

AGENDA
PENN YAN PUBLIC LIBRARY
BOARD MEETING
THURSDAY March 16th, 2023 6:30 PM

Call to Order

- Public Comment
- Additional Agenda Items?
- *Adoption of Agenda
- *February 19th minutes
- Financial Review
 - *Payment of bills for February 2023
- Library Director's Report

Standing Committee Reports

- Finance Committee
- Policy Review Committee (should meet in May-bylaws)
- Building Committee
- Nominating Committee
- Personnel Committee

Old Business

- Strategic Plan development for 2024-2028

New Business

- *Bank Signature Cards *Resolve to remove Sandi Perl as a check signer

***Adjourn**

- Items with * require Board action. Enclosures: February 2023 Minutes, Budget and Balance sheets, Director's Report, Circulation Stats, Children's and Adult services reports

PYPL Executive Director's Report 3-16-2023

Professional Development and Meetings:

2-13 NYLA PLS meeting

3-6 NYLA PLS meeting

3-6 New York State Retirement Gold Cert. introduction training

3-8 NYLA RLRT meeting

3-9 The Emerging Forces of Justice, Diversity, Equity, and Inclusion: Trends and Strategic Approaches, SCLRC

3-16 New York State Retirement Data Mapping Webinar

Happenings:

-The village will be installing a new water meter in the coming weeks.

-Wendy, our Account clerk, and I are in the midst of working with a consultant on a month's long updating the PYPL New York State Retirement reporting account to gain Gold Certification status.

-We are working on the PYPL 21-22 Annual Report to the Community.

-The Friends of PYPL annual meeting will be May 4th at 4:00. There will be a program about the history of Yates County public libraries.

-As of today, 3-7, we are up to date on activities leading up to the vote on 4-11.

-With the warm weather toward the end of February, the heating/air unit the front of the childrens room was making noise so we had Sure-temp come.

-I will be on vacation 4/3-4/7.

MINUTES
PENN YAN PUBLIC LIBRARY
BOARD MEETING
THURSDAY February 16, 2023

Present: Peter Gamba, Val Brechko, Jan Barrett, Kristen Flynn-Comstock, Deb Connelly, Steve Darrow, Angela Gonzalez

Absent: Elizabeth Burris-Chase, Connie Glover

Guest:

Call to Order

1. Public Comment:

2. *Resolution to approve the following:

- a. Adoption of the February 16, 2023 Agenda as submitted:
Moved: Val Brechko Seconded: Jan Barrett
Approved: 6 -0 Abstentions: 0

- b. January 19, 2023 minutes as submitted:
Moved: Val Brechko Seconded: Steve Darrow
Approved: 6-0 Abstentions: 0

- c. Payment of bills for January 2023:
Moved: Jan Barrett Seconded: Kristen Flynn-Comstock
Approved: 6 -0 Abstentions: 0

3. Library Director's Report: see attached

4. Standing Committee Reports

- a. Finance Committee: Did not meet.
- b. Policy Review Committee: Should meet after the election for by-law review.
- c. Building Committee: Did not meet.
- d. Nominating Committee: Did not meet. Please let Peter know if you have any suggestions.
- e. Personnel Committee: Did not meet.

5. Old Business

- a. Strategic Plan development for 2024-2028
- b. Resolution to approve the following:
 - i. Removal of Diane Krans as check signer
Moved: Deb Connelly Seconded: Kristen Flynn-Comstock
Approved: 6 -0 Abstentions: 0

6. New Business

- a. *Resolution to appoint the following:
 - i. Poll Clerks and Inspectors (Lauren Williams- Chair of Election, Judy Habberfield-Chief of Inspection) for this coming election
Moved: Val Brechko Seconded: Jan Barrett
Approved: 6-0 Abstentions: 0
 - ii. 2021-2022 Annual Report- The Library operated in accordance with with all provisions of Educational Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on 2/16/23

Moved: Val Brechko
Approved: 6-0

Seconded: Steve Darrow
Abstentions: 0

7. *Adjourn:

Moved: Kristen Flynn Comstock
Approved: 6-0

Seconded: Deb Connelly
Abstentions: 0

- Items with * require Board action. Enclosures: January 2023 minutes, Budget and Balance Sheets, Director's Report, Circulation Stats, Children's and Adult Services Reports, 21-22 Annual Report

Penn Yan Public Library
Monthly Youth Services Report to Board

FEBRUARY 2023 IN REVIEW

The month kicked off with Take Your Child to the Library Day and concluded with a busy February break with lots of foot traffic. Highlights included a beginner sewing class coordinated with the Living Well, twenty-seven people attending one of my storytimes, and a very busy afternoon visit for one of our therapy dog pairs.

Bowing to popular demand, I hosted a Relax & Paint session for adults and the demand was intense! I will have to offer it again.

MEETINGS ATTENDED

- Yates INSYGHT monthly meeting (virtual)

NOTABLE PATRON INTERACTIONS

- recommended high-interest, low level reading materials for adults (same question twice in one day from two different people working with Literacy Volunteers)
- patron and staff instruction on how to use a smartphone as a scanner
- connected an afterschool regular with the Living Well after her home burned down in the middle of the school day

FEBRUARY 2023 PROGRAMS

In-person programs: 20

Attendance at in-person programs: 268

NOTES

We are definitely beginning to notice the effects of the national Adderall shortage among our afterschool crowd. I've heard the same thing from folks who work with this age group in other areas.

Submitted March 6, 2023 by Sarah Crevelling, Youth Services Librarian

February 2023 adult services report

23 patrons made 21 reference requests in February. These included 9 tech questions, 1 local history question, and 1 legal question. One Mennonite patron made a reference request. Of interest: adult humor graphic novels, where to find a microfilm reader, and where to find a notary.

At least 138 patrons engaged with 20 programs in February. I hosted three “film and reflection” sessions for Black History Month on Reconstruction, redlining, and the music of the Civil Rights era, which drew small but attentive and appreciative groups. Partner programs included Bethany Snyder’s now-ongoing Body Talk group, the two Alzheimer’s Association meetings, the return of Classics in Spirituality with Cobblestone Springs, and Keuka Writes. Other ongoing programs from me include Diverse Voices Matter, Technology User Group, Arts and Drafts (which attracted 11 very happy amateur artists to Lyonsmith Brewery for a printing session), and Justice 101. Returning and revamped programs included Musical Salon (replacing Sondheim Salon) and French Language Basics (trading off with odd months’ Table de Conversation).

I assisted in the transition to the new web address, checking and updating pages to make sure they could load intact. I have also been collecting advocacy postcards to send to Albany to let our lawmakers know how much our patrons value their library. With the new year I have also begun a new weeding process; the 800s, 900s and Biography sections are due this year, and Angela also asked me to take a look at the 300s, which have grown rapidly.

checkouts	19-20	20-21	21-22																			21-22	22-23						
	total	Total	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb						
ADPBKFC	401	473	66	69	77	61	57	49	43	48	50	74	67	72	733	82	78	86	67	54	39	51	44						
ADPBKNF	204	213	21	11	16	17	14	20	21	20	24	16	17	26	223	26	24	25	34	20	20	14	14						
ADULTFC	5124	5390	630	645	587	566	620	513	544	508	616	597	636	725	7187	841	976	894	762	743	556	639	572						
ADULTNF	4312	4264	446	422	384	389	412	360	417	426	532	461	369	374	4992	408	461	434	407	383	359	448	361						
AUDIOBKAS	3	0		4	1										5														
AUDIOBKCD	1506	1141	86	100	122	92	105	100	105	78	88	112	116	101	1205	118	132	159	139	129	140	130	73						
AV-hotspot	142	854	96	90	93	90	98	76	70	87	103	71	84	87	1045	99	101	79	59	60	55	77	61						
AV-EQUIP	0	2													0														
BOOK	32	18	7	4	3	5	2	3	1	2	2	1	5	4	39	4	8	3	4	2	2	3	4						
COMPUTER-laptops	145	4			2					3			2	2	17	1			2				1						
playaways	39	0													0														
EAUDIOBOOK	0	0													0														
ED-VID-DVD	65	27	5		2	3	3	2	1	1	3	7	9	5	41	6	1	1	2	2	3	3	3						
EPHEMERAL	1	0													0														
EQUIPMENT	1	3			2			1							3				2	1									
HOLIDAY	24	18			4	3	3	3	4	2	2		1		19			1		2	3	6	1						
ILL-BOOK	57	0	4	3	4	15	6	6	8	7	8	9	3	2	75	9	5	4	6	10	3	5	4						
JUVDVD (new 5-1-19)	99	93	17	8	11	18	22	19	7	2	21	25	11	8	169	7	17	5	9	15	11	7	9						
JUVAUDIOBK	28	41	8	2	5	5	2	2		2	2	1		1	32	1	2	2		2	2	3	3						
JUVFIC	13963	15238	1914	1674	1578	1385	1626	1408	1297	1520	1801	1653	1206	1444	18506	2007	1915	1481	1595	1374	1223	1392	1530						
JUVMAGAZIN	29	79	2	11	5	4	4		4	7	7		6		50	1	3	1	4	4		8	1						
JUVMUSICCD	0	4													1	2													
JUVNF	2514	2889	345	263	221	175	234	214	227	257	293	292	239	286	3046	346	299	360	226	286	261	309	303						
JUVPBFC	250	370	33	19	24	24	34	29	46	20	28	32	46	30	365	26	27	17	20	11	10	11	19						
JUVPBK	29	38	2	2		2	1		6	6	3	6	2	8	38	5	2	1			2		2						
JUVREF	2	0													0														
KIT	56	3	6	6	5	7	10	16	8	9	9	11	7	11	105	9	5	16	6	5	6	9	7						
LARGETYPE	6280	7055	762	822	746	686	666	553	684	549	715	634	655	702	8174	791	880	759	679	689	622	563	559						
MAGAZINE	834	897	105	104	48	78	72	80	74	63	74	85	115	109	1007	126	125	111	98	135	143	111	88						
MICROFORM	0	24					18								8	26		8											
MIXEDMEDIA	5	6	1				1		1	1		1		1	6								2						
MUSICCD	389	525	40	43	41	45	53	38	42	25	37	57	34	64	519	97	65	134	94	83	54	38	12						
NEWAUDBKCD	591	656	54	79	53	51	57	52	61	61	63	62	45	31	669	22	21	18	16	18	16	23	30						
NEW-BKNF	0	0													0														
NEW-BOOK	1997	2037	313	341	305	326	269	215	234	235	258	248	205	191	3140	191	164	188	222	258	244	312	294						
NEW-BOOKNF	1170	1236	147	126	108	96	105	113	103	102	101	87	71	54	1213	47	27	36	51	75	81	78	84						
NEW JUVDVD-new	23	18	12	5	4	2		1		2	12	8	4	5	55	9	4	1	2	1	5	2							
NEWJUVFIC	940	898	116	120	116	126	100	84	92	85	134	131	97	112	1313	155	113	112	94	89	98	121	119						
NEW-JUVNF	291	308	58	56	32	18	25	12	32	30	45	42	26	26	402	28	23	19	15	24	24	20	33						
NEW-LP	2782	1797	89	94	60	67	43	28	56	54	62	46	38	38	675	37	27	23	20	24	16	6	15						
NEWMAGAZIN	50	47	4	6		5	2	11	48	46	11	4	12	2	151	4	8	3	6	4	7	7	3						
NEWMUSCD	93	150	20	13	14	19	15	6	10	4	8	2	2	2	115	15	4						3						
NEWSPAPER	0	0													0														
NEW-VIDVD	3958	3391	410	483	341	312	347	312	387	327	389	349	268	179	4104	190	45	42	113	177	235	280	225						
PGMRESOURC	5	0													0								8						
REF-BOOK	5	2		11	1	1				1	1	1	1	1	18	6	4				1	1	4						
ROTATING	9	33	65	16	3	2	1								87	3						1							
SOFTWARE	0	0	1	1	1		1		1	1	5	3			14		1												
STLSEQUIP	0	0													0														
TABLET	0	0													0														
TESTBOOK	4	9					2								2														
TOY	4	0													0														
UNBARCODED	31	17	7	3	2	5	4	1	3	1	3	4		3	36	5	7	4	3	3	1	1							
UNDEFINED	0	0													0														
VIDEO-DVD	13052	11910	953	1062	951	809	887	880	863	860	898	876	917	780	10736	929	1059	862	844	796	551	614	580						
VID-GAME	857	853	161	138	144	134	102	113	116	92	141	99	110	111	1461	104	151	109	128	119	93	120	83						
loaned to STLS	4853	5100	489	564	514	447	478	428	457	418	468	490	393	409	5555	428	479	490	463	389	384	499	546						

Penn Yan Public Library
MONTHLY INCOME & EXPENSE
February 2023

	Feb 23
Ordinary Income/Expense	
Income	
4100 · Printing Income	
4150 · Laser Printer	121.06
Total 4100 · Printing Income	121.06
4400 · Fines	39.00
4500 · Lost/Damaged Books Refund	3.00
4505 · Sale of Extraneous Materials	16.20
4525 · Cafe Receipts	21.30
4540 · Tax Income	58,873.33
4700 · Interest	1.94
4800 · NonDesignated Donations	124.00
Total Income	59,199.83
Expense	
5000 · HUMAN RESOURCES	
5100 · Salaries	
5110 · Library Director II	5,717.30
5115 · Librarian I	8,986.16
5130 · Clerical	18,606.78
Total 5100 · Salaries	33,310.24
5200 · Benefits	
5210 · Medicare/SS	2,536.80
5225 · HRA Contributions	2,339.50
5235 · Voluntary Benefits	(200.34)
5240 · SUTA	699.51
5250 · Workmens Compensation	816.05
5200 · Benefits - Other	200.34
Total 5200 · Benefits	6,391.86
5300 · Payroll Costs	225.58
Total 5000 · HUMAN RESOURCES	39,927.68
5400 · ADMINISTRATION	
5415 · Hotspots	505.12
5430 · Telephone System	160.50
5435 · Insurance	20.00
5451 · Service Contract	17.14
5452 · Toshiba copier	(9.70)
5460 · Office Supplies	
5462 · White Paper	131.08
5463 · Other	104.27
Total 5460 · Office Supplies	235.35
5485 · Postage	61.58
5490 · Misc	1,228.50
Total 5400 · ADMINISTRATION	2,218.49
5900 · BUILDINGS & GROUNDS	
5910 · Utilities	
5912 · Electric	607.93
5913 · Sewer & Water	63.57
5914 · Gas	58.08
Total 5910 · Utilities	729.58
5940 · Maintenance Contracts	
5943 · Trash Removal	48.70
5946 · Snow Plowing	125.00
	173.70

Penn Yan Public Library
MONTHLY INCOME & EXPENSE
February 2023

	Feb 23
Total 5940 · Maintenance Contracts	173.70
5970 · Supplies	
5972 · Custodial	54.45
5974 · Building	299.00
Total 5970 · Supplies	353.45
Total 5900 · BUILDINGS & GROUNDS	1,256.73
6000 · TECH (NETWORK AND ILS)	
6100 · New Hardware	345.00
6300 · Maintenance	194.95
Total 6000 · TECH (NETWORK AND ILS)	539.95
7300 · ADULT SERVICES	
7310 · Materials	
7315 · Print Materials	
7320 · Adult Fiction	354.38
7330 · Adult Non Fiction	473.51
Total 7315 · Print Materials	827.89
7380 · AV Materials	
7382 · Audio Books	191.95
7386 · DVD	224.41
Total 7380 · AV Materials	416.36
Total 7310 · Materials	1,244.25
7420 · Programming	22.24
Total 7300 · ADULT SERVICES	1,266.49
7500 · YOUTH SERVICES	
7510 · Materials	
7515 · Print Materials	
7520 · E	56.85
7530 · J Fiction	87.51
7540 · J Non-Fiction	81.99
7550 · YA	73.65
Total 7515 · Print Materials	300.00
Total 7510 · Materials	300.00
7620 · Programming	134.28
Total 7500 · YOUTH SERVICES	434.28
8100 · TECHNICAL SERVICES	
8155 · Processing Costs	1.60
8161 · Tech Supplies	
8167 · Misc	271.01
Total 8161 · Tech Supplies	271.01
Total 8100 · TECHNICAL SERVICES	272.61
8200 · CIRCULATION	
8275 · Postage for Overdues	61.58
8295 · Unique Management	51.50
Total 8200 · CIRCULATION	113.08
Total Expense	46,029.31
Net Ordinary Income	13,170.52

03/04/23

Penn Yan Public Library
MONTHLY INCOME & EXPENSE
February 2023

	Feb 23
Net Income	<u>13,170.52</u>

Penn Yan Public Library
Balance Sheet
As of February 28, 2023

	Feb 28, 23
ASSETS	
Current Assets	
Checking/Savings	
1000 · Savings account	
1018 · Non designated	6,815.03
1028 · Phase IV Money	18,163.50
1000 · Savings account - Other	101,061.98
Total 1000 · Savings account	126,040.51
1014 · Operating Acct	386,665.02
Total Checking/Savings	512,705.53
Accounts Receivable	
1261 · Accounts Receivable	(1,166.57)
Total Accounts Receivable	(1,166.57)
Other Current Assets	
1220 · Prepaid Expenses	
1250 · Insurance	(3,200.47)
1251 · Workers Comp	6,517.00
Total 1220 · Prepaid Expenses	3,316.53
1275 · Cash Held For Friends	13,707.70
1499 · Undeposited Funds	2,800.65
1300 · Investments	
1350 · CDs	269,592.53
Total 1300 · Investments	269,592.53
Total Other Current Assets	289,417.41
Total Current Assets	800,956.37
Fixed Assets	
1500 · Land	37,775.41
1501 · Building Improvemnt & Renovation	1,354,597.30
1502 · Office Equipment	94,508.27
1503 · Furniture & Fixtures	15,702.00
1510 · Accum Depreciatn - Fixed Assets	(628,161.61)
Total Fixed Assets	874,421.37
TOTAL ASSETS	1,675,377.74
LIABILITIES & EQUITY	
Liabilities	

Penn Yan Public Library
Balance Sheet
As of February 28, 2023

	Feb 28, 23
Current Liabilities	
Accounts Payable	
2005 · Payables	27,350.00
Total Accounts Payable	27,350.00
Other Current Liabilities	
1260 · Staff Receivables	(0.36)
2042 · New York Paid Family Leave	6,787.56
2045 · Deferred Compensation	865.08
2010 · Accrued Payroll & Employee Ben	32,506.87
2020 · Cash Held for Library (Friends)	13,707.70
2027 · Deferred Tax	179,530.98
2028 · Pass Through Funds	1,750.23
2032 · Accrued FICA	(1,003.96)
2033 · Federal Withholding	26.98
2034 · NYS Withholding	6.28
2035 · Retirement	12,116.39
2036 · Sales Tax 8%	419.66
2038 · Employee Health Premiums	0.27
Total Other Current Liabilities	246,713.68
Total Current Liabilities	274,063.68
Total Liabilities	274,063.68
Equity	
3000 · General Fund Equity	470,674.42
3100 · Restricted Funds	
3101 · Watkins/Reiner	2,905.13
3102 · Hobart	13,674.85
3103 · Underwood	5,700.34
Total 3100 · Restricted Funds	22,280.32
3900 · Retained Earnings	906,955.21
Net Income	1,404.11
Total Equity	1,401,314.06
TOTAL LIABILITIES & EQUITY	1,675,377.74

Budget vs. Actual

03/04/23

Accrual Basis

2022/2023 Budget

	<u>Jul '22 - Feb...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
4100 · Printing Income				
4150 · Laser Printer	1,001.55	500.00	501.55	200.3%
4160 · Other Copies	2.32	1,000.00	(997.68)	0.2%
Total 4100 · Printing Income	<u>1,003.87</u>	<u>1,500.00</u>	<u>(496.13)</u>	<u>66.9%</u>
4200 · Village	0.00	1,000.00	(1,000.00)	0.0%
4400 · Fines	494.91			
4500 · Lost/Damaged Books Refund	139.46			
4505 · Sale of Extraneous Materials	155.30			
4525 · Cafe Receipts	332.39	0.00	332.39	100.0%
4540 · Tax Income	470,986.64	706,480.00	(235,493.36)	66.7%
4550 · Miscellaneous	3,328.65			
4600 · LLSA	4,558.91	3,500.00	1,058.91	130.3%
4700 · Interest	16.79	150.00	(133.21)	11.2%
4800 · NonDesignated Donations	3,258.24	3,000.00	258.24	108.6%
Total Income	<u>484,275.16</u>	<u>715,630.00</u>	<u>(231,354.84)</u>	<u>67.7%</u>
Expense				
5000 · HUMAN RESOURCES				
5100 · Salaries				
5110 · Library Director II	53,145.70	74,325.00	(21,179.30)	71.5%
5115 · Librarian I	84,302.62	116,821.00	(32,518.38)	72.2%
5130 · Clerical	170,973.34	215,000.00	(44,026.66)	79.5%
5135 · Building Staff	0.00	24,448.00	(24,448.00)	0.0%
5100 · Salaries - Other	0.00	0.00	0.00	0.0%
Total 5100 · Salaries	<u>308,421.66</u>	<u>430,594.00</u>	<u>(122,172.34)</u>	<u>71.6%</u>
5200 · Benefits				
5210 · Medicare/SS	23,491.16	30,000.00	(6,508.84)	78.3%
5225 · HRA Contributions	13,953.92	40,000.00	(26,046.08)	34.9%
5230 · Disability	2,452.68	2,700.00	(247.32)	90.8%
5235 · Voluntary Benefits	(1,803.06)			
5240 · SUTA	2,781.74	3,000.00	(218.26)	92.7%
5250 · Workmens Compensation	3,450.81	4,500.00	(1,049.19)	76.7%
5255 · Employee Assistance Plan	500.00	500.00	0.00	100.0%
5260 · Retirement	29,159.00	56,442.00	(27,283.00)	51.7%
5200 · Benefits - Other	1,803.06			
Total 5200 · Benefits	<u>75,789.31</u>	<u>137,142.00</u>	<u>(61,352.69)</u>	<u>55.3%</u>
5300 · Payroll Costs	<u>2,133.19</u>	<u>3,000.00</u>	<u>(866.81)</u>	<u>71.1%</u>
Total 5000 · HUMAN RESOURCES	<u>386,344.16</u>	<u>570,736.00</u>	<u>(184,391.84)</u>	<u>67.7%</u>
5400 · ADMINISTRATION				
5415 · Hotspots	4,326.70	5,000.00	(673.30)	86.5%
5420 · Promotion	671.00	500.00	171.00	134.2%
5425 · Internet Service	1,350.00	1,800.00	(450.00)	75.0%
5430 · Telephone System	1,313.61	2,300.00	(986.39)	57.1%
5435 · Insurance	7,560.81	8,000.00	(439.19)	94.5%

	<u>Jul '22 - Feb...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
5440 · Accounting				
5442 · Review/Audit	5,875.00	5,900.00	(25.00)	99.6%
5444 · Supplies	8.99	150.00	(141.01)	6.0%
Total 5440 · Accounting	5,883.99	6,050.00	(166.01)	97.3%
5450 · Equipment	88.93	500.00	(411.07)	17.8%
5451 · Service Contract	136.96			
5452 · Toshiba copier	193.55	1,000.00	(806.45)	19.4%
5460 · Office Supplies				
5461 · Staff Room	21.16	200.00	(178.84)	10.6%
5462 · White Paper	323.18	250.00	73.18	129.3%
5463 · Other	422.27	500.00	(77.73)	84.5%
5460 · Office Supplies - Other	536.71			
Total 5460 · Office Supplies	1,303.32	950.00	353.32	137.2%
5470 · Training/Travel	629.86	1,500.00	(870.14)	42.0%
5475 · Legal	0.00	800.00	(800.00)	0.0%
5480 · Dues	570.00	1,000.00	(430.00)	57.0%
5485 · Postage	305.78	300.00	5.78	101.9%
5486 · Vote Expense	0.00	0.00	0.00	0.0%
5490 · Misc	1,291.05			
Total 5400 · ADMINISTRATION	25,625.56	29,700.00	(4,074.44)	86.3%
5900 · BUILDINGS & GROUNDS				
5910 · Utilities				
5912 · Electric	3,035.27	5,500.00	(2,464.73)	55.2%
5913 · Sewer & Water	660.71	850.00	(189.29)	77.7%
5914 · Gas	58.08	1,600.00	(1,541.92)	3.6%
Total 5910 · Utilities	3,754.06	7,950.00	(4,195.94)	47.2%
5920 · New Equipmnt	20.99	300.00	(279.01)	7.0%
5930 · Repairs & Maint				
5932 · Equipment	789.72	1,300.00	(510.28)	60.7%
5934 · Blding & Ground	144.32	17,206.00	(17,061.68)	0.8%
5930 · Repairs & Maint - Other	497.88			
Total 5930 · Repairs & Maint	1,431.92	18,506.00	(17,074.08)	7.7%
5940 · Maintenance Contracts				
5943 · Trash Removal	374.72	550.00	(175.28)	68.1%
5945 · Fire Protection	419.00	700.00	(281.00)	59.9%
5946 · Snow Plowing	250.00	1,000.00	(750.00)	25.0%
Total 5940 · Maintenance Contracts	1,043.72	2,250.00	(1,206.28)	46.4%
5970 · Supplies				
5972 · Custodial	654.70	550.00	104.70	119.0%
5974 · Building	799.66	650.00	149.66	123.0%
5976 · building depreciation	0.00	1,000.00	(1,000.00)	0.0%
5970 · Supplies - Other	69.71			

	<u>Jul '22 - Feb...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
Total 5970 · Supplies	1,524.07	2,200.00	(675.93)	69.3%
Total 5900 · BUILDINGS & GROUNDS	7,774.76	31,206.00	(23,431.24)	24.9%
6000 · TECH (NETWORK AND ILS)				
6100 · New Hardware	4,160.00	3,000.00	1,160.00	138.7%
6150 · Parts for Repair & Maint	0.00	150.00	(150.00)	0.0%
6200 · New Software	0.00	500.00	(500.00)	0.0%
6300 · Maintenance	1,284.95	3,000.00	(1,715.05)	42.8%
6400 · ILS Software	33,538.00	33,538.00	0.00	100.0%
Total 6000 · TECH (NETWORK AND I...	38,982.95	40,188.00	(1,205.05)	97.0%
7100 · REFERENCE				
7110 · Materials				
7120 · Reference Books	26.99	500.00	(473.01)	5.4%
Total 7110 · Materials	26.99	500.00	(473.01)	5.4%
7200 · Other Reference	60.00			
Total 7100 · REFERENCE	86.99	500.00	(413.01)	17.4%
7300 · ADULT SERVICES				
7310 · Materials				
7315 · Print Materials				
7320 · Adult Fiction	4,947.78	11500.00	(6,552.22)	43.0%
7321 · Graphic Novels	0.00	350.00	(350.00)	0.0%
7330 · Adult Non Fiction	3,187.73	5,000.00	(1,812.27)	63.8%
7370 · Periodicals	3,511.76	4,000.00	(488.24)	87.8%
7315 · Print Materials - Other	(29.00)			
Total 7315 · Print Materials	11,618.27	20,850.00	(9,231.73)	55.7%
7380 · AV Materials				
7382 · Audio Books	1,309.97	3,500.00	(2,190.03)	37.4%
7384 · CD Music	50.96	350.00	(299.04)	14.6%
7386 · DVD	2,886.58	4,500.00	(1,613.42)	64.1%
Total 7380 · AV Materials	4,247.51	8,350.00	(4,102.49)	50.9%
7310 · Materials - Other	130.00			
Total 7310 · Materials	15,995.78	29,200.00	(13,204.22)	54.8%
7420 · Programming	1,769.45	1,500.00	269.45	118.0%
7450 · Equipment				
7452 · Other Equipment	0.00	200.00	(200.00)	0.0%
Total 7450 · Equipment	0.00	200.00	(200.00)	0.0%
7454 · Cafe Supplies	561.73	0.00	561.73	100.0%
Total 7300 · ADULT SERVICES	18,326.96	30,900.00	(12,573.04)	59.3%
7500 · YOUTH SERVICES				

	<u>Jul '22 - Feb...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
7510 · Materials				
7515 · Print Materials				
7520 · E	538.13	1,800.00	(1,261.87)	29.9%
7530 · J Fiction	917.18	1,100.00	(182.82)	83.4%
7540 · J Non-Fiction	640.91	600.00	40.91	106.8%
7550 · YA	638.47	1,250.00	(611.53)	51.1%
7560 · Realia(Non-Book)	0.00	300.00	(300.00)	0.0%
Total 7515 · Print Materials	<u>2,734.69</u>	<u>5,050.00</u>	<u>(2,315.31)</u>	<u>54.2%</u>
7580 · AV Materials				
7582 · Audiobooks	0.00	300.00	(300.00)	0.0%
7584 · Music CD	0.00	100.00	(100.00)	0.0%
7588 · Video Games	573.03	1,000.00	(426.97)	57.3%
Total 7580 · AV Materials	<u>573.03</u>	<u>1,400.00</u>	<u>(826.97)</u>	<u>40.9%</u>
Total 7510 · Materials	<u>3,307.72</u>	<u>6,450.00</u>	<u>(3,142.28)</u>	<u>51.3%</u>
7620 · Programming	<u>3,975.19</u>	<u>2,400.00</u>	<u>1,575.19</u>	<u>165.6%</u>
Total 7500 · YOUTH SERVICES	<u>7,282.91</u>	<u>8,850.00</u>	<u>(1,567.09)</u>	<u>82.3%</u>
8100 · TECHNICAL SERVICES				
8155 · Processing Costs	132.64	800.00	(667.36)	16.6%
8161 · Tech Supplies				
8162 · Repair	38.42	25.00	13.42	153.7%
8163 · AV	73.29	575.00	(501.71)	12.7%
8165 · Disc Cleaner	0.00	100.00	(100.00)	0.0%
8167 · Misc	352.10	750.00	(397.90)	46.9%
Total 8161 · Tech Supplies	<u>463.81</u>	<u>1,450.00</u>	<u>(986.19)</u>	<u>32.0%</u>
Total 8100 · TECHNICAL SERVICES	<u>596.45</u>	<u>2,250.00</u>	<u>(1,653.55)</u>	<u>26.5%</u>
8200 · CIRCULATION				
8250 · Equipment	0.00	0.00	0.00	0.0%
8260 · Patron Cards	376.00	200.00	176.00	188.0%
8275 · Postage for Overdues	61.58	200.00	(138.42)	30.8%
8280 · Mailing Supplies	0.00	300.00	(300.00)	0.0%
8295 · Unique Management	298.70	500.00	(201.30)	59.7%
8200 · CIRCULATION - Other	0.00	100.00	(100.00)	0.0%
Total 8200 · CIRCULATION	<u>736.28</u>	<u>1,300.00</u>	<u>(563.72)</u>	<u>56.6%</u>
Total Expense	<u>485,757.02</u>	<u>715,630.00</u>	<u>(229,872.98)</u>	<u>67.9%</u>
Net Ordinary Income	<u>(1,481.86)</u>	<u>0.00</u>	<u>(1,481.86)</u>	<u>100.0%</u>
Other Income/Expense				
Other Income				
8400 · NON-BUDGETED DONATIONS				
8430 · Underwood-Materials	<u>(324.03)</u>			
Total 8400 · NON-BUDGETED DONA...	<u>(324.03)</u>			

	<u>Jul '22 - Feb...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
9000 · Landscaping Project Income				
9075 · Brick Paver Campaign	<u>3,210.00</u>			
Total 9000 · Landscaping Project Inc...	<u>3,210.00</u>			
Total Other Income	<u>2,885.97</u>			
Net Other Income	<u>2,885.97</u>			
Net Income	<u>1,404.11</u>	<u>0.00</u>	<u>1,404.11</u>	<u>100.0%</u>

03/04/23

Reconciliation Summary

1014 · Operating Acct, Period Ending 02/28/2023

	<u>Feb 28, 23</u>
Beginning Balance	441,891.73
Cleared Transactions	
Checks and Payments - 67...	(45,958.75)
Deposits and Credits - 4 it...	532.05
Total Cleared Transactions	<u>(45,426.70)</u>
Cleared Balance	<u>396,465.03</u>
Uncleared Transactions	
Checks and Payments - 16...	(9,909.04)
Deposits and Credits - 3 it...	109.03
Total Uncleared Transactions	<u>(9,800.01)</u>
Register Balance as of 02/28/2023	<u>386,665.02</u>
New Transactions	
Checks and Payments - 5 i...	(2,871.69)
Deposits and Credits - 1 it...	267.78
Total New Transactions	<u>(2,603.91)</u>
Ending Balance	<u>384,061.11</u>

03/04/23

Reconciliation Detail

1000 · Savings account, Period Ending 02/28/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						126,038.57
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	02/28/2023			X	1.94	1.94
Total Deposits and Credits					1.94	1.94
Total Cleared Transactions					1.94	1.94
Cleared Balance					1.94	126,040.51
Register Balance as of 02/28/2023					1.94	126,040.51
Ending Balance					1.94	126,040.51