
PRESENT      ABSENT       GUEST       OTHERS
Suzanne Stockman  Dave Giambattista  Jackie Slifkin   Carl Gouveia
Chris Mirrione    (excused)       (remote)         Erica Rolland
Liz King          Liz King         Liz King

The meeting was called to order at 6:35 p.m. by Chris Mirrione, Vice President.

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

REVIEW OF AGENDA
There were no recusals to the agenda.

PREVIOUS MINUTES
A motion was made by Suzanne Stockman and seconded by Liz King to approve the minutes from the June 2023 Board Meeting.
Motion carried 3-0.

TREASURER’S REPORT
A motion was made by Liz King and seconded by Suzanne Stockman to accept the Treasurer’s Report for May 2023.
Motion carried 3-0.

BOARD BUSINESS
Ms. Slifkin will sign her Oath of Office this month.

A motion was made by Liz King and seconded by Suzanne Stockman to appoint Chris Mirrione as President of the Board of Trustees.
Motion carried 3-0.

A motion was made by Suzanne Stockman and seconded by Liz King to appoint Liz King as Vice President of the Board of Trustees.
Motion carried 3-0.

A motion was made by Liz King and seconded by Suzanne Stockman to appoint Nixon Peabody LLP as attorneys to the Board of Trustees.
Motion carried 3-0.

A motion was made by Suzanne Stockman and seconded by Liz King to select the Monroe County Post and/or the Democrat and Chronicle as official newspapers.
Motion carried 3-0.
A motion was made by Liz King and seconded by Suzanne Stockman to approve Carl Gouveia as Financial Officer. 
Motion carried 3-0.

A motion was made by Suzanne Stockman and seconded by Liz King to approve Erica Rolland as Clerk to the Board. 
Motion carried 3-0.

A motion was made by Liz King and seconded by Suzanne Stockman to approve Mary Lynch as Custodian of Petty Cash. 
Motion carried 3-0.

A motion was made by Suzanne Stockman and seconded by Liz King to establish the second Tuesday of each month at 6:30pm as the regular meeting date for the Board. 
Motion carried 3-0.

A motion was made by Liz King and seconded by Suzanne Stockman 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 3-0.

A motion was made by Suzanne Stockman and seconded by Liz King to appoint Fairport Central School District as custodian of funds. 
Motion carried 3-0.

A motion was made by Liz King and seconded by Suzanne Stockman to approve the Claims Audit Policy subject to the addition of the previous review date of July 2022. 
Motion carried 3-0.

A motion was made by Suzanne Stockman and seconded by Liz King to approve the Conflict of Interest Policy subject to the addition of the previous review date of July 2022. (signed attestations attached) 
Motion carried 3-0.

A motion was made by Liz King and seconded by Suzanne Stockman to approve the Procurement Policy subject to the addition of the previous review date of July 2022. 
Motion carried 3-0.

CLAIMS
A motion was made by Suzanne Stockman and seconded by Liz King to approve June Claims as follows:

   All other invoices:   $ 20,412.29
   Total of all Claims: $ 20,412.29

Motion carried 3-0.
A motion was made by Liz King and seconded by Suzanne Stockman to approve July Claims as follows:

All other invoices: $14,380.79
Total of all Claims: $14,380.79

Motion carried 3-0.

*Utilities were included with invoices for the June board meeting.

DIRECTOR’S REPORT
Mrs. Stockman asked for clarification with regards to the commercial door repair companies mentioned by Mrs. Park in the report. Mrs. Park explained that the atrium ADA doors do not secure properly on a consistent basis, which at times has triggered the alarm. Police are automatically dispatched when the alarm is triggered. Mr. Gouveia noted that after a recent incident, he sprayed the door mechanisms and worked with the door to ensure it was secured. It was further stated that the building is typically closed when the library is not open as an added layer of security.

Mrs. Stockman requested an update on the back room project with the door by the dumpsters. Mrs. Park said she reaches out to contractors, but they continue to not follow through with quotes.

Mr. Mirrione asked if the HVAC control is still an issue. Per Mr. Gouveia, we do now have access to the controls via a laptop in the server room directly connected to the controls. This is a temporary solution. The firewall is not allowing communication between our server and the HVAC controls. It has been challenging getting the IT and HVAC tech to the library at the same time. Mrs. Hinett confirmed they will be here on Wednesday, July 12th. Other than this, the system has been fully restored.

Ms. King asked about the reference to the library possibly closing in the future due to air quality issues. A discussion followed about what air filtration accommodations the library has. When COVID began, the library upgraded systems with additional ventilation and filtration. It is not enough to combat all of the odors etc. During the air quality issues due to Canadian forest fires, it was worse near the main street doors due to the constant foot traffic. This lead to the temporary closure of those doors to limit the smokey air coming in. Ms. King asked if we have considered bringing air purifiers in. Mr. Gouveia noted that has been considered for the back office area to combat odors. Mrs. Park received a quote, but the contractor won’t guarantee removing odors. Another idea is the possibility of putting filters on the HVAC vents.

Mr. Gouveia Highlighted several items from the report:

- The building management replaced the flooring in the garage hallway. We have received many positive comments from patrons about the change.
- We received a generous donation from the Lions Club which allowed us to purchase a large quantity of Playaways.
- We will be receiving another grant from Senator Samra Brouk in the amount of $15,000 that will be used for programming.
- The county supplied us with KN95 masks to distribute to the public in response to the recent air quality issues.
- A young patron raised money for the library selling bottles of library during the Fairport Community Garage Sales.

**COMMITTEE REPORTS**

*Finance* – Mr. Mirrione reported that the committee did not meet.

*Personnel* – Ms. Slifkin reported that the committee did not meet.

*Long Range Planning* – Ms. King reported that the committee did not meet. A progress report will be coming in August.

*Facilities & Services* – Mrs. Stockman reported that the committee did not meet.

**NEW BUSINESS**

A motion was made by Liz King and seconded by Suzanne Stockman to approve the proposed 2024 Holiday and Close dates.

Motion carried 3-0.

A motion was made by Suzanne Stockman and seconded by Liz King to accept the NYS Annual Report for 2022.

Motion carried 3-0.

A motion was made by Liz King and seconded by Suzanne Stockman to approve the appointment of New High School Pages:

- Leila Faber and Chase Mauro effective July 10, 2023.

Motion carried 3-0.

A motion was made by Suzanne Stockman and seconded by Liz King to accept 21 funds transfers totaling $31,952.35.

Motion carried 3-0.

A motion was made by Suzanne Stockman and seconded by Liz King to approve the disposal of surplus items.

Motion carried 3-0.

**PRESIDENT’S COMMENTS**

Mr. Mirrione will be reviewing committees and assigning members.

The next Board Meeting is scheduled for August 8, 2023, at 6:30pm in the Community Room.

**ADJOURNMENT**

A motion was made by Suzanne Stockman and seconded by Liz King to adjourn at 7:15 p.m.

Motion carried 3-0.
Attachments:
Treasurer’s Report
Claims Audit Policy
Conflict of Interest Policy and Attestations
Procurement Policy
Claims
NYS Annual Report
Budget Transfers
Surplus
Fairport Public Library  
Monthly Treasurer's Report  
For the period from May 1, 2023 to May 31, 2023

Total cash balance as reported at the end of preceding period: $2,893,429.73

RECEIPTS DURING THE MONTH:

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<td>Library Charges</td>
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<td>Copies/Miscellaneous</td>
<td>1,416.94</td>
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<tr>
<td>Vendor refunds</td>
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<tr>
<td>Donations</td>
<td>303.81</td>
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<tr>
<td>Interest</td>
<td>4,439.54</td>
</tr>
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</table>

Total Receipts 8,230.42

TOTAL RECEIPTS AND BEGINNING BALANCE: $2,901,660.15

DISBURSEMENTS FOR THE MONTH: $276,806.74

CASH BALANCE* AS SHOWN BY RECORDS: $2,624,853.41

*INCLUDES:  
Checking  $8,785.82  
Cash on Hand $50.00  
Money Market Savings $2,616,017.59

Total  $2,624,853.41

FUND BALANCE RECONCILIATION:

FUND BALANCE @ 04/30/2023  $2,372,380.05  
DUE FROM OTHER FUNDS  ($28,671.53)  
YTD REVENUES  2,743,471.92  
YTD EXPENSE  (2,462,327.03)  

Total @ 05/31/2023  $2,624,853.41

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

Treasurer  
Fairport Central School District
800-02 — Claims Audit

Statement of Purpose
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 will 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.

Adopted: August 11, 2015
Reviewed: July 7, 2017; July 17, 2018; July 16, 2019; July 14, 2020; July 13, 2021
Revised: September 13, 2016
600-03 — Conflict of Interest

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 Board member 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 during 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 an 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 an 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 an 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), 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.

Adopted: August 6, 2015
Reviewed: July 13, 2021
Revised: December 8, 2020
Conflict of Interest Policy Attestation

1. The standard of behavior at the Fairport Public Library is that all staff 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 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:________________________

Adopted: August 6, 2015
Reviewed: September 2020
Revised: December 8, 2020
800-01 — Procurement

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

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:

**Estimated Amount of Purchase**

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<tr>
<th>Contract</th>
<th>Method</th>
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<tr>
<td>$1000 - $7,499</td>
<td>Documentation of three suppliers' prices – written or verbal</td>
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<tr>
<td>$7,500 - $19,999</td>
<td>3 written, fax, email quotations, or written requests for proposals</td>
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<th>Estimated Amount of Public Works</th>
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<tr>
<td>$1,000 - $2,999</td>
<td>2 oral quotations</td>
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<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:

- whether the services are subject to State licensing or testing requirements.
- whether substantial formal education or training is a necessary prerequisite to the performance of the services; and
- whether the services require a personal relationship between the individual and Library officials.
- 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 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 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.

- Competitive bids for insurance coverage, excluding health care, will be solicited periodically.
- 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.

Adopted: January 14, 2014  
Reviewed: August 11, 2020; July 13, 2021  
Revised: August 12, 2014; July 17, 2018
INVOICE APPROVAL SHEET
BOARD MEETING
July 11, 2023
(June Invoices)

ALL OTHER INVOICES: $ 20,412.29

GRAND TOTAL: $20,412.29

APPROVALS:

[Signatures]

[Signatures]

[Signatures]
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<th>Invoice Number</th>
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<th>Board Mtg Date</th>
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$20,412.29
INVOICE APPROVAL SHEET
BOARD MEETING
July 11, 2023

ALL OTHER INVOICES: $14,380.79

GRAND TOTAL: $14,380.79

APPROVALS:

[Signatures]

[Signatures]
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<th>Vendor</th>
<th>Date Submitted</th>
<th>Credit</th>
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<th>Invoice Number</th>
<th>Amount</th>
<th>Board Mtg Date</th>
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<td>Lauren Hinett</td>
<td>7/5/2023</td>
<td>7410-455-01-000</td>
<td>Voucher</td>
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<td>McNaughton</td>
<td>7/5/2023</td>
<td>7410-409-01-003</td>
<td>813479</td>
<td>M204617</td>
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<td>Credit Account</td>
<td>PO Number</td>
<td>Invoice Number</td>
<td>Amount</td>
<td></td>
<td></td>
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<tr>
<td>Susan Delpozzo</td>
<td>7/5/2023</td>
<td>7410-420-01-000</td>
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<td>Technical Systems Group</td>
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<td>Voucher</td>
<td>7/5/23 Travelogue</td>
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<td>813481</td>
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<td></td>
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</table>

**Total:** $14,367
# Fairport Public Library

## Annual Report For Public And Association Libraries - 2022

### 1. GENERAL LIBRARY INFORMATION

Library/Director Information

**Outline of Major Changes**

Please be advised Bibliostat CollectConnect is now using a new interface. If you have accessed or if you believe you may have accessed the old Bibliostat Collect, please click the new link [here](#) and you will be taken to the new interface. Please be sure you exit and close the old Bibliostat Collect before you begin your survey. To avoid loss of data, only one person at a time should be logged into a member library report. Multiple people logged into the same report will cause data to be lost.

Libraries should not have reports from two different years open at the same time.

Report all information in Part 1 as of December 31, 2022, except for questions related to the current library director/manager (questions 1.37 through 1.44).

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Library ID Number</td>
</tr>
<tr>
<td>1.2</td>
<td>Library Name</td>
</tr>
<tr>
<td>1.3</td>
<td>Name Status (State use only)</td>
</tr>
<tr>
<td>1.4</td>
<td>Structure Status (State use only)</td>
</tr>
<tr>
<td>1.5</td>
<td>Community</td>
</tr>
<tr>
<td>1.6</td>
<td>Beginning Fiscal Reporting Year</td>
</tr>
<tr>
<td>1.7</td>
<td>Ending Fiscal Reporting Year</td>
</tr>
<tr>
<td>1.8</td>
<td>Is the library now reporting on a different fiscal year than it reported No on in the previous Annual Report?</td>
</tr>
<tr>
<td>1.9</td>
<td>If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.</td>
</tr>
<tr>
<td>1.10</td>
<td>Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.</td>
</tr>
<tr>
<td>1.11</td>
<td>Beginning Local Fiscal Year</td>
</tr>
<tr>
<td>1.12</td>
<td>Ending Local Fiscal Year</td>
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<td>1.13</td>
<td>Address Status</td>
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<td>1.14</td>
<td>Street Address</td>
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<td>1.15</td>
<td>City</td>
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<tr>
<td>1.16</td>
<td>Zip Code</td>
</tr>
<tr>
<td>1.17</td>
<td>Mailing Address</td>
</tr>
<tr>
<td>1.18</td>
<td>City</td>
</tr>
<tr>
<td>1.19</td>
<td>Zip Code</td>
</tr>
</tbody>
</table>
Telephone Number (enter 10 digits only and hit the Tab key; enter N/A (585) 223-9091 if no telephone number)

Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number) (585) 223-3998

E-Mail Address to Contact the Library (Enter N/A if no e-mail address) carl.gouveia@fairportlibrary.org

Library Home Page URL (Enter N/A if no home page URL) www.fairportlibrary.org

Population Chartered to Serve (per 2020 Census) 41,074

Indicate the type of library as stated in the library's charter (select one): PUBLIC

Indicate the area chartered to serve as stated in the library's charter (select one): School District

During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No. N

Indicate the type of charter the library currently holds (select one): Absolute

Date the library was granted its absolute charter or the date of the provisional charter if the library does not have an absolute charter 01/25/1952

Date the library was last registered 10/01/1925

Federal Employer Identification Number 166000347

County MONROE

School District Fairport

Town/City Perinton

Library System Monroe County Library System

**THESE QUESTIONS ARE FOR NYC LIBRARIES ONLY. PLEASE PROCEED TO THE NEXT QUESTION.**

President/CEO Name

President/CEO Phone Number

President/CEO Email

NOTE: For questions 1.37 through 1.44, report all information for the current library director/manager.

First Name of Library Director/Manager Carl

Last Name of Library Director/Manager Gouveia

NYS Public Librarian Certification Number 23392
1.40 What is the highest education level of the library manager/director? Master's Degree

1.41 If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science? Y

1.42 Do all staff working in the budgeted Librarian (certified) positions reported in 6.4 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note. Y

1.43 E-mail Address of the Director/Manager carl.gouveia@fairportlibrary.org

1.44 Fax Number of the Director/Manager (585) 223-3998

1.45 Does the library charge fees for library cards to people residing outside the system's service area? Y

1.46 Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2022? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.47.

Public Votes/Contracts

Please Note: last year's answers for repeating groups cannot be displayed.

1. Name of municipality or district holding the public vote Fairport Central School District

2. Indicate the type of municipality or district holding the public vote School District

3. Date the vote was held (mm/dd/2022) 05/18/2022

4. Was the vote successful? Y/N Y

5. What type of public vote was it? budget vote (school district public library only)

6a. Most recent prior year approved appropriation from a public vote: $3,053,874

6b. Proposed increase in appropriation as a result of the vote held on the date reported in question number 3: $117,132

6c. Total proposed appropriation (sum of 6a and 6b): $3,171,006
1.47 Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2022) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.48.

Please Note: last year’s answers for repeating groups cannot be displayed.

1. Name of municipality or district holding the public vote N/A
2. Indicate the type of municipality or district holding the public vote N/A
3. Date the last successful vote was held (mm/dd/yyyy) N/A
4. What type of public vote was it? N/A
5. What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote? N/A

1.48 Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one record for each contract. If no, go to question 1.49.

Unusual Circumstances

Please Note: last year’s answers for repeating groups cannot be displayed.

1. Name of contracting municipality or district N/A
2. Is this a written contractual agreement? N/A
3. Population of the geographic area served by this contract N/A
4. Dollar amount of contract N/A
5. Enter the appropriate code for range of services provided (select one): N/A
For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? If yes, please annotate explaining the circumstance(s) and the impact on the library using the Note; if no, please go to Part 2, Library Collection.

2. LIBRARY COLLECTION

Print/Electronic/Other Holdings

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Part 1. Please read general information instructions below before completing this section.

NOTE: This section of the survey (2.1-2.25) collects data on selected types of materials.

It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (questions 12.6, 12.7 and 12.8). Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Count electronic materials at the administrative entity level (main library); do not duplicate numbers at each branch.

PRINT MATERIALS

Cataloged Books

2.1 Adult Fiction Books 30,157
2.2 Adult Non-fiction Books 31,261
2.3 Total Adult Books (Total questions 2.1 & 2.2) 61,418
2.4 Children's Fiction Books 8,296
2.5 Children's Non-fiction Books 7,238
2.6 Total Children's Books (Total questions 2.4 & 2.5) 15,534
2.7 Total Cataloged Books (Total questions 2.3 & 2.6) 76,952

Other Print Materials

2.8 Total Uncataloged Books 992
2.9 Total Print Serials 187
2.10 All Other Print Materials 18,361
2.11 Total Other Print Materials (Total questions 2.8 through 2.10) 19,540
2.12 Total Print Materials (Total questions 2.7 and 2.11) 96,492
### ALL OTHER MATERIALS

#### Electronic Materials

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<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
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<tbody>
<tr>
<td>2.13 Electronic Books</td>
<td>66,541</td>
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<tr>
<td>2.14 Local Electronic Collections</td>
<td>19</td>
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<tr>
<td>2.15 NOVELNT Electronic Collections</td>
<td>15</td>
</tr>
<tr>
<td>2.16 Total Electronic Collections (Total questions 2.14 and 2.15)</td>
<td>34</td>
</tr>
<tr>
<td>2.17 Audio - Downloadable Units</td>
<td>29,947</td>
</tr>
<tr>
<td>2.18 Video - Downloadable Units</td>
<td>1,079</td>
</tr>
<tr>
<td>2.19 Other Electronic Materials (Include items that are not included in the above categories, such as e-serials, electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)</td>
<td>50</td>
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<tr>
<td>2.20 Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)</td>
<td>97,651</td>
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#### Non-Electronic Materials

<table>
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<th>Item</th>
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<tbody>
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<td>2.21 Audio - Physical Units</td>
<td>13,355</td>
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<td>2.22 Video - Physical Units</td>
<td>13,136</td>
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<td>2.23 Other Circulating Physical Items</td>
<td>32</td>
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<td>2.24 Total Other Materials - Non-Electronic (Total questions 2.21 through 2.23)</td>
<td>26,523</td>
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#### Grand Total/Additions to Holdings

<table>
<thead>
<tr>
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<tr>
<td>2.25 GRAND TOTAL HOLDINGS (Total questions 2.12, 2.20 and 2.24)</td>
<td>220,666</td>
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</table>

**ADDITIONS TO HOLDINGS** - Do not subtract withdrawals or discards.

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
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</thead>
<tbody>
<tr>
<td>2.26 Cataloged Books</td>
<td>9,090</td>
</tr>
<tr>
<td>2.27 All Other Print Materials</td>
<td>2,249</td>
</tr>
<tr>
<td>2.28 Electronic Materials</td>
<td>21,370</td>
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<tr>
<td>2.29 All Other Materials</td>
<td>2,625</td>
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<td>2.30 Total Additions (Total questions 2.26 through 2.29)</td>
<td>35,334</td>
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### 3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Visits/Borrowers/Policies/Accessibility
Report all information on questions 3.1 through 3.29 as of the end of the fiscal year reported in Part 1; report information on questions 3.32 through 3.84 for the 2022 calendar year. Please click here to read general instructions before completing this section.

Please report information on LIBRARY USE as of the end of the fiscal year reported in Part 1.

**LIBRARY USE**

3.1 Library visits (total annual attendance) 205,225

3.1a Regarding the number of Library Visits entered, is this an annual count or an annual estimate based on a typical week or weeks? CT - Annual Count

3.2 Registered resident borrowers 27,013

3.3 Registered non-resident borrowers 337

Please report information on WRITTEN POLICIES as of 12/31/22.

**WRITTEN POLICIES** (Answer Y for Yes, N for No)

3.4 Does the library have an open meeting policy? Y

3.5 Does the library have a policy protecting the confidentiality of library records? Y

3.6 Does the library have an Internet use policy? Y

3.7 Does the library have a disaster plan? Y

3.8 Does the library have a board-approved conflict of interest policy? Y

3.9 Does the library have a board-approved whistle blower policy? Y

3.10 Does the library have a board-approved sexual harassment prevention policy? Y

Please report information on ACCESSIBILITY as of 12/31/22.

**ACCESSIBILITY** (Answer Y for Yes, N for No)

3.11 Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)? Y

3.12 Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)? N

3.13 Does the library have large print books? Y

3.14 Does the library have assistive technology for people who are visually impaired or blind? N

3.15 If so, what do you have?

screen reader, such as JAWS, Windoweyes or NVDA No
refreshable Braille commonly referred to as a refreshable Braille display  No
screen magnification software, such as Zoomtext  No
electronic scanning and reading software, such as OpenBook  No

3.16 Is the library registered for services from either the New York State Talking Book and Braille Library (New York State Library, Albany) or the Andrew Heiskell Braille and Talking Book Library (The New York Public Library, New York)?  Y

Library Sponsored Programs/Summer Reading Program

SYNCHRONOUS PROGRAM SESSIONS and ATTENDANCE

Synchronous Program Sessions
A synchronous (live) program session is any planned event which introduces the group attending to library services or which provides information to participants.
Program sessions may cover use of the library, library services, or library tours. Program sessions may also provide cultural, recreational, or educational information.
Examples of these types of program sessions include, but are not limited to, film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.
For specific examples, please refer to the chart in Instructions.

3.17 Number of Synchronous Program Sessions Targeted at Adults Age 19 or Older  547
3.18 Number of Synchronous Program Sessions Targeted at Young Adults Ages 12-18  89
3.19a Number of Synchronous Program Sessions Targeted at Children Ages 0-5  703
3.19b Number of Synchronous Program Sessions Targeted at Children Ages 6-11  114
3.20 Number of Synchronous General Interest Program Sessions  0
3.21 Total Number of Synchronous Program Sessions (Total questions 3.17, 3.18, 3.19a, 3.19b, 3.20)  1,453
3.21a Number of Synchronous In-Person Onsite Program Sessions  1,147
3.21b Number of Synchronous In-Person Offsite Program Sessions  292
3.21c Number of Synchronous Virtual Program Sessions  14
<table>
<thead>
<tr>
<th>Question</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>3.21d</strong> Total number of synchronous programs (3.21a + 3.21b + 3.21c)</td>
<td>1,453</td>
</tr>
<tr>
<td><strong>3.22</strong> One-on-One Program Sessions</td>
<td>148</td>
</tr>
<tr>
<td><strong>3.23</strong> Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library?</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>3.24</strong> Attendance at Synchronous Programs Targeted at Adults Age 19 or Older</td>
<td>7,745</td>
</tr>
<tr>
<td><strong>3.25</strong> Attendance at Synchronous Programs Targeted at Young Adults Ages 12-18</td>
<td>857</td>
</tr>
<tr>
<td><strong>3.26a</strong> Attendance at Synchronous Programs Targeted at Children Ages 0-5</td>
<td>17,375</td>
</tr>
<tr>
<td><strong>3.26b</strong> Attendance at Synchronous Programs Targeted at Children Ages 6-11</td>
<td>6,525</td>
</tr>
<tr>
<td><strong>3.27</strong> Attendance at Synchronous General Interest Programs</td>
<td>0</td>
</tr>
<tr>
<td><strong>3.28</strong> Total Attendance at Synchronous Programs (Total questions 3.24, 3.25, 3.26a, 3.26b, 3.27)</td>
<td>32,502</td>
</tr>
<tr>
<td><strong>3.28a</strong> Synchronous In-Person Onsite Program Attendance</td>
<td>19,307</td>
</tr>
<tr>
<td><strong>3.28b</strong> Synchronous In-Person Offsite Program Attendance</td>
<td>6,125</td>
</tr>
<tr>
<td><strong>3.28c</strong> Synchronous Virtual Program Attendance</td>
<td>7,070</td>
</tr>
<tr>
<td><strong>3.28d</strong> Total synchronous program attendance (3.28a + 3.28b + 3.28c)</td>
<td>32,502</td>
</tr>
<tr>
<td><strong>3.29</strong> One-on-One Program Attendance</td>
<td>148</td>
</tr>
<tr>
<td><strong>3.29a</strong> Total Number of Asynchronous Program Presentations</td>
<td>65</td>
</tr>
<tr>
<td><strong>3.29b</strong> Total Views of Asynchronous Program Presentations within 30 Days</td>
<td>521</td>
</tr>
<tr>
<td><strong>3.30</strong> Total Number of Children's Programs (sum of Q3.19a and Q3.19b)</td>
<td>817</td>
</tr>
<tr>
<td><strong>3.31</strong> Total Children's Program Attendance (sum of Q3.26a and Q3.26b)</td>
<td>23,900</td>
</tr>
</tbody>
</table>
Please report information on SUMMER READING PROGRAMS for the 2022 calendar year.

SUMMER READING PROGRAM

3.32 - Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2022 (check all that apply):

a. Program(s) for children Yes
b. Program(s) for young adults Yes
c. Program(s) for Adults Yes
d. Summer Reading at New York Libraries name and/or logo used Yes
e. Collaborative Summer Library Program (CSLP Manual, provided through the New York State Library, used) Yes
f. N/A No

3.33 Library outlets offering the summer reading program 1

3.34 Children registered for the library’s summer reading program 1,333

3.35 Young adults registered for the library’s summer reading program 90

3.36 Adults registered for the library’s summer reading program 134

3.37 Total number registered for the library’s summer reading program (total 3.34 + 3.35 + 3.36) 1,557

3.38 Children’s program sessions - Summer 2022 60

3.39 Young adult program sessions - Summer 2022 4

3.40 Adult program sessions - Summer 2022 16

3.41 Total program sessions - Summer 2022 (total 3.38 + 3.39 + 3.40) 80

3.42 Children’s program attendance - Summer 2022 3,400

3.43 Young adult program attendance - Summer 2022 437

3.44 Adult program attendance - Summer 2022 168

3.45 Total program attendance - Summer 2022 (total 3.42 + 3.43 + 3.44) 4,005

COLLABORATORS

3.46 Public school district(s) and/or BOCES 2

3.47 Non-public school(s) 0

3.48 Childcare center(s) 7

3.49 Summer camp(s) 0

3.50 Municipality/Municipalities 0
3.51 Literacy provider(s) 1
3.52 Other (describe using the State note) 0
3.53 Total Collaborators (total 3.46 through 3.52) 10

Early/Adult/English Speaker/Digital Literacy

Please report information on EARLY LITERACY PROGRAMS for the 2022 calendar year.

EARLY LITERACY PROGRAMS

3.54 Did the library offer early literacy programs? (Enter Y for Yes, N for No) Y

3.55 - Indicate types of programs offered (check all that apply)
a. Focus on birth - school entry (kindergarten) Yes
b. Focus on parents & caregivers No
c. Combined audience Yes
d. N/A No

3.56 - Number of sessions
a. Focus on birth - school entry (kindergarten) 715
b. Focus on parents & caregivers 0
c. Combined audience 0
d. N/A 0

3.57 Total Sessions 715

3.58 - Attendance at sessions
a. Focus on birth - school entry (kindergarten) 19,824
b. Focus on parents & caregivers 0
c. Combined audience 0
d. N/A 0

3.59 Total Attendance 19,824

3.60 - Collaborators (check all that apply):
a. Childcare center(s) Yes
b. Public School District(s) and/or BOCES Yes
c. Non-Public School(s) No
d. Health care providers/agencies No
e. Other (describe using the State note) No

Please report information on ADULT LITERACY for the 2022 calendar year.

ADULT LITERACY

3.61 Did the library offer adult literacy programs? Yes
3.62 Total group program sessions 90
3.63 Total one-on-one program sessions 0
3.64 Total group program attendance 477
3.65 Total one-on-one program attendance 0

3.66 - Collaborators (check all that apply)
a. Literacy NY (Literacy Volunteers of America) No
b. Public School District(s) and/or BOCES No
c. Non-Public Schools No
d. Other (see instructions and describe using Note) Yes

Please report information on PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL) for the 2022 calendar year.

PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

3.67 Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No) Y
3.68 Children's program sessions 0
3.69 Young adult program sessions 0
3.70 Adult program sessions 45
3.71 Total program sessions (total 3.68 + 3.69 + 3.70) 45
3.72 One-on-one program sessions 0
3.73 Children's program attendance 0
3.74 Young adult program attendance 0
3.75 Adult program attendance 239
3.76 Total program attendance (total 3.73 + 3.74 + 3.75) 239
3.77 One-on-one program attendance 0

3.78 - Collaborators (check all that apply):
a. Literacy NY (Literacy Volunteers of America) No
b. Public School District(s) and/or BOCES No
c. Non-Public School(s) No
d. Other (describe using the Note) Yes

Please report information on DIGITAL LITERACY for the 2022 calendar year.

DIGITAL LITERACY

3.79 Did the library offer digital literacy programs? Y
3.80 Total group program sessions 45
3.81 Total one-on-one program sessions 74
4. LIBRARY TRANSACTIONS

Circulation/Electronic Use/Reference Transactions

Report all transactions as of the end of the fiscal year reported in Part 1. (Please note: Internal Library usage is not considered part of circulation.)

**CATALOGED BOOK CIRCULATION**

<table>
<thead>
<tr>
<th>4.1</th>
<th>Adult Fiction Books</th>
<th>103,716</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.2</td>
<td>Adult Non-fiction Books</td>
<td>77,297</td>
</tr>
<tr>
<td>4.3</td>
<td>Total Adult Books (Total questions 4.1 &amp; 4.2)</td>
<td>181,013</td>
</tr>
<tr>
<td>4.4</td>
<td>Children’s Fiction Books</td>
<td>45,713</td>
</tr>
<tr>
<td>4.5</td>
<td>Children’s Non-fiction Books</td>
<td>33,072</td>
</tr>
<tr>
<td>4.6</td>
<td>Total Children’s Books (Total questions 4.4 &amp; 4.5)</td>
<td>78,785</td>
</tr>
<tr>
<td>4.7</td>
<td>Total Cataloged Book Circulation (Total question 4.3 &amp; 4.6)</td>
<td>259,798</td>
</tr>
</tbody>
</table>

**CIRCULATION OF OTHER MATERIALS**

<table>
<thead>
<tr>
<th>4.8</th>
<th>Circulation of Adult Other Materials</th>
<th>95,723</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.9</td>
<td>Circulation of Children’s Other Materials</td>
<td>94,330</td>
</tr>
<tr>
<td>4.10</td>
<td>Circulation of Other Physical Items (Total questions 4.8, 4.9)</td>
<td>190,053</td>
</tr>
<tr>
<td>4.11</td>
<td>Physical Item Circulation (Total questions 4.7 &amp; 4.10)</td>
<td>449,851</td>
</tr>
</tbody>
</table>

**ELECTRONIC USE**

<table>
<thead>
<tr>
<th>4.12</th>
<th>Use of Electronic Material</th>
<th>107,820</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.13</td>
<td>Successful Retrieval of Electronic Information</td>
<td>14,071</td>
</tr>
<tr>
<td>4.14</td>
<td>Electronic Content Use (Total questions 4.12 &amp; 4.13)</td>
<td>121,891</td>
</tr>
<tr>
<td>4.15</td>
<td>Total Circulation of Materials (Total questions 4.11 &amp; 4.12)</td>
<td>557,671</td>
</tr>
<tr>
<td>4.16</td>
<td>Total Collection Use (Total questions 4.13 &amp; 4.15)</td>
<td>571,742</td>
</tr>
<tr>
<td>4.17</td>
<td>Grand Total Circulation of Children’s Materials (Total questions 4.6 &amp; 4.9)</td>
<td>173,115</td>
</tr>
</tbody>
</table>
4.18 As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due?

Yes

REFERENCE TRANSACTIONS

4.19 Total Reference Transactions 15,946

4.19a Regarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks?

CT - Annual Count

4.20 Does the library offer virtual reference?

Y

INTERLIBRARY LOAN

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.21 TOTAL MATERIALS RECEIVED 34,159

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.22 TOTAL MATERIALS PROVIDED 20,216

5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2022.

SYSTEMS AND SERVICES

5.1 Automated circulation system? Y

5.2 Online public access catalog (OPAC)? Y

5.3 Electronic access to the OPAC from outside the library? Y

5.4 Annual number of visits to the library's web site 134,384

5.5 Does the library use Internet filtering software on any computer? Y

5.6 Does your library use social media? Y

5.7 Does the library file for E-rate benefits? N

5.8 Is the library part of a consortium for E-rate benefits? Y

5.9 If yes, in which consortium are you participating? Monroe County Library System

5.10 Name of the person responsible for the library's Information Technology (IT) services Lauren Hinett
6. STAFF INFORMATION

Note: Report figures as of the last day of the fiscal year reported in Part 1. Include the FTE for all positions funded in the library's budget whether those positions are filled or not. This report requires conversion of part-time hours to full-time equivalents (FTE). To compute the FTE of employees in any category, take the total number of hours worked per week for all budgeted positions in that category and divide that total by the number of hours per week the library considers to be full-time. Report the FTE to two decimal places.

FTE (FULL-TIME EQUIVALENT CALCULATION)

6.1 The number of hours per workweek used to compute FTE for all paid library personnel in this section. 37.5

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2 Library Director (certified) 1
6.3 Vacant Library Director (certified) 0
6.4 Librarian (certified) 8
6.5 Vacant Librarian (certified) 0
6.6 Library Manager (not certified) 0
6.7 Vacant Library Manager (not certified) 0
6.8 Library Specialist/Paraprofessional (not certified) 0
6.9 Vacant Library Specialist/Paraprofessional (not certified) 0
6.10 Other Staff 22
6.11 Vacant Other Staff 0
6.12 TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10) 31.00
6.13 VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 0.00 6.11)

SALARY INFORMATION

6.14 FTE - Entry Level Librarian (certified) 0
6.15 Salary - Entry Level Librarian (certified) $49,280
6.16 FTE - Library Director (certified) 0
6.17 Salary - Library Director (certified) $97,327
6.18 FTE - Library Manager (not certified) 0
7. MINIMUM PUBLIC LIBRARY STANDARDS

As of January 1, 2023 all public, free association and Indian libraries in New York State are required to meet the minimum standards listed below. Please indicate which of these standards your library meets as of December 31, 2022. Please click here to read general instructions before completing this section. Helpful information for meeting minimum public library standards is available on the State Library's website. Questions about the new standards should be directed to your library system.

1. Is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law. Y

2. Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff. Y

3. Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service. Y

4. Has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law. Y

5. Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service. Y

6. Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service. Y

7. Is open the minimum standard number of public service hours for population served. (see instructions) Y
8. Maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate:
   8a. space
   8b. lighting
   8c. shelving
   8d. seating
   8e. power infrastructure
   8f. data infrastructure
   8g. public restroom

9. Provides programming to address community needs, as outlined in the library's long-range plan of service.

10. Provides
    10a. a circulation system that facilitates access to the local library collection and other library catalogs
    10b. equipment, technology, and internet connectivity to address community needs and facilitate access to information.

11. Provides access to current library information in print and online, facilitating the understanding of library services, operations and governance; information provided online shall include the standards referenced in numbers (1) through (5) above.

12. Employ a paid director in accordance with the provisions of Commissioner's Regulation 90.8.

13. Provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service.

14. Establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service.

8. PUBLIC SERVICE INFORMATION
Report all information as of the end of the fiscal year reported in Part 1. Please click [here](#) to read general instructions before completing this section.

**PUBLIC SERVICE OUTLETs** - Libraries reporting main libraries, branches and bookmobiles should complete Service Outlets Information in Part 9.

8.1 Main Library 1
8.2 Branches 0
8.3 Bookmobiles 0
8.4 Other Outlets 0
8.5 **TOTAL PUBLIC SERVICE OUTLETS** (Total questions 8.1 - 8.4) 1

**PUBLIC SERVICE HOURS** - Report hours to two decimal places.

8.6 Minimum Weekly Total Hours - Main Library 65.00
8.7 Minimum Weekly Total Hours - Branch Libraries 0.00
8.8 Minimum Weekly Total Hours - Bookmobiles 0.00
8.9 Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8) 65.00
8.10 Annual Total Hours - Main Library 2,763.00
8.11 Annual Total Hours - Branch Libraries 0.00
8.12 Annual Total Hours - Bookmobiles 0.00
8.13 **Annual Hours Open - Total Hours Open** (Total questions 8.10 through 2,763.00) 8.12

8A. COVID

**NOTE:** This section of the survey (8A) collects data on the impact of the COVID-19 pandemic. Report all information in Part 8A from January 1, 2022 to December 31, 2022.

CV1 Were any of the library's outlets physically closed to the public for any period of time due to the Coronavirus (COVID-19) pandemic?  No

CV2 Did library staff continue to provide services to the public during any portion of the period when the building was physically closed to the public due to the Coronavirus (COVID-19) pandemic?  No
CV3 Did the library allow users to complete registration for library cards online without having to come to the library during the Coronavirus (COVID-19) pandemic? Yes

CV4 Did the library provide reference service via the Internet or telephone when the building was physically closed to the public during the Coronavirus (COVID-19)? Yes

CV5 Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19)? Yes

CV6 Did the library intentionally provide Wi-Fi Internet access to users outside the building at one or more outlets during COVID-19 pandemic? Yes

CV7 Did the library increase access to Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic? Yes

CV8 Did library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties during the Coronavirus (COVID-19)? No

CV9 Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19

9. SERVICE OUTLET INFORMATION

Please Note: last year’s answers for repeating groups cannot be displayed.
Outlets should be arranged in alphabetical order if possible.
Report all information as of the end of the fiscal year reported in Part 1. Please click here to read general instructions before completing this section.
NOTE: Libraries reporting Public Service Outlets in questions 8.1, 8.2 and 8.3 of Part 8 are required to complete this part of the Annual Report. Use this section to enter outlet information on main libraries, branches or bookmobiles. Complete one record for each main library, branch or bookmobile.
If you have multiple libraries, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you will enter the data into the spreadsheet form available in the survey by clicking a link to an Excel sheet listing prior year outlets is located in section 9. Complete this form and email it to collectconnect@baker-taylor.com and your data will be uploaded into CollectConnect within 24 hours. The data will be loaded in the same order in which it appears in your file, so libraries should be in the correct order on the spreadsheet.

1. Outlet Name Fairport Public Library
<table>
<thead>
<tr>
<th></th>
<th>Outlet Name Status</th>
<th>00 (for no change)</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Street Address</td>
<td>1 Village Landing</td>
</tr>
<tr>
<td>4</td>
<td>Outlet Street Address Status</td>
<td>00 (for no change)</td>
</tr>
<tr>
<td>5</td>
<td>City</td>
<td>Fairport</td>
</tr>
<tr>
<td>6</td>
<td>Zip Code</td>
<td>14450</td>
</tr>
<tr>
<td>7</td>
<td>Phone (enter 10 digits only)</td>
<td>(585) 223-9091</td>
</tr>
<tr>
<td>8</td>
<td>Fax Number (enter 10 digits only)</td>
<td>(585) 223-3998</td>
</tr>
<tr>
<td>9</td>
<td>E-mail Address</td>
<td><a href="mailto:carl.gouveia@fairportlibrary.org">carl.gouveia@fairportlibrary.org</a></td>
</tr>
<tr>
<td>10</td>
<td>Outlet URL</td>
<td><a href="http://www.fairportlibrary.org">www.fairportlibrary.org</a></td>
</tr>
<tr>
<td>11</td>
<td>County</td>
<td>Monroe</td>
</tr>
<tr>
<td>12</td>
<td>School District</td>
<td>Fairport Central School District</td>
</tr>
<tr>
<td>13</td>
<td>Library System</td>
<td>Monroe County Library System</td>
</tr>
<tr>
<td>14</td>
<td>Outlet Type Code (select one):</td>
<td>CE</td>
</tr>
<tr>
<td>15</td>
<td>Public Service Hours Per Year for This Outlet</td>
<td>2,763</td>
</tr>
<tr>
<td>16</td>
<td>Number of Weeks This Outlet is Open</td>
<td>52</td>
</tr>
<tr>
<td>16a</td>
<td>Number of weeks an outlet closed due to COVID-19</td>
<td>0</td>
</tr>
<tr>
<td>16b</td>
<td>Number of weeks an outlet had limited occupancy due to COVID-19</td>
<td>0</td>
</tr>
<tr>
<td>17</td>
<td>Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?</td>
<td>Y</td>
</tr>
<tr>
<td>18</td>
<td>Is the meeting space available for public use even when the outlet is closed?</td>
<td>N</td>
</tr>
<tr>
<td>19</td>
<td>Total number of non-library sponsored programs, meetings and/or events at this outlet</td>
<td>2,874</td>
</tr>
<tr>
<td>20</td>
<td>Enter the appropriate outlet code (select one):</td>
<td>LR</td>
</tr>
<tr>
<td>21</td>
<td>Who owns this outlet building?</td>
<td>Other (specify using the State note)</td>
</tr>
<tr>
<td>22</td>
<td>Who owns the land on which this outlet is built?</td>
<td>Village</td>
</tr>
<tr>
<td>23</td>
<td>Indicate the year this outlet was initially constructed</td>
<td>1978</td>
</tr>
<tr>
<td>24</td>
<td>Indicate the year this outlet underwent a major renovation costing $25,000 or more</td>
<td>2015</td>
</tr>
<tr>
<td>25</td>
<td>Square footage of the outlet</td>
<td>24,700</td>
</tr>
<tr>
<td>26</td>
<td>Number of Internet Computers Used by General Public</td>
<td>19</td>
</tr>
<tr>
<td>27</td>
<td>Number of uses (sessions) of public Internet computers per year</td>
<td>9,041</td>
</tr>
</tbody>
</table>
10. OFFICERS AND TRUSTEES

Trustees and Terms/Board President/Trustee Names

Report information about trustee meetings as of December 31, 2022. All public and association libraries are required by Education Law to hold at least four meetings a year.

BOARD MEETINGS

10.1 Total number of board meetings held during calendar year (January 1, 2022 to December 31, 2022)

NUMBER OF TRUSTEES AND TERMS

10.2 Does your library have a range of trustees stated in the library's charter documents (incorporation)?

Yes

10.3 If yes, what is the range?

5-25

10.4 If your library has a range, how many voting positions are stated in the library's current by-laws?

5
Does your library’s charter documents (incorporation) state a specified term for trustees? If no, please explain in a Note.

Yes

If yes, what is the trustee term length, as stated in your library’s charter documents (incorporation)?

5

BOARD MEMBER SELECTION

Enter Board Member Selection Code (select one):

EP - board members are elected in a public election

List Officers and Board Members as of February 1, 2023. Complete one record for each board member. There must be a record for each voting position, whether filled or vacant. Do not include non-voting positions.

BOARD PRESIDENT

First Name: David
Last Name: Giambattista
Mailing Address: 32 Rosscommon Crescent
City: Fairport
Zip Code (5 digits only): 14450
Phone (enter 10 digits only): (585) 678-1364
E-mail Address: davegiampfl@gmail.com
Term Begins - Month: July
Term Begins - Year (yyyy): 2020
Term Expires - Month: June
Term Expires - Year (yyyy): 2025

Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee’s term. Example: Trustee is filling the remainder of [name]’s term, which was to run from beginning date to ending date.

Yes

The date the Oath of Office was taken (mm/dd/yyyy): 07/15/2020

The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy): 07/17/2020

Is this a brand new trustee? N

Please Note: last year’s answers for repeating groups cannot be displayed.

You may 1) enter the data for the Officers and Board Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect (but do not include the Board President’s term information should still be entered directly into the survey). If you choose to send your data for uploading, you must enter the data into the spreadsheet form available here. Please Note: It is customized and contains all the data entered last year to be updated this year. Complete this form and email it to collectconnect@baker-taylor.com.

Status: Filled
2.  First Name of Board Member: Chris
3.  Last Name of Board Member: Mirrione
4.  Mailing Address: 14 Claret Drive
5.  City: Fairport
6.  Zip Code (5 digits only): 14450
7.  E-mail address: mirrioneFPL@gmail.com
8.  Office Held or Trustee: Vice President
9.  Term Begins - Month: July
10. Term Begins - Year (yyyy): 2022
11. Term Expires: June
12. Term Expires - Year (yyyy): 2027
13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. Yes
14. The date the Oath of Office (mm/dd/yyyy) was taken: 07/13/2022
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy): 08/03/2022
16. Is this a brand new trustee? N

1.  Status: Filled
2.  First Name of Board Member: Suzanne
3.  Last Name of Board Member: Stockman
4.  Mailing Address: 58 Clarke's Crossing
5.  City: Fairport
6.  Zip Code (5 digits only): 14450
7.  E-mail address: sstockma@rochester.rr.com
8.  Office Held or Trustee: Trustee
9.  Term Begins - Month: July
10. Term Begins - Year (yyyy): 2019
11. Term Expires: June
12. Term Expires - Year (yyyy): 2024
13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.
   Yes

14. The date the Oath of Office (mm/dd/yyyy) was taken
   07/13/2019

15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)
   07/18/2019

16. Is this a brand new trustee?
   N

1. Status
   Filled
2. First Name of Board Member
   Elizabeth
3. Last Name of Board Member
   King
4. Mailing Address
   94 Potter Place
5. City
   Fairport
6. Zip Code (5 digits only)
   14450
7. E-mail address
   kingfptboard@gmail.com
8. Office Held or Trustee
   Trustee
9. Term Begins - Month
   July
10. Term Begins - Year (year)
    2021
11. Term Expires
    June
12. Term Expires - Year (yyyy)
    2026
13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.
   Yes
14. The date the Oath of Office (mm/dd/yyyy) was taken
   07/13/2021
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)
   07/14/2021
16. Is this a brand new trustee?
   N

1. Status
   Filled
2. First Name of Board Member
   Jeff
3. Last Name of Board Member  Nutting
4. Mailing Address  14 Spyglass Hill
5. City  Fairport
6. Zip Code (5 digits only)  14450
7. E-mail address  nutingfpl@gmail.com
8. Office Held or Trustee  Trustee
9. Term Begins - Month  September
10. Term Begins - Year (year)  2019
11. Term Expires  June
12. Term Expires - Year (yyyy)  2023
13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.  No
14. The date the Oath of Office (mm/dd/yyyy) was taken  10/04/2019
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)  10/04/2019
16. Is this a brand new trustee?  N

Trustee Education

Please Note: last year's answers for repeating groups cannot be displayed.

Complete one record for each person serving as a trustee as of December 31, 2022. These trustees will not be exactly the same as the trustees listed in the section above.

1. Trustee Name  Suzanne Stockman
2. Has the trustee participated in trustee education in the last calendar year (2022)?  Y

1. Trustee Name  David Giambattista
2. Has the trustee participated in trustee education in the last calendar year (2022)?  Y

1. Trustee Name  Chris Mirrione
11. OPERATING FUNDS RECEIPTS

Local Public Funds/System Cash Grants/Other State

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). ROUND TO THE NEAREST DOLLAR. Please click here to read general instructions before completing this section.

LOCAL PUBLIC FUNDS

Specify by name the municipalities or school districts which are the source of funds.

11.1 Does the library receive any local public funds? If yes, complete one record for each taxing authority; if no, go to question 11.3.

Please Note: last year’s answers for repeating groups cannot be displayed.

1. Source of Funds
   School District

2. Name of funding County, Municipality or School District
   Fairport Central School District

3. Amount
   $2,672,282

4. Subject to public vote held in reporting year or in a previous reporting year(s).
   Y

5. Written Contractual Agreement
   N

11.2 TOTAL LOCAL PUBLIC FUNDS

   $2,672,282

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3 Local Library Services Aid (LLSA)
   $11,476

11.4 Record all Central Library Services Aid monies received from system headquarters
   $0

11.5 Additional State Aid received from the System
   $30,000

11.6 Federal Aid received from the System
   $0

11.7 Other Cash Grants
   $0
TOTAL SYSTEM CASH GRANTS (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7) $41,476

OTHER STATE AID
11.9 State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants $0

Federal Aid/Other Receipts

FEDERAL AID FOR LIBRARY OPERATION
11.10 LSTA $0
11.11 Other Federal Aid $0
11.12 TOTAL FEDERAL AID (Add Questions 11.10 and 11.11) $0
11.13 CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE $0

OTHER RECEIPTS
11.14 Gifts and Endowments $0
11.15 Fund Raising $0
11.16 Income from Investments $261
11.17 Library Charges $27,386
11.18 Other $22,854
11.19 TOTAL OTHER RECEIPTS (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18) $50,501

11.20 TOTAL OPERATING FUND RECEIPTS (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19) $2,764,259
11.21 BUDGET LOANS $0

Transfers/Grant Total

TRANSFERS
11.22 From Capital Fund (Same as Question 14.8) $0
11.23 From Other Funds $0
11.24 TOTAL TRANSFERS (Add Questions 11.22 and 11.23) $0
11.25 BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2022 (Same as Question 12.39 of previous year if fiscal year has not changed) $2,428,883
11.26 GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE $5,193,142
(Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.40)

12. OPERATING FUND DISBURSEMENTS

Staff/Collections/Capital/Operation and Maintenance

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). ROUND TO THE NEAREST DOLLAR. Please click here to read general instructions before completing this section.

STAFF EXPENDITURES
Salaries & Wages Paid from Library Funds
12.1 Certified Librarians $701,568
12.2 Other Staff $704,924
12.3 Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2) $1,406,492
12.4 Employee Benefits Expenditures $658,306
12.5 Total Staff Expenditures (Add Questions 12.3 and 12.4) $2,064,798

COLLECTION EXPENDITURES
12.6 Print Materials Expenditures $156,318
12.7 Electronic Materials Expenditures $124,934
12.8 Other Materials Expenditures $61,254
12.9 Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8) $342,506

CAPITAL EXPENDITURES FROM OPERATING FUNDS
12.10 From Local Public Funds (71PF) $73,073
12.11 From Other Funds (71OF) $0
12.12 Total Capital Expenditures (Add Questions 12.10 and 12.11) $73,073

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment
12.13 From Local Public Funds (72PF) $51,326
12.14 From Other Funds (72OF) $0
12.15 Total Repairs (Add Questions 12.13 and 12.14) $51,326
12.16 Other Disbursements for Operation & Maintenance of Buildings $144,777
12.17 Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16) $196,103

MISCELLANEOUS EXPENSES
<table>
<thead>
<tr>
<th>Question Number</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.18</td>
<td>Office and Library Supplies</td>
<td>$15,595</td>
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<tr>
<td>12.19</td>
<td>Telecommunications</td>
<td>$5,539</td>
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<tr>
<td>12.20</td>
<td>Postage and Freight</td>
<td>$3,897</td>
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<tr>
<td>12.21</td>
<td>Professional &amp; Consultant Fees</td>
<td>$10,995</td>
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<tr>
<td>12.22</td>
<td>Equipment</td>
<td>$10,173</td>
</tr>
<tr>
<td>12.23</td>
<td>Other Miscellaneous</td>
<td>$36,456</td>
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<tr>
<td>12.24</td>
<td><strong>Total Miscellaneous Expenses</strong></td>
<td><strong>$82,655</strong></td>
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<tr>
<td></td>
<td><em>(Add Questions 12.18, 12.19, 12.20, 12.21, 12.22 and 12.23)</em></td>
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</tbody>
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**Contracts/Debt Service/Transfers/Grand Total**

<table>
<thead>
<tr>
<th>Question Number</th>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>12.25</td>
<td><strong>CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE</strong></td>
<td><strong>$61,627</strong></td>
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</tbody>
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**DEBT SERVICE**

**Capital Purposes Loans (Principal and Interest)**

<table>
<thead>
<tr>
<th>Question Number</th>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>12.26</td>
<td>From Local Public Funds (73PF)</td>
<td>$0</td>
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<tr>
<td>12.27</td>
<td>From Other Funds (73OF)</td>
<td>$0</td>
</tr>
<tr>
<td>12.28</td>
<td><strong>Total (Add Questions 12.26 and 12.27)</strong></td>
<td>$0</td>
</tr>
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</table>

**Other Loans**

<table>
<thead>
<tr>
<th>Question Number</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.29</td>
<td>Budget Loans (Principal and Interest)</td>
<td>$0</td>
</tr>
<tr>
<td>12.30</td>
<td>Short-Term Loans</td>
<td>$0</td>
</tr>
<tr>
<td>12.31</td>
<td><strong>Total Debt Service</strong> (Add Questions 12.28, 12.29 and 12.30)</td>
<td>$0</td>
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<table>
<thead>
<tr>
<th>Question Number</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.32</td>
<td><strong>TOTAL OPERATING FUND DISBURSEMENTS</strong> (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31)</td>
<td><strong>$2,820,762</strong></td>
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</table>

**Transfers**

**Transfers to Capital Fund**

<table>
<thead>
<tr>
<th>Question Number</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>12.33</td>
<td>From Local Public Funds (76PF)</td>
<td>$0</td>
</tr>
<tr>
<td>12.34</td>
<td>From Other Funds (76OF)</td>
<td>$0</td>
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<tr>
<td>12.35</td>
<td><strong>Total Transfers to Capital Fund</strong> (Add Questions 12.33 and 12.34; same as Question 13.8)</td>
<td>$0</td>
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<tr>
<td>12.36</td>
<td>Transfer to Other Funds</td>
<td>$0</td>
</tr>
<tr>
<td>12.37</td>
<td><strong>TOTAL TRANSFERS</strong> (Add Questions 12.35 and 12.36)</td>
<td>$0</td>
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</table>

<table>
<thead>
<tr>
<th>Question Number</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.38</td>
<td><strong>TOTAL DISBURSEMENTS AND TRANSFERS</strong> (Add Questions 12.32 and 12.37)</td>
<td><strong>$2,820,762</strong></td>
</tr>
<tr>
<td>12.39</td>
<td><strong>BALANCE IN OPERATING FUND</strong> - Ending Balance for the Fiscal Year Ending 2022</td>
<td><strong>$2,372,380</strong></td>
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</tbody>
</table>
12.40 **GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE** $5,193,142
(Add Questions 12.38 and 12.39; same as Question 11.26)

**ASSURANCE**

12.41 The Library operated in accordance with all provisions of
Education Law and the Regulations of the Commissioner,
and assures that the "Annual Report" was reviewed and
accepted by the Library Board on (date - mm/dd/yyyy).

12.42 Last audit performed (mm/dd/yyyy) 10/03/2022

12.43 Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy) 07/01/2021-06/30/2022

12.44 Indicate type of audit (select one): Private Accounting Firm

**CAPITAL FUND**

12.45 Does the library have a Capital Fund? Enter Y for Yes, N for No. If N, No, stop here. If Yes, complete the Capital Fund Report.

13. **CAPITAL FUND RECEIPTS**

Report financial data based on the fiscal year reported in Part 1. *ROUND TO THE NEAREST DOLLAR.* Please click here to read general instructions before completing this section.

**REVENUES FROM LOCAL SOURCES**

13.1 Revenues from Local Government Sources $0

13.2 All Other Revenues from Local Sources $0

13.3 **Total Revenues from Local Sources** (Add Questions 13.1 and 13.2) $0

**STATE AID FOR CAPITAL PROJECTS**

13.4 State Aid Received for Construction $0

13.5 Other State Aid $0

13.6 **Total State Aid** (Add Questions 13.4 and 13.5) $0

**FEDERAL AID FOR CAPITAL PROJECTS**

13.7 **TOTAL FEDERAL AID** $0

**INTERFUND REVENUE**

13.8 Transfer from Operating Fund (Same as Question 12.35) $0
13.9 **TOTAL REVENUES** (Add Questions 13.3, 13.6, 13.7 and 13.8) $0

13.10 **NON-REVENUE RECEIPTS** $0

13.11 **TOTAL CASH RECEIPTS** (Add Questions 13.9 and 13.10) $0

13.12 **BALANCE IN CAPITAL FUND** - Beginning Balance for Fiscal Year Ending 2022 (Same as Question 14.11 of previous year, if fiscal year has not changed) $0

13.13 **TOTAL CASH RECEIPTS AND BALANCE** (Add Questions 13.11 and 13.12; same as Question 14.12) $0

14. **CAPITAL FUND DISBURSEMENTS**

Report financial data based on the fiscal reporting year reported in Part 1. ROUND TO THE NEAREST DOLLAR. Please click [here](#) to read general instructions before completing this section.

**PROJECT EXPENDITURES**

14.1 Construction $0

14.2 Incidental Construction $0

**Other Disbursements**

14.3 Purchase of Buildings $0

14.4 Interest $0

14.5 Collection Expenditures $0

14.6 Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5) $0

14.7 **TOTAL PROJECT EXPENDITURES** (Add Questions 14.1, 14.2 and 14.6) $0

14.8 **TRANSFER TO OPERATING FUND** (Same as Question 11.22) $0

14.9 **NON-PROJECT EXPENDITURES** $0

14.10 **TOTAL CASH DISBURSEMENTS AND TRANSFERS** (Add Questions 14.7, 14.8 and 14.9) $0

14.11 **BALANCE IN CAPITAL FUND** - Ending Balance for the Fiscal Year Ending 2022 $0

14.12 **TOTAL CASH DISBURSEMENTS AND BALANCE** (Add Questions 14.10 and 14.11; same as Question 13.13) $0

15. **CENTRAL LIBRARIES**
16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields.

Note: See instructions for definitions and calculations of each of these Federal Totals.

16.1 Total ALA-MLS 8.44
16.2 Total Librarians 8.44
16.3 All Other Paid Staff 20.63
16.4 Total Paid Employees 29.07
16.5 State Government Revenue $41,476
16.6 Federal Government Revenue $0
16.7 Other Operating Revenue $50,501
16.8 Total Operating Revenue $2,764,259
16.9 Other Operating Expenditures $340,385
16.10 Total Operating Expenditures $2,747,689
16.11 Total Capital Expenditures $73,073
16.12 Print Materials 78,131
16.12a Total Physical Items in Collection 104,654
16.13 Total Registered Borrowers 27,350
16.14 Other Capital Revenue and Receipts $0
16.15 Number of Internet Computers Used by General Public 19
16.16 Total Uses (sessions) of Public Internet Computers Per Year 9,041
16.17 Wireless Sessions 155,756
16.18 Total Capital Revenue $0

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1 LIB ID 4200262190
17.2 Interlibrary Relationship Code ME
17.3 Legal Basis Code LD
17.4 Administrative Structure Code SO
17.5 FSCS Public Library Definition Y
17.6 Geographic Code SU1
17.7 FSCS ID NY0512
17.8 SED CODE 8000000056258
17.9 INSTITUTION ID 8000000056258

SUGGESTED IMPROVEMENTS

Library Name: FAIRPORT PUBLIC LIBRARY
Library System: Monroe County Library System
Name of Person Completing Form: Abigail Park
Phone Number: (585) 223-9091
I am satisfied that this resource (Collect) is meeting library needs: Agree
Applying this resource (Collect) will help improve library services to the public: Neither Agree nor Disagree
Please share with us your suggestions for improving the Annual Report. When providing feedback, if applicable please indicate the question number each comment/suggestion refers to.
Thank you!
FAIRPORT PUBLIC LIBRARY

Budget Transfer Request

ACCOUNT CODE

TRANSFER FROM: 7410 409 01 003 adult

TRANSFER TO: 7410 420 01 000 (information retrieval)

Amount requested for transfer. $316.47

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 01 005

TRANSFER TO: 7410 412 01 003 (RCARDING JUV AV)

Amount requested for transfer: 384.95

LIBRARY DIRECTOR'S SIGNATURE: [Signature] 6/13/23

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: 7410.432.01.000 (AV supplies)

TRANSFER TO: 7410.440.01.000 (equipment lease)

Amount requested for transfer: 37.90

LIBRARY DIRECTOR'S SIGNATURE: [Signature] 6/26/23

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: 9010. 800. 01 000 (retirement)

TRANSFER TO: 9040. 800. 01 000 (workers comp)

Amount requested for transfer: 8709.15

LIBRARY DIRECTOR'S SIGNATURE: C.G. 6/13/23

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: 7410-433-01000 Postage & Freight

TRANSFER TO: 7410-430-01000 Office & Library Supplies

Amount requested for transfer: 949,80

LIBRARY DIRECTOR’S SIGNATURE: [Signature]

6/13/03

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 448 01 000 real property

TRANSFER TO: 7410 451 01 000 custodial supplies

Amount requested for transfer: 473.48

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. 433 01 000 (Postage & freight)

TRANSFER TO: 7410. 451.01 000 (Custodial supplies)

Amount requested for transfer: $1360.00

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: 7410.437 01 000 (Professional fees)

TRANSFER TO: 7410-434 01 000 (Publicity & Displaying)

Amount requested for transfer: $3,703.75

LIBRARY DIRECTOR'S SIGNATURE: [Signature] 6/13/23

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 437-01 000 (Professional fees)

TRANSFER TO: 7410 440-01 000 (Equipment lease)

Amount requested for transfer: 387.85

LIBRARY DIRECTOR'S SIGNATURE: [Signature] 6/15/23

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: 7410.432.01.000 (AV Supplies)

TRANSFER TO: 7410.440.01.000 (Equipment)

Amount requested for transfer: 224.22

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 433 01 000

TRANSFER TO: 7410 430 01 000

Amount requested for transfer: 796,53

LIBRARY DIRECTOR’S SIGNATURE: ___________________________ 6/29/23

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: 9060 801 01000 (Hoop 100)

TRANSFER TO: 9045 800 01000 (Disability 100)

Amount requested for transfer: 530.39

LIBRARY DIRECTOR’S SIGNATURE: [Signature]

Date: 6/30/23

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 · 448 01 000 real property

TRANSFER TO: 7410 · 452 01 000 (Bldg maint)

Amount requested for transfer: 201.54

LIBRARY DIRECTOR'S SIGNATURE: C[Signature] 6/13/03

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 01003 adult books

TRANSFER TO: 7410 409 01000 books

Amount requested for transfer: $9,200.00

LIBRARY DIRECTOR’S SIGNATURE: [Signature]

[Date: 6/30/23]

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)

TRANSFER TO: 7410 409 01 000 (Books)

Amount requested for transfer: $1,000.00

LIBRARY DIRECTOR’S SIGNATURE: [Signature]
Date: 6/30/23

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 (new books)

TRANSFER TO: 7410 409 01 000 (books)

Amount requested for transfer: $8,000.00

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 01002
TRANSFER TO: 7410: 412 01003

Amount requested for transfer: 123.48

LIBRARY DIRECTOR’S SIGNATURE: [Signature] 6/30/23

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

Board President: ___________________________ Date: __________

Date Transfer completed: ___________________________
FAIRPORT PUBLIC LIBRARY
Budget Transfer Request

DATE TRANSFER COMPLETED: _______________________

TRANSFER FROM: 7410.162-01-000 (Pages)
(account code)

TRANSFER TO: 7410.164.01.000 (Library Admin)
(account code)

AMOUNT REQUESTED: $1,348,14

LIBRARY DIRECTOR: _______________________
(signature)

DATE: 6/30/23

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

BOARD PRESIDENT: _______________________
(signature)

DATE: _______________________

FAIRPORT PUBLIC LIBRARY
Budget Transfer Request

DATE TRANSFER COMPLETED: _______________________

TRANSFER FROM: L7416, 429-01-000 (Software)
(account code)

TRANSFER TO: 7410, 420-01-000 (Information Retrieval)
(account code)

AMOUNT REQUESTED: _______________________

LIBRARY DIRECTOR: _______________________
(signature)

DATE: 6/30/23

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

BOARD PRESIDENT: _______________________
(signature)

DATE: ______________________
FAIRPORT PUBLIC LIBRARY
Budget Transfer Request

DATE TRANSFER COMPLETED: 

TRANSFER FROM: 7410 412 01002  (Reading music)  
(account code)

TRANSFER TO: 7410 412 01003  (JUV AY)  
(account code)

AMOUNT REQUESTED: 159.00

LIBRARY DIRECTOR:  
(signature)  DATE: 6/30/07

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

BOARD PRESIDENT:  
(signature)  DATE:  

1 Village Landing  Fairport, NY 14450  P: 585-223-9091  F: 585-223-3998
FAIRPORT PUBLIC LIBRARY
Budget Transfer Request

DATE TRANSFER COMPLETED: __________________________

TRANSFER FROM: 7410 409 01 001 (standing order)
(account code)

TRANSFER TO: 7410 412 01 003 (ITN AV)
(account code)

AMOUNT REQUESTED: 45,20

LIBRARY DIRECTOR: _______________________________ DATE: 6/30/23
(signature)

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

BOARD PRESIDENT: _______________________________ DATE: ________________
(signature)
# Surplus Items – June 2022

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<tr>
<th>Qty</th>
<th>Item</th>
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<th>Cost</th>
<th>Reason</th>
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<td>2014</td>
<td>$341.00</td>
<td>end of life</td>
</tr>
<tr>
<td>1</td>
<td>HP Zero Client # 2TG4130070</td>
<td>2014</td>
<td>$341.00</td>
<td>end of life</td>
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