

**AGENDA**  
**PENN YAN PUBLIC LIBRARY**  
**BOARD MEETING**  
**THURSDAY July 18th, 2024 6:30 PM**

**Call to Order**

- Public Comment
- Additional Agenda Items?
- \*Adoption of Agenda
- \*June 20<sup>th</sup> Minutes (Present: Deb Connelly, Steve Darrow, Val Brechko, Kristen Flynn-Comstock, Jan Barrett, Sharon Pinckney, Peter Gamba, Connie Glover, Angela Gonzalez)
- Financial Review
  - \*Payment of bills for June 2024
- Library Director's Report

**Standing Committee Reports**

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

**Old Business**

- EV charger update
- Building update
- Vacation leave policy
- \* Social Media Policy

**New Business**

- \* Remove Peter Gamba from check signer list for Community Bank and LNB
- \* Add another signer
  
- \*Annual Organizational Meeting Resolutions:
  - Wording:*
  - PYPL Board of Trustees resolve the following for the 2024-2025 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

- 2024-2025 Committee Assignments
  - Finance
  - Personnel
  - Policy (Code of Conduct, Bylaws)
  - Building
  - Nominating

**\*Adjourn**

Items with \* require Board action. Enclosures: June 18<sup>th</sup> minutes, 2024 minutes, Budget and Balance sheets, Director's Report, Circulation Stats, Children's and Adult services reports, proposed updated Social Media Policy and vacation leave policy.

MINUTES  
PENN YAN PUBLIC LIBRARY  
BOARD MEETING  
THURSDAY June 20<sup>th</sup>, 2024

*Present:* Deb Connelly, Steve Darrow, Val Brechko, Kristen Flynn-Comstock, Jan Barrett, Sharon Pinckney, Peter Gamba, Connie Glover, Angela Gonzalez

*Absent:* Elizabeth Burris-Chase

*Guests:*

**Call to Order**

**1. Public Comment:** none

**2. \*Resolution to approve the following:**

a. Adoption of the June 20<sup>th</sup>, 2024 Agenda as submitted:

Moved: Sharon Pinckney	Seconded: Peter Gamba
Approved: 8 - 0	Abstentions: 0

b. Adoption of the May 16<sup>th</sup>, 2024 minutes as submitted:

Moved: Sharon Pinckney	Seconded: Kristen Flynn-Comstock
Approved: 8 - 0	Abstentions: 0

e. Payment of the bills for May 2024

Moved: Deb Connelly	Seconded: Kristen Flynn-Comstock
Approved: 8 - 0	Abstentions: 0

**3. Library Director's Report:** see attached

**4. Standing Committee Reports:**

- a. Finance Committee: Did not meet.
- b. Policy Review Committee: Social Media Policy was reviewed and is submitted to the board for review.
- c. Building Committee: Did not meet.
- d. Personnel Committee: Committee is recommending an additional week of vacation for employees after 12 years of service.
- e. Nominating Committee: Did not meet.

**5. Old Business:**

- a. EV Charger Updates: The county is submitting a written agreement to the library regarding the EV chargers and further update will follow.

- b. Building update: See director's report for overall update. In addition, Randy is working on obtaining quotes for lights and the outside automatic door is not consistently working.

**6. New Business:**

- a. Social Media Policy: Submitted to staff for review to be approved next month.
- b. Resolution to appoint Andy Robak for a one year term to replace Deb Connelly effective July 1, 2024:

Moved: Jan Barrett  
Approved: 8 - 0

Seconded: Sharon Pinckney  
Abstentions: 0

- c. Collections on youth cardholder accounts: Staff is recommending that youth card holders do not have collections on their accounts. Further discussion will take place.

**7. \*Adjourn:**

Moved: Deb Connelly  
Approved: 8 - 0

Seconded: Sharon Pinkney  
Abstentions: 0

- Items with \* require Board action. Enclosures: May 16<sup>th</sup>, 2024 Minutes, Budget and Balance Sheets, Director's Report, Circulation Stats, Children and Adult Services Reports, proposed updated Social Media Policy

## **PYPL Executive Director's Report 7-18-24**

### **Professional Development and Meetings:**

7/15 STLS Central Library Committee meeting

7/17 NYS Comptroller training-Capital Projects

### **Happenings:**

- I am working on the NYS Library Construction Grant documents.
- I presented to the STLS construction grant committee on June 26<sup>th</sup> in Almond.
- I will be at the PYPL stand at the Yates County fair 7/10-7/12.
- We had the village building inspection on June 10<sup>th</sup>.
- I will be starting on gathering documents for the Annual Audit, NYS Annual Financial Report and the 990.
- We have some unhoused folks sleeping on the PYPL grounds. We are working with the Village Police to address it.





**Penn Yan Public Library  
Monthly Youth Services Report to Board**

*JUNE 2024 IN REVIEW*

June wound down with lots of school tours, some visits from a therapy dog to help with any finals-week jitters, and a very fun Toddler Dance Party out on the front lawn. Our summer learning encouragement program kicked off on June 29 with a rainy-day version of Books & Bikes Fest. With the help of our wonderful volunteers, we were able to move everything indoors, and over one hundred people attended, with sixty-six youth signing up to earn free books by tracking their reading this summer.

As of June 21, between the two of us, Melissa and I had provided early literacy programming (programs for youth under age 5, with a caregiver) for 1001 people since January 1.

*MEETINGS/TRAININGS ATTENDED*

-I presented on "Adventures in Teen Programming" during the STLS Spring CE conference

*JUNE 2024 PROGRAMS*

In-person programs: 29

Attendance at in-person programs: 524

*NOTES*

Summer programs kick off in full on July 8, with free lunch every weekday, maker programs for all ages, weekly take-home kits and scavenger hunts, and programs by outside agencies like 4-H, Safe Harbors of the Finger Lakes, and Penn Yan Community Health.

*Submitted July 2, 2024 by Sarah Crevelling, Youth Services Librarian*



## **12.1 Definition of Social Media**

“Social media” is a term describing Internet-based tools for information sharing.

Social media platforms, including mass email communication services, play an important and active role in library communications. Designated library staff are responsible for posting information to all library subscribed social media sites. Staff will adhere to the board approved Social Media Policy when sharing information or images. Staff in consultation with the Library Director manage overall social media content. The library will not answer questions pertaining to Library Board matters through social media. These questions should be directed to the Library Board during Public Comment at a regular meeting.

## **12.2 Social Media Interactions on behalf of Penn Yan Public Library**

Library employees will conduct themselves according to the following guidelines when using social media on behalf of Penn Yan Public Library:

- Identify themselves by name as Library personnel, when appropriate
- Not represent postings as official Library opinion or policy, unless this has been clearly approved by the Library Director
- Not conduct political activities or personal business.
- (See Section 3.1 Confidentiality)
- Make every effort to keep interactions factual and accurate
- Strive for transparency and openness in interactions
- Be honest about relationships, opinions, and identity
- Observe and abide by all copyright, trademark, and service mark restrictions in posting materials to social media
- Notify the Executive Director when intending to create a new social networking site or service to conduct Library business
- Will not use social media for personal purposes during scheduled work time.

## **12.3 Use of Social Media by Library Staff**

Employees who contribute to Library social media accounts shall present content in a professional manner, check facts, cite sources, avoid copyright infringement, acknowledge and correct errors, and check grammar and spelling before posting. Employees shall not discuss confidential, work-related matters through social media.

Content that is posted on Library-sponsored social media sites is subject to the Freedom of Information Act and records retention requirements.

Library staff are public employees and cautioned that content shared pursuant to official duties is not protected speech under the First Amendment and may form the basis for discipline if deemed a violation of Library policy or procedure. Employees shall keep in mind the following best practices.

The Library is not responsible or liable for the content of postings by third parties on any Library sponsored social media site, and postings do not reflect the opinions or positions of the Penn Yan Public Library, its employees, or Board of Trustees.

The Library staff and Board of Trustees strive to foster a positive, creative and healthy social media experience. Anyone who interacts with social media formats in contrast to this belief will be blocked from use. Content containing the following will be removed:

- Copyrighted or trademarked material.
- Off topic comments
- Commercial material/spam
- Duplicated posts from the same individual
- Advertising or sale of merchandise or services; or charitable solicitations or political messages.
- Obscenities
- Slanderous, libelous, threatening or defamatory statements.
- Inappropriate/obscene/off-topic posts, images, or comments.
- Posts containing specific and imminent threats will be reported to the authorities and removed.
- Content not related to STLS' mission, programs, events, resources, or materials.

PYPL Director Proposed for Personnel Committee for 7-18-24.

### 4.3 Annual Vacation

#### 4.3.1 Vacation Time Accrual

All employees accrue vacation time. Vacation time accrual runs in concurrence with the anniversary date on which an employee was hired. Vacation time accrual is pro-rated to the number of hours the employee usually works. (See section 3.2.)

#### 4.3.2 Vacation Time Schedule

All full-time and regular part-time employees	Vacation Weeks
6 months after hire date	1 (37.5 hrs.)
1 year after hire date	2
3 years after hire date	3
8 years after hire date	4
12 years after hire date	5

#### 4.3.3 Executive Director Vacation

The Executive Director's vacation is determined by the Board.

#### 4.3.4 Part-time Staff Vacation

Part-time staff may accrue one hour paid vacation for every 50 hours worked within a given anniversary year.

#### 4.3.5 Using Vacation Time

Employees may use vacation time in one hour, quarter day, half day or full day increments. **If an employee chooses to take more than 5 vacation days consecutively, the Customer Service Director and Executive Director must be consulted as early as possible to help in assure staff coverage during PYPL open hours.**

#### 4.3.6 Accrued Vacation Time Carry Over

Vacation time should be used within the year following the anniversary date of employment. A total of 75 hours of vacation may be carried over into the next anniversary year.

#### 4.3.7 Accrued Vacation at time at Employment Termination

Accrued vacation time may be taken before termination of employment.

Penn Yan Public Library  
Balance Sheet  
As of June 30, 2024

	Jun 30, 24
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 · Savings account	
1018 · Non designated	6,815.03
1028 · Phase IV Money	18,163.50
1000 · Savings account - Other	101,095.65
<b>Total 1000 · Savings account</b>	126,074.18
1014 · Operating Acct	441,846.64
<b>Total Checking/Savings</b>	567,920.82
<b>Accounts Receivable</b>	
1261 · Accounts Receivable	(1,166.57)
<b>Total Accounts Receivable</b>	(1,166.57)
<b>Other Current Assets</b>	
1220 · Prepaid Expenses	
1250 · Insurance	(5,260.74)
1251 · Workers Comp	(205.69)
<b>Total 1220 · Prepaid Expenses</b>	(5,466.43)
1275 · Cash Held For Friends	13,707.70
1499 · Undeposited Funds	2,800.65
1300 · Investments	
1350 · CDs	11,708.73
<b>Total 1300 · Investments</b>	11,708.73
<b>Total Other Current Assets</b>	22,750.65
<b>Total Current Assets</b>	589,504.90
<b>Fixed Assets</b>	
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)
<b>Total Fixed Assets</b>	874,421.37
<b>TOTAL ASSETS</b>	1,463,926.27
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	

Penn Yan Public Library  
Balance Sheet  
As of June 30, 2024

	Jun 30, 24
<b>Current Liabilities</b>	
Accounts Payable	
2005 · Payables	27,350.00
<b>Total Accounts Payable</b>	<b>27,350.00</b>
<b>Other Current Liabilities</b>	
1260 · Staff Receivables	(0.36)
2042 · New York Paid Family Leave	9,350.00
2045 · Deferred Compensation	717.86
2010 · Accrued Payroll & Employee Ben	32,506.87
2020 · Cash Held for Library (Friends)	13,707.70
2027 · Deferred Tax	(44,540.30)
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	(26,531.21)
2036 · Sales Tax 8%	185.26
2038 · Employee Health Premiums	0.27
2046 · Voluntary Benefits	(1,202.04)
<b>Total Other Current Liabilities</b>	<b>(15,026.42)</b>
<b>Total Current Liabilities</b>	<b>12,323.58</b>
<b>Total Liabilities</b>	<b>12,323.58</b>
<b>Equity</b>	
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
<b>Total 3100 · Restricted Funds</b>	<b>22,337.18</b>
3900 · Retained Earnings	939,269.45
Net Income	19,321.64
<b>Total Equity</b>	<b>1,451,602.69</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,463,926.27</b>

Penn Yan Public Library  
MONTHLY INCOME & EXPENSE  
June 2024

	Jun 24
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4100 · Printing Income	
4150 · Laser Printer	170.82
<b>Total 4100 · Printing Income</b>	<b>170.82</b>
4200 · Village	1,000.00
4400 · Fines	84.95
4500 · Lost/Damaged Books Refund	6.25
4505 · Sale of Extraneous Materials	12.72
4525 · Cafe Receipts	12.96
4540 · Tax Income	58,873.33
4700 · Interest	2.07
4800 · NonDesignated Donations	115.05
<b>Total Income</b>	<b>60,278.15</b>
<b>Expense</b>	
5000 · HUMAN RESOURCES	
5100 · Salaries	
5110 · Library Director II	5,888.82
5115 · Librarian I	9,255.74
5130 · Clerical	18,462.08
<b>Total 5100 · Salaries</b>	<b>33,606.64</b>
5200 · Benefits	
5210 · Medicare/SS	2,559.42
5225 · HRA Contributions	4,155.48
5235 · Voluntary Benefits	(200.34)
5240 · SUTA	179.44
5250 · Workmens Compensation	386.71
<b>Total 5200 · Benefits</b>	<b>7,080.71</b>
5300 · Payroll Costs	240.90
<b>Total 5000 · HUMAN RESOURCES</b>	<b>40,928.25</b>
5400 · ADMINISTRATION	
5415 · Hotspots	491.77
5420 · Promotion	846.99
5451 · Service Contract	100.81
5452 · Toshiba copier	(244.03)
<b>Total 5400 · ADMINISTRATION</b>	<b>1,195.54</b>
5900 · BUILDINGS & GROUNDS	
5910 · Utilities	
5912 · Electric	377.33
5913 · Sewer & Water	101.73
5914 · Gas	33.28
<b>Total 5910 · Utilities</b>	<b>512.34</b>
5940 · Maintenance Contracts	
5943 · Trash Removal	50.67
<b>Total 5940 · Maintenance Contracts</b>	<b>50.67</b>
5970 · Supplies	
5972 · Custodial	357.73
<b>Total 5970 · Supplies</b>	<b>357.73</b>
<b>Total 5900 · BUILDINGS &amp; GROUNDS</b>	<b>920.74</b>
6000 · TECH (NETWORK AND ILS)	

Penn Yan Public Library  
MONTHLY INCOME & EXPENSE  
June 2024

	Jun 24
6300 · Maintenance	1,019.92
<b>Total 6000 · TECH (NETWORK AND ILS)</b>	<b>1,019.92</b>
<b>7300 · ADULT SERVICES</b>	
7310 · Materials	
7315 · Print Materials	
7320 · Adult Fiction	1,027.85
7330 · Adult Non Fiction	529.00
7370 · Periodicals	601.08
<b>Total 7315 · Print Materials</b>	<b>2,157.93</b>
7380 · AV Materials	
7382 · Audio Books	327.92
7386 · DVD	222.36
<b>Total 7380 · AV Materials</b>	<b>550.28</b>
<b>Total 7310 · Materials</b>	<b>2,708.21</b>
7420 · Programming	104.37
<b>Total 7300 · ADULT SERVICES</b>	<b>2,812.58</b>
<b>7500 · YOUTH SERVICES</b>	
7510 · Materials	
7515 · Print Materials	
7520 · E	59.03
7530 · J Fiction	115.47
7540 · J Non-Fiction	33.01
7550 · YA	40.68
<b>Total 7515 · Print Materials</b>	<b>248.19</b>
7580 · AV Materials	
7588 · Video Games	139.97
<b>Total 7580 · AV Materials</b>	<b>139.97</b>
<b>Total 7510 · Materials</b>	<b>388.16</b>
7620 · Programming	71.40
<b>Total 7500 · YOUTH SERVICES</b>	<b>459.56</b>
<b>8100 · TECHNICAL SERVICES</b>	
8155 · Processing Costs	60.20
8161 · Tech Supplies	
8163 · AV	35.95
<b>Total 8161 · Tech Supplies</b>	<b>35.95</b>
<b>Total 8100 · TECHNICAL SERVICES</b>	<b>96.15</b>
<b>8200 · CIRCULATION</b>	
8295 · Unique Management	20.60
<b>Total 8200 · CIRCULATION</b>	<b>20.60</b>
<b>Total Expense</b>	<b>47,453.34</b>
<b>Net Ordinary Income</b>	<b>12,824.81</b>
<b>Net Income</b>	<b>12,824.81</b>

# Profit & Loss Budget vs. Actual

07/13/24

Accrual Basis

2023-2024 Budget v actual

	Jul '23 - Jun ...	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>4100 · Printing Income</b>				
4150 · Laser Printer	1,500.11	500.00	1,000.11	300.0%
4160 · Other Copies	4.63	1,000.00	(995.37)	0.5%
<b>Total 4100 · Printing Income</b>	1,504.74	1,500.00	4.74	100.3%
<b>4200 · Village</b>	1,000.00	1,000.00	0.00	100.0%
<b>4400 · Fines</b>	570.83			
<b>4500 · Lost/Damaged Books Refund</b>	490.30			
<b>4505 · Sale of Extraneous Materials</b>	309.92			
<b>4525 · Cafe Receipts</b>	183.32	600.00	(416.68)	30.6%
<b>4540 · Tax Income</b>	706,479.96	717,902.00	(11,422.04)	98.4%
<b>4550 · Miscellaneous</b>	5,968.45			
<b>4560 · Program Income</b>	527.39			
<b>4600 · LLSA</b>	4,502.00	4,000.00	502.00	112.6%
<b>4700 · Interest</b>	25.25	150.00	(124.75)	16.8%
<b>4800 · NonDesignated Donations</b>	7,965.60	3,000.00	4,965.60	265.5%
<b>Total Income</b>	729,527.76	728,152.00	1,375.76	100.2%
<b>Expense</b>				
<b>5000 · HUMAN RESOURCES</b>				
<b>5100 · Salaries</b>				
5110 · Library Director II	78,354.66	0.00	78,354.66	100.0%
5115 · Librarian I	123,924.65	0.00	123,924.65	100.0%
5130 · Clerical	251,789.17	0.00	251,789.17	100.0%
5135 · Building Staff	0.00	0.00	0.00	0.0%
5100 · Salaries - Other	0.00	454,315.00	(454,315.00)	0.0%
<b>Total 5100 · Salaries</b>	454,068.48	454,315.00	(246.52)	99.9%
<b>5200 · Benefits</b>				
5210 · Medicare/SS	34,587.27	31,000.00	3,587.27	111.6%
5225 · HRA Contributions	31,386.78	48,240.00	(16,853.22)	65.1%
5230 · Disability	2,225.49	2,700.00	(474.51)	82.4%
5235 · Voluntary Benefits	(2,003.40)			
5240 · SUTA	3,515.12	3,500.00	15.12	100.4%
5250 · Workmens Compensation	10,392.27	4,500.00	5,892.27	230.9%
5255 · Employee Assistance Plan	500.00	500.00	0.00	100.0%
5260 · Retirement	0.00	40,000.00	(40,000.00)	0.0%
5200 · Benefits - Other	901.53			
<b>Total 5200 · Benefits</b>	81,505.06	130,440.00	(48,934.94)	62.5%
<b>5300 · Payroll Costs</b>	3,292.57	0.00	3,292.57	100.0%
<b>Total 5000 · HUMAN RESOURCES</b>	538,866.11	584,755.00	(45,888.89)	92.2%
<b>5400 · ADMINISTRATION</b>				
5415 · Hotspots	5,518.22	5,000.00	518.22	110.4%
5420 · Promotion	1,696.92	500.00	1,196.92	339.4%
5422 · Annual Campaign Expense	0.00	0.00	0.00	0.0%
5425 · Internet Service	1,800.00	1,800.00	0.00	100.0%



	Jul '23 - Jun ...	Budget	\$ Over Budget	% of Budget
5430 · Telephone System	577.41	2,300.00	(1,722.59)	25.1%
5435 · Insurance	9,666.44	8,300.00	1,366.44	116.5%
5440 · Accounting				
5442 · Review/Audit	7,405.00	5,900.00	1,505.00	125.5%
5444 · Supplies	377.19	150.00	227.19	251.5%
<b>Total 5440 · Accounting</b>	<b>7,782.19</b>	<b>6,050.00</b>	<b>1,732.19</b>	<b>128.6%</b>
5450 · Equipment	2,946.36	500.00	2,446.36	589.3%
5451 · Service Contract	1,478.52	0.00	1,478.52	100.0%
5452 · Toshiba copier	192.33	1,000.00	(807.67)	19.2%
5460 · Office Supplies				
5461 · Staff Room	45.01	200.00	(154.99)	22.5%
5462 · White Paper	252.74	250.00	2.74	101.1%
5463 · Other	482.01	500.00	(17.99)	96.4%
<b>Total 5460 · Office Supplies</b>	<b>779.76</b>	<b>950.00</b>	<b>(170.24)</b>	<b>82.1%</b>
5470 · Training/Travel	1,102.44	1,500.00	(397.56)	73.5%
5475 · Legal	0.00	800.00	(800.00)	0.0%
5480 · Dues	762.00	1,000.00	(238.00)	76.2%
5485 · Postage	287.52	300.00	(12.48)	95.8%
5486 · Vote Expense	2,272.06	1,500.00	772.06	151.5%
5490 · Misc	255.05			
<b>Total 5400 · ADMINISTRATION</b>	<b>37,117.22</b>	<b>31,500.00</b>	<b>5,617.22</b>	<b>117.8%</b>
5900 · BUILDINGS & GROUNDS				
5910 · Utilities				
5912 · Electric	5,456.72	6,500.00	(1,043.28)	83.9%
5913 · Sewer & Water	1,850.02	800.00	1,050.02	231.3%
5914 · Gas	383.24	1,500.00	(1,116.76)	25.5%
<b>Total 5910 · Utilities</b>	<b>7,689.98</b>	<b>8,800.00</b>	<b>(1,110.02)</b>	<b>87.4%</b>
5920 · New Equipmnt	5,682.00	300.00	5,382.00	1,894.0%
5930 · Repairs & Maint				
5932 · Equipment	267.61	1,300.00	(1,032.39)	20.6%
5934 · Blding & Ground	3,081.46	9,760.00	(6,678.54)	31.6%
5930 · Repairs & Maint - Other	1,753.99			
<b>Total 5930 · Repairs &amp; Maint</b>	<b>5,103.06</b>	<b>11,060.00</b>	<b>(5,956.94)</b>	<b>46.1%</b>
5940 · Maintenance Contracts				
5943 · Trash Removal	583.75	550.00	33.75	106.1%
5945 · Fire Protection	474.00	900.00	(426.00)	52.7%
5946 · Snow Plowing	875.00	1,000.00	(125.00)	87.5%
5940 · Maintenance Contracts - ...	1,714.00			
<b>Total 5940 · Maintenance Contracts</b>	<b>3,646.75</b>	<b>2,450.00</b>	<b>1,196.75</b>	<b>148.8%</b>
5970 · Supplies				
5972 · Custodial	1,783.22	800.00	983.22	222.9%
5974 · Building	785.19	650.00	135.19	120.8%
5976 · building depreciation	0.00	1,000.00	(1,000.00)	0.0%

	<u>Jul '23 - Jun ...</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
5970 · Supplies - Other	836.97			
<b>Total 5970 · Supplies</b>	<u>3,405.38</u>	<u>2,450.00</u>	<u>955.38</u>	<u>139.0%</u>
<b>Total 5900 · BUILDINGS &amp; GROUNDS</b>	<u>25,527.17</u>	<u>25,060.00</u>	<u>467.17</u>	<u>101.9%</u>
<b>6000 · TECH (NETWORK AND ILS)</b>				
6100 · New Hardware	105.39	3,000.00	(2,894.61)	3.5%
6150 · Parts for Repair & Maint	0.00	300.00	(300.00)	0.0%
6200 · New Software	63.59	500.00	(436.41)	12.7%
6300 · Maintenance	3,260.92	3,000.00	260.92	108.7%
6400 · ILS Software	35,287.00	35,287.00	0.00	100.0%
<b>Total 6000 · TECH (NETWORK AND I...</b>	<u>38,716.90</u>	<u>42,087.00</u>	<u>(3,370.10)</u>	<u>92.0%</u>
<b>7100 · REFERENCE</b>				
7110 · Materials				
7120 · Reference Books	60.00	500.00	(440.00)	12.0%
<b>Total 7110 · Materials</b>	<u>60.00</u>	<u>500.00</u>	<u>(440.00)</u>	<u>12.0%</u>
<b>Total 7100 · REFERENCE</b>	<u>60.00</u>	<u>500.00</u>	<u>(440.00)</u>	<u>12.0%</u>
<b>7300 · ADULT SERVICES</b>				
7310 · Materials				
7315 · Print Materials				
7320 · Adult Fiction	7,019.53	11500.00	(4,480.47)	61.0%
7321 · Graphic Novels	89.79	350.00	(260.21)	25.7%
7330 · Adult Non Fiction	4,165.12	5,000.00	(834.88)	83.3%
7370 · Periodicals	4,128.30	4,000.00	128.30	103.2%
<b>Total 7315 · Print Materials</b>	<u>15,402.74</u>	<u>20,850.00</u>	<u>(5,447.26)</u>	<u>73.9%</u>
7380 · AV Materials				
7382 · Audio Books	2,650.88	3,500.00	(849.12)	75.7%
7384 · CD Music	70.89	200.00	(129.11)	35.4%
7386 · DVD	3,422.90	4,000.00	(577.10)	85.6%
<b>Total 7380 · AV Materials</b>	<u>6,144.67</u>	<u>7,700.00</u>	<u>(1,555.33)</u>	<u>79.8%</u>
7310 · Materials - Other	140.00			
<b>Total 7310 · Materials</b>	<u>21,687.41</u>	<u>28,550.00</u>	<u>(6,862.59)</u>	<u>76.0%</u>
7420 · Programming	3,094.61	1,500.00	1,594.61	206.3%
7450 · Equipment				
7451 · Laser Printer	414.02			
7452 · Other Equipment	32.98	200.00	(167.02)	16.5%
7450 · Equipment - Other	(86.88)			
<b>Total 7450 · Equipment</b>	<u>360.12</u>	<u>200.00</u>	<u>160.12</u>	<u>180.1%</u>
7454 · Cafe Supplies	346.36	950.00	(603.64)	36.5%
<b>Total 7300 · ADULT SERVICES</b>	<u>25,488.50</u>	<u>31,200.00</u>	<u>(5,711.50)</u>	<u>81.7%</u>

	<u>Jul '23 - Jun ...</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>7500 · YOUTH SERVICES</b>				
<b>7510 · Materials</b>				
<b>7515 · Print Materials</b>				
<b>7520 · E</b>	898.46	1,800.00	(901.54)	49.9%
<b>7530 · J Fiction</b>	1,465.94	1,500.00	(34.06)	97.7%
<b>7540 · J Non-Fiction</b>	800.10	750.00	50.10	106.7%
<b>7550 · YA</b>	787.01	1,250.00	(462.99)	63.0%
<b>7560 · Realia(Non-Book)</b>	205.91	300.00	(94.09)	68.6%
<b>Total 7515 · Print Materials</b>	<u>4,157.42</u>	<u>5,600.00</u>	<u>(1,442.58)</u>	<u>74.2%</u>
<b>7580 · AV Materials</b>				
<b>7582 · Audiobooks</b>	70.87	200.00	(129.13)	35.4%
<b>7584 · Music CD</b>	0.00	100.00	(100.00)	0.0%
<b>7588 · Video Games</b>	937.56	1,200.00	(262.44)	78.1%
<b>Total 7580 · AV Materials</b>	<u>1,008.43</u>	<u>1,500.00</u>	<u>(491.57)</u>	<u>67.2%</u>
<b>Total 7510 · Materials</b>	<u>5,165.85</u>	<u>7,100.00</u>	<u>(1,934.15)</u>	<u>72.8%</u>
<b>7620 · Programming</b>	<u>4,285.53</u>	<u>2,400.00</u>	<u>1,885.53</u>	<u>178.6%</u>
<b>Total 7500 · YOUTH SERVICES</b>	<u>9,451.38</u>	<u>9,500.00</u>	<u>(48.62)</u>	<u>99.5%</u>
<b>8100 · TECHNICAL SERVICES</b>				
<b>8155 · Processing Costs</b>	530.45	800.00	(269.55)	66.3%
<b>8161 · Tech Supplies</b>				
<b>8162 · Repair</b>	189.14	25.00	164.14	756.6%
<b>8163 · AV</b>	293.48	575.00	(281.52)	51.0%
<b>8165 · Disc Cleaner</b>	183.99	100.00	83.99	184.0%
<b>8167 · Misc</b>	548.05	750.00	(201.95)	73.1%
<b>8161 · Tech Supplies - Other</b>	200.71			
<b>Total 8161 · Tech Supplies</b>	<u>1,415.37</u>	<u>1,450.00</u>	<u>(34.63)</u>	<u>97.6%</u>
<b>Total 8100 · TECHNICAL SERVICES</b>	<u>1,945.82</u>	<u>2,250.00</u>	<u>(304.18)</u>	<u>86.5%</u>
<b>8200 · CIRCULATION</b>				
<b>8250 · Equipment</b>	0.00	200.00	(200.00)	0.0%
<b>8260 · Patron Cards</b>	0.00	200.00	(200.00)	0.0%
<b>8275 · Postage for Overdues</b>	128.20	300.00	(171.80)	42.7%
<b>8280 · Mailing Supplies</b>	0.00	100.00	(100.00)	0.0%
<b>8295 · Unique Management</b>	545.90	500.00	45.90	109.2%
<b>8200 · CIRCULATION - Other</b>	19.99			
<b>Total 8200 · CIRCULATION</b>	<u>694.09</u>	<u>1,300.00</u>	<u>(605.91)</u>	<u>53.4%</u>
<b>Total Expense</b>	<u>677,867.19</u>	<u>728,152.00</u>	<u>(50,284.81)</u>	<u>93.1%</u>
<b>Net Ordinary Income</b>	51,660.57	0.00	51,660.57	100.0%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
<b>8400 · NON-BUDGETED DONATIONS</b>				
<b>8405 · MISC/Donations-Materials</b>	(166.20)			

	<u>Jul '23 - Jun ...</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
8415 · Friends - Materials/Equipme...	(153.45)			
8425 · Hobart/Watkins/Reiner	(167.27)			
8430 · Underwood-Materials	(1,350.71)			
Total 8400 · NON-BUDGETED DONA...	(1,837.63)			
Total Other Income	(1,837.63)			
Other Expense				
9126 · Building Project expenses	30,501.30			
Total Other Expense	30,501.30			
Net Other Income	(32,338.93)			
Net Income	<u>19,321.64</u>	<u>0.00</u>	<u>19,321.64</u>	<u>100.0%</u>

07/13/24

# Reconciliation Summary

1000 · Savings account, Period Ending 06/30/2024

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	<u>Jun 30, 24</u>
<b>Beginning Balance</b>	126,072.11
<b>Cleared Transactions</b>	
<b>Deposits and Credits - 1 item</b>	<u>2.07</u>
<b>Total Cleared Transactions</b>	<u>2.07</u>
<b>Cleared Balance</b>	<b><u>126,074.18</u></b>
<b>Register Balance as of 06/30/2024</b>	126,074.18
<b>Ending Balance</b>	126,074.18

07/13/24

# Reconciliation Summary

1014 · Operating Acct, Period Ending 06/30/2024

	<u>Jun 30, 24</u>
<b>Beginning Balance</b>	262,362.96
<b>Cleared Transactions</b>	
Checks and Payments - 59...	(46,878.51)
Deposits and Credits - 5 it...	237,482.52
<b>Total Cleared Transactions</b>	<u>190,604.01</u>
<b>Cleared Balance</b>	<b><u>452,966.97</u></b>
<b>Uncleared Transactions</b>	
Checks and Payments - 21...	(11,229.36)
Deposits and Credits - 3 it...	109.03
<b>Total Uncleared Transactions</b>	<u>(11,120.33)</u>
<b>Register Balance as of 06/30/2024</b>	<b><u>441,846.64</u></b>
<b>New Transactions</b>	
Checks and Payments - 23...	(21,227.86)
Deposits and Credits - 1 it...	103.60
<b>Total New Transactions</b>	<u>(21,124.26)</u>
<b>Ending Balance</b>	<b><u>420,722.38</u></b>