

AGENDA
PENN YAN PUBLIC LIBRARY
BOARD MEETING
THURSDAY October 12th, 2023 6:30 PM

Call to Order

- Public Comment
- Additional Agenda Items?
- *Adoption of Agenda
- *June 15th Minutes (*Present: Peter Gamba, Deb Connelly, Kristen Flynn-Comstock, Val Brechko, Steve Darrow*)
- Financial Review
 - *Payment of bills for September 2023
- Library Director's Report

Standing Committee Reports

- Finance Committee (meeting soon)
- Policy Review Committee
- Building Committee (meeting soon)
- Nominating Committee
- Personnel Committee (met 10-12-23)

Old Business

2024-2028 Strategic Plan update

New Business

***Adjourn**

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

MINUTES
PENN YAN PUBLIC LIBRARY
BOARD MEETING
THURSDAY September 21, 2023

Present:, Val Brechko, Deb Connelly, Kristen Flynn-Comstock, Connie Glover, Elizabeth Burris-Chase, Steve Darrow, , Angela Gonzalez

Absent:, Peter Gamba, Sharon Pinckney, Jan Barrett

Guests:

Call to Order

1. Public Comment:

2. *Resolution to approve the following:

a. Adoption of the September 21, 2023 Agenda as submitted:

Moved: Deb Connelly

Seconded: Kristen Flynn-Comstock

Approved: 6 - 0

Abstentions: 0

b. June 15, 2023 Minutes as submitted: (Present: Peter Gamba, Deb Connelly, Kristen Flynn-Comstock, Val Brechko, Steve Darrow) Tabled due to lack of quorum

d. August 17th Minutes (Peter Gamba, Deb Connelly, Steve Darrow, Kristen Flynn-Comstock, Connie Glover, Jan Barrett, Sharon Pinckney, Elizabeth Burris-Chase)

Moved: Kristen Flynn-Comstock

Seconded: Steve Darrow

Approved: 6 -0

Abstentions:

e. Payment of the bills for August 2023

Moved: Kristen Flynn-Comstock

Seconded: Elizabeth Burris-Chase

Approved: 6 -0

Abstentions: 0

3. Library Director's Report: see attached

4. Standing Committee Reports:

a. Finance Committee: Did not meet. Will meet in October to discuss budget.

b. Policy Review Committee: Did not meet.

c. Building Committee: Met August 29th. Discussed phasing in upgrades to bathrooms, main entrance and side door, and lighting. Requests for bids from architects will be sent out.

d. Nominating Committee: Did not meet.

5. Old Business:

a. Strategic Plan 2024-2028 update: Progress is being made, there should be a first draft next month.

6. New Business:

***Resolution to Approve the Following:**

a. Code of Conduct

Moved: Deb Connelly

Approved: 6 - 0

Seconded: Kristen Flynn-Comstock

Abstentions: 0

b. Experience Library

Moved: Deb Connelly

Approved: 6 - 0

Seconded: Kristen Flynn-Comstock

Abstentions: 0

7. *Adjourn:

Moved: Kristen Flynn-Comstock

Approved: 6-0

Seconded: Elizabeth Burris-Chase

Abstentions: 0

- Items with * require Board action. Enclosures: June 2023 Minutes, August 2023 Minutes, Budget and Balance Sheets, Director's Report, Circulation Stats, Children and Adult Services Reports, Code of Conduct, Experiences Library Policy

PYPL Executive Director's Report 10-12-2023

Professional Development and Meetings:

9/18 MS365 Email Using Webmail, STLS

9/27 STLS DAC meeting, Corning (Filming in the Library, Requests for Reconsideration discussed)

10/4 Met with Ingram representative Rob Scott

Happenings:

- I sent out RFPs for ADA construction project on 9-22 to 6 firms.
 - Tim Hern from RDG (Auditor) will be at the November 16th Board Meeting.
 - The General Policy is updated on the website.
 - The HVAC issue discussed at the September Board Meeting was repaired.
 - The staff is mostly settled into using the new MS365 email.
 - First draft of 24-25 Director's proposed budget done except for EV Charger line.
- Reminders:
- Sexual Harassment Prevention Training for 23-24
 - Oaths of Office
 - 2 hours of Board of Trustees training for 23-24

10/04/23

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

	Sep 30, 23
ASSETS	
Current Assets	
Checking/Savings	
1000 · Savings account	
1018 · Non designated	6,815.03
1028 · Phase IV Money	18,163.50
1000 · Savings account - Other	101,076.76
Total 1000 · Savings account	126,055.29
1014 · Operating Acct	233,804.25
Total Checking/Savings	359,859.54
Accounts Receivable	
1261 · Accounts Receivable	(1,166.57)
Total Accounts Receivable	(1,166.57)
Other Current Assets	
1220 · Prepaid Expenses	
1250 · Insurance	(4,185.68)
1251 · Workers Comp	6,517.00
Total 1220 · Prepaid Expenses	2,331.32
1275 · Cash Held For Friends	13,707.70
1499 · Undeposited Funds	2,800.65
1300 · Investments	
1350 · CDs	17,509.20
Total 1300 · Investments	17,509.20
Total Other Current Assets	36,348.87
Total Current Assets	395,041.84
Fixed Assets	
1500 · Land	37,775.41
1501 · Building Improvemt & Renovation	1,354,597.30
1502 · Office Equipment	94,508.27
1503 · Furniture & Fixtures	15,702.00
1510 · Accum Depreciatn - Fixed Assets	(628,161.61)
Total Fixed Assets	874,421.37
TOTAL ASSETS	1,269,463.21
LIABILITIES & EQUITY	
Liabilities	

10/04/23

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

	Sep 30, 23
Current Liabilities	
Accounts Payable	
2005 · Payables	27,350.00
Total Accounts Payable	27,350.00
Other Current Liabilities	
1260 · Staff Receivables	(0.36)
2042 · New York Paid Family Leave	7,984.62
2045 · Deferred Compensation	865.08
2010 · Accrued Payroll & Employee Ben	32,506.87
2020 · Cash Held for Library (Friends)	13,707.70
2027 · Deferred Tax	(173,709.00)
2028 · Pass Through Funds	1,750.23
2032 · Accrued FICA	(1,003.96)
2033 · Federal Withholding	26.98
2034 · NYS Withholding	6.28
2035 · Retirement	12,354.79
2036 · Sales Tax 8%	290.56
2038 · Employee Health Premiums	0.27
Total Other Current Liabilities	(105,219.94)
Total Current Liabilities	(77,869.94)
Total Liabilities	(77,869.94)
Equity	
3000 · General Fund Equity	470,674.42
3100 · Restricted Funds	
3101 · Watkins/Reiner	2,961.99
3102 · Hobart	13,674.85
3103 · Underwood	5,700.34
Total 3100 · Restricted Funds	22,337.18
3900 · Retained Earnings	939,269.45
Net Income	(84,947.90)
Total Equity	1,347,333.15
TOTAL LIABILITIES & EQUITY	1,269,463.21

Penn Yan Public Library
MONTHLY INCOME & EXPENSE
September 2023

	Sep 23
Ordinary Income/Expense	
Income	
4100 · Printing Income	
4150 · Laser Printer	115.51
4160 · Other Copies	4.63
Total 4100 · Printing Income	120.14
4400 · Fines	85.99
4500 · Lost/Damaged Books Refund	36.99
4505 · Sale of Extraneous Materials	25.92
4525 · Cafe Receipts	27.78
4700 · Interest	2.08
4800 · NonDesignated Donations	674.85
Total Income	973.75
Expense	
5000 · HUMAN RESOURCES	
5100 · Salaries	
5110 · Library Director II	5,888.82
5115 · Librarian I	9,255.75
5130 · Clerical	19,077.99
Total 5100 · Salaries	34,222.56
5200 · Benefits	
5210 · Medicare/SS	2,606.61
5225 · HRA Contributions	3,035.02
5235 · Voluntary Benefits	(200.34)
5240 · SUTA	146.17
5250 · Workmens Compensation	837.25
5255 · Employee Assistance Plan	500.00
Total 5200 · Benefits	6,924.71
5300 · Payroll Costs	235.90
Total 5000 · HUMAN RESOURCES	41,383.17
5400 · ADMINISTRATION	
5415 · Hotspots	481.19
5420 · Promotion	17.98
5450 · Equipment	259.99
5451 · Service Contract	105.61
5452 · Toshiba copier	250.74
5460 · Office Supplies	
5462 · White Paper	78.78
5463 · Other	42.51
Total 5460 · Office Supplies	121.29
5470 · Training/Travel	490.00
5480 · Dues	135.00
Total 5400 · ADMINISTRATION	1,861.80
5900 · BUILDINGS & GROUNDS	
5910 · Utilities	
5912 · Electric	401.28
5913 · Sewer & Water	865.87
5914 · Gas	88.75
Total 5910 · Utilities	1,355.90
5930 · Repairs & Maint	
5932 · Equipment	267.61
5934 · Blding & Ground	455.10

Penn Yan Public Library
MONTHLY INCOME & EXPENSE
September 2023

	Sep 23
Total 5930 · Repairs & Maint	722.71
5940 · Maintenance Contracts	
5943 · Trash Removal	46.15
Total 5940 · Maintenance Contracts	46.15
5970 · Supplies	
5972 · Custodial	62.77
5974 · Building	124.85
Total 5970 · Supplies	187.62
Total 5900 · BUILDINGS & GROUNDS	2,312.38
6000 · TECH (NETWORK AND ILS)	
6100 · New Hardware	11.39
Total 6000 · TECH (NETWORK AND ILS)	11.39
7300 · ADULT SERVICES	
7310 · Materials	
7315 · Print Materials	
7320 · Adult Fiction	560.03
7330 · Adult Non Fiction	441.52
Total 7315 · Print Materials	1,001.55
7380 · AV Materials	
7382 · Audio Books	246.94
7384 · CD Music	10.98
7386 · DVD	305.11
Total 7380 · AV Materials	563.03
Total 7310 · Materials	1,564.58
7420 · Programming	16.00
7450 · Equipment	
7451 · Laser Printer	209.78
Total 7450 · Equipment	209.78
Total 7300 · ADULT SERVICES	1,790.36
7500 · YOUTH SERVICES	
7510 · Materials	
7515 · Print Materials	
7520 · E	110.67
7530 · J Fiction	261.19
7540 · J Non-Fiction	99.22
7550 · YA	109.35
7560 · Realia(Non-Book)	34.97
Total 7515 · Print Materials	615.40
7580 · AV Materials	
7582 · Audiobooks	35.73
7588 · Video Games	109.87
Total 7580 · AV Materials	145.60
Total 7510 · Materials	761.00
7620 · Programming	444.18
Total 7500 · YOUTH SERVICES	1,205.18
8100 · TECHNICAL SERVICES	
8155 · Processing Costs	51.32
8161 · Tech Supplies	

10/04/23

Penn Yan Public Library
MONTHLY INCOME & EXPENSE
September 2023

	Sep 23
8163 · AV	64.99
8165 · Disc Cleaner	183.99
8167 · Misc	59.92
Total 8161 · Tech Supplies	308.90
Total 8100 · TECHNICAL SERVICES	360.22
8200 · CIRCULATION	
8295 · Unique Management	61.80
Total 8200 · CIRCULATION	61.80
Total Expense	48,986.30
Net Ordinary Income	(48,012.55)
Other Income/Expense	
Other Income	
8400 · NON-BUDGETED DONATIONS	
8405 · MISC/Donations-Materials	(57.52)
8415 · Friends - Materials/Equipment	(153.45)
8425 · Hobart/Watkins/Reiner	(40.00)
8430 · Underwood-Materials	(64.21)
Total 8400 · NON-BUDGETED DONATIONS	(315.18)
Total Other Income	(315.18)
Net Other Income	(315.18)
Net Income	(48,327.73)

Profit & Loss Budget vs. Actual

09/04/23

Accrual Basis

July 2023 through June 2024

	Jul '23 - Jun ...	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4100 · Printing Income				
4150 · Laser Printer	262.71	500.00	(237.29)	52.5%
4160 · Other Copies	0.00	1,000.00	(1,000.00)	0.0%
Total 4100 · Printing Income	262.71	1,500.00	(1,237.29)	17.5%
4200 · Village	0.00	1,000.00	(1,000.00)	0.0%
4400 · Fines	79.24			
4500 · Lost/Damaged Books Re...	11.00			
4505 · Sale of Extraneous Mate...	34.74			
4525 · Cafe Receipts	12.96	600.00	(587.04)	2.2%
4540 · Tax Income	117,746.66	717,902.00	(600,155.34)	16.4%
4550 · Miscellaneous	9.40			
4600 · LLSA	0.00	4,000.00	(4,000.00)	0.0%
4700 · Interest	4.28	150.00	(145.72)	2.9%
4800 · NonDesignated Donations	368.50	3,000.00	(2,631.50)	12.3%
Total Income	118,529.49	728,152.00	(609,622.51)	16.3%
Expense				
5000 · HUMAN RESOURCES				
5100 · Salaries				
5110 · Library Director II	13,577.64			
5115 · Librarian I	22,111.48			
5130 · Clerical	44,283.28			
5100 · Salaries - Other	0.00	454,315.00	(454,315.00)	0.0%
Total 5100 · Salaries	79,972.40	454,315.00	(374,342.60)	17.6%
5200 · Benefits				
5210 · Medicare/SS	6,094.95	31,000.00	(24,905.05)	19.7%
5225 · HRA Contributions	3,970.04	48,240.00	(44,269.96)	8.2%
5230 · Disability	0.00	2,700.00	(2,700.00)	0.0%
5235 · Voluntary Benefits	(400.68)			
5240 · SUTA	307.50	3,500.00	(3,192.50)	8.8%
5250 · Workmens Compens...	10,621.76	4,500.00	6,121.76	236.0%
5255 · Employee Assistanc...	0.00	500.00	(500.00)	0.0%
5260 · Retirement	0.00	40,000.00	(40,000.00)	0.0%
5200 · Benefits - Other	701.19			
Total 5200 · Benefits	21,294.76	130,440.00	(109,145.24)	16.3%
5300 · Payroll Costs	461.48			
Total 5000 · HUMAN RESOURC...	101,728.64	584,755.00	(483,026.36)	17.4%
5400 · ADMINISTRATION				
5415 · Hotspots	979.73	5,000.00	(4,020.27)	19.6%
5420 · Promotion	0.00	500.00	(500.00)	0.0%
5425 · Internet Service	450.00	1,800.00	(1,350.00)	25.0%
5430 · Telephone System	157.41	2,300.00	(2,142.59)	6.8%
5435 · Insurance	0.00	8,300.00	(8,300.00)	0.0%
5440 · Accounting				

	Jul '23 - Jun ...	Budget	\$ Over Budget	% of Budget
5442 · Review/Audit	0.00	5,900.00	(5,900.00)	0.0%
5444 · Supplies	292.91	150.00	142.91	195.3%
Total 5440 · Accounting	292.91	6,050.00	(5,757.09)	4.8%
5450 · Equipment	1,374.13	500.00	874.13	274.8%
5451 · Service Contract	268.21			
5452 · Toshiba copier	(229.29)	1,000.00	(1,229.29)	(22.9)%
5460 · Office Supplies				
5461 · Staff Room	0.00	200.00	(200.00)	0.0%
5462 · White Paper	0.00	250.00	(250.00)	0.0%
5463 · Other	60.14	500.00	(439.86)	12.0%
Total 5460 · Office Supplies	60.14	950.00	(889.86)	6.3%
5470 · Training/Travel	0.00	1,500.00	(1,500.00)	0.0%
5475 · Legal	0.00	800.00	(800.00)	0.0%
5480 · Dues	200.00	1,000.00	(800.00)	20.0%
5485 · Postage	138.22	300.00	(161.78)	46.1%
5486 · Vote Expense	16.50	1,500.00	(1,483.50)	1.1%
Total 5400 · ADMINISTRATION	3,707.96	31,500.00	(27,792.04)	11.8%
5900 · BUILDINGS & GROUNDS				
5910 · Utilities				
5912 · Electric	640.97	6,500.00	(5,859.03)	9.9%
5913 · Sewer & Water	185.03	800.00	(614.97)	23.1%
5914 · Gas	0.00	1,500.00	(1,500.00)	0.0%
Total 5910 · Utilities	826.00	8,800.00	(7,974.00)	9.4%
5920 · New Equipmnt	0.00	300.00	(300.00)	0.0%
5930 · Repairs & Maint				
5932 · Equipment	0.00	1,300.00	(1,300.00)	0.0%
5934 · Blding & Ground	2,507.35	9,760.00	(7,252.65)	25.7%
5930 · Repairs & Maint - Ot...	1,160.00			
Total 5930 · Repairs & Maint	3,667.35	11,060.00	(7,392.65)	33.2%
5940 · Maintenance Contracts				
5943 · Trash Removal	91.73	550.00	(458.27)	16.7%
5945 · Fire Protection	231.00	900.00	(669.00)	25.7%
5946 · Snow Plowing	0.00	1,000.00	(1,000.00)	0.0%
Total 5940 · Maintenance Con...	322.73	2,450.00	(2,127.27)	13.2%
5970 · Supplies				
5972 · Custodial	142.57	800.00	(657.43)	17.8%
5974 · Building	37.00	650.00	(613.00)	5.7%
5976 · building depreciation	0.00	1,000.00	(1,000.00)	0.0%
5970 · Supplies - Other	30.24			
Total 5970 · Supplies	209.81	2,450.00	(2,240.19)	8.6%
Total 5900 · BUILDINGS & GRO...	5,025.89	25,060.00	(20,034.11)	20.1%

	<u>Jul '23 - Jun ...</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
6000 · TECH (NETWORK AND I...				
6100 · New Hardware	94.00	3,000.00	(2,906.00)	3.1%
6150 · Parts for Repair & Maint	0.00	300.00	(300.00)	0.0%
6200 · New Software	0.00	500.00	(500.00)	0.0%
6300 · Maintenance	300.00	3,000.00	(2,700.00)	10.0%
6400 · ILS Software	35,287.00	35,287.00	0.00	100.0%
Total 6000 · TECH (NETWORK ...	<u>35,681.00</u>	<u>42,087.00</u>	<u>(6,406.00)</u>	<u>84.8%</u>
7100 · REFERENCE				
7110 · Materials				
7120 · Reference Books	60.00	500.00	(440.00)	12.0%
Total 7110 · Materials	<u>60.00</u>	<u>500.00</u>	<u>(440.00)</u>	<u>12.0%</u>
Total 7100 · REFERENCE	<u>60.00</u>	<u>500.00</u>	<u>(440.00)</u>	<u>12.0%</u>
7300 · ADULT SERVICES				
7310 · Materials				
7315 · Print Materials				
7320 · Adult Fiction	878.08	11500.00	(10,621.92)	7.6%
7321 · Graphic Novels	22.87	350.00	(327.13)	6.5%
7330 · Adult Non Fiction	368.23	5,000.00	(4,631.77)	7.4%
7370 · Periodicals	3,154.22	4,000.00	(845.78)	78.9%
Total 7315 · Print Materials	<u>4,423.40</u>	<u>20,850.00</u>	<u>(16,426.60)</u>	<u>21.2%</u>
7380 · AV Materials				
7382 · Audio Books	480.89	3,500.00	(3,019.11)	13.7%
7384 · CD Music	0.00	200.00	(200.00)	0.0%
7386 · DVD	625.96	4,000.00	(3,374.04)	15.6%
Total 7380 · AV Materials	<u>1,106.85</u>	<u>7,700.00</u>	<u>(6,593.15)</u>	<u>14.4%</u>
Total 7310 · Materials	<u>5,530.25</u>	<u>28,550.00</u>	<u>(23,019.75)</u>	<u>19.4%</u>
7420 · Programming	703.55	1,500.00	(796.45)	46.9%
7450 · Equipment				
7452 · Other Equipment	32.98	200.00	(167.02)	16.5%
Total 7450 · Equipment	<u>32.98</u>	<u>200.00</u>	<u>(167.02)</u>	<u>16.5%</u>
7454 · Cafe Supplies	77.30	950.00	(872.70)	8.1%
Total 7300 · ADULT SERVICES	<u>6,344.08</u>	<u>31,200.00</u>	<u>(24,855.92)</u>	<u>20.3%</u>
7500 · YOUTH SERVICES				
7510 · Materials				
7515 · Print Materials				
7520 · E	164.68	1,800.00	(1,635.32)	9.1%
7530 · J Fiction	208.85	1,500.00	(1,291.15)	13.9%
7540 · J Non-Fiction	159.08	750.00	(590.92)	21.2%
7550 · YA	108.02	1,250.00	(1,141.98)	8.6%
7560 · Realia(Non-Book)	0.00	300.00	(300.00)	0.0%

	<u>Jul '23 - Jun ...</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total 7515 · Print Materials	640.63	5,600.00	(4,959.37)	11.4%
7580 · AV Materials				
7582 · Audiobooks	0.00	200.00	(200.00)	0.0%
7584 · Music CD	0.00	100.00	(100.00)	0.0%
7588 · Video Games	174.85	1,200.00	(1,025.15)	14.6%
Total 7580 · AV Materials	174.85	1,500.00	(1,325.15)	11.7%
Total 7510 · Materials	815.48	7,100.00	(6,284.52)	11.5%
7620 · Programming	658.93	2,400.00	(1,741.07)	27.5%
Total 7500 · YOUTH SERVICES	1,474.41	9,500.00	(8,025.59)	15.5%
8100 · TECHNICAL SERVICES				
8155 · Processing Costs	55.15	800.00	(744.85)	6.9%
8161 · Tech Supplies				
8162 · Repair	0.00	25.00	(25.00)	0.0%
8163 · AV	0.00	575.00	(575.00)	0.0%
8165 · Disc Cleaner	0.00	100.00	(100.00)	0.0%
8167 · Misc	127.95	750.00	(622.05)	17.1%
Total 8161 · Tech Supplies	127.95	1,450.00	(1,322.05)	8.8%
Total 8100 · TECHNICAL SERVI...	183.10	2,250.00	(2,066.90)	8.1%
8200 · CIRCULATION				
8250 · Equipment	0.00	200.00	(200.00)	0.0%
8260 · Patron Cards	0.00	200.00	(200.00)	0.0%
8275 · Postage for Overdues	128.20	300.00	(171.80)	42.7%
8280 · Mailing Supplies	0.00	100.00	(100.00)	0.0%
8295 · Unique Management	61.80	500.00	(438.20)	12.4%
Total 8200 · CIRCULATION	190.00	1,300.00	(1,110.00)	14.6%
Total Expense	154,395.08	728,152.00	(573,756.92)	21.2%
Net Ordinary Income	(35,865.59)	0.00	(35,865.59)	100.0%
Other Income/Expense				
Other Income				
8400 · NON-BUDGETED DONA...				
8425 · Hobart/Watkins/Reiner	(66.29)			
8430 · Underwood-Materials	(688.29)			
Total 8400 · NON-BUDGETED ...	(754.58)			
Total Other Income	(754.58)			
Net Other Income	(754.58)			
Net Income	(36,620.17)	0.00	(36,620.17)	100.0%

10/04/23

Reconciliation Summary

1014 · Operating Acct, Period Ending 09/30/2023

	<u>Sep 30, 23</u>
Beginning Balance	292,876.99
Cleared Transactions	
Checks and Payments - 57...	(49,909.56)
Deposits and Credits - 4 it...	1,248.08
Total Cleared Transactions	<u>(48,661.48)</u>
Cleared Balance	<u>244,215.51</u>
Uncleared Transactions	
Checks and Payments - 21...	(10,520.29)
Deposits and Credits - 3 it...	109.03
Total Uncleared Transactions	<u>(10,411.26)</u>
Register Balance as of 09/30/2023	<u>233,804.25</u>
New Transactions	
Checks and Payments - 22...	(19,288.85)
Total New Transactions	<u>(19,288.85)</u>
Ending Balance	<u>214,515.40</u>

10/04/23

Reconciliation Summary

1000 · Savings account, Period Ending 09/30/2023

	<u>Sep 30, 23</u>
Beginning Balance	126,053.21
Cleared Transactions	
Deposits and Credits - 1 item	<u>2.08</u>
Total Cleared Transactions	<u>2.08</u>
Cleared Balance	<u>126,055.29</u>
Register Balance as of 09/30/2023	126,055.29
Ending Balance	126,055.29

Penn Yan Public Library
Monthly Youth Services Report to Board

September 2023 IN REVIEW

What a whirlwind! September was full of change, as we welcomed in a new crew of afterschool youth patrons with all their challenges and rewards. As per usual, the majority of the kids are well-behaved, and we are working on helping the others to realize that if they want to behave poorly, they can choose to do that somewhere other than the library. Melissa and I were both busy with outreach storytimes, visiting the entire Penn Yan CSD Kindergarten over a two-week period, and welcoming multiple classes from St Michael School and Keuka Lake School to the library.

OUTREACH EVENTS/MEETINGS/TRAININGS

- Penn Yan Community Garden Open House
- Oh Baby! Class at CareNet Penn Yan (Sarah presented on early literacy to new and expectant parents)

NOTABLE PATRON INTERACTIONS

- connected a patron with extra garden produce to a Meals on Wheels driver
- printed some fancy coloring sheets for a patron who needed a break while their children were doing homework at the library

SEPTEMBER 2023 PROGRAMS

In-person programs: 24

Attendance at in-person programs: 282

NOTES

October will see the return of the Book Character Pumpkin Decorating Contest, so be sure to vote for your favorites once they are all on display! We are adding a new monthly Young Writers Group, due to a request from an 8th grader, and a new therapy dog team will visit on the 25th.

Submitted October 4, 2023 by Sarah Crevelling, Youth Services Librarian