

**AGENDA**  
**PENN YAN PUBLIC LIBRARY**  
**BOARD MEETING**  
**THURSDAY November 16th, 2023 6:30 PM**

**Guest: Tim Hern, RDG Partners, Financial Review**

**Call to Order**

- Public Comment
- Additional Agenda Items?
- \*Adoption of Agenda
- \*June 15<sup>th</sup> Minutes (*Present: Peter Gamba, Deb Connelly, Kristen Flynn-Comstock, Val Brechko, Steve Darrow, Angela Gonzalez*)
- \*September 21<sup>st</sup> Minutes (*Present: Val Brechko, Deb Connelly, Kristen Flynn-Comstock, Connie Glover, Elizabeth Burris-Chase, Steve Darrow, Angela Gonzalez*)
- \*October 12<sup>th</sup> (*Present: Sharon Pinckney, Steve Darrow, Peter Gamba, Val Brechko, Kristen Flynn-Comstock, Jan Barrett, Elizabeth Burris-Chase, Angela Gonzalez*)
- Financial Review
  - \*Payment of bills for October 2023
- Library Director's Report

**Standing Committee Reports**

- Finance Committee (met 11-6-23)
- Policy Review Committee
- Building Committee (met 10-16 EV Chargers, scheduling meetings soon with architects)
- Nominating Committee
- Personnel Committee (met 10-12-23)

**Old Business**

- 2024-2028 Strategic Plan (ad hoc Board committee?)
- \*EV Chargers

**New Business**

- \*Staff Holiday brunch Fri 12/22
- \*Holiday hours (closed-1pm Sat 12/23 and 1pm Sat 12/30)
- 2024-2025 Committee Proposed Budget

**\*Adjourn**

- Items with \* require Board action. Enclosures: June 2023 Minutes, September 2023 Minutes, October 2023 minutes, Budget and Balance sheets, Director's Report, Circulation Stats, Children's and Adult services reports, 2024-2025 proposed budget, Proposed 2024-2028 Strategic Plan

## **PYPL Executive Director's Report 11-16-2023**

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

10-20 Yates INSYGHT meeting

10-17 Finger Lakes Museum, Natalie Payne, Director, PYPL staff round table

10-20 Connecting with Correctional Facilities: Ideas for Library Service to Incarcerated Individuals, STLS

10-20 Trauma-Informed Librarianship, Part 1: Essentials for Library Users, SCLRC

10-20 Trauma-Informed Librarianship, Part 2: Essentials for Library Workers, SCLRC

10-27 Gather and Grow Web Conference, STLS

Meg Medina, Library of Congress National Ambassador for Young People's Literature  
Body Talk with Bethany Snyder  
Fostering Equity through Employee Wellbeing

10-31 De-escalation Strategies for Library, Archives, and Museum Staff, WebJunction

11/1-11/2 NYLA Conference

11-1

Network Breakfast

Key Note Emily Drabinski, ALA President

Luncheon, Ask the Lawyer

Brooklyn Public Library, Books Unbanned

Recovering Admin.: How to get back the joy of being a librarian

PLS Author dinner

11-2

Turn your library into a community destination

The Challenge of Workplace bullying

Chaired Author, Author Luncheon, Adriana Herrera

New Childrens books this fall

11-7 Ellen Hopkins, Author Talk, Hobart William Smith

### **Happenings:**

- I attended the New York Library Association Conference in Saratoga Springs 11/1-11/2. I chaired the Author! Author! luncheon and my term on the Public Libraries Section Executive Council is over.
- Staff has finished writing the 2024-2028 Strategic Plan.
- Department directors are having meetings with Chronicle Express sales representative to hash out an affordable local online ad presence.

Sharon, Steve,  
Peter, Kristen,  
Val, Angela,  
Elizabeth

Absent  
Corine - excused  
Deb - excused  
J

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 - Sharon, Kristen and Motion
- \*June 15th Minutes (Present: Peter Gamba, Deb Connelly, Kristen Flynn-Comstock, Val Brechko, Steve Darrow) - can't do Sept. minutes or June 15th no quorum
- Financial Review
- \*Payment of bills for September 2023 - motion - Kristen and Sharon
- Library Director's Report - Jen - reported on Trustee training

Standing Committee Reports

- Finance Committee (meeting soon) - did not meet
- Policy Review Committee - did not meet
- Building Committee (meeting soon) - will meet 10/18
- Nominating Committee - did not meet
- Personnel Committee (met 10-12-23) - Angela reported on her Director's report

Old Business

2024-2028 Strategic Plan update

→ put payroll on budget

- EV Chargers
- Filing policy & how to streamline

New Business

→ will get to board next month

STLS Foundation  
Fundraiser Committee  
STLS raise \$ and give it out - Peter said they would welcome new members - meet on Painted Post 1x month

\*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

Sharon motion second

next meeting Nov. 16th.

Minutes by Elizabeth Burris-Chase

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

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

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

*Guests:* Sharon Pinckney

**Call to Order**

**1. Public Comment:**

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

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

Moved: Deb Connelly

Seconded: Kristen Flynn-Comstock

Approved: 5 -0

Abstentions: 0

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

Moved:

Seconded:

Approved: -0

Abstentions: 0

- c. Payment of bills for May 2023:

Moved: Kristen Flynn-Comstock

Seconded: Steve Darrow

Approved: 5 -0

Abstentions: 0

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

**4. Standing Committee Reports**

- a. Finance Committee: Did not meet.
- b. Policy Review Committee: Will meet in July to review by-laws.
- c. Building Committee: Did not meet.
- d. Nominating Committee: Did not meet.
- e. Personnel Committee: Did not meet.

**5. Old Business**

- a. Strategic Plan development for 2024-2028: Please return all surveys by the end of the month!
- b. EV charger 2024: Angela has been in contact with NYSERDA to discuss programs and funding.

**6. New Business**

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

**7. \*Adjourn:**

Moved: Deb Connelly

Seconded: Kristen Flynn-Comstock

Approved: 5-0

Abstentions: 0

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

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 17<sup>th</sup> 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

10/04/23

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

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



10/04/23

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

	Sep 30, 23
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2005 · Payables	27,350.00
<b>Total Accounts Payable</b>	27,350.00
<b>Other Current Liabilities</b>	
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
<b>Total Other Current Liabilities</b>	(105,219.94)
<b>Total Current Liabilities</b>	(77,869.94)
<b>Total Liabilities</b>	(77,869.94)
<b>Equity</b>	
3000 · General Fund Equity	470,674.42
3100 · Restricted Funds	
3101 · Watkins/Reiner	2,961.99
3102 · Hobart	13,674.85
3103 · Underwood	5,700.34
<b>Total 3100 · Restricted Funds</b>	22,337.18
3900 · Retained Earnings	939,269.45
Net Income	(84,947.90)
<b>Total Equity</b>	1,347,333.15
<b>TOTAL LIABILITIES &amp; EQUITY</b>	1,269,463.21

Penn Yan Public Library  
MONTHLY INCOME & EXPENSE  
September 2023

	Sep 23
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
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
<b>Expense</b>	
<b>5000 · HUMAN RESOURCES</b>	
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
<b>5400 · ADMINISTRATION</b>	
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
<b>5900 · BUILDINGS &amp; GROUNDS</b>	
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

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	Sep 23
8163 · AV	64.99
8165 · Disc Cleaner	183.99
8167 · Misc	59.92
<b>Total 8161 · Tech Supplies</b>	<b>308.90</b>
<b>Total 8100 · TECHNICAL SERVICES</b>	<b>360.22</b>
8200 · CIRCULATION	
8295 · Unique Management	61.80
<b>Total 8200 · CIRCULATION</b>	<b>61.80</b>
<b>Total Expense</b>	<b>48,986.30</b>
<b>Net Ordinary Income</b>	<b>(48,012.55)</b>
<b>Other Income/Expense</b>	
<b>Other Income</b>	
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)
<b>Total 8400 · NON-BUDGETED DONATIONS</b>	<b>(315.18)</b>
<b>Total Other Income</b>	<b>(315.18)</b>
<b>Net Other Income</b>	<b>(315.18)</b>
<b>Net Income</b>	<b>(48,327.73)</b>

# Profit & Loss Budget vs. Actual

10/07/23

Accrual Basis

July through September 2023

	<u>Jul - Sep 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>4100 · Printing Income</b>				
4150 · Laser Printer	378.22	500.00	(121.78)	75.6%
4160 · Other Copies	4.63	1,000.00	(995.37)	0.5%
<b>Total 4100 · Printing Income</b>	<u>382.85</u>	<u>1,500.00</u>	<u>(1,117.15)</u>	<u>25.5%</u>
4200 · Village	0.00	1,000.00	(1,000.00)	0.0%
4400 · Fines	165.23			
4500 · Lost/Damaged Books Refund	47.99			
4505 · Sale of Extraneous Materials	60.66			
4525 · Cafe Receipts	40.74	600.00	(559.26)	6.8%
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	6.36	150.00	(143.64)	4.2%
4800 · NonDesignated Donations	1,043.35	3,000.00	(1,956.65)	34.8%
<b>Total Income</b>	<u>119,503.24</u>	<u>728,152.00</u>	<u>(608,648.76)</u>	<u>16.4%</u>
<b>Expense</b>				
<b>5000 · HUMAN RESOURCES</b>				
<b>5100 · Salaries</b>				
5110 · Library Director II	19,466.46			
5115 · Librarian I	31,367.23			
5130 · Clerical	63,361.27			
5100 · Salaries - Other	0.00	454,315.00	(454,315.00)	0.0%
<b>Total 5100 · Salaries</b>	<u>114,194.96</u>	<u>454,315.00</u>	<u>(340,120.04)</u>	<u>25.1%</u>
<b>5200 · Benefits</b>				
5210 · Medicare/SS	8,701.56	31,000.00	(22,298.44)	28.1%
5225 · HRA Contributions	7,005.06	48,240.00	(41,234.94)	14.5%
5230 · Disability	0.00	2,700.00	(2,700.00)	0.0%
5235 · Voluntary Benefits	(601.02)			
5240 · SUTA	453.67	3,500.00	(3,046.33)	13.0%
5250 · Workmens Compensation	2,784.82	4,500.00	(1,715.18)	61.9%
5255 · Employee Assistance Plan	500.00	500.00	0.00	100.0%
5260 · Retirement	0.00	40,000.00	(40,000.00)	0.0%
5200 · Benefits - Other	701.19			
<b>Total 5200 · Benefits</b>	<u>19,545.28</u>	<u>130,440.00</u>	<u>(110,894.72)</u>	<u>15.0%</u>
<b>5300 · Payroll Costs</b>	<u>697.38</u>			
<b>Total 5000 · HUMAN RESOURCES</b>	<u>134,437.62</u>	<u>584,755.00</u>	<u>(450,317.38)</u>	<u>23.0%</u>
<b>5400 · ADMINISTRATION</b>				
5415 · Hotspots	1,460.92	5,000.00	(3,539.08)	29.2%
5420 · Promotion	17.98	500.00	(482.02)	3.6%
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	8,674.19	8,300.00	374.19	104.5%
5440 · Accounting				

	<b>Jul - Sep 23</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
5442 · Review/Audit	0.00	5,900.00	(5,900.00)	0.0%
5444 · Supplies	292.91	150.00	142.91	195.3%
<b>Total 5440 · Accounting</b>	292.91	6,050.00	(5,757.09)	4.8%
5450 · Equipment	1,634.12	500.00	1,134.12	326.8%
5451 · Service Contract	373.82			
5452 · Toshiba copier	21.45	1,000.00	(978.55)	2.1%
5460 · Office Supplies				
5461 · Staff Room	0.00	200.00	(200.00)	0.0%
5462 · White Paper	78.78	250.00	(171.22)	31.5%
5463 · Other	102.65	500.00	(397.35)	20.5%
<b>Total 5460 · Office Supplies</b>	181.43	950.00	(768.57)	19.1%
5470 · Training/Travel	490.00	1,500.00	(1,010.00)	32.7%
5475 · Legal	0.00	800.00	(800.00)	0.0%
5480 · Dues	335.00	1,000.00	(665.00)	33.5%
5485 · Postage	138.22	300.00	(161.78)	46.1%
5486 · Vote Expense	16.50	1,500.00	(1,483.50)	1.1%
<b>Total 5400 · ADMINISTRATION</b>	14,243.95	31,500.00	(17,256.05)	45.2%
<b>5900 · BUILDINGS &amp; GROUNDS</b>				
5910 · Utilities				
5912 · Electric	1,042.25	6,500.00	(5,457.75)	16.0%
5913 · Sewer & Water	1,050.90	800.00	250.90	131.4%
5914 · Gas	88.75	1,500.00	(1,411.25)	5.9%
<b>Total 5910 · Utilities</b>	2,181.90	8,800.00	(6,618.10)	24.8%
5920 · New Equipmnt	0.00	300.00	(300.00)	0.0%
5930 · Repairs & Maint				
5932 · Equipment	267.61	1,300.00	(1,032.39)	20.6%
5934 · Blding & Ground	2,962.45	9,760.00	(6,797.55)	30.4%
5930 · Repairs & Maint - Other	1,160.00			
<b>Total 5930 · Repairs &amp; Maint</b>	4,390.06	11,060.00	(6,669.94)	39.7%
5940 · Maintenance Contracts				
5943 · Trash Removal	137.88	550.00	(412.12)	25.1%
5945 · Fire Protection	231.00	900.00	(669.00)	25.7%
5946 · Snow Plowing	0.00	1,000.00	(1,000.00)	0.0%
<b>Total 5940 · Maintenance Contracts</b>	368.88	2,450.00	(2,081.12)	15.1%
5970 · Supplies				
5972 · Custodial	205.34	800.00	(594.66)	25.7%
5974 · Building	161.85	650.00	(488.15)	24.9%
5976 · building depreciation	0.00	1,000.00	(1,000.00)	0.0%
5970 · Supplies - Other	30.24			
<b>Total 5970 · Supplies</b>	397.43	2,450.00	(2,052.57)	16.2%
<b>Total 5900 · BUILDINGS &amp; GROUNDS</b>	7,338.27	25,060.00	(17,721.73)	29.3%

	<u>Jul - Sep 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>6000 · TECH (NETWORK AND ILS)</b>				
6100 · New Hardware	105.39	3,000.00	(2,894.61)	3.5%
6150 · Parts for Repair & Maint	0.00	300.00	(300.00)	0.0%
6200 · New Software	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%
<b>Total 6000 · TECH (NETWORK AND I...</b>	<b>35,692.39</b>	<b>42,087.00</b>	<b>(6,394.61)</b>	<b>84.8%</b>
<b>7100 · REFERENCE</b>				
7110 · Materials				
7120 · Reference Books	60.00	500.00	(440.00)	12.0%
<b>Total 7110 · Materials</b>	<b>60.00</b>	<b>500.00</b>	<b>(440.00)</b>	<b>12.0%</b>
<b>Total 7100 · REFERENCE</b>	<b>60.00</b>	<b>500.00</b>	<b>(440.00)</b>	<b>12.0%</b>
<b>7300 · ADULT SERVICES</b>				
7310 · Materials				
7315 · Print Materials				
7320 · Adult Fiction	1,438.11	11500.00	(10,061.89)	12.5%
7321 · Graphic Novels	22.87	350.00	(327.13)	6.5%
7330 · Adult Non Fiction	809.75	5,000.00	(4,190.25)	16.2%
7370 · Periodicals	3,154.22	4,000.00	(845.78)	78.9%
<b>Total 7315 · Print Materials</b>	<b>5,424.95</b>	<b>20,850.00</b>	<b>(15,425.05)</b>	<b>26.0%</b>
7380 · AV Materials				
7382 · Audio Books	727.83	3,500.00	(2,772.17)	20.8%
7384 · CD Music	10.98	200.00	(189.02)	5.5%
7386 · DVD	931.07	4,000.00	(3,068.93)	23.3%
<b>Total 7380 · AV Materials</b>	<b>1,669.88</b>	<b>7,700.00</b>	<b>(6,030.12)</b>	<b>21.7%</b>
<b>Total 7310 · Materials</b>	<b>7,094.83</b>	<b>28,550.00</b>	<b>(21,455.17)</b>	<b>24.9%</b>
7420 · Programming	719.55	1,500.00	(780.45)	48.0%
7450 · Equipment				
7451 · Laser Printer	209.78			
7452 · Other Equipment	32.98	200.00	(167.02)	16.5%
<b>Total 7450 · Equipment</b>	<b>242.76</b>	<b>200.00</b>	<b>42.76</b>	<b>121.4%</b>
7454 · Cafe Supplies	77.30	950.00	(872.70)	8.1%
<b>Total 7300 · ADULT SERVICES</b>	<b>8,134.44</b>	<b>31,200.00</b>	<b>(23,065.56)</b>	<b>26.1%</b>
<b>7500 · YOUTH SERVICES</b>				
7510 · Materials				
7515 · Print Materials				
7520 · E	275.35	1,800.00	(1,524.65)	15.3%
7530 · J Fiction	470.04	1,500.00	(1,029.96)	31.3%
7540 · J Non-Fiction	258.30	750.00	(491.70)	34.4%
7550 · YA	217.37	1,250.00	(1,032.63)	17.4%

	<u>Jul - Sep 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
7560 · Realia(Non-Book)	34.97	300.00	(265.03)	11.7%
<b>Total 7515 · Print Materials</b>	<b>1,256.03</b>	<b>5,600.00</b>	<b>(4,343.97)</b>	<b>22.4%</b>
<b>7580 · AV Materials</b>				
7582 · Audiobooks	35.73	200.00	(164.27)	17.9%
7584 · Music CD	0.00	100.00	(100.00)	0.0%
7588 · Video Games	284.72	1,200.00	(915.28)	23.7%
<b>Total 7580 · AV Materials</b>	<b>320.45</b>	<b>1,500.00</b>	<b>(1,179.55)</b>	<b>21.4%</b>
<b>Total 7510 · Materials</b>	<b>1,576.48</b>	<b>7,100.00</b>	<b>(5,523.52)</b>	<b>22.2%</b>
<b>7620 · Programming</b>	<b>1,103.11</b>	<b>2,400.00</b>	<b>(1,296.89)</b>	<b>46.0%</b>
<b>Total 7500 · YOUTH SERVICES</b>	<b>2,679.59</b>	<b>9,500.00</b>	<b>(6,820.41)</b>	<b>28.2%</b>
<b>8100 · TECHNICAL SERVICES</b>				
8155 · Processing Costs	106.47	800.00	(693.53)	13.3%
<b>8161 · Tech Supplies</b>				
8162 · Repair	0.00	25.00	(25.00)	0.0%
8163 · AV	64.99	575.00	(510.01)	11.3%
8165 · Disc Cleaner	183.99	100.00	83.99	184.0%
8167 · Misc	187.87	750.00	(562.13)	25.0%
<b>Total 8161 · Tech Supplies</b>	<b>436.85</b>	<b>1,450.00</b>	<b>(1,013.15)</b>	<b>30.1%</b>
<b>Total 8100 · TECHNICAL SERVICES</b>	<b>543.32</b>	<b>2,250.00</b>	<b>(1,706.68)</b>	<b>24.1%</b>
<b>8200 · CIRCULATION</b>				
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	123.60	500.00	(376.40)	24.7%
<b>Total 8200 · CIRCULATION</b>	<b>251.80</b>	<b>1,300.00</b>	<b>(1,048.20)</b>	<b>19.4%</b>
<b>Total Expense</b>	<b>203,381.38</b>	<b>728,152.00</b>	<b>(524,770.62)</b>	<b>27.9%</b>
<b>Net Ordinary Income</b>	<b>(83,878.14)</b>	<b>0.00</b>	<b>(83,878.14)</b>	<b>100.0%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
<b>8400 · NON-BUDGETED DONATIONS</b>				
8405 · MISC/Donations-Materials	(57.52)			
8415 · Friends - Materials/Equipme...	(153.45)			
8425 · Hobart/Watkins/Reiner	(106.29)			
8430 · Underwood-Materials	(752.50)			
<b>Total 8400 · NON-BUDGETED DONA...</b>	<b>(1,069.76)</b>			
<b>Total Other Income</b>	<b>(1,069.76)</b>			



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	<u>Jul - Sep 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Net Other Income</b>	(1,069.76)			
<b>Net Income</b>	<u>(84,947.90)</u>	<u>0.00</u>	<u>(84,947.90)</u>	<u>100.0%</u>

10/04/23

# Reconciliation Summary

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

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

10/04/23

# Reconciliation Summary

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

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

checkouts	19-20	20-21	21-22	22-23												22-23	23-24			
	total	Total	JTotal	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	total	July	Aug	Sep	Oct
ADPBKFC	401	473	733	82	78	86	67	54	39	51	44	59	26	43	32	661	47	37	43	48
ADPBKNF	204	213	223	26	24	25	34	20	20	14	14	16	15	21	15	244	19	16	21	15
ADULTFC	5124	5390	7187	841	976	894	762	743	556	639	572	688	476	524	551	8222	592	673	640	610
ADULTNF	4312	4264	4992	408	461	434	407	383	359	448	361	432	307	313	363	4676	400	366	341	378
AUDIOBKCAS	3	0	5									2				2	1			
AUDIOBKCD	1506	1141	1205	118	132	159	139	129	140	130	73	87	85	107	145	1444	121	134	105	99
AV-hotspot	142	854	1045	99	101	79	59	60	55	77	61	70	66	74	43	844	51	70	72	58
AV-EQUIP	0	2	0				3									3				
BOOK	32	18	39	4	8	3	4	2	2	3	4		2	3	3	38	11	18	5	3
COMPUTER-laptops	145	4	17	1			2				1					4	1	1	1	1
playaways	39	0	0													0				
EAUDIOBOOK	0	0	0													0				
ED-VID-DVD	65	27	41	6	1	1	2	2	3	3	3	2	2	4		29	1	5	2	
EPHEMERAL	1	0	0													0				
EQUIPMENT	1	3	3				2	1				1	2	1	1	8	1	1	1	1
HOLIDAY	24	18	19			1		2	3	6	1	2				15	2	1		1
ILL-BOOK	57	0	75	9	5	4	6	10	3	5	4	8	2	6	4	66	9	19	5	10
JUVDVD (new 5-1-19)	99	93	169	7	17	5	9	15	11	7	9	5	2	10	7	104	6	1	4	11
JUVAUDIOBK	28	41	32	1	2	2			2	2	3		2	1	6	21	5	9	4	5
JUVFIC	13963	15238	18506	2007	1915	1481	1595	1374	1223	1392	1530	1898	1450	1468	1544	18877	2032	1926	1534	1488
JUVMAGAZIN	29	79	50	1	3	1	4	4		8	1	3	6			31	22	7	2	3
JUVMUSICCD	0	4	1	2											2	4				
JUVNF	2514	2889	3046	346	299	360	226	286	261	309	303	341	284	269	250	3534	300	307	244	237
JUVPBFC	250	370	365	26	27	17	20	11	10	11	19	23	24	9	12	209	17	21	17	18
JUVPBK	29	38	38	5	2	1			2		2	2	2		1	17		1	1	
JUVREF	2	0	0													0				
KIT	56	3	105	9	5	16	6	5	6	9	7	6	10	8	4	91	4	8	5	8
LARGETYPE	6280	7055	8174	791	880	759	679	689	622	563	559	646	532	608	582	7910	688	706	529	597
MAGAZINE	834	897	1007	126	125	111	98	135	143	111	88	118	93	78	104	1330	106	95	123	126
MICROFORM	0	24	26	8		8						16	8	8		48	16			
MIXEDMEDIA	5	6	6								2					2	8			
MUSICCD	389	525	519	97	65	134	94	83	54	38	12	56	42	73	53	801	61	62	46	48
NEWAUDBKCD	591	656	669	22	21	18	16	18	16	23	30	31	33	47	40	315	52	38	38	42
NEW-BKNF	0	0	0													0				
NEW-BOOK	1997	2037	3140	191	164	188	222	258	244	312	294	334	331	393	390	3321	389	438	402	407
NEW-BOOKNF	1170	1236	1213	47	27	36	51	75	81	78	84	119	98	106	104	906	110	101	108	124
NEW JUVDVD-new	23	18	55	9	4	1	2	1	5	2		1		3		28		2	4	4
NEWJUVFIC	940	898	1313	155	113	112	94	89	98	121	119	130	126	144	122	1423	144	133	136	143
NEW-JUVNF	291	308	402	28	23	19	15	24	20	20	33	43	37	42	33	341	40	53	41	45
NEW-LP	2782	1797	675	37	27	23	20	24	16	6	15	13	17	8	11	217	12	15	16	17
NEWMAGAZIN	50	47	151	4	8	3	6	4	7	7	3	4	2			48	3			
NEWMUSCD	93	150	115	15	4						3	9	7	13	14	65	8	3	10	5
NEWSPAPER	0	0	0													0				
NEW-VIDDVD	3958	3391	4104	190	45	42	113	177	235	280	225	317	287	374	418	2703	378	406	299	366
PGMRESOURC	5	0	0								8	1				9				
REF-BOOK	5	2	18	6	4				1	1	4					16			1	2
ROTATING	9	33	87	3						1					26	30	26	3	1	
SOFTWARE	0	0	14		1								1	1	1	4				
STLSEQUIP	0	0	0													0				
TABLET	0	0	0													0				

TESTBOOK	4	9	2																	0
TOY	4	0	0																	0
UNBARCODED	31	17	36	5	7	4	3	3	1	1		1	1	1	1	28	2	2	1	1
UNDEFINED	0	0	0													0				
VIDEO-DVD	13052	11910	10736	929	1059	862	844	796	551	614	580	814	584	533	521	8687	537	662	678	733
VID-GAME	857	853	1461	104	151	109	128	119	93	120	83	149	114	95	122	1387	132	132	98	90
loaned to STLS	4853	5100	5555	428	479	490	463	389	384	499	546	564	459	490	461	5652	524	470	405	407
Borrowed from STLS	3692	5221	6358	618	634	553	572	461	374	504	519	599	418	405	476	6133	562	567	519	498
Total material circ	70941	73352	83732	7811	7897	7041	6767	6446	5644	6415	6219	7610	5953	6283	6462	80548	7440	7509	6502	6649
downloads-overdrive	11418	13607	13146	1248	1270	1219	1199	1011	1199	1306	1144	1276	1183	1112	1180	14347	1326	1267	1229	1244
overdrive magazines	1319	1568	1062	74	65	77	106	118	112	133	113	105	84	91	98	1176	112	100	196	515
Freegal	3078	0	0													0				
PAC	4565	2365	3015	295	336	285	308	257	213	233	193	292	271	260	317	3260	340	314	279	244
Total circ with digital,PAC	91321	90892	100955	9428	9568	8622	8380	7832	7168	8087	7669	9283	7491	7746	8057	99331	9218	9190	8206	8652
website visits	19922	17875	5917	1665	1625							524	896	950	1225	6885	1305	1213	1005	
visits	53717	31208	53134	4612	4358	6067	6122	5080	4329	4694	4888	5252	4188	5223	6504	61317	4350	4648	5530	5294
wireless	5493	3700	3248	321	313	367	386	368	325	338	331	355	307	390	365	4166	334	338	400	367
		0	0													0				
new regist. Res		122	296	30	29	32	18	16	17	22	32	21	21	28	56	322	31	41	26	25
non res		23	60	9	14	8	4	6	4	1	8	1	4	4	9	72	9	7	6	2
additions to holdings		0	0													0				
cat books	1335	1488	128	95	131	114	105	65	120	96	93	107	110	98	1262	80	115	144	105	
all other print	1047	911	63	73	83	86	67	56	70	69	61	64	69	64	825	58	70	61	47	
audiobooks CDs	137	112	1	2	1		1	3	4	11	7	9	14	5	58	8	10	8	4	
DVDs	184	207	20	12	15	23	14	26	2	24	24	17	22	15	214	16	8	23	13	
vid games	22	27	1	3		1	3	2				1	1	6	2	20	2	2	3	1
electronic		0												2		2				
kit			1	1												1				
microform			0													0				
av			1													0				
toy			0													0				

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

*OCTOBER 2023 IN REVIEW*

October's "Make A Monster" take-home kit disappeared quickly (20 kits in just a few hours), so we're offering two in November to try to meet the demand. 4-H helped tweens learn how to make applesauce (and make the library smell amazing) and will be back in November to make stove-top apple crisp. We welcomed a new therapy dog to the fold, and held our last Toddler Dance Party for the year. I was happy to finish writing the Youth Services goals for the next PYPL Strategic Plan.

*MEETINGS/TRAININGS ATTENDED*

- Gather & Grow Virtual Conference (STLS)

*NOTABLE PATRON INTERACTIONS*

- helped an adult patron make their first-ever email address so they could try to take the 5-hour prelicensing driver's course online. This patron has never used a computer, has no internet or device access other than the library, and, as it turns out, the online options are only offered at days/times when the library is closed or only open for portions of the test. (The patron could use the WiFi in the parking lot, but they don't have their own device to access it, nor the skills to be comfortable using it.) There appear to be no in-person options in the County. Truly a demonstration of how isolating rural living can be.

- helped a 19-year-old patron make a plan to replace their lost Social Security card

*OCTOBER 2023 PROGRAMS*

In-person programs: 21

Attendance at in-person programs: 206

*NOTES*

Our revised discipline procedures seem to be working so far (knock on wood). We are noticing and hearing that it's difficult to get this year's batch of middle-schoolers to participate in the programs offered, here and elsewhere around town. I think that is probably a lingering side-effect of the pandemic. (Food-based programming still gets a good response, unsurprisingly.)

*Submitted November 6, 2023 by Sarah Crevelling, Youth Services Librarian*

## August - October 2023 adult services report

I somehow neglected to submit board reports in September and October! They were both very busy months, so let me catch up now.

In August, I answered 33 reference questions for 32 patrons, including 11 tech questions, 8 local history questions, and no legal questions. I served 2 Mennonite patrons. Patrons sought information on the use of the Outlet as part of the Erie Canal, transferring data between an old device and a new, and the history of the Griffiths Home for the Elderly.

In September, I answered 41 reference questions for 42 patrons, including 15 tech questions, 1 local history question, and 1 legal question. I served no Mennonite patrons. Patrons sought information on the specifications for a certain type of generator, art appreciation, and cookbooks for living with kidney disease.

In October, I answered 25 reference questions for 25 patrons, including 8 tech questions, 4 local history questions, and 1 legal question. I served no Mennonite patrons. Patrons sought information on cases prosecuted by Rudy Giuliani in his time as a DA, info on when baseball amenities were established for boys vs. for softball players in Yates County, and maps showing property lines on Champlin Avenue. The slightly reduced number is probably due to the brief staycation I took early in the month.

At least 199 patrons participated in 23 programs in August, including our final Close Reads sessions looking at Heather McGhee's *The Sum of Us*, our first LGBTQ+ Film Night collaboration with Keuka Compass, and a session on trauma and grief with licensed therapist Karin Earle.

At least 363 patrons participated in 23 programs in September, a number boosted by the tables of free produce kindly offered by BeJo Farm and their volunteer gleaners. We also had a vegetarian Pot Luck Club, a Justice 101 discussion on censorship in honor of Banned Books Week, and a wonderful concert from Nan Hoffman over at St. Mark's Church.

At least 213 patrons participated in 17 programs in October. The produce tables helped again. We also aided in the planning and execution of the Eerie Tales on the Outlet Trail event as part of the County Bicentennial, which was sold out, and for which I researched scary true local stories, wrote four of them, helped recruit performers, guides, and special effects crew, and led the last group of the night. It was the culmination of over a year of very hard work, and I'm thrilled with how successful it was (but the final stages of planning and preparation definitely contributed to my lack of board reports these past two months!). Other fun Halloween programming included a presentation ostensibly about "phantom clowns" but which was really a way to present information on moral panics and media literacy; a DIY thrifted Halloween painting session, in which we inserted ghosts and pumpkins and other eerie things into paintings sourced from the Once Again Shoppe; and an incredibly fun session of Keuka Writes' annual Haunted Inkwell where we wrote all about cryptids (Sasquatch, etc.). Add to that an encaustic photo transfer session with Jeannette McDunnah and it was a BIG month. I also facilitated a discussion with ghost story author Ellen Hegarty at St. Mark's Terrace. All three months also featured all the regular programs and collaborations – Classics in Spirituality, Diverse Voices Matter, Body Talk, Family Research Support Group, tech programs, etc. I'm ready for another vacation!! (But I won't be getting one any time soon :-p)

PYPL  
Budget

Penn Yan Public Library												
	19-20 Budget	actual 19-20	budget 20-21 no increase	actual 20-21	21-22 budget no increase	actual 21-22	Approved 22-23 no increase	actual 22-23	Approved 23-24	actual 23-24	Committee proposed 24-25	
4100 printing												
4150 laser printer	\$ 600.00	\$ 704.00	600	659	500	1038.12	500	1307.34	500		1350	
4160 other copies	\$ 1,000.00	\$ 763.00	1000	429	1000	245.63	1000	8.33	1000			
4100 Printing income tot	1600	1467	1600	1088	1500	1283.75	1500	1315.67	1500		1350	
4200 village	\$ 1,000.00	\$ 1,000.00	1000	1000	1000	1000	1000	1000	1000		1000	
4400 fines	\$ 5,000.00	\$ 3,199.00	5166.6	1995	0	494.37	0	865.74			0	
4500 lost/damaged books		\$ 472.00		229		192.43		190.44				
4505 sale of extraneous materials		\$ 599.00		420		208.58		222.66				
4525 café receipts	\$ 600.00	\$ 610.00	600		0		0	406.46	600		600	
4540 tax income	\$ 706,480.00	\$ 706,480.00	\$ 706,480.00	\$ 706,480.00	\$ 706,480.00	\$ 706,480.00	\$ 706,480.00	\$ 706,480.00	\$ 717,902.00		\$ 750,208.00	
4550 misc.		\$ 3,429.00		2566		2726.77		7437.14				
4560 program income				281								
4570 thumbdrive income												
4600 L.L.S.A.	\$ 4,500.00	\$ 4,463.00	4500	4348	3500	4375.41	3500	4558.91	4000		4560	
4660 tech revenue												
4700 interest	\$ 500.00	\$ 24.00	500		150	25.2	150	25.21	150		150	
tot	\$ 719,680.00	\$ 721,743.00	\$ 719,846.60	\$ 718,407.00	\$ 712,630.00	\$ 716,786.51	\$ 712,630.00	\$ 722,502.23	\$ 725,152.00	\$ -	\$ 757,868.00	
4800 gifts/donations		\$ 3,802.00	3000	6251	3000	13835.03	3000	5679.58			3000	
4810 donations material												
4815 donations friends												
4820 donations funds												
4825 donations funds building												
4800 tot	\$ 3,000.00	\$ 3,802.00	3000	6251	3000	13835.03	3000	5679.58	3000		3000	
4900 grant income		\$ 6,100.00										
4960 other grant												
total income	\$ 722,680.00	\$ 731,645.00	\$ 722,846.60	\$ 724,658.00	\$ 715,630.00	\$ 730,621.54	\$ 715,630.00	\$ 728,181.81	\$ 728,152.00	\$ -	\$ 760,868.00	



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Budget

	budget 19-20	actual 19-20	approved 20-21	actual 20-21	approved 21-22	actual 21-22	approved 22-23	actual 22-23	approved 23-24	actual 23-24	24-25							
5000 Human Resources																		
5100 Salaries																		
5110 Director	65408	67139	66716.16	67717	71466	73267	74325	78873.52	76555		79617							
Librarian 1			0		53682	55482	55829	124740.33	57504		59804							
5115 Librarian 1	102814	102299	104870.28	106434	58646	60446	60992		62821		65334							
5125 Network Tech	56092	56142	57213.84	43339	61287													
5130 Clerical	202423	188324	206471.46	180870	192328	204023	215000	253726.93	232212		242011							
5135 Building Staff	18343		18709.86		21953		24448		25223		26234							
5100 tot. sal.	\$ 445,080.00	\$ 413,904.00	\$ 453,981.60	\$ 398,360.00	\$ 459,362.00	\$ 393,218.00	\$ 430,594.00	\$ 457,340.78	\$ 454,315.00	\$ -	\$ 473,000.00							
5200 Benefits																		
5210 Medicare/SS	\$ 30,000.00	\$ 30,600.00	30000	30916	\$ 30,000.00	29932	\$ 30,000.00	\$ 34,831.86	\$ 31,000.00		\$ 36,000.00							
5220 Health Insurance		\$ (4,619.00)																
5225 HAS/HRA Contributions																		
5225 QSEHRA Contributions	\$ 51,000.00	\$ 33,423.00	51000	40617	38200	24638	40000	24147.34	48240		49240							
5235 Voluntary benefits								-2704.59										
5230 Disability/ Paid Fam Leave	\$ 1,600.00	\$ 1,719.00	1600	2682.16	1800	2359	2700	2453.68	2700		2700							
5240 SUTA	\$ 3,000.00	\$ 918.00	3000	2758	1500	3437	3000	4451.04	3500		4500							
5250 Workmens Comp	\$ 5,500.00	\$ (430.00)	5500	4434	4500	3981	4500	7494.18	4500		4500							
Employee Assistance Plan	\$ 500.00	\$ 500.00	500	500		500	500	500	500		500							
5200 Benefits-other								2604.42										
5260 Retirement	\$ 49,000.00	\$ 50,676.00	53500	48889	55980	51226	56442	29159	40000	38886	50000							
5200 tot	\$ 140,600.00	\$ 112,787.00	\$ 145,100.00	\$ 130,796.16	\$ 131,980.00	\$ 116,073.00	\$ 137,142.00	\$ 102,936.93	\$ 130,440.00	\$ 38,886.00	\$ 147,440.00							
5300 Other Human Resources				141														
5300 payroll costs	\$ 3,000.00	\$ 2,800.00	3000	2872	3000	3090	3000	3137			3300							
5320 publicity																		
5000 total Human Resources	\$ 588,680.00	\$ 529,491.00	\$ 602,081.60	\$ 532,169.16	\$ 594,342.00	\$ 512,381.00	\$ 570,736.00	\$ 563,414.71	\$ 584,755.00	\$ 38,886.00	\$ 623,740.00							

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Budget

		budget 19-20	actual 19-20	approved 20-21	actual 20-21	approved 21-22	actual 21-22	approved 22-23	actual 22-23	approved 23-24	actual 23-24	24-25				
	5400 Administration															
5415	Hotspots	\$ 900.00	\$ 1,613.00	3250	3917	3250	6512	5000	6359.84	5000		3000				
5420	promotion	\$ 500.00	\$ 2,279.00	500	2265	500	355	500	1436.95	500		500				
5422	annual campaign	\$ 600.00										600				
5425	internet	\$ 1,800.00	\$ 1,800.00	1800	1800	1800	1800	1800	1800	1800		1800				
5430	telephone	\$ 1,700.00	\$ 2,099.00	2000	2114	2300	1944	2300	1952.99	2300		850				
5435	insurance	\$ 6,500.00	\$ 6,606.00	6600	7070	6500	8408	8000	7560.81	8300	8675	8675				
	5440 accounting															
5442	review/audit	\$ 4,000.00	\$ 4,000.00	4000	6900	4000	5600	5900	6550	5900		6550				
5444	supplies	\$ 150.00	\$ 220.00	150	147	150	515	150	35.98	150		150				
5445	cpa services															
5450	equipment for staff	\$ 500.00	\$ 1,220.00	500	796	500	366	500	348.92	500		500				
5451	service contract	\$ 1,000.00	\$ 396.00	450	454	450	324		377.02			1000				
5455	furnishings for staff	\$ 300.00			1259											
5452	Toshiba copier		\$ (598.00)		332		458	1000	414.4	1000		500				
	5460 office supplies						518		536.71							
5461	staff rm supplies	\$ 300.00	\$ 308.00	300	109	250	160	200	101.64	200		150				
5462	paper, white	\$ 300.00	\$ 202.00	250	166	250	166	250	381.1	250		300				
5463	other supplies	\$ 500.00	\$ 672.00	500	708	500	523	500	597.28	500		500				
5470	training/travel	\$ 1,800.00	\$ 1,517.00	0	178		1442	1500	817.97	1500		1200				
5475	legal	\$ 800.00		800	0	800		800		800		800				
5480	dues	\$ 1,500.00	\$ 1,038.00	1000	988	1000	880	1000	800	1000		900				
5485	postage	\$ 400.00	\$ 178.00	300	242	300	123	300	433.98	300		300				
	5490 misc.		\$ (206.00)		146		87									
5493	admin. misc.				15				1291.05							
5486	vote expense	\$ 1,500.00	\$ 851.00	1200					1521.02	1500		1500				
5400	tot admin	\$ 25,050.00	\$ 24,195.00	\$ 23,600.00	\$ 29,606.00	\$ 22,550.00	\$ 30,181.00	\$ 29,700.00	\$ 33,317.66	\$ 31,500.00	\$ 8,675.00	\$ 29,775.00				

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Budget

	5900 Building and Grounds	budget 19-20	actual 19-20	approved 20-21	actual 20-21	approved 21-22	actual 21-22	approved 22-23	actual 22-23	approved 23-24	actual 23-24	24-25				
	5910 utilities															
5912	electric	\$ 6,500.00	\$ 4,295.00	6500	5351	5500	6336	5500	5212.26	6500		6000				
5913	sewer and water	\$ 850.00	\$ 753.00	850	602	850	743	850	1004.09	800		1000				
5914	gas	\$ 2,800.00	\$ 2,504.00	2800	1536	2500	285	1600	148.53	1500		300				
5920	equipment, new			300	1560	300		300	20.99	300		300				
	5930 repairs and maint		\$ 767.00		279											
5932	equipment	\$ -	\$ 1,300.00		120	1300	2335	1300	789.72	1300		1300				
5934	building and ground	\$ 1,500.00	\$ 2,267.00	1400	3252	1400	324	17206	723.78	9760		7000				
5930	Repairs other								12537.88							
	5940 maint contracts						1389									
5941	janitorial maint															
5943	trash removal	\$ 450.00	\$ 435.00	500	533	550	562	550	563.09	550		550				
5945	fire protection	\$ 700.00	\$ 948.00	700	576	950	895	700	590	900		1000				
5946	snow plowing	\$ 1,500.00	\$ 855.00	1000	665	850	1000	1000	750	1000		1000				
	5970 supplies															
5972	custodial	\$ 600.00	\$ 513.00	600	1418	550	949	550	1048.5	800		900				
5970	other supplies		\$ 22.00		2681		238		235.96							
5974	building	\$ 9,000.00	\$ 6,714.00	650	342	650	155	650	829.16	650		650				
	building depreciation	\$ 1,000.00		1000		1000		1000		1000		1000				
5900	tot building and ground	\$ 24,900.00	\$ 21,373.00	\$ 16,300.00	\$ 18,915.00	\$ 16,400.00	\$ 15,211.00	\$ 31,206.00	\$ 24,453.96	\$ 25,060.00	\$ -	\$ 21,000.00				
	6000 tech (network,ILS)															
6100	hardware new	\$ 3,500.00	\$ 1,058.00	3000	1116	3000	8081	3000	4160	3000		3000				
6150	parts	\$ 150.00	\$ 267.00	150		150	300	150		300		300				
6200	software	\$ 500.00	\$ 63.00	500		500		500		500		500				
6300	maint	\$ 1,000.00	\$ 1,079.00	1000	531	1000	2034	3000	2268.5	3000		3000				
6400	STLS ILS and Overdrive	\$ 27,350.00	\$ 28,376.00	31115	31126	33538	32301	33538	33538	35287		36448				
6600	supplies															
6700	funded depreciation															
6000	tot tech	\$ 32,500.00	\$ 30,843.00	\$ 35,765.00	\$ 32,773.00	\$ 38,188.00	\$ 42,716.00	\$ 40,188.00	\$ 39,966.50	\$ 42,087.00	\$ -	\$ 43,248.00				
	7100 Reference															
	7110 materials															
7120	ref books	\$ 500.00	\$ 10.00	100	803	500	16	500	26.99	500		155				
7130	electronic resources	\$ 350.00		0												
7170	periodicals, microform	\$ 400.00		300												
	7200 other ref		\$ 171.00						60							
7220	programming															
7250	equipment															
7255	furnishings															
7100	tot ref	\$ 1,250.00	\$ 181.00	400	803	500	16	500	86.99	500		\$ 155.00				

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Budget

	budget 19-20	actual 19-20	approved 20-21	actual 20-21	approved 21-22	actual 21-22	22-23 budget	actual 22-23	approved 23-24	actual 23-24	24-25				
7300 Adult Services															
7310 materials															
7320 adult fic	\$ 12,500.00	\$ 9,536.00	11500	10687	11500	7380	11500	7245.49	11500		10600				
7321 graphic novels	\$ 350.00	\$ 265.00	350	35	350	26	350	158.68	350		350				
7325 digital downloads	\$ 1,450.00	\$ 1,421.00						43.94							
7315 Print materials-other															
7355 Adult Furnishings															
7330 adult non-fic	\$ 6,000.00	\$ 3,227.00	5000	4651	5000	3475	5000	4460.77	5000		5000				
7370 periodicals	\$ 4,000.00	\$ 4,286.00	4000	4846	4000	4104	4000	5037.64	4000		4500				
7382 audio books	\$ 4,000.00	\$ 2,697.00	3500	4359	3500	3495	3500	2401.43	3500		3000				
7384 music CD	\$ 350.00	\$ 234.00	350	546	350	156	350	246.84	200		200				
7386 DVD	\$ 5,000.00	\$ 4,389.00	4500	3592	4500	4511	4500	4741.34	4000		4000				
7310 tot materials	\$ 33,650.00	\$ 26,055.00	\$ 29,200.00	\$ 28,716.00	\$ 29,200.00	\$ 23,147.00	\$ 29,200.00	\$ 24,336.13	\$ 28,550.00	\$ -	\$ 27,650.00				
7420 programming/prog. Equip	\$ 1,800.00	\$ 1,490.00	1500	1395	1500	1489	1500	2305.71	1500		1500				
7450 equipment															
7451 laser printer		\$ 166.00		494		172									
7452 other equipment	\$ 200.00	\$ 174.00	200	123	200	139	200		200		200				
7453 supplies		\$ 14.00						13.69							
7454 café	\$ 950.00	\$ 548.00	650		0	312		785.44	950		850				
7310 materials-other		\$ 388.00		5835				130							
7300 tot adult services	\$ 36,600.00	\$ 28,835.00	\$ 31,550.00	\$ 36,563.00	\$ 30,900.00	\$ 25,259.00	\$ 30,900.00	\$ 27,570.97	\$ 31,200.00	\$ -	\$ 30,200.00				
7500 Youth Services															
7510 materials															
7520 E	\$ 1,800.00	\$ 1,395.00	\$ 1,800.00	\$ 1,052.00	\$ 1,800.00	1078	1800	931.43	1800		1500				
7530 J Fic	\$ 1,100.00	\$ 970.00	\$ 1,000.00	\$ 1,212.00	\$ 1,100.00	1970	1100	1247.11	1500		1500				
7540 J nf	\$ 600.00	\$ 515.00	\$ 600.00	\$ 823.00	\$ 600.00	749	600	944.96	750		800				
7550 YA	\$ 1,250.00	\$ 950.00	\$ 1,250.00	\$ 947.00	\$ 1,250.00	1073	1250	907.79	1250		1200				
7560 realia (non-book)	\$ 300.00	\$ 118.00	\$ 300.00	\$ -	\$ 300.00		300		300		300				
7570 periodicals	\$ 200.00	\$ 201.00	\$ 200.00	\$ -	\$ -										
7582 audiobooks	\$ 500.00	\$ 194.00	\$ 500.00	\$ 138.00	\$ 300.00	168	300		200		200				
7582 other		\$ 458.00		\$ 729.00											
7584 music cd	\$ 100.00	\$ 13.00	\$ 100.00	\$ 20.00	\$ 100.00	315	100		100		100				
7586 dvd															
7588 video games	\$ 1,000.00	\$ 964.00	\$ 1,000.00	\$ 1,258.00	\$ 1,000.00	1385	1000	1018.17	1200		1200				
7510 tot materials	\$ 6,850.00	\$ 5,778.00	\$ 6,750.00	\$ 6,179.00	\$ 6,450.00	\$ 6,738.00	\$ 6,450.00	\$ 5,049.46	\$ 7,100.00	\$ -	\$ 6,800.00				
7620 programming	\$ 2,400.00	\$ 1,642.00	\$ 2,000.00	\$ 2,869.00	\$ 2,400.00	3733	2400	4685.34	2400		2400				
7650 equipment		\$ 231.00													
7655 furnishings															
7500 tot youth services	\$ 9,250.00	\$ 7,651.00	\$ 8,750.00	\$ 9,048.00	\$ 8,850.00	\$ 10,471.00	\$ 8,850.00	\$ 9,734.80	\$ 9,500.00	\$ -	\$ 9,200.00				
8100 Technical Services															
8100 budget 19-20															
8100 actual 19-20															
8100 budget 20-21															
8100 approved 21-22															
8100 actual 21-22															
8100 approved 22-23															
8100 actual 22-23															
8100 approved 23-24															
8100 actual 23-24															
8100 24-25															
8155 processing costs	\$ 850.00	\$ 403.00	800	770	800	299	800	294.07	800		800				
8162 repair supplies	\$ 25.00	\$ 50.00	25	400	25	33	25	38.42	25		25				
8163 av supplies	\$ 575.00	\$ 340.00	575		575		575	73.29	575		575				
8165 disc cleaner supplies	\$ 100.00	\$ 180.00	100		100	125	100		100		100				
8167 misc supplies	\$ 750.00	\$ 774.00	750	272	750	679	750	352.1	750		750				
8161 tech supplies other				12		544									
8100 tot tech services	\$ 2,300.00	\$ 1,747.00	\$ 2,250.00	\$ 1,454.00	\$ 2,250.00	\$ 1,680.00	\$ 2,250.00	\$ 757.88	\$ 2,250.00	\$ -	\$ 2,250.00				
8250 8200 Circulation															
8260 equipment	\$ 200.00	\$ 80.00	200		200		200		200		200				
8275 patron cards	\$ 450.00		200		200	490	200	376	200		200				
8280 postage for overdues	\$ 300.00	\$ 275.00	450	162	450		300	61.58	300		300				
8200 mailing supplies	\$ 200.00	\$ 39.00	300	57	300	115	100		100		100				
8295 unique management	\$ 1,000.00	\$ 412.00	1000	546	500	363	500	453.2	500		500				
8415 tot circulation	\$ 2,150.00	\$ 806.00	\$ 2,150.00	\$ 765.00	\$ 1,650.00	\$ 968.00	\$ 1,300.00	\$ 890.78	\$ 1,300.00	\$ -	\$ 1,300.00				
8400 Non-Budget expen															
9100 tot non-budgeted															
total expenses	\$ 722,680.00	\$ 645,122.00	\$ 722,846.60	\$ 662,096.16	\$ 715,630.00	\$ 638,799.00	\$ 715,630.00	\$ 700,194.25	\$ 728,152.00	\$ 47,561.00	\$ 760,868.00				