
PRESENT
Jeff Nutting
Chris Mirrione
Liz King
Suzanne Stockman
Dave Giambattista

OTHERS
Carl Gouveia
Lauren Hinett
Erica Rolland

The meeting was called to order at 6:30 p.m. by Suzanne Stockman, President.

30 MINUTE PUBLIC COMMENT PERIOD
There were no members of the public present for this meeting.

REVIEW OF AGENDA
There were no recusals or changes to the agenda.

PREVIOUS MINUTES
A motion was made by Liz King and seconded by Chris Mirrione to approve the minutes from the June 2022 Board meeting.
Motion carried unanimously.

TREASURER’S REPORT
A motion was made by Chris Mirrione and seconded by Jeff Nutting to accept the Treasurer’s Report for May 2022.
Motion carried unanimously.

Mrs. Stockman inquired about “DUE FROM OTHER FUNDS ($26,665.61)”. Mr. Mirrione explained that it refers to funds owed but that have not hit our expenses yet.

BOARD BUSINESS
Mr. Mirrione signed his Oath of Office on July 12, 2022.

A motion was made by Chris Mirrione and seconded by Jeff Nutting to appoint Dave Giambattista as President of the Board of Trustees.
Motion carried unanimously.

A motion was made by Liz King and seconded by Dave Giambattista to appoint Chris Mirrione as Vice President of the Board of Trustees.
Motion carried unanimously.

A motion was made by Jeff Nutting and seconded by Liz King to appoint Nixon Peabody LLP as attorneys to the Board.
Motion carried unanimously.
A motion was made by Dave Giambattista and seconded by Liz King to select the Monroe County Post and/or the Democrat and Chronicle as official newspapers. Motion carried unanimously.

A motion was made by Dave Giambattista and seconded by Jeff Nutting to approve Carl Gouveia as Finance Officer. Motion carried unanimously.

A motion was made by Dave Giambattista and seconded by Chris Mirrione to approve Erica Rolland as Clerk to the Board. Motion carried unanimously.

A motion was made by Liz King and seconded by Chris Mirrione to approve Mary Lynch as Custodian of Petty Cash. Motion carried unanimously.

A motion was made by Dave Giambattista and seconded by Jeff Nutting to establish the second Tuesday of each month at 6:30pm as the regular meeting date for the Board. Motion carried unanimously.

A motion was made by Dave Giambattista and seconded by Liz King to approve administrative payment for payroll, rent, utilities, common area maintenance and landlord’s insurance subject to Board review at the next regularly scheduled Board meeting. Motion carried unanimously.

A motion was made by Chris Mirrione and seconded by Jeff Nutting to appoint Fairport Central School District as custodian of funds. Motion carried unanimously.

A motion was made by Jeff Nutting and seconded by Dave Giambattista to approve the Claims Audit Policy. Motion carried unanimously.

A motion was made by Chris Mirrione and seconded by Dave Giambattista to approve the Conflict of Interest Policy. (signed attestations attached) Motion carried unanimously.

A motion was made by Chris Mirrione and seconded by Dave Giambattista to approve the Procurement Policy. Motion carried unanimously.
CLAIMS
A motion was made by Chris Mirrione and seconded by Liz King to approve June Claims as follows:

- Ingram: $ 233.33
- All Other: $ 18,416.46
- Total of all Claims: $ 18,649.79

Motion carried unanimously.

A motion was made by Chris Mirrione and seconded by Jeff Nutting to approve July Claims as follows:

- Ingram: $ 660.37
- All Other: $ 14,052.73
- Grand Total: $ 14,713.10

Motion carried unanimously.

Mr. Mirrione noted that June and July were light months due to materials ordering being paused temporarily near the closing of the fiscal year.

DIRECTOR’S REPORT
Mrs. Stockman asked for clarification on the ceiling leak. Mr. Gouveia explained that the leak was the result of a gap in the seal around a floor drain above our office area. A plumber assessed the situation and resealed the drain. Mall maintenance replaced the ceiling tiles, and our custodians did a thorough cleaning of the affected area. It was a slow drip that did not affect a large area or do significant damage.

Mrs. Stockman asked how the error with the cost share figures from the Monroe County Library System occurred. Mr. Gouveia said that the Monroe County Library System used the census data for the Town of Perinton rather than the Fairport Central School District. Because we are a school district library, our cost shares are derived specifically from the taxpayers in the district, not in the town at large.

Mrs. Stockman commented that the Vet Corner in the Children’s Room is a great idea!

Mrs. Stockman asked for clarification on the tagging issue. Mrs. Hinett explained that the RFID tags we use on our materials are the same as ones used at Irondequoit, but we are each using a different version of the software that reads the tags. When Irondequoit was scanning our materials, the tag data was being scrambled making it necessary to re-link each item upon return to our branch. Mrs. Hinett worked with the software company, Bibliotheca, and staff at Irondequoit to resolve the issue.

Mrs. Stockman asked who was in the new mascot costume for recent events. One of our college pages, Eve, was the mascot for the Summer Reading Kickoff, and our children’s librarian, Annie, was the mascot for the TikTok video posted.

Mr. Mirrione commented that storytime at the Fairport Farmer’s Market is a creative way to engage with the community. Others added that the librarians were eager and excited, and it was a big hit!
Mr. Gouveia closed the director’s report discussion by adding that, overall, June was a good month and July looks to be even busier.

**COMMITTEE REPORTS**

Finance – Mr. Mirrione reported that the committee has not met but is trying to schedule something soon.

Personnel – Mr. Giambattista reported that the committee did not meet this month. It was agreed that one is not needed until September.

Long Range Planning – Mr. Giambattista reported that the committee did not meet, but there was an email 6/20 asking if there were any more updates. Mr. Gouveia will send the current version out to the board. Mr. Giambattista asks that additional changes are requested by the end of the month for approval at the August board meeting. Mrs. Stockman asked that this be included as old business on the August agenda.

Facilities & Services – Mr. Nutting reported that the committee have not met as there is no need yet.

**NEW BUSINESS**

A motion was made by Dave Giambattista and seconded by Chris Mirrione to approve the proposed 2023 Holiday and Close Dates. Motion carried unanimously.

Mr. Gouveia chose to schedule one of the 2 floating holidays as Monday, July 3rd to allow employees 3 days off. The library will also be closed on Friday, December 22nd for Christmas Eve to give employees a 4-day weekend.

Mr. Mirrione asked how the floating holidays worked. Mr. Gouveia explained that each employee is allotted 2 floating holidays a year. They are designed to be used at anytime for any reason by the employee, however, the library can assign one for all employees if it is fitting to do so.

A motion was made by Chris Mirrione and seconded by Jeff Nutting to approve the appointment of new high school pages Alison Profitt, Riley Stoutenburg, Kara Dorland, Morgan Dafoe, Hailey Cook, Paul Besch, and Adam Smith effective June 27, 2022, and Cristina Castillo effective July 5, 2022. Motion carried unanimously.

A motion was made by Liz King and seconded by Dave Giambattista to approve the appointment of Hanna Cutler as Library Clerk/Technical Services Supervisor effective July 25, 2022. Motion carried unanimously.

A motion was made by Dave Giambattista and seconded by Chris Mirrione to accept 10 funds transfers totaling $19,499.46. Motion carried unanimously.
A motion was made by Jeff Nutting and seconded by Chris Mirrione to approve the disposal of surplus items.

PRESIDENT’S COMMENTS  
Mr. Giambattista, as the new board president, asked that trustees let him know about committee assignment preferences by the end of July.

Mr. Giambattista talked about the copy of the thank you note found in each board packet. He attended the recent Friends Annual Meeting at which these thank you notes were presented to the Friends volunteers from the library. They do an incredible job fundraising and supporting library programs. The members are a great group of very nice people who take everything they do very seriously. Their commitment is outstanding. Mr. Giambattista recommends that if you aren’t a member of the Friends of the Fairport Library, you should consider it.

Mrs. Stockman concluded with a thank you to everyone on the board. She added, that although the public may not really know who they are, the board is a hard working group where everyone contributes. She has enjoyed being president this past year.

The next Board Meeting is scheduled for August 16, 2022, at 6:30 in the Community Room.

ADJOURNMENT  
A motion was made by Dave Giambattista and seconded by Jeff Nutting to adjourn at 7:14 p.m.  
Motion carried unanimously.

Erica Rolland, Clerk to the Board

Attachments:  
Oath of Office  
Claims Audit Policy  
Conflict of Interest Policy  
Conflict of Interest Attestations  
Procurement Policy  
Treasurer’s Report  
Claims – June  
Claims - July  
2023 Holiday and Close Dates  
Budget Transfers  
Surplus Items
STATE OF NEW YORK  
COUNTY OF MONROE

I, Christopher Mirrione, residing at 14 Claret Dr, in the Fairport Central School District, Monroe County, New York, do solemnly swear or affirm that I will support the Constitution of the United States and the Constitution of the State of New York, and that I will faithfully discharge the duties of trustee of the Fairport Public Library according to the best of my ability.

The term of office begins July 1, 2022 and the term of office ends June 30, 2027.

Chris Mirrione

Subscribed and sworn to before me  
this 13th day of July, 2022.

SUSAN M. BURKE  
Notary Public

Notary Public, State of New York  
Monroe County, #01946625312  
Commission Expires Nov. 2, 2025

1 Village Landing  |  Fairport, NY  14450  |  P: 585-223-9091  |  F: 585-223-3998
FAIRPORT PUBLIC LIBRARY
Claims Audit Policy and Procedure

The Fairport Central School District (FCSD) will process Fairport Public Library (FPL) claims once a month. The Library’s administrative clerk will prepare the claims to be processed. Prior to the monthly meeting of the Library Board of Trustees, the board representatives of the Finance Committee with review the claims. The claims are taken to the board meeting for full board approval. The following day they are taken to the claims processor at the School District to be paid.
FAIRPORT PUBLIC LIBRARY
Conflicts of Interest Policy

1. "Interest" means a direct or indirect pecuniary or material benefit accruing to a Board member or employee, or his/her relative whether as a result of a contract with the Fairport Public Library or otherwise. For the purpose of this policy, a Library Board member or employee shall be deemed to have an interest in the contract if:

   a. A relative except as to a contract of employment with the Library

   b. A firm, partnership, or association of which such Board member or employee is a member or employee

   c. A corporation of which such Board member or employee is a Board member, director, or employee

   d. A corporation of which more than five percent of the outstanding stock is owned by any such Board member, employee, or his/her relative.

2. "Legislation" means a matter which appears on the agenda of the Library Board of Trustees or on a committee thereof, on which any official action will be taken and shall include proposed or adopted acts, or resolutions.

3. "Board member" or "Employee" means an elected or appointed Board member or employee of the Library whether paid or unpaid.

4. "Relative" means spouse, a child, stepchild, parent, stepparent, brother, sister, stepbrother, stepsister, or legal guardian of any of said persons of a Board member or employee.

5. "Spouse" means the husband or wife of a Board member or employee unless living separate and apart pursuant to:

   a. a judicial order, decree, or judgment of separation, or

   b. a legally binding written agreement of separation in accordance with the Domestic Relations Law.

Standards of Conduct:
Every officer or employee of the Library shall be subject to and abide by the following standards of conduct:

1. Gifts: No Board member or employee shall directly or indirectly solicit or receive any money, whether in the form of cash, check, loan, credit, or any other form in any amount, or solicit any gifts, or accept or receive any individual annual gift, having a value of seventy-five dollars or more, whether in the form of services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could be reasonably inferred that the money or gift was intended to influence or could be reasonably expected to influence him/her in the performance of official duties or was intended as a reward for any official action.
2. **Confidential Information**: No Board member or employee shall disclose confidential information acquired on the course of official duties or use such information to further a personal interest.

3. **Disclosure of Interest in Legislation**: To the extent known, any Board member or employee of the Library who participates in the discussion or gives an official opinion to the Library Board on any legislation before it shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest he/she may have in such legislation.

4. **Disclosure of Interests in Contracts**: To the extent known, any Board member or employee of the Library who has, will have, or subsequently acquires any interest in any contract with the Library shall publicly disclose the nature and extent of such interest in writing to the Library Board as well as to his/her immediate supervisor as soon as he/she has knowledge of such actual or prospective interest.

5. **Investments in Conflict with Official Duties**: No Board member or employee shall invest or hold any investment directly or indirectly in any financial, business, commercial, or other private transaction which creates a conflict.

6. **Private Employment**: No Board member or employee shall engage in, solicit, negotiate for, or promise to accept private employment or render services for private interests when such employment or service creates a conflict with or impairs the proper discharge of his/her duties.

7. **Prohibited Conflicts of Interest**: No Library Board member or employee shall have an interest in any contract between the Library and a corporation or partnership of which he/she is a Board member or employee when such Library Board member or employee has the power to:

   a. negotiate, prepare, authorize, or approve the contract or authorize or approve payment thereunder,

   b. audit bills or claims under the contract,

   c. appoint a Board member or employee who has any of the powers or duties set forth above, and, no chief fiscal Board member, treasurer, or his/her deputy or employee shall have an interest in a bank or trust company designated as a depository, paying agent, registration agent or for investment of funds of the Library of which he/she is an Board member or employee.

   The provisions of this action shall in no event be construed to preclude the payment of lawful compensation and necessary expenses of any Library Board member or employee in one or more positions of public employment, the holding of which is not prohibited by law.

8. **Certain Interests Prohibited**: No Board member or employee of the Library who has an interest in any real property, either individually or as a Board member or employee of a corporation or partnership shall participate in the acquisition or plan for acquisition of said property or any property adjacent to said property by the Library. The term, participation, shall include the promotion of the site as well as the negotiation of the terms of acquisition.
9. No Library Board member or employee shall use or permit the use of property owned or leased to the Library for other than official purposes or for activities not otherwise officially approved.

**Responsibilities:**
It shall be the responsibility of the Director to ensure that: All staff (including the Director), volunteers, and Board of Trustees members are given a copy of this policy to read and to sign the attestation below. The signed attestations will be kept on file.

*Accepted by the Budget Committee on 8/6/2015
Adopted by the Board of Trustees on 8/11/2015*
FAIRPORT PUBLIC LIBRARY
Conflicts of Interest Policy Attestation:

1. The standard of behavior at the Fairport Public Library is that all staff, volunteers, and Board members shall avoid any conflict of interest between the interests of the Library on one hand, and personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as perceptions of conflicts of interest.

2. I understand that the purposes of this policy are:
   a. to protect the integrity of the Library's decision-making process,
   b. to enable our constituencies to have confidence in our integrity, and
   c. to protect the integrity and reputation of volunteers, staff, and Board members.

3. Upon or before election, hiring, or appointment, I will make a full, written disclosure of interests, relationships, and holdings that could potentially result in a conflict of interest. This written disclosure will be kept on file and I will update it as appropriate.

4. In the course of meetings or activities, I will disclose any interests in a transaction or decision where I (including my business or other nonprofit affiliation), my family and/or my significant other, employer, or close associates will receive a benefit or gain. After disclosure, I understand that I will be asked to leave the room for the discussion and will not be permitted to vote on the question.

5. I understand that this policy is meant to be a supplement to good judgment, and I will respect its spirit as well as its wording.

Signed: ____________________________  Date: 7/12/22

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Signed: ____________________________ Date: 7/21/22

Jeff

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Date: 7/13/22

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Signed: [Signature]  Date: 7/18/22

Accepted by the Budget Committee on 8/6/2015
Adopted by the Board of Trustees on 8/11/2015
FAIRPORT PUBLIC LIBRARY
PROCUREMENT POLICY

This resolution sets forth the policies and procedures of the Fairport Public Library to meet the requirements of General Municipal Law, Section 104-b.

PURPOSE
Goods and services which are not required by law to be procured pursuant to competitive bidding must be procured in a manner so as to assure the prudent and economical use of public moneys, in the best interests of the taxpayers, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption. To further these objectives, the Library Board is adopting internal policies and procedures governing all procurements of goods and services which are not required to be made pursuant to the competitive bidding requirements of General Municipal Law, Section 103 or of any other general, special or local law.

PROCEDURES FOR DETERMINING WHETHER PROCUREMENTS ARE SUBJECT TO BIDDING
Every purchase to be made must be initially reviewed to determine whether it is a purchase contract or a public works contract. The Procurement Policy Verification Form will be used to document this review and will be attached to all contracts when presented for signature. Once that determination is made, a good faith effort will be made to determine whether it is known or can reasonably be expected that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past purchases and the aggregate amount to be spent in a year.

The following items are not subject to competitive bidding pursuant to Section 103 of the General Municipal Law:
- purchase contracts under $20,000
- public works contracts under $35,000
- emergency purchases
- certain municipal hospital purchases, goods purchased from agencies for the blind or severely handicapped
- goods purchased from correctional institutions
- purchases under State and County contracts; and surplus and second-hand purchases from another governmental entity.
- purchases that are made by “Piggybacking” or by use of other state or federal contracts. These contracts must be made available for use by other governmental entities, per the Piggybacking exception added to GML 103.

The decision that a purchase is not subject to competitive bidding will be documented in writing by the individual making the purchase. This documentation may include written or verbal quotes from vendors, a memo from the purchaser indicating how the decision was arrived at, a copy of the contract indicating the source which makes the item of service exempt, a memo from the purchaser detailing the circumstances which led to an emergency purchase or any other written documentation that is appropriate.

STATUTORY EXCEPTIONS FROM THESE POLICIES AND PROCEDURES
Except for procurements made pursuant to General Municipal Law, Section 103(3) (through County contracts) or Section 104 (through State contract), Correction Law, Section 186 (articles manufactured in correctional institutions), or the items excepted herein (see below), alternative proposals or quotations for goods and services shall be secured by use of written requests for proposals, written quotations, verbal quotations or any other method of procurement which furthers the purposes of General Municipal Law, Section 104-b.

METHODS OF COMPETITION TO BE USED FOR NON-BID PROCUREMENTS
The methods of procurement to be used are as follows:

<table>
<thead>
<tr>
<th>Estimated Amount of Purchase</th>
<th>Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1000 - $7,499</td>
<td>Documentation of three suppliers prices – written or verbal</td>
</tr>
<tr>
<td>$7,500 - $19,999</td>
<td>3 written, fax, email quotations, or written requests for proposals</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Estimated Amount of Public Works</th>
<th>Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,000 - $2,999</td>
<td>2 oral quotations</td>
</tr>
<tr>
<td>$3,000 - $4,999</td>
<td>2 written fax or email quotations</td>
</tr>
<tr>
<td>$5,000 - $34,999</td>
<td>3 written, fax, email quotations, or written requests for proposals</td>
</tr>
</tbody>
</table>

ADEQUATE DOCUMENTATION
Documentation of actions taken in connection with each such method of procurement is required as follows:

- A good faith effort shall be made to obtain the required number of proposals or quotations. If the Purchaser is unable to obtain the required number of proposals or quotations, the purchaser will document the attempt made at obtaining the proposals. In no event shall the failure to obtain the proposals be a bar to the procurement.

AWARDS TO OTHER THAN LOWEST RESPONSIBLE DOLLAR OFFERER
Documentation and an explanation is required whenever a contract is awarded to other than the lowest responsible offeror. This documentation will include an explanation of how the award will achieve savings or how the offeror was not responsible. A determination that the offeror is not responsible shall be made by the purchaser and may not be challenged under any circumstances.

ITEMS EXCEPTED FROM POLICIES AND PROCEDURES BY BOARD
Pursuant to General Municipal Law Section 140-b(2)(f), the procurement policy may contain circumstances when or types of procurements for which, in the sole discretion of the Library Board, the solicitation of alternative proposals or quotations will not be in the best interest of the Library. In the following circumstances it may not be in the best interest of the Fairport Public Library to solicit quotations or document the basis for not accepting the lowest bid:

a) Professional services or services requiring special or technical skill, training or expertise. The individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, judgment and integrity. These qualifications are not necessarily found in
the individual or company that offers the lowest price and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures.

In determining whether a service fits into this category, the Fairport Public Library Board shall take into consideration the following guidelines:

a. whether the services are subject to State licensing or testing requirements.
b. whether substantial formal education or training is a necessary prerequisite to the performance of the services; and
c. whether the services require a personal relationship between the individual and Library officials.
d. whether the services to be rendered can be more effectively provided by a professional possessing a continuity of representation.

Professional or technical services shall include but not be limited to the following: services of an attorney; services of a physician, technical services of an engineer engaged to prepare plans, maps and estimates; securing insurance coverage and/or services of an insurance broker; services of a certified public accountant; investment management services; printing services involving extensive writing, editing or art work; management of municipality owned property; and computer software or programming services for customized programs, or services for customized programs, or services involved in substantial modification and customizing of pre-packaged software.

Recognizing that seeking competition for professional services and insurance coverage may be an opportunity to generate cost savings for the taxpayers, processes will be used whenever deemed prudent by the Board of Trustees to seek competitive proposals for these services.

a. Competitive bids for insurance coverage, excluding health care, will be solicited periodically.
b. Requests for Proposals (RFPs) or Requests for Qualifications (RFQs) will be issued for professional services whenever the Board of Trustees determines that the process will add value and potentially reduce costs for a particular service.

b) Emergency purchases pursuant to Section 103(4) of the General Municipal Law. Due to the nature of this exception, these goods or services must be purchased immediately and a delay in order to seek alternate proposals may threaten the life, health, safety or welfare of the residents. This section does not preclude alternate proposals if time permits.

c) Purchases of surplus and second-hand goods from any source. If alternative proposals are required, the Fairport Public Library is precluded from purchasing surplus and second-hand goods at auctions or through specific advertised sources where the best prices are usually obtained. It is also difficult to try to compare prices of used goods and a lower price may indicate an older product.

d) Goods or services under $1,000. The time and documentation required to purchase through this policy may be more costly than the item itself and would therefore not be in the best interests of the taxpayer. In addition, it is not likely that such contracts would be awarded based on favoritism.
ANNUAL REVIEW
The Board of Trustees shall annually review these policies and procedures. The Library Director and Library Board Budget Committee shall be responsible for conducting an annual review of the procurement policy and for an evaluation of the internal control structure established to ensure compliance with the procurement policy.

UNINTENTIONAL FAILURE TO COMPLY
The unintentional failure to fully comply with the provisions of General Municipal Law, Section 104-b shall not be grounds to void action taken or give rise to a cause of action against the Fairport Public Library or any officer or employee thereof.

Approved by the Budget Committee 12/2013
Adopted by the Board of Trustees 1/14/2014
Revised by the Board of Trustees 8/12/2014
Revised by the Board of Trustees 7/17/18
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</table>

Subtotal Page 1 | $660.37

Grand Total | $660.37
INVOICE APPROVAL SHEET
FOR
July 12, 2022
BOARD MEETING
(July invoices)

INGRAM: $660.37

ALL OTHER INVOICES: $14,052.73

GRAND TOTAL: $14,713.10

APPROVALS: __________________________

______________________________

______________________________

______________________________
INVOICE APPROVAL SHEET

FOR

July 12, 2022

BOARD MEETING

(June invoices)

INGRAM: $233.33

ALL OTHER INVOICES: $18,416.46

GRAND TOTAL: $18,649.79

APPROVALS: [Signatures]

[Signatures]
Fairport Public Library  
Monthly Treasurer's Report  
For the period from May 1, 2022 to May 31, 2022

Total cash balance as reported at the end of preceding period:  $3,067,942.97

RECEIPTS DURING THE MONTH:

<table>
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<tr>
<th>Source</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Library Charges</td>
<td>1,619.51</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>277.24</td>
</tr>
<tr>
<td>Copies/ Miscellaneou</td>
<td>1,018.32</td>
</tr>
<tr>
<td>Donations</td>
<td>311.52</td>
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<tr>
<td>Interest</td>
<td>23.35</td>
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</table>

Total Receipts: 3,249.94

TOTAL RECEIPTS AND BEGINNING BALANCE: $3,071,192.91

DISBURSEMENTS FOR THE MONTH: $264,089.67

CASH BALANCE* AS SHOWN BY RECORDS: $2,807,103.24

*INCLUDES: Checks $250,691.85, Cash on Hand $50.00, Money Market Savings $2,556,361.39

Total: $2,807,103.24

FUND BALANCE RECONCILIATION:

FUND BALANCE @ 04/30/2022 $2,428,883.05  
DUE FROM OTHER FUNDS ($26,665.61)  
YTD REVENUES 2,760,733.84  
YTD EXPENSE (2,355,848.04)

Total @ 05/31/2022 $2,807,103.24

This is to certify that the above Cash Balance is in agreement with the Bank Statements as reconciled.

Treasurer  
Fairport Central School District
### Holidays and close dates 2023

<table>
<thead>
<tr>
<th>Date</th>
<th>Type</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday, January 1</td>
<td>Close Date</td>
<td>New Year’s Day</td>
</tr>
<tr>
<td>Monday, January 2</td>
<td>Holiday (Observed)</td>
<td>New Year’s Day</td>
</tr>
<tr>
<td>Sunday, April 9</td>
<td>Close Date</td>
<td>Easter Sunday</td>
</tr>
<tr>
<td>Saturday, May 27</td>
<td>Close Date</td>
<td>Saturday before Memorial Day</td>
</tr>
<tr>
<td>Monday, May 29</td>
<td>Holiday</td>
<td>Memorial Day (Monday)</td>
</tr>
<tr>
<td>Saturday, June 3</td>
<td>Close Date</td>
<td>Canal Days (Saturday)</td>
</tr>
<tr>
<td>Monday, July 3</td>
<td>Floating Holiday</td>
<td>Independence Day</td>
</tr>
<tr>
<td>Tuesday, July 4</td>
<td>Holiday</td>
<td>Independence Day</td>
</tr>
<tr>
<td>Saturday, September 2</td>
<td>Close Date</td>
<td>Saturday before Labor Day</td>
</tr>
<tr>
<td>Monday, September 4</td>
<td>Holiday</td>
<td>Labor Day</td>
</tr>
<tr>
<td>Wednesday, November 22</td>
<td></td>
<td>Close at 2 pm on the day before Thanksgiving</td>
</tr>
<tr>
<td>Thursday, November 23</td>
<td>Holiday</td>
<td>Thanksgiving (Thursday)</td>
</tr>
<tr>
<td>Friday, December 22</td>
<td>Holiday (Observed)</td>
<td>Christmas Eve</td>
</tr>
<tr>
<td>Saturday, December 23</td>
<td>Close Date</td>
<td>Christmas Eve</td>
</tr>
<tr>
<td>Sunday, December 24</td>
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<td>Christmas Day</td>
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<td>Monday, December 25</td>
<td>Holiday</td>
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<tr>
<td>Sunday, December 31</td>
<td>Close Date</td>
<td>New Year’s Eve</td>
</tr>
</tbody>
</table>

The dates in black are dates when the library is closed and the staff gets holiday pay. The dates in red are days when the library is closed and staff does not get paid. Also, the library is closed on Sundays from May through September. The dates in blue are days when the library closes early.

For summer holidays, the library will close on any Saturday adjacent to a holiday. This is always the case for Memorial Day and Labor Day.

In addition to the seven assigned holidays, there are two floating holidays. The Library Board assigns one floating holiday when there is a logical place to add it. For 2023, staff will have one floating holiday to use at their discretion.
FAIRPORT PUBLIC LIBRARY

Budget Transfer Request

ACCOUNT CODE

TRANSFER FROM: 7410 412 01 001 (adult audio book)

TRANSFER TO: 7410 419 01 000 (adult DVD)

Amount requested for transfer: $3500.00

LIBRARY DIRECTOR'S SIGNATURE: [Signature] 6/1/02

TRANSFER REQUESTS OVER $10,000 REQUIRE BOARD PRESIDENT'S SIGNATURE

Board President: ___________________________ Date: __________

Date Transfer completed: ___________________________
FAIRPORT PUBLIC LIBRARY
Budget Transfer Request

ACCOUNT CODE

TRANSFER FROM: 7410.4109.01.000 (building contractors)

TRANSFER TO: 7410.4502.01.000 (building maintenance)

Amount requested for transfer: 887.50

LIBRARY DIRECTOR’S SIGNATURE: [Signature] 6/1/22

TRANSFER REQUESTS OVER $10,000 REQUIRE BOARD PRESIDENT’S SIGNATURE

Board President: _______________________________ Date: ____________

Date Transfer completed: _______________________________
FAIRPORT PUBLIC LIBRARY
Budget Transfer Request

ACCOUNT CODE

TRANSFER FROM: 7410.429.01.000  (software)

TRANSFER TO: 7410.420.01.000  (Information Retrieval)

Amount requested for transfer: 38.12

LIBRARY DIRECTOR’S SIGNATURE: ________________________  6/7/2022

TRANSFER REQUESTS OVER $10,000 REQUIRE BOARD PRESIDENT’S SIGNATURE

Board President: ________________________________  Date: __________

Date Transfer completed: ________________________________
FAIRPORT PUBLIC LIBRARY

Budget Transfer Request

ACCOUNT CODE

TRANSFER FROM: 7410 409 01.003 (Adult Books)

TRANSFER TO: 7410 409 01.001 (Standing Order)

Amount requested for transfer: 339.80

LIBRARY DIRECTOR’S SIGNATURE: [Signature] 6/18/02

TRANSFER REQUESTS OVER $10,000 REQUIRE BOARD PRESIDENT’S SIGNATURE

Board President: ___________________________ Date: __________

Date Transfer completed: ___________________________
FAIRPORT PUBLIC LIBRARY
Budget Transfer Request

ACCOUNT CODE

TRANSFER FROM: 7410.409.01.003 (Adult Books)

TRANSFER TO: 7410.409.01.000 (Children)

Amount requested for transfer: $4181.14

LIBRARY DIRECTOR'S SIGNATURE: [Signature] 6/10/32

TRANSFER REQUESTS OVER $10,000 REQUIRE BOARD PRESIDENT'S SIGNATURE

Board President: ____________________________  Date: __________

Date Transfer completed: ____________________________
FAIRPORT PUBLIC LIBRARY
Budget Transfer Request

ACCOUNT CODE

TRANSFER FROM: 7410.413 - 01 - 000 Periodicals

TRANSFER TO: 7410.409 - 01 - 000 Books - Overdrive

Amount requested for transfer: $1,001.67

LIBRARY DIRECTOR'S SIGNATURE: [Signature] 6/23/22

TRANSFER REQUESTS OVER $10,000 REQUIRE BOARD PRESIDENT'S SIGNATURE

Board President: ___________________________ Date: ____________

Date Transfer completed: ___________________________
FAIRPORT PUBLIC LIBRARY
Budget Transfer Request

ACCOUNT CODE

TRANSFER FROM: 7410, 409-01-005 Books, Juvenile

TRANSFER TO: 7410, 409-01-006 Books, Overdrive

Amount requested for transfer: $2,412.10

LIBRARY DIRECTOR’S SIGNATURE: [Signature]

TRANSFER REQUESTS OVER $10,000 REQUIRE BOARD PRESIDENT’S SIGNATURE

Board President: ___________________________ Date: __________

Date Transfer completed: ___________________________
FAIRPORT PUBLIC LIBRARY

Budget Transfer Request

ACCOUNT CODE

TRANSFER FROM: 7410.409-01-003 Books - Adult

TRANSFER TO: 7410.409-01-000 Books - Overdue

Amount requested for transfer: $5720.87

LIBRARY DIRECTOR’S SIGNATURE: [Signature]

TRANSFER REQUESTS OVER $10,000 REQUIRE BOARD PRESIDENT’S SIGNATURE

Board President: ____________________________ Date: ____________

Date Transfer completed: ____________________
FAIRPORT PUBLIC LIBRARY
Budget Transfer Request

ACCOUNT CODE

TRANSFER FROM: 7410.412-01-004 Recordings - YA Books

TRANSFER TO: 7410.409-01-000 Books - Overdrive

Amount requested for transfer: $707.97

LIBRARY DIRECTOR'S SIGNATURE: [Signature]

TRANSFER REQUESTS OVER $10,000 REQUIRE BOARD PRESIDENT'S SIGNATURE

Board President: ________________________________ Date: __________

Date Transfer completed: ____________________________
FAIRPORT PUBLIC LIBRARY
Budget Transfer Request

ACCOUNT CODE

TRANSFER FROM: 7410.412-01-001 Recordings, Audiokpes
TRANSFER TO: 7410.409-01-000 Books, Overall

Amount requested for transfer: $652.23

LIBRARY DIRECTOR'S SIGNATURE: [Signature]

TRANSFER REQUESTS OVER $10,000 REQUIRE BOARD PRESIDENT’S SIGNATURE

Board President: _______________________________ Date: ____________

Date Transfer completed: ____________________________
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