

William B. Ogden Free Library
Board of Trustees Meeting Agenda
July 28, 2026

Call to Order

Adoption of Agenda

Time of Public Comment

Guest Presentation: Amy Cesarano: Morgan Stanley

Secretary's Report

- [Approve report](#)

Business Manager's Report

- [Budget vs Actual](#)
- [Statement of Financial Position](#)
- [Approve the check detail report](#)

[Director's Report](#)

- [Approve NYS Construction Grant Assurance Form](#)

Committee Reports

- [Administrative Committee](#)
 - o [Approve Patron Code of Conduct Policy Review](#)
- [Board Development Committee](#)
 - o Mini Training Topic:
- [Building & Grounds Committee](#)
- [Finance Committee](#)

Old Business

- Half-way point for [required 2.0 hours Trustee Continuing Education Credit](#)

New Business

- ~~Correspondence~~
- NYLA Conference Attendance: Nov 4-7
- Gather & Grow Virtual Staff Conference: Dec 4
- 2026/2027 Christsmas/New Year's Library Hours

Other Business

- WE NEED YOU!: Dinos on the Lawn: Friday, August 7, 530-darkish
 - o Rain date, Saturday, August 8, same time

Upcoming Meetings

- September 22, 2026, Staff & Trustee Dinner, 5:30 PM
- Sept 22, 2026, 7:00 PM

Adjournment

William B. Ogden Free Library
Board of Trustees Meeting Minutes
May 26, 2026

Attending: Hoss Banaja/ *Finance Officer*, Mary Doig/ *President*, Marie Dutcher/ *Business Manager*, Dotti Kruppo, Jackie Malaret, Venus Melo, Vicki O'Brien/ *Vice President*, Chris Ogden, Jessica Reed/ *Secretary*, Heather Johnson/ *Director*, Dana Plaud.

Absent: Jenny Kilpatrick/ *Excused*, Janet Merrill/ *Excused*.

The meeting was called to order at 7:01 PM by M. Doig.

Adoption of Agenda: Motion made by J. Malaret, seconded by D. Kruppo and approved.

Brief discussion from M. Doig/ *President*, regarding the passing of the budget and the annual dinner.

Public Comment: None.

The Secretary's Report was given by J. Reed.

- Motion to approve the March 24, 2026 minutes as presented was made by D. Kruppo, seconded by V. O'Brien and approved.

The Business Manager's Report was given by M. Dutcher.

- Budget vs. Actual was discussed.
- Statement of Financial Position was discussed.
- Motion to approve the Check Detail Report as presented was made by H. Banaja, seconded by J. Malaret, and approved.

The Director's Report was given by H. Johnson.

- Motion to approve the Annual Report to NYS was made by D. Kruppo, seconded by V. Melo, and approved.

The Administrative Committee Report was given by V. O'Brien.

- Change in staff hours was discussed.
- Patron Code of Conduct was discussed.

The Board Development Committee Report was given by J. Reed.

- A reminder to complete board member continuing education requirements was discussed as well as opportunities to do so.
- A mini training on the topic of the Collection Development Policy was presented by H. Johnson.

The Buildings and Grounds Committee Report was given by H. Banaja.

- The current masonry project, HVAC and carpet tile repairs were discussed.

William B. Ogden Free Library
Board of Trustees Meeting Minutes
May 26, 2026

The Finance Committee Report was given by H. Banaja.

- New tax preparation company progress was discussed.
- Investment firms were discussed.

M. Dutcher/ *Business Manager*, exited the meeting at 7:46 PM.

H. Johnson/ *Director*, exited the regular meeting at 7:48 PM.

Executive Session: Change in Staff Hours, Staff Bonuses.

- Motion to convene Executive Session was made by J. Malaret at 7:49 PM, seconded by D. Kruppo, and approved.
- Motion to exit Executive Session was made by V. Melo at 8:09 PM, seconded by D. Kruppo, and approved.

Regular Session: Motion to reconvene regular session was made by V. Melo at 8:09 PM, seconded by D. Kruppo, and approved.

H. Johnson/ *Director* reentered the regular meeting at 8:10 PM.

Change in Staff Hours.

- Motion to approve an increase of six hours from fourteen hours to a total of twenty hours, beginning in July 2026, for Tara Vitti/ *Marketing Coordinator*, was made by V. O'Brien, seconded by J. Malaret, and approved.
- Motion to approve \$7,000.00 for staff bonuses for 2026 was made by H. Banaja, seconded by J. Malaret, and approved.

Old Business: None.

New Business: None.

Other Business: None

Motion to adjourn was made by J. Malaret at 8:15 PM, seconded by H. Banaja, and approved.

Next Meetings:

- July 28, 2026 at 7 PM.
- September 22, 2026 Regular meeting/ Staff and Trustee Dinner

William B Ogden Free Library
Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L
January - December 2026

	Total			
	Actual	Budget	over Budget	% of Budget
Revenue				
Interest Income	4.20	50.00	-45.80	8.40%
Local public funds	292,942.00	292,942.00	0.00	100.00%
Other receipts	0.00	0.00	0.00	
Gifts and endowments	0.00	0.00	0.00	
Donations	6,774.99	3,000.00	3,774.99	225.83%
Grants for budgeted expenses	2,000.00	800.00	1,200.00	250.00%
Summer Reading Program Fund	2,000.00	0.00	2,000.00	
Wood Trust	4,956.00	1,500.00	3,456.00	330.40%
Total Grants for budgeted expenses	\$ 8,956.00	\$ 2,300.00	\$ 6,656.00	389.39%
Total Gifts and endowments	\$ 15,730.99	\$ 5,300.00	\$ 10,430.99	296.81%
Income from investments	0.00	0.00	0.00	
Endowment Draw - In	0.00	64,291.00	-64,291.00	0.00%
Total Income from investments	\$ 0.00	\$ 64,291.00	-\$ 64,291.00	0.00%
Insurance dividends	1,127.85	1,100.00	27.85	102.53%
Library charges	712.59	1,000.00	-287.41	71.26%
Taxable	135.25	0.00	135.25	
Total Library charges	\$ 847.84	\$ 1,000.00	-\$ 152.16	84.78%
Total Other receipts	\$ 17,706.68	\$ 71,691.00	-\$ 53,984.32	24.70%
System cash grants to member library	0.00	0.00	0.00	
LLSA	204.39	2,078.00	-1,873.61	9.84%
Total System cash grants to member library	\$ 204.39	\$ 2,078.00	-\$ 1,873.61	9.84%
Total Revenue	\$ 310,857.27	\$ 366,761.00	-\$ 55,903.73	84.76%
Gross Profit	\$ 310,857.27	\$ 366,761.00	-\$ 55,903.73	84.76%
Expenditures				
100 - Personnel	0.00	0.00	0.00	
110 - Payroll Expenses	0.00	0.00	0.00	
111 - Wages	100,457.25	214,528.00	-114,070.75	46.83%
112 - Taxes	7,685.00	16,411.00	-8,726.00	46.83%
Total 110 - Payroll Expenses	\$ 108,142.25	\$ 230,939.00	-\$ 122,796.75	46.83%
120 - Employee benefits	0.00	0.00	0.00	
121 - Unemployment insurance	1,733.26	1,719.00	14.26	100.83%
122 - Workers' compensation insurance	1,244.00	1,803.00	-559.00	69.00%
123 - Disability insurance	732.46	1,000.00	-267.54	73.25%
124 - Continuing education	325.00	3,166.00	-2,841.00	10.27%
125 - Travel	133.62	500.00	-366.38	26.72%
126 - Simple IRA - Company Contribution	2,091.04	5,715.00	-3,623.96	36.59%
Total 120 - Employee benefits	\$ 6,259.38	\$ 13,903.00	-\$ 7,643.62	45.02%

Total 100 - Personnel	\$ 114,401.63	\$ 244,842.00	-\$ 130,440.37	46.72%
200 - Services	0.00	0.00	0.00	
210 - Collection acquisitions	0.00	0.00	0.00	
211 - Print materials	4,980.18	9,000.00	-4,019.82	55.34%
212 - Electronic materials	4,773.20	5,828.00	-1,054.80	81.90%
213 - Other materials	0.00	900.00	-900.00	0.00%
Total 210 - Collection acquisitions	\$ 9,753.38	\$ 15,728.00	-\$ 5,974.62	62.01%
220 - Professional fees	650.00	4,200.00	-3,550.00	15.48%
221 - O'Connor Spending - SRP	1,325.00	0.00	1,325.00	
Total 220 - Professional fees	\$ 1,975.00	\$ 4,200.00	-\$ 2,225.00	47.02%
230 - Programs	0.00	0.00	0.00	
231 - Summer Reading Program	694.58	2,000.00	-1,305.42	34.73%
232 - Children	233.92	900.00	-666.08	25.99%
233 - Youth	200.00	600.00	-400.00	33.33%
234 - Adult	816.00	1,200.00	-384.00	68.00%
235 - General interest	398.35	900.00	-501.65	44.26%
Total 230 - Programs	\$ 2,342.85	\$ 5,600.00	-\$ 3,257.15	41.84%
240 - Contracts w/ NYS public libraries/system	0.00	6,824.00	-6,824.00	0.00%
Total 200 - Services	\$ 14,071.23	\$ 32,352.00	-\$ 18,280.77	43.49%
300 - Facility	0.00	0.00	0.00	
310 - Repairs	1,503.41	7,875.00	-6,371.59	19.09%
320 - Other O&M	0.00	0.00	0.00	
321 - Utilities	5,684.88	9,975.00	-4,290.12	56.99%
322 - Property insurance	7,995.00	22,627.00	-14,632.00	35.33%
323 - Custodial supplies	10.65	250.00	-239.35	4.26%
324 - Facility maintenance services	13,051.49	25,440.00	-12,388.51	51.30%
325 - Facility maintenance supplies	810.97	2,000.00	-1,189.03	40.55%
Total 320 - Other O&M	\$ 27,552.99	\$ 60,292.00	-\$ 32,739.01	45.70%
Total 300 - Facility	\$ 29,056.40	\$ 68,167.00	-\$ 39,110.60	42.63%
400 - Administration	0.00	0.00	0.00	
410 - Office & library supplies	812.23	2,000.00	-1,187.77	40.61%
420 - Telecommunications	1,848.73	3,800.00	-1,951.27	48.65%
430 - Postage & freight	159.64	650.00	-490.36	24.56%
440 - Professional & consultant fees	900.00	3,000.00	-2,100.00	30.00%
450 - Equipment	0.00	0.00	0.00	
451 - Equipment purchase/lease	2,120.48	6,000.00	-3,879.52	35.34%
452 - Equip repairs & maintenance	484.41	750.00	-265.59	64.59%
Total 450 - Equipment	\$ 2,604.89	\$ 6,750.00	-\$ 4,145.11	38.59%
460 - Other miscellaneous	7,065.00	0.00	7,065.00	
461 - Advertising & publicity	499.84	0.00	499.84	
461G - Advertising & Publicity Gala	0.00	1,250.00	-1,250.00	0.00%
Total 461 - Advertising & publicity	\$ 499.84	\$ 1,250.00	-\$ 750.16	39.99%
462 - Bank fees & service charges	87.70	50.00	37.70	175.40%

463 - Memberships & subscriptions	1,922.04	3,000.00	-1,077.96	64.07%
464 - Awards & grants	0.00	250.00	-250.00	0.00%
465 - Gifts & recognition	298.88	0.00	298.88	
466 - Operating supplies	263.24	650.00	-386.76	40.50%
467 - Sales tax paid	10.56	0.00	10.56	
Total 460 - Other miscellaneous	\$ 10,147.26	\$ 5,200.00	\$ 4,947.26	195.14%
Total 400 - Administration	\$ 16,472.75	\$ 21,400.00	-\$ 4,927.25	76.98%
Total Expenditures	\$ 174,002.01	\$ 366,761.00	-\$ 192,758.99	47.44%
Net Operating Revenue	\$ 136,855.26	\$ 0.00	\$ 136,855.26	-139327731196581000.00%
Other Revenue				
Investment Income	0.00	0.00	0.00	
Dividends & Interest	29,304.38	0.00	29,304.38	
Realized Gains	0.00	0.00	0.00	
Realized Gains - Long Term	87,602.50	0.00	87,602.50	
Realized Gains - Short Term	17,626.53	0.00	17,626.53	
Total Realized Gains	\$ 105,229.03	\$ 0.00	\$ 105,229.03	
Unrealized Gains	46,774.19	0.00	46,774.19	
Total Investment Income	\$ 181,307.60	\$ 0.00	\$ 181,307.60	
Total Other Revenue	\$ 181,307.60	\$ 0.00	\$ 181,307.60	
Other Expenditures				
Capital Project Expenses	31,825.00	0.00	31,825.00	
Investment Expenses	0.00	0.00	0.00	
Investment Fees	13,498.17	0.00	13,498.17	
Total Investment Expenses	\$ 13,498.17	\$ 0.00	\$ 13,498.17	
Total Other Expenditures	\$ 45,323.17	\$ 0.00	\$ 45,323.17	
Net Other Revenue	\$ 135,984.43	\$ 0.00	\$ 135,984.43	
Net Revenue	\$ 272,839.69	\$ 0.00	\$ 272,839.69	-277768899697962000.00%

Tuesday, Jul 07, 2026 10:53:27 AM GMT-7 - Accrual Basis

William B Ogden Free Library
Statement of Financial Position
As of Jun 30, 2026

	Total
Assets	
Current Assets	
Bank Accounts	
80096474 Wayne Bank CD	142,942.00
Cash other	47,108.00
Community Bank Checking	0.00
Petty Cash	100.00
Wayne Bank Checking	11,186.56
Wayne Bank Savings	16,976.31
Total for Bank Accounts	\$218,312.87
Other Current Assets	
Payroll Refunds	0.06
Total for Other Current Assets	\$0.06
Total for Current Assets	\$218,312.93
Fixed Assets	
Building	492,600.00
Accumulated Depreciation - Building	-12,630.77
Total for Building	\$479,969.23
Building Improvement	133,110.84
Accumulated Depreciation - Building Improvement	-352.15
Total for Building Improvement	\$132,758.69
Land	13,200.00
Total for Fixed Assets	\$625,927.92
Other Assets	
Long-term investments	
Community Bank VanBreemen Trust	844,300.30
Morgan Stanley Endowment	1,470,894.24
Total for Long-term investments	\$2,315,194.54
Total for Other Assets	\$2,315,194.54
Total for Assets	\$3,159,435.39
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	\$0.00
Total for Accounts Payable	\$0.00
Other Current Liabilities	
Direct Deposit Payable	\$0.00

Payroll Liabilities	-2,290.04
Child Support	\$0.00
Federal Taxes (941/944)	1,972.66
NYS Employment Taxes	4,177.57
NYS Income Tax	-2,892.19
Simple IRA - Liability	710.12
Total for Payroll Liabilities	\$1,678.12
WCS taxes accrued for next year	\$0.00
Total for Other Current Liabilities	\$1,678.12
Total for Current Liabilities	\$1,678.12
Total for Liabilities	\$1,678.12
Equity	
Income from investments	240,483.89
Opening balance equity	2,876,814.24
Retained Earnings	-233,227.49
Net Revenue	273,686.63
Total for Equity	\$3,157,757.27
Total for Liabilities and Equity	\$3,159,435.39

Accrual Basis Tuesday, July 07, 2026 06:15 PM GMTZ

William B Ogden Free Library
Check Detail Report
May 1-June 30, 2026

Transaction date	Transaction type	Num	Name	Description	Amount
Wayne Bank Checking					
05/05/2026	Expense		Cents-Able Solutions LLC	landscaping may 2026	1,878.00
05/07/2026	Check	9785	Accessibility Solutions		-185.00
05/21/2026	Check	9797	Air Temp Heating & Air Conditioning, Inc	Maintenance agreement 197099	646.00
05/21/2026	Check	9799	Karpovtch, Linda		-200.00
05/21/2026	Check	9800	Destroyer Escort Historical Museum		-100.00
05/21/2026	Check	9801	Four County Library System		-8,051.00
05/21/2026	Check	9802	Card Services		-1,033.04
05/21/2026	Check	9802	Card Services	suny oneonta	26.00
05/21/2026	Check	9802	Card Services	Theo of Golden	27.52
05/21/2026	Check	9802	Card Services	diamond art trays, Wax, glue	33.46
05/21/2026	Check	9802	Card Services	Trauma Informed Bodywork	13.77
05/21/2026	Check	9802	Card Services	cups paper plates	9.75
05/21/2026	Check	9802	Card Services	Library Journal	179.00
05/21/2026	Check	9802	Card Services	Rhinestones amazon	27.89
05/21/2026	Check	9802	Card Services	Mallochimp	22.52
05/21/2026	Check	9802	Card Services	vinyl banner	1.89
05/21/2026	Check	9802	Card Services	quickbooks	217.00
05/21/2026	Check	9802	Card Services	a reckoning up black cat hollow	11.97
05/21/2026	Check	9802	Card Services	oconnor reward pins	19.49
05/21/2026	Check	9802	Card Services	Water color paper and paints	31.67
05/21/2026	Check	9802	Card Services	AA Batteries	16.74
05/21/2026	Check	9802	Card Services	Flour 2 bags	21.06
06/21/2026	Check	9802	Card Services	plastic flyer stands	72.88
05/21/2026	Check	9802	Card Services	mechanical pencils, 1 square rulers, scissors	88.07
05/21/2026	Check	9802	Card Services	printer paper	48.57
05/21/2026	Check	9802	Card Services	The New York Times	55.00
06/21/2026	Check	9802	Card Services	gofills glue	8.60
05/21/2026	Check	9802	Card Services	open flag with pole	32.99
05/21/2026	Check	9802	Card Services	School Library Journal slj direct mail p&d	89.00
06/18/2026	Check	9826	Lupini Construction, LLC	NetSuite Inv INLCX736	-31,826.00
06/18/2026	Check	9826	Diane Edgecomb		-526.00
06/18/2026	Check	9827	Pioneer Ropiles, LLC	Unearth A Story	400.00
06/18/2026	Check	9828	Science Plus, Inc	The Great Dinosaur Detectives	400.00
06/18/2026	Check	9829	Upper Susquehanna Chapter, NYBAA	Library Presentation 7/9/2026	60.00
06/18/2026	Check	9830	Air Temp Heating & Air Conditioning, Inc	Remove 1st floor grilles and patch ductwork	1,163.00
06/18/2026	Check	9831	NYSIF DISABILITY BENEFITS FUND	disability insurance Premium Audit Balance Bill 67976479	732.48
06/18/2026	Check	9832	Mostert, Manzanero & Scott, LLP	990 for 2025	908.00
06/18/2026	Check	9834	Renaissance Restorations	Inv 3376331, 378822	179.88
06/18/2026	Check	9836	Music on the Delaware	1/2 Page B&W	100.00
06/18/2026	Check	9838	Card Services		-1,124.08
06/18/2026	Check	9838	Card Services	Book Depot	342.45
06/18/2026	Check	9838	Card Services	O'Connor Dino skeletons, paper, clay, temp tattoos	83.10
06/18/2026	Check	9838	Card Services	Clear Collophane Bags	7.59
06/18/2026	Check	9838	Card Services	Mallochimp	22.52
06/18/2026	Check	9838	Card Services	Quickbooks	217.00
06/18/2026	Check	9838	Card Services	Bagels and Cream	18.24
06/18/2026	Check	9838	Card Services	O'Connor lanyards, badge holders, coloring tablecloth	87.69
06/18/2026	Check	9838	Card Services	glue sticks	7.99
06/18/2026	Check	9838	Card Services	dry erase markers	4.78
06/18/2026	Check	9838	Card Services	toilet tissue, facial tissues	102.88
06/18/2026	Check	9838	Card Services	O'Connor Lapel Pins	33.55
06/18/2026	Check	9838	Card Services	The Daily Star	65.00
06/18/2026	Check	9838	Card Services	4CLS Mini Grant	60.00
06/18/2026	Check	9838	Card Services	Tape, index card holder, printer ink, stamp markers	89.20

Tuesday, July 07, 2026 05:59 PM GMT-5