

AGENDA
PENN YAN PUBLIC LIBRARY
BOARD MEETING
THURSDAY June 15th, 2023 6:30 PM

Call to Order

- Public Comment
- Additional Agenda Items?
- *Adoption of Agenda
- *May 18th minutes
- Financial Review
 - *Payment of bills for May 2023
- Library Director's Report

Standing Committee Reports

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

Old Business

- Strategic Plan development for 2024-2028
- EV charger 2024

New Business

- Raise minimum for no bid purchases to \$3,000.00
- Restrooms behavior

***Adjourn**

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

MINUTES
PENN YAN PUBLIC LIBRARY
BOARD MEETING
THURSDAY May 18, 2023

Present: Peter Gamba, Jan Barrett, Elizabeth Burris-Chase, Deb Connelly, Connie Glover, Angela Gonzalez

Absent: Val Brechko, Kristen Flynn-Comstock, Steve Darrow

Guests: Sharon Pinckney

Call to Order

1. Public Comment:

2. *Resolution to approve the following:

- a. Adoption of the May 18, 2023 Agenda as submitted:

Moved: Jan Barrett

Seconded: Connie Glover

Approved: 5-0

Abstentions: 0

- b. April 20, 2023 minutes as submitted:

Moved: Jan Barrett

Seconded: Connie Glover

Approved: 5-0

Abstentions: 0

- c. Payment of bills for April 2023:

Moved: Deb Connelly

Seconded: Jan Barrett

Approved: 5-0

Abstentions: 0

3. Library Director's Report: see attached

4. Standing Committee Reports

- a. Finance Committee: Did not meet.
- b. Policy Review Committee: Will meet in July to review by-laws.
- c. Building Committee: Did not meet.
- d. Nominating Committee: Did not meet.
- e. Personnel Committee: Did not meet.

5. Old Business

- a. Strategic Plan development for 2024-2028: Please turn in the surveys that are still outstanding.

6. New Business

- a. EV charger 2024: Preliminary discussion with Zac at ProAction regarding potentially adding another charger in conjunction with them. More information will be forthcoming.
- b. Sesquicentennial quilt 2024- the quilt is showing damage from the sun. Angela has had some discussion with the history center about the future of the quilt.

7. *Adjourn:

Moved: Elizabeth Burris-Chase

Seconded: Jan Barrett

Approved: 7-0

Abstentions: 0

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

PYPL Executive Director's Report 6-15-2023

Professional Development and Meetings:

5/22 New York State Retirement Gold Cert. training meeting with consultant

5/22 STLS Digital Advisory Meeting

5/25 Universal Design at your Library, Webjunction

5/31 STLS Directors Advisory Council meeting, Hornell Public Library

Happenings:

-The first two days of the Book Sale were a success even with the Main St. construction. I made 50 Lemonades.

-PYPL is Gold Certified with the NYSLRS.

-The old building trim paint job is finished.

-As of 6-5, we are still waiting to hear about the instillation of the phone system.

Upcoming

STLS CE Day Friday June 9th

Friends book sale 9am-2pm. Friday, June 2nd, 9th and 16th. Also Saturday June 3rd
Rain day Friday 6-23

Cruise Night Friends Cookie Sale Friday June 16th 5pm-8pm.

Books and Bikes Fest 10am-12pm Saturday June 24th

All Together Now with Tanglewood Nature Center July 10am-11am

Yates County Fair table July 12-14

Penn Yan Public Library
Monthly Youth Services Report to Board

MAY 2023 IN REVIEW

May program numbers rose due to school tours, good weather for outdoor programs, and lots of afterschool kids. We were able to harness their powers for good when the Friends needed to move items for the book sale; they got the job done in no time. Penn Yan Public Library Youth Services staff were happy to wear our 'Mental Health Matters' shirts on May 11 as part of a County-wide display in support of Yates INSYGHT's "Stop the Stigma" campaign.

MEETINGS ATTENDED

- Friends of PYPL Annual Meeting

NOTABLE PATRON INTERACTIONS

- A new one in my thirteen-year career: two patrons who had just rescued some injured baby birds that had fallen from a nest brought them into the library in a shoebox, looking for help. (We provided contact info for Animal Control, Cooperative Extension, and a veterinary clinic.)
- Recommend titles to a teacher looking for middle grade books about the loss of a pet

MAY 2023 PROGRAMS

In-person programs: 27

Attendance at in-person programs: 422

NOTES

The library's sixth annual Books & Bikes Fest will take place on June 24, and after that, we'll be off to the races with plenty of summer programming.

Submitted June 5, 2023 by Sarah Crevelling, Youth Services Librarian

May 2023 adult services report

35 patrons made 32 reference requests in May. These included 10 tech questions, 0 local history questions, and 3 legal question. Three Mennonite patrons made reference requests. Of interest: searching for the writings of Mary Sarton and for the first issue of Idaho-based homesteading lifestyle magazine *Mary Jane's Farm*; questions about spending categories in school district budgets; books on energy policy; and the DVD of the classic comedy film *Coneheads*!

At least 436 patrons engaged with 22 programs in May. Notably, the second half of the PYPL/PYAC Community Read took place this month, with decent turnouts for the two hybrid sessions and even more views of the recordings, which can be found on the library's YouTube channel. I highly recommend all board members take some time to look at all four sessions; the Community Read is a big undertaking every year, and we're lucky we can preserve it for posterity! This year's theme was Asian-American and Asian Immigrant Lives and Stories, and the second two sessions featured a great talk from DEI expert Khuram Hussein and three recorded interviews with local people with first-hand experience as members of the Asian and Asian-American communities.

Two other well-received in-person programs were the month's Pot Luck Club, which took a look at Queer Eye host Antony's cookbook, and Death Café, hosted in-person after months away by Lynne Westmoreland.

We also partnered for the second year in a row with the Cooperative Extension's Master Gardener program to host their sale of native pollinator plants. Over 70 community members circulated through our Outdoor Learning Area on a beautiful Saturday to purchase plants that will beautify area gardens and contribute to local sustainability.

Remember to be setting aside gently-used household goods for this year's No Shop Stuff Swap series, which will begin in July. I will be asking donors to reclaim items that don't go at the end of each session to mitigate some of the storage limitations we experienced last year, so keep that in mind if you plan to contribute. Perhaps a single well-packed tote bin would be ideal. And this month sees the start of our next Close Reads @ PYPL series, for which we will be reading and discussing *The Sum of Us* by Heather McGhee. Copies are available for purchase at Long's at a book club discount; if interested in participating, register here: <https://tinyurl.com/y9hr8ec3>

Finally, I would like to acknowledge the tragic passing at the end of the month of Laurel O'Donnell. Laurel was a library Friend, a Knitter, and a genealogy buff who was instrumental in keeping our Family Research Support Group going these past several years. Moreover, she was just a great community member and a wonderful person to know. She will be missed.

Penn Yan Public Library (PYPL) Internal Policies

Finance Policy

1. Purchasing

1.1 Purchases subject to General Municipal Law of the State of New York formal bidding requirements

PYPL complies with the General Municipal Law of the State of New York, generally accepted auditing standards, and the principles of responsible fiscal management. Purchase contracts involving expenditures in excess of \$20,000 and contracts for public work involving expenditures in excess of \$35,000 are generally subject to competitive bidding under the law.

1.2 Other Purchases

- For all materials and services not subject to competitive bidding, the library will solicit at least three competitive quotations for public works and purchase contracts. Such price quotes will be either written or verbal based on the following criteria:

- *Procedures for procurement of purchase contracts not subject to competitive bidding:*

<u>Bid threshold dollar limit</u>	<u>Procedure</u>
Under \$2,000 3,000	Discretion of authorized staff
\$2,000-19,999 3,000-19,999	Documented quotes from at least three separate vendors (if available)

- *Procedures for procurement of public works contracts not subject to competitive bidding:*

<u>Bid threshold dollar limit</u>	<u>Procedure</u>
Under \$2,500 3,500	Discretion of authorized staff
\$2500-34,999 3,500-34,999	Documented quotes from at least three separate vendors (if available)

- In emergency situations, verbal quotes should be obtained.
- The process of soliciting competitive quotations, as long as the procurements are below the bid thresholds, is not necessary if the procurement adds to an existing service.

(Director note as of 7-11-22 prevailing wages must be paid for public works contracts over \$1500 NYDOL Article 9)

Penn Yan Public Library
MONTHLY INCOME & EXPENSE
May 2023

	May 23
Ordinary Income/Expense	
Income	
4100 · Printing Income	
4150 · Laser Printer	47.46
4160 · Other Copies	3.70
Total 4100 · Printing Income	51.16
4400 · Fines	117.92
4500 · Lost/Damaged Books Refund	8.00
4505 · Sale of Extraneous Materials	15.75
4525 · Cafe Receipts	11.10
4550 · Miscellaneous	3,651.00
4700 · Interest	2.14
4800 · NonDesignated Donations	210.50
Total Income	4,067.57
Expense	
5000 · HUMAN RESOURCES	
5100 · Salaries	
5110 · Library Director II	5,717.30
5115 · Librarian I	8,986.16
5130 · Clerical	18,028.01
Total 5100 · Salaries	32,731.47
5200 · Benefits	
5210 · Medicare/SS	2,492.46
5225 · HRA Contributions	1,985.02
5235 · Voluntary Benefits	(200.34)
5240 · SUTA	228.08
5250 · Workmens Compensation	1,407.19
5200 · Benefits - Other	200.34
Total 5200 · Benefits	6,112.75
5300 · Payroll Costs	223.11
Total 5000 · HUMAN RESOURCES	39,067.33
5400 · ADMINISTRATION	
5430 · Telephone System	156.56
5440 · Accounting	
5442 · Review/Audit	675.00
Total 5440 · Accounting	675.00
5451 · Service Contract	80.79
5452 · Toshiba copier	(42.83)
5460 · Office Supplies	
5463 · Other	44.98
Total 5460 · Office Supplies	44.98
5470 · Training/Travel	116.06
5480 · Dues	155.00
5485 · Postage	128.20
Total 5400 · ADMINISTRATION	1,313.76
5900 · BUILDINGS & GROUNDS	
5910 · Utilities	
5912 · Electric	531.15
5913 · Sewer & Water	87.48
5914 · Gas	1.52
Total 5910 · Utilities	620.15
5930 · Repairs & Maint	

Penn Yan Public Library
MONTHLY INCOME & EXPENSE
May 2023

	May 23
5934 · Blding & Ground	32.30
5930 · Repairs & Maint - Other	568.75
Total 5930 · Repairs & Maint	601.05
5940 · Maintenance Contracts	
5943 · Trash Removal	46.81
Total 5940 · Maintenance Contracts	46.81
5970 · Supplies	166.25
Total 5900 · BUILDINGS & GROUNDS	1,434.26
6000 · TECH (NETWORK AND ILS)	
6300 · Maintenance	112.50
Total 6000 · TECH (NETWORK AND ILS)	112.50
7300 · ADULT SERVICES	
7310 · Materials	
7315 · Print Materials	
7320 · Adult Fiction	701.48
7330 · Adult Non Fiction	451.74
7370 · Periodicals	659.88
7315 · Print Materials - Other	72.94
Total 7315 · Print Materials	1,886.04
7380 · AV Materials	
7382 · Audio Books	306.66
7384 · CD Music	112.94
7386 · DVD	408.32
Total 7380 · AV Materials	827.92
Total 7310 · Materials	2,713.96
7420 · Programming	101.94
7453 · Supplies	13.69
7454 · Cafe Supplies	139.00
Total 7300 · ADULT SERVICES	2,968.59
7500 · YOUTH SERVICES	
7510 · Materials	
7515 · Print Materials	
7520 · E	112.85
7530 · J Fiction	80.49
7540 · J Non-Fiction	115.32
7550 · YA	38.57
Total 7515 · Print Materials	347.23
7580 · AV Materials	
7588 · Video Games	112.14
Total 7580 · AV Materials	112.14
Total 7510 · Materials	459.37
7620 · Programming	210.58
Total 7500 · YOUTH SERVICES	669.95
8100 · TECHNICAL SERVICES	
8155 · Processing Costs	33.23
Total 8100 · TECHNICAL SERVICES	33.23
8200 · CIRCULATION	

06/10/23

Penn Yan Public Library
MONTHLY INCOME & EXPENSE
May 2023

	May 23
8295 · Unique Management	41.20
Total 8200 · CIRCULATION	41.20
Total Expense	45,640.82
Net Ordinary Income	(41,573.25)
Other Income/Expense	
Other Income	
8400 · NON-BUDGETED DONATIONS	
8430 · Underwood-Materials	2,018.25
Total 8400 · NON-BUDGETED DONATIONS	2,018.25
Total Other Income	2,018.25
Net Other Income	2,018.25
Net Income	(39,555.00)

Penn Yan Public Library
Balance Sheet
As of May 31, 2023

	May 31, 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	101,068.33
Total 1000 · Savings account	126,046.86
1014 · Operating Acct	510,449.52
Total Checking/Savings	636,496.38
Accounts Receivable	
1261 · Accounts Receivable	(1,166.57)
Total Accounts Receivable	(1,166.57)
Other Current Assets	
1220 · Prepaid Expenses	
1250 · Insurance	(4,185.68)
1251 · Workers Comp	6,517.00
Total 1220 · Prepaid Expenses	2,331.32
1275 · Cash Held For Friends	13,707.70
1499 · Undeposited Funds	2,800.65
1300 · Investments	
1350 · CDs	17,509.20
Total 1300 · Investments	17,509.20
Total Other Current Assets	36,348.87
Total Current Assets	671,678.68
Fixed Assets	
1500 · Land	37,775.41
1501 · Building Improvemt & 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	1,546,100.05
LIABILITIES & EQUITY	
Liabilities	

06/10/23

Penn Yan Public Library
Balance Sheet
As of May 31, 2023

	May 31, 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	7,238.46
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	120,657.65
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	12,655.66
2036 · Sales Tax 8%	153.65
2038 · Employee Health Premiums	0.27
Total Other Current Liabilities	188,564.51
Total Current Liabilities	215,914.51
Total Liabilities	215,914.51
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	(69,724.41)
Total Equity	1,330,185.54
TOTAL LIABILITIES & EQUITY	1,546,100.05

Budget vs. Actual

06/10/23

Accrual Basis

2022/2023 Budget

	<u>Jul '22 - Ma...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
4100 · Printing Income				
4150 · Laser Printer	1,172.15	500.00	672.15	234.4%
4160 · Other Copies	8.33	1,000.00	(991.67)	0.8%
Total 4100 · Printing Income	<u>1,180.48</u>	<u>1,500.00</u>	<u>(319.52)</u>	<u>78.7%</u>
4200 · Village	0.00	1,000.00	(1,000.00)	0.0%
4400 · Fines	836.74			
4500 · Lost/Damaged Books Refund	172.45			
4505 · Sale of Extraneous Materials	203.69			
4525 · Cafe Receipts	387.95	0.00	387.95	100.0%
4540 · Tax Income	529,859.97	706,480.00	(176,620.03)	75.0%
4550 · Miscellaneous	7,237.14			
4600 · LLSA	4,558.91	3,500.00	1,058.91	130.3%
4700 · Interest	23.14	150.00	(126.86)	15.4%
4800 · NonDesignated Donations	5,507.78	3,000.00	2,507.78	183.6%
Total Income	<u>549,968.25</u>	<u>715,630.00</u>	<u>(165,661.75)</u>	<u>76.9%</u>
Expense				
5000 · HUMAN RESOURCES				
5100 · Salaries				
5110 · Library Director II	70,297.58	74,325.00	(4,027.42)	94.6%
5115 · Librarian I	111,261.10	116,821.00	(5,559.90)	95.2%
5130 · Clerical	225,991.00	215,000.00	10,991.00	105.1%
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>407,549.68</u>	<u>430,594.00</u>	<u>(23,044.32)</u>	<u>94.6%</u>
5200 · Benefits				
5210 · Medicare/SS	31,040.03	30,000.00	1,040.03	103.5%
5225 · HRA Contributions	21,112.32	40,000.00	(18,887.68)	52.8%
5230 · Disability	2,452.68	2,700.00	(247.32)	90.8%
5235 · Voluntary Benefits	(2,404.08)			
5240 · SUTA	3,858.53	3,000.00	858.53	128.6%
5250 · Workmens Compensation	6,681.65	4,500.00	2,181.65	148.5%
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	2,404.08			
Total 5200 · Benefits	<u>94,804.21</u>	<u>137,142.00</u>	<u>(42,337.79)</u>	<u>69.1%</u>
5300 · Payroll Costs	<u>2,807.46</u>	<u>3,000.00</u>	<u>(192.54)</u>	<u>93.6%</u>
Total 5000 · HUMAN RESOURCES	<u>505,161.35</u>	<u>570,736.00</u>	<u>(65,574.65)</u>	<u>88.5%</u>
5400 · ADMINISTRATION				
5415 · Hotspots	5,333.11	5,000.00	333.11	106.7%
5420 · Promotion	1,101.95	500.00	601.95	220.4%
5425 · Internet Service	1,800.00	1,800.00	0.00	100.0%
5430 · Telephone System	1,792.24	2,300.00	(507.76)	77.9%
5435 · Insurance	7,560.81	8,000.00	(439.19)	94.5%

	<u>Jul '22 - Ma...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
5440 · Accounting				
5442 · Review/Audit	6,550.00	5,900.00	650.00	111.0%
5444 · Supplies	8.99	150.00	(141.01)	6.0%
Total 5440 · Accounting	6,558.99	6,050.00	508.99	108.4%
5450 · Equipment	348.92	500.00	(151.08)	69.8%
5451 · Service Contract	255.26			
5452 · Toshiba copier	187.65	1,000.00	(812.35)	18.8%
5460 · Office Supplies				
5461 · Staff Room	101.64	200.00	(98.36)	50.8%
5462 · White Paper	381.10	250.00	131.10	152.4%
5463 · Other	569.79	500.00	69.79	114.0%
5460 · Office Supplies - Other	536.71			
Total 5460 · Office Supplies	1,589.24	950.00	639.24	167.3%
5470 · Training/Travel	745.92	1,500.00	(754.08)	49.7%
5475 · Legal	0.00	800.00	(800.00)	0.0%
5480 · Dues	725.00	1,000.00	(275.00)	72.5%
5485 · Postage	433.98	300.00	133.98	144.7%
5486 · Vote Expense	1,521.02	0.00	1,521.02	100.0%
5490 · Misc	1,291.05			
Total 5400 · ADMINISTRATION	31,245.14	29,700.00	1,545.14	105.2%
5900 · BUILDINGS & GROUNDS				
5910 · Utilities				
5912 · Electric	4,846.42	5,500.00	(653.58)	88.1%
5913 · Sewer & Water	914.44	850.00	64.44	107.6%
5914 · Gas	148.53	1,600.00	(1,451.47)	9.3%
Total 5910 · Utilities	5,909.39	7,950.00	(2,040.61)	74.3%
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	176.62	17,206.00	(17,029.38)	1.0%
5930 · Repairs & Maint - Other	1,537.88			
Total 5930 · Repairs & Maint	2,504.22	18,506.00	(16,001.78)	13.5%
5940 · Maintenance Contracts				
5943 · Trash Removal	516.66	550.00	(33.34)	93.9%
5945 · Fire Protection	590.00	700.00	(110.00)	84.3%
5946 · Snow Plowing	750.00	1,000.00	(250.00)	75.0%
Total 5940 · Maintenance Contracts	1,856.66	2,250.00	(393.34)	82.5%
5970 · Supplies				
5972 · Custodial	1,016.70	550.00	466.70	184.9%
5974 · Building	829.16	650.00	179.16	127.6%
5976 · building depreciation	0.00	1,000.00	(1,000.00)	0.0%
5970 · Supplies - Other	235.96			

	<u>Jul '22 - Ma...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
Total 5970 · Supplies	2,081.82	2,200.00	(118.18)	94.6%
Total 5900 · BUILDINGS & GROUNDS	12,373.08	31,206.00	(18,832.92)	39.6%
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	2,156.00	3,000.00	(844.00)	71.9%
6400 · ILS Software	33,538.00	33,538.00	0.00	100.0%
Total 6000 · TECH (NETWORK AND I...	39,854.00	40,188.00	(334.00)	99.2%
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	6,874.25	11500.00	(4,625.75)	59.8%
7321 · Graphic Novels	0.00	350.00	(350.00)	0.0%
7330 · Adult Non Fiction	4,230.65	5,000.00	(769.35)	84.6%
7370 · Periodicals	4,443.64	4,000.00	443.64	111.1%
7315 · Print Materials - Other	43.94			
Total 7315 · Print Materials	15,592.48	20,850.00	(5,257.52)	74.8%
7380 · AV Materials				
7382 · Audio Books	2,108.50	3,500.00	(1,391.50)	60.2%
7384 · CD Music	233.85	350.00	(116.15)	66.8%
7386 · DVD	4,294.07	4,500.00	(205.93)	95.4%
Total 7380 · AV Materials	6,636.42	8,350.00	(1,713.58)	79.5%
7310 · Materials - Other	130.00			
Total 7310 · Materials	22,358.90	29,200.00	(6,841.10)	76.6%
7420 · Programming	2,246.75	1,500.00	746.75	149.8%
7450 · Equipment				
7452 · Other Equipment	0.00	200.00	(200.00)	0.0%
Total 7450 · Equipment	0.00	200.00	(200.00)	0.0%
7453 · Supplies	13.69			
7454 · Cafe Supplies	785.44	0.00	785.44	100.0%
Total 7300 · ADULT SERVICES	25,404.78	30,900.00	(5,495.22)	82.2%

	<u>Jul '22 - Ma...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
7500 · YOUTH SERVICES				
7510 · Materials				
7515 · Print Materials				
7520 · E	861.47	1,800.00	(938.53)	47.9%
7530 · J Fiction	1,205.32	1,100.00	105.32	109.6%
7540 · J Non-Fiction	916.67	600.00	316.67	152.8%
7550 · YA	848.88	1,250.00	(401.12)	67.9%
7560 · Realia(Non-Book)	0.00	300.00	(300.00)	0.0%
Total 7515 · Print Materials	<u>3,832.34</u>	<u>5,050.00</u>	<u>(1,217.66)</u>	<u>75.9%</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	715.16	1,000.00	(284.84)	71.5%
Total 7580 · AV Materials	<u>715.16</u>	<u>1,400.00</u>	<u>(684.84)</u>	<u>51.1%</u>
Total 7510 · Materials	<u>4,547.50</u>	<u>6,450.00</u>	<u>(1,902.50)</u>	<u>70.5%</u>
7620 · Programming	<u>4,471.10</u>	<u>2,400.00</u>	<u>2,071.10</u>	<u>186.3%</u>
Total 7500 · YOUTH SERVICES	<u>9,018.60</u>	<u>8,850.00</u>	<u>168.60</u>	<u>101.9%</u>
8100 · TECHNICAL SERVICES				
8155 · Processing Costs	118.95	800.00	(681.05)	14.9%
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>582.76</u>	<u>2,250.00</u>	<u>(1,667.24)</u>	<u>25.9%</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	432.60	500.00	(67.40)	86.5%
8200 · CIRCULATION - Other	0.00	100.00	(100.00)	0.0%
Total 8200 · CIRCULATION	<u>870.18</u>	<u>1,300.00</u>	<u>(429.82)</u>	<u>66.9%</u>
Total Expense	<u>624,596.88</u>	<u>715,630.00</u>	<u>(91,033.12)</u>	<u>87.3%</u>
Net Ordinary Income	<u>(74,628.63)</u>	<u>0.00</u>	<u>(74,628.63)</u>	<u>100.0%</u>
Other Income/Expense				
Other Income				
8400 · NON-BUDGETED DONATIONS				
8430 · Underwood-Materials	<u>1,694.22</u>			

	<u>Jul '22 - Ma...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
Total 8400 · NON-BUDGETED DONA...	1,694.22			
9000 · Landscaping Project Income 9075 · Brick Paver Campaign	3,210.00			
Total 9000 · Landscaping Project Inc...	3,210.00			
Total Other Income	4,904.22			
Net Other Income	4,904.22			
Net Income	<u>(69,724.41)</u>	<u>0.00</u>	<u>(69,724.41)</u>	<u>100.0%</u>

06/10/23

Reconciliation Summary

1000 · Savings account, Period Ending 05/31/2023

	<u>May 31, 23</u>
Beginning Balance	126,044.72
Cleared Transactions	
Deposits and Credits - 1 item	<u>2.14</u>
Total Cleared Transactions	<u>2.14</u>
Cleared Balance	<u>126,046.86</u>
Register Balance as of 05/31/2023	126,046.86
Ending Balance	126,046.86

06/10/23

Reconciliation Summary

1014 · Operating Acct, Period Ending 05/31/2023

	<u>May 31, 23</u>
Beginning Balance	558,519.43
Cleared Transactions	
Checks and Payments - 63...	(45,518.18)
Deposits and Credits - 5 it...	6,326.47
Total Cleared Transactions	<u>(39,191.71)</u>
Cleared Balance	<u>519,327.72</u>
Uncleared Transactions	
Checks and Payments - 14...	(8,987.23)
Deposits and Credits - 3 it...	109.03
Total Uncleared Transactions	<u>(8,878.20)</u>
Register Balance as of 05/31/2023	<u>510,449.52</u>
New Transactions	
Checks and Payments - 22...	(20,121.08)
Total New Transactions	<u>(20,121.08)</u>
Ending Balance	<u>490,328.44</u>