

AGENDA
PENN YAN PUBLIC LIBRARY
BOARD MEETING
THURSDAY July 20th, 2023 6:30 PM

Call to Order

- Public Comment
- Additional Agenda Items?
- *Adoption of Agenda
- *May 18th minutes
- *June 15th Minutes
- Financial Review
 - *Payment of bills for June 2023
- Library Director's Report

Standing Committee Reports

- Finance Committee
- Policy Review Committee
- Building Committee
- Nominating Committee
- Personnel Committee

Old Business

- *Raise minimum for no bid purchases to \$3,000.00
- Strategic Plan development for 2024-2028

New Business

- *Annual Organizational Meeting Resolutions:
 - Wording:*
 - PYPL Board of Trustees resolve the following for the 2023-2024 fiscal year:*
 - *The pre-payment of recurring claims such as utilities and personnel costs*
 - *The designation of the Penn Yan Chronicle Express as the Official Newspaper for the Library*
 - *The appointment of Wendy Bailey as the Board Treasurer*
 - *The appointment of RDG as the External Auditor*
 - *Appointment of Mark Venuti as the Library Attorney*
 - *The authorization of the Executive Director to Certify Payrolls*
 - *The authorization of Executive Director to Make Grant Applications*
 - *The designation of Lyons National Bank and Community Bank as depositories for the Library*
- *Officer Election
 - President
 - Financial Officer
 - Secretary
- 2023-2024 Committee Assignments
 - Finance
 - Personnel
 - Policy (Code of Conduct, Bylaws)
 - Building (beginning planning for ADA compliance projects and 2024 construction grant application)
 - Nominating
 - Ad hoc- Strategic Plan

***Adjourn**

- Items with * require Board action. Enclosures: May 2023 Minutes, June 2023 Minutes, Budget and Balance sheets, Director's Report, Circulation Stats, Children's and Adult services reports, Proposed PYPL Financial Policy -#1. Purchasing

PYPL Executive Director's Report 7-20-2023

Professional Development and Meetings:

6/9 STLS CE Day, Corning Community College

- Ask the Lawyer
- Your Library and the Eclipse
- Working Together Boards and Trustees
- Digital Justice 4 Disability Justice

6/20 Virginia: A Case Study of Race and Sexuality as Recurring Factors in the History of Book Banning, Library 2.0 Banned Books and Censorship virtual conference

6/20 Opening Keynote Panel, Library 2.0 Banned Books and Censorship virtual conference

Happenings:

-The second Book Sale date was postponed due to weather and it was moved inside for the final two dates.

- I made 100 lemonades for the Books and Bikes event on 6-24

-As of 7-11, we are still waiting to hear about the instillation of the phone system

-Even though the 6-16 Cruise Night was negatively affected by the weather, the Friends bake sale was a success, Thanks Val and Alex!

-The staff have been meeting about and working on the draft 2024-2028 Strategic Plan and a draft update of the Library Use Policy

-Wendy and I have been working on amassing documentation for the Audit Review

-Yates County Fair table July 12-14

-Reminders:

- Sexual Harassment Prevention Training for 23-24
- Oaths of Office
- 2 hours of Board of Trustees training for 23-24

MINUTES
PENN YAN PUBLIC LIBRARY
BOARD MEETING
THURSDAY June 15, 2023

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

Absent: Connie Glover, Jan Barrett, Elizabeth Burris-Chase

Guests: Sharon Pinckney

Call to Order

1. Public Comment:

2. *Resolution to approve the following:

- a. Adoption of the June 15, 2023 Agenda as amended:

Moved: Deb Connelly

Seconded: Kristen Flynn-Comstock

Approved: 5 -0

Abstentions: 0

- b. May 18, 2023 minutes as submitted: tabled until July, no quorum

Moved:

Seconded:

Approved: -0

Abstentions: 0

- c. Payment of bills for May 2023:

Moved: Kristen Flynn-Comstock

Seconded: Steve Darrow

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 return all surveys by the end of the month!
- b. EV charger 2024: Angela has been in contact with NYSERDA to discuss programs and funding.

6. New Business

- a. Raise minimum for no bid purchases to \$3000.00. Angela will check with the accountant to ensure this complies with all state and federal laws.
- b. Restrooms behavior: Staff will be looking at updating behavior policies, including problem behaviors in the bathrooms.

7. *Adjourn:

Moved: Deb Connelly

Seconded: Kristen Flynn-Comstock

Approved: 5-0

Abstentions: 0

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

Penn Yan Public Library
Monthly Youth Services Report to Board

JUNE 2023 IN REVIEW

June attendance numbers rose due to school tours (the entire Kindergarten, first, and second grades from Penn Yan Elementary came for 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.

We kicked off summer reading with our most well-attended Books & Bikes Fest ever: 145 people. At the last minute, Amazon down in Bath donated eight bikes and four scooters for us to giveaway, and that plus good weather boosted attendance. Many wonderful volunteers helped us make this event possible. On that one day we gave away 35 bike helmets, 65 new books, and 100 cups of fresh-squeezed lemonade courtesy of Angela and her fancy press. Forty-two folks entered the drawing for the Empire Pass donated by the Friends of the Library, and 68 individuals entered the drawings for the bikes and scooters.

MEETINGS ATTENDED

- STLS Continuing Education Day at Corning Community College

NOTABLE PATRON INTERACTIONS

- Research electronic communication tools for a Mennonite teenager living with speech limitations

JUNE 2023 PROGRAMS

In-person programs: 36

Attendance at in-person programs: 908

NOTES

Summer programs started in earnest yesterday, including free lunch, available every weekday through mid-August. We have programs scheduled four days a week through the end of July, and will be helped out by our summer youth employee, Eve. Behind the scenes, Melissa and I are working with Angela on ensuring that the Code of Conduct, and Unattended and Disruptive Child Policy reflect the reality of working with library patrons of all ages. I will also work on weeding the juvenile nonfiction sections that need it, and I recently joined STLS' Digital Selection Committee.

Submitted July 11, 2023 by Sarah Crevelling, Youth Services Librarian

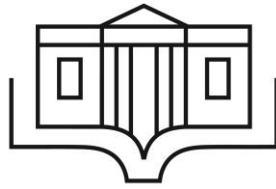
June 2023 adult services report

35 patrons made 32 reference requests in June. These included 14 tech questions, 2 local history questions, and 0 legal questions. One Mennonite patron made a reference request. Of interest: info on criminal happenings at Nine Mile 2 nuclear power plant in the 80s; books in Russian; where to find the historical marker about the Public Universal Friend in Torrey; and agricultural conditions in Yates County in the 1850s and 60s.

At least 130 patrons engaged with 17 programs in June. The beginning of summer probably contributed to the decreased attendance at some programs, and I was on vacation for the first week of the month and so opted to put a couple programs on pause.

June saw a successful book sale, despite challenging weather. I also assisted in a Friends-sponsored bake sale during Cruisin' Night, which was quite successful despite the rainy dreariness of the day.

No Shop Stuff Swap is still coming up, and you can still register to bring goods for the taking. Please use this form if you plan to contribute, so I know what to expect: <https://forms.gle/Bg4qxEnV8hUTPTnU7>



PENN YAN PUBLIC LIBRARY

AMAZE YOURSELF.

Penn Yan Public Library Board meetings are held the 3rd Thursday of each month at 6:30 PM in the Hicks Kimball Room of the Penn Yan Public Library, 214 Main Street, Penn Yan, NY 14527.

Penn Yan Public Library Board Meetings for 2023-2024:

July	20
August	17
September	21
October	19
November	16
December	21
January	18
February	15
March	18
April	18
May	16
June	20

Penn Yan Public Library
MONTHLY INCOME & EXPENSE
June 2023

	Jun 23
Ordinary Income/Expense	
Income	
4100 · Printing Income	
4150 · Laser Printer	135.19
Total 4100 · Printing Income	135.19
4200 · Village	1,000.00
4400 · Fines	29.00
4500 · Lost/Damaged Books Refund	17.99
4505 · Sale of Extraneous Materials	18.97
4525 · Cafe Receipts	18.51
4550 · Miscellaneous	200.00
4700 · Interest	2.07
4800 · NonDesignated Donations	171.80
Total Income	1,593.53
Expense	
5000 · HUMAN RESOURCES	
5100 · Salaries	
5110 · Library Director II	8,575.94
5115 · Librarian I	13,479.23
5130 · Clerical	27,735.93
Total 5100 · Salaries	49,791.10
5200 · Benefits	
5210 · Medicare/SS	3,791.83
5225 · HRA Contributions	3,035.02
5235 · Voluntary Benefits	(300.51)
5240 · SUTA	592.51
5250 · Workmens Compensation	812.53
5200 · Benefits - Other	200.34
Total 5200 · Benefits	8,131.72
5300 · Payroll Costs	329.87
Total 5000 · HUMAN RESOURCES	58,252.69
5400 · ADMINISTRATION	
5415 · Hotspots	1,026.73
5420 · Promotion	335.00
5430 · Telephone System	160.75
5440 · Accounting	
5444 · Supplies	26.99
Total 5440 · Accounting	26.99
5451 · Service Contract	121.76
5452 · Toshiba copier	226.75
5460 · Office Supplies	
5463 · Other	27.49
Total 5460 · Office Supplies	27.49
5470 · Training/Travel	72.05
5480 · Dues	75.00
Total 5400 · ADMINISTRATION	2,072.52
5900 · BUILDINGS & GROUNDS	
5910 · Utilities	
5912 · Electric	365.84
5913 · Sewer & Water	89.65
Total 5910 · Utilities	455.49
5930 · Repairs & Maint	

Penn Yan Public Library
MONTHLY INCOME & EXPENSE
June 2023

	Jun 23
5934 · Blding & Ground	547.16
5930 · Repairs & Maint - Other	11,000.00
Total 5930 · Repairs & Maint	11,547.16
5940 · Maintenance Contracts	
5943 · Trash Removal	46.43
Total 5940 · Maintenance Contracts	46.43
5970 · Supplies	
5972 · Custodial	31.80
Total 5970 · Supplies	31.80
Total 5900 · BUILDINGS & GROUNDS	12,080.88
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	371.24
7321 · Graphic Novels	158.68
7330 · Adult Non Fiction	230.12
7370 · Periodicals	594.00
Total 7315 · Print Materials	1,354.04
7380 · AV Materials	
7382 · Audio Books	292.93
7384 · CD Music	12.99
7386 · DVD	447.27
Total 7380 · AV Materials	753.19
Total 7310 · Materials	2,107.23
7420 · Programming	58.96
Total 7300 · ADULT SERVICES	2,166.19
7500 · YOUTH SERVICES	
7510 · Materials	
7515 · Print Materials	
7520 · E	69.96
7530 · J Fiction	41.79
7540 · J Non-Fiction	28.29
7550 · YA	58.91
Total 7515 · Print Materials	198.95
7580 · AV Materials	
7588 · Video Games	303.01
Total 7580 · AV Materials	303.01
Total 7510 · Materials	501.96
7620 · Programming	214.24
Total 7500 · YOUTH SERVICES	716.20
8100 · TECHNICAL SERVICES	
8155 · Processing Costs	175.12
Total 8100 · TECHNICAL SERVICES	175.12

07/03/23

Penn Yan Public Library
MONTHLY INCOME & EXPENSE
June 2023

	Jun 23
8200 · CIRCULATION	
8295 · Unique Management	20.60
Total 8200 · CIRCULATION	20.60
Total Expense	75,596.70
Net Ordinary Income	(74,003.17)
Other Income/Expense	
Other Income	
8400 · NON-BUDGETED DONATIONS	
8430 · Underwood-Materials	(578.17)
Total 8400 · NON-BUDGETED DONATIONS	(578.17)
Total Other Income	(578.17)
Net Other Income	(578.17)
Net Income	(74,581.34)

Penn Yan Public Library
Balance Sheet
As of June 30, 2023

	Jun 30, 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	101,070.40
Total 1000 · Savings account	126,048.93
1014 · Operating Acct	436,482.05
Total Checking/Savings	562,530.98
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	597,713.28
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	1,472,134.65
LIABILITIES & EQUITY	
Liabilities	

Penn Yan Public Library
Balance Sheet
As of June 30, 2023

	Jun 30, 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	7,465.04
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	12,955.98
2036 · Sales Tax 8%	185.83
2038 · Employee Health Premiums	0.27
Total Other Current Liabilities	189,123.59
Total Current Liabilities	216,473.59
Total Liabilities	216,473.59
Equity	
3000 · General Fund Equity	470,674.42
3100 · Restricted Funds	
3101 · Watkins/Reiner	2,961.99
3102 · Hobart	13,674.85
3103 · Underwood	5,700.34
Total 3100 · Restricted Funds	22,337.18
3900 · Retained Earnings	906,955.21
Net Income	(144,305.75)
Total Equity	1,255,661.06
TOTAL LIABILITIES & EQUITY	1,472,134.65

Budget vs. Actual

07/05/23

Accrual Basis

2022/2023 Budget

	<u>Jul '22 - Jun...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
4100 · Printing Income				
4150 · Laser Printer	1,307.34	500.00	807.34	261.5%
4160 · Other Copies	8.33	1,000.00	(991.67)	0.8%
Total 4100 · Printing Income	<u>1,315.67</u>	<u>1,500.00</u>	<u>(184.33)</u>	<u>87.7%</u>
4200 · Village	1,000.00	1,000.00	0.00	100.0%
4400 · Fines	865.74			
4500 · Lost/Damaged Books Refund	190.44			
4505 · Sale of Extraneous Materials	222.66			
4525 · Cafe Receipts	406.46	0.00	406.46	100.0%
4540 · Tax Income	706,479.96	706,480.00	(0.04)	100.0%
4550 · Miscellaneous	7,437.14			
4600 · LLSA	4,558.91	3,500.00	1,058.91	130.3%
4700 · Interest	25.21	150.00	(124.79)	16.8%
4800 · NonDesignated Donations	5,679.58	3,000.00	2,679.58	189.3%
Total Income	<u>728,181.77</u>	<u>715,630.00</u>	<u>12,551.77</u>	<u>101.8%</u>
Expense				
5000 · HUMAN RESOURCES				
5100 · Salaries				
5110 · Library Director II	78,873.52	74,325.00	4,548.52	106.1%
5115 · Librarian I	124,740.33	116,821.00	7,919.33	106.8%
5130 · Clerical	253,726.93	215,000.00	38,726.93	118.0%
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>457,340.78</u>	<u>430,594.00</u>	<u>26,746.78</u>	<u>106.2%</u>
5200 · Benefits				
5210 · Medicare/SS	34,831.86	30,000.00	4,831.86	116.1%
5225 · HRA Contributions	24,147.34	40,000.00	(15,852.66)	60.4%
5230 · Disability	2,452.68	2,700.00	(247.32)	90.8%
5235 · Voluntary Benefits	(2,704.59)			
5240 · SUTA	4,451.04	3,000.00	1,451.04	148.4%
5250 · Workmens Compensation	7,494.18	4,500.00	2,994.18	166.5%
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	2,604.42			
Total 5200 · Benefits	<u>102,935.93</u>	<u>137,142.00</u>	<u>(34,206.07)</u>	<u>75.1%</u>
5300 · Payroll Costs	3,137.33	3,000.00	137.33	104.6%
Total 5000 · HUMAN RESOURCES	<u>563,414.04</u>	<u>570,736.00</u>	<u>(7,321.96)</u>	<u>98.7%</u>
5400 · ADMINISTRATION				
5415 · Hotspots	6,359.84	5,000.00	1,359.84	127.2%
5420 · Promotion	1,436.95	500.00	936.95	287.4%
5425 · Internet Service	1,800.00	1,800.00	0.00	100.0%
5430 · Telephone System	1,952.99	2,300.00	(347.01)	84.9%
5435 · Insurance	7,560.81	8,000.00	(439.19)	94.5%

	<u>Jul '22 - Jun...</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	35.98	150.00	(114.02)	24.0%
Total 5440 · Accounting	6,585.98	6,050.00	535.98	108.9%
5450 · Equipment	348.92	500.00	(151.08)	69.8%
5451 · Service Contract	377.02			
5452 · Toshiba copier	414.40	1,000.00	(585.60)	41.4%
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	597.28	500.00	97.28	119.5%
5460 · Office Supplies - Other	536.71			
Total 5460 · Office Supplies	1,616.73	950.00	666.73	170.2%
5470 · Training/Travel	817.97	1,500.00	(682.03)	54.5%
5475 · Legal	0.00	800.00	(800.00)	0.0%
5480 · Dues	800.00	1,000.00	(200.00)	80.0%
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	33,317.66	29,700.00	3,617.66	112.2%
5900 · BUILDINGS & GROUNDS				
5910 · Utilities				
5912 · Electric	5,212.26	5,500.00	(287.74)	94.8%
5913 · Sewer & Water	1,004.09	850.00	154.09	118.1%
5914 · Gas	148.53	1,600.00	(1,451.47)	9.3%
Total 5910 · Utilities	6,364.88	7,950.00	(1,585.12)	80.1%
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	723.78	17,206.00	(16,482.22)	4.2%
5930 · Repairs & Maint - Other	12,537.88			
Total 5930 · Repairs & Maint	14,051.38	18,506.00	(4,454.62)	75.9%
5940 · Maintenance Contracts				
5943 · Trash Removal	563.09	550.00	13.09	102.4%
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	1,903.09	2,250.00	(346.91)	84.6%
5970 · Supplies				
5972 · Custodial	1,048.50	550.00	498.50	190.6%
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 - Jun...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
Total 5970 · Supplies	2,113.62	2,200.00	(86.38)	96.1%
Total 5900 · BUILDINGS & GROUNDS	24,453.96	31,206.00	(6,752.04)	78.4%
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	2,268.50	3,000.00	(731.50)	75.6%
6400 · ILS Software	33,538.00	33,538.00	0.00	100.0%
Total 6000 · TECH (NETWORK AND I...	39,966.50	40,188.00	(221.50)	99.4%
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	7,245.49	11500.00	(4,254.51)	63.0%
7321 · Graphic Novels	158.68	350.00	(191.32)	45.3%
7330 · Adult Non Fiction	4,460.77	5,000.00	(539.23)	89.2%
7370 · Periodicals	5,037.64	4,000.00	1,037.64	125.9%
7315 · Print Materials - Other	43.94			
Total 7315 · Print Materials	16,946.52	20,850.00	(3,903.48)	81.3%
7380 · AV Materials				
7382 · Audio Books	2,401.43	3,500.00	(1,098.57)	68.6%
7384 · CD Music	246.84	350.00	(103.16)	70.5%
7386 · DVD	4,741.34	4,500.00	241.34	105.4%
Total 7380 · AV Materials	7,389.61	8,350.00	(960.39)	88.5%
7310 · Materials - Other	130.00			
Total 7310 · Materials	24,466.13	29,200.00	(4,733.87)	83.8%
7420 · Programming	2,305.71	1,500.00	805.71	153.7%
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	27,570.97	30,900.00	(3,329.03)	89.2%

	<u>Jul '22 - Jun...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
7500 · YOUTH SERVICES				
7510 · Materials				
7515 · Print Materials				
7520 · E	931.43	1,800.00	(868.57)	51.7%
7530 · J Fiction	1,247.11	1,100.00	147.11	113.4%
7540 · J Non-Fiction	944.96	600.00	344.96	157.5%
7550 · YA	907.79	1,250.00	(342.21)	72.6%
7560 · Realia(Non-Book)	0.00	300.00	(300.00)	0.0%
Total 7515 · Print Materials	<u>4,031.29</u>	<u>5,050.00</u>	<u>(1,018.71)</u>	<u>79.8%</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	1,018.17	1,000.00	18.17	101.8%
Total 7580 · AV Materials	<u>1,018.17</u>	<u>1,400.00</u>	<u>(381.83)</u>	<u>72.7%</u>
Total 7510 · Materials	<u>5,049.46</u>	<u>6,450.00</u>	<u>(1,400.54)</u>	<u>78.3%</u>
7620 · Programming	<u>4,685.34</u>	<u>2,400.00</u>	<u>2,285.34</u>	<u>195.2%</u>
Total 7500 · YOUTH SERVICES	<u>9,734.80</u>	<u>8,850.00</u>	<u>884.80</u>	<u>110.0%</u>
8100 · TECHNICAL SERVICES				
8155 · Processing Costs	294.07	800.00	(505.93)	36.8%
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>757.88</u>	<u>2,250.00</u>	<u>(1,492.12)</u>	<u>33.7%</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	453.20	500.00	(46.80)	90.6%
8200 · CIRCULATION - Other	0.00	100.00	(100.00)	0.0%
Total 8200 · CIRCULATION	<u>890.78</u>	<u>1,300.00</u>	<u>(409.22)</u>	<u>68.5%</u>
Total Expense	<u>700,193.58</u>	<u>715,630.00</u>	<u>(15,436.42)</u>	<u>97.8%</u>
Net Ordinary Income	<u>27,988.19</u>	<u>0.00</u>	<u>27,988.19</u>	<u>100.0%</u>
Other Income/Expense				
Other Income				
8400 · NON-BUDGETED DONATIONS				
8430 · Underwood-Materials	<u>1,116.05</u>			

	<u>Jul '22 - Jun...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
Total 8400 · NON-BUDGETED DONA...	1,116.05			
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>4,326.05</u>			
Net Other Income	<u>4,326.05</u>			
Net Income	<u>32,314.24</u>	<u>0.00</u>	<u>32,314.24</u>	<u>100.0%</u>

07/03/23

Reconciliation Summary

1014 · Operating Acct, Period Ending 06/30/2023

	<u>Jun 30, 23</u>
Beginning Balance	519,327.72
Cleared Transactions	
Checks and Payments - 80...	(74,734.89)
Deposits and Credits - 5 it...	1,909.90
	<u> </u>
Total Cleared Transactions	(72,824.99)
	<u> </u>
Cleared Balance	446,502.73
	<u> </u>
Uncleared Transactions	
Checks and Payments - 17...	(10,129.71)
Deposits and Credits - 3 it...	109.03
	<u> </u>
Total Uncleared Transactions	(10,020.68)
	<u> </u>
Register Balance as of 06/30/2023	436,482.05
	<u> </u>
Ending Balance	436,482.05

07/03/23

Reconciliation Summary

1000 · Savings account, Period Ending 06/30/2023

	<u>Jun 30, 23</u>
Beginning Balance	126,046.86
Cleared Transactions	
Deposits and Credits - 1 item	<u>2.07</u>
Total Cleared Transactions	<u>2.07</u>
Cleared Balance	<u>126,048.93</u>
Register Balance as of 06/30/2023	126,048.93
Ending Balance	126,048.93

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)