$400.00	
1941		Item 5	500	\$500.00	
1941		Item 6	600	\$600.00	
1941		Item 7	700	\$700.00	
1941		Item 8	800	\$800.00	
1941		Item 9	900	\$900.00	
1941		Item 10	1000	\$1000.00	
1941		Item 11	1100	\$1100.00	
1941		Item 12	1200	\$1200.00	
1941		Item 13	1300	\$1300.00	
1941		Item 14	1400	\$1400.00	
1941		Item 15	1500	\$1500.00	
1942	Area 2	Item 1	100	\$100.00	
1942		Item 2	200	\$200.00	
1942		Item 3	300	\$300.00	
1942		Item 4	400	\$400.00	
1942		Item 5	500	\$500.00	
1942		Item 6	600	\$600.00	
1942		Item 7	700	\$700.00	
1942		Item 8	800	\$800.00	
1942		Item 9	900	\$900.00	
1942		Item 10	1000	\$1000.00	
1942		Item 11	1100	\$1100.00	
1942		Item 12	1200	\$1200.00	
1942		Item 13	1300	\$1300.00	
1942		Item 14	1400	\$1400.00	
1942		Item 15	1500	\$1500.00	

<b>Cash Drawer</b>		
<b>Before Petty Cash</b>	<b>After Petty Cash</b>	<b>Section</b>
7		Donations
117		Fines
		Lost Book
103		Copies
40		Fax
16		BBS
4		3d Print
8		Cans
<b>295</b>	295	<i>Total</i>

<b>Petty Cash Withdrawals</b>			
<b>Amount</b>	<b>Name</b>	<b>Taken From</b>	<b>Reason</b>
23.98	Amy	Copies	Summer Reading
3.8	Jill	Fax	Beads
<b>3.8</b>			<i>Total</i>

<b>Checks</b>			
<b>Amount</b>	<b>Check Number</b>	<b>Name</b>	<b>Reason</b>
3729.3	26662	CCLS	Materials Grant
25	7276	Nancy Klyczek	Mem. Ed Newman
15.65	1469	Elizabeth Bates	BBS
20	7143	Margie Workoff	BBS
<b>3789.95</b>			<i>Total</i>

<b>Deposit</b>		
<b>Original Deposit</b>	<b>Cash-back</b>	<b>Final Deposit</b>
4088.75	0	4088.75

