

AGENDA
PENN YAN PUBLIC LIBRARY
BOARD MEETING
THURSDAY February 15th, 2024 6:30 PM

Call to Order

- Public Comment
- Additional Agenda Items?
- *Adoption of Agenda
- *January 18th 2024 minutes (present: Deb Connelly, Kristen Flynn-Comstock, Connie Glover, Steve Darrow, Peter Gamba, Sharon Pinckney, Jan Barrett, Elizabeth Burris-Chase, Valerie Brechko, Angela Gonzalez)
- Financial Review
 - *Payment of bills for January 2024
- Library Director's Report

Standing Committee Reports

- Finance Committee
- Policy Review Committee (will be working on Exhibit and Display Policy and Public Relations Policy)
- Building Committee
- Personnel Committee
- Nominating Committee

Old Business

- EV charger updates
- *Collection Development Policy

New Business

- *Poll Clerks and Inspectors (Lauren Williams-Chair of Election, Judy Habberfield-Chief of Inspection)
- *2022-2023 Annual Report – Wording: *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 2-15-24.*

***Adjourn**

Items with * require Board action. Enclosures: Jan 18th, 2024 minutes, Budget and Balance sheets, Director's Report, Circulation Stats, Children's and Adult services reports, Collection Development Policy Draft

PYPL Executive Director's Report 2-15-24

Professional Development and Meetings:

1/18 and 1/19 Mental Health First Aid training, Yates County INSYGHT

1/30 Family Counseling of the Finger lakes EAP De-escalation training, PYPL Staff Round Table

1/31 STLS Directors Advisory Meeting, Hammondspport

Happenings:

On January 31st the staff met with the Edge architects.

We are continuing to work on the vote calendar steps including the new mail early voting.

We have finished up the annual report.

We are working on the Annual Report to the Community.

We have added Corning Glass Museum passes to our Experiences collection.

I have filled out the paperwork with NYSERDA and ChargePoint for the 2 charging stations.

MINUTES
PENN YAN PUBLIC LIBRARY
BOARD MEETING
THURSDAY January 18, 2024

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

Absent:

Guests:

Call to Order

1. Public Comment: none

2. *Resolution to approve the following:

a. Adoption of the January 18th, 2024 Agenda as submitted:

Moved: Sharon Pinkney	Seconded: Deb Connelly
Approved: 9 - 0	Abstentions: 0

b. Adoption of the December 21st, 2023 minutes as submitted (present: Deb Connelly, Kristen Flynn-Comstock, Connie Glover, Steve Darrow, Peter Gamba, Sharon Pinckney, Jan Barrett, Angela Gonzalez)

Moved: Kristen Flynn Comstock	Seconded: Connie Glover
Approved: 7 - 0	Abstentions: 2 (Elizabeth Burris-Chase, Val Brechko)

e. Payment of the bills for December 2023

Moved: Kristen Flynn-Comstock	Seconded: Sharon Pinkney
Approved: 9 - 0	Abstentions: 0

3. Library Director's Report: see attached

4. Standing Committee Reports:

- a. Finance Committee: did not meet.
- b. Policy Review Committee: worked on Public Comment Policy, working on Collections Development Policy draft, Display Policy draft, Public Communication and Social Media Policies.
- c. Building Committee: Did not meet.
- d. Nominating Committee: Did not meet.
- e. Personnel Committee: Did not meet.

5. Old Business:

A. *Resolution to approve the following:

1. Updated Public Comment section of Bylaws:

Moved: Jan Barrett	Seconded: Sharon Pinckney
Approved: 9 - 0	Abstentions: 0

B. EV Charger Updates: Total cost is \$18,000

6. New Business:

a. Bylaws- Collection Development Policy Draft

***Resolution to Approve the Following:**

Budget Hearing Tuesday April 2nd with vote Tuesday April 9th, 2024

Moved: Deb Connelly

Seconded: Kristen Flynn-Comstock

Approved: 9 - 0

Abstentions: 0

7. *Adjourn:

Moved: Sharon Pinckney

Seconded: Kristen Flynn-Comstock

Approved: 9 - 0

Abstentions: 0

- Items with * require Board action. Enclosures: December 21st, 2023 Minutes, Budget and Balance Sheets, Director's Report, Circulation Stats, Children and Adult Services Reports, Bylaws- Public Comment Section draft, Collection Development Policy Draft

December 2023 adult services report

In December, I answered 32 reference questions for 32 patrons, including 11 tech questions, 1 local history question, and no legal questions. I served 1 Mennonite patron. Patrons sought information on how to use Libby with their Kindle device, where to buy a keyboard, the best virtual translation tools, and the plant kinnikinnick and other herbalism lore.

At least 88 patrons participated in 14 programs in December. Local writer Sherinda Ryter stopped by again, we hosted our first cookie swap, and we hosted a lovely reception in honor of the latest edition of *Bluff & Vine*.

I continued to make slow progress on the backlog of recorded programs I need to provide subtitles for.

In addition to the first two local history pamphlets I created in November, I completed another in December on the Public Universal Friend.

December 2023 adult services report

In January, I answered 28 reference questions for 29 patrons, including 10 tech questions, 2 local history questions, and 2 legal questions. I served 1 Mennonite patron. Patrons sought information on how to copy a 19th century Irish birth certificate, how to help serve a refugee family that only speaks Ukrainian, local building codes, and the historical location of a local Seventh Day Adventist Church.

At least 94 patrons participated in 23 programs in December. Several new programs began with the new year, including Classic Movie Mornings, Book Talks, Eco-Crafts, Tech Basics, What's New, and Chair Yoga; most are off to a slow but steady start. Returning programs include Family Research Support Group, various French programs, and Pot Luck Club. Returning partner programs include Knit Together, Classics in Spirituality, Alzheimer's Association community education and caregiver support group, and Keuka Writes.

In addition to the first three local history pamphlets I created in November and December, I've been working on another one all about the Indigenous people of our region.

In order to enhance the experience of our hybrid programming, which remains in demand, I requested and received from the Friends of PYPL funding for a Meeting Owl, an A/V device that helps bring together in-person and virtual guests like nothing else can. I used it for Keuka Writes in January and it worked great. I look forward to incorporating it into many future programs.

Work continued on adding to our "experience library" collection, with the library receiving an institutional membership to the Corning Museum of Glass, which affords us four passes for use by our patrons. Logistical considerations are underway to make them ready to loan.

I continued to make slow progress on the backlog of recorded programs I need to provide subtitles for.

Penn Yan Public Library
Monthly Youth Services Report to Board

JANUARY 2024 IN REVIEW

Miss Melissa was all over Penn Yan in January, doing storytimes at PYE, Rainbow Junction, and, after a long break, Keuka Lake School. Moment of Science found an appreciative audience of homeschool families, and 4-H and Safe Harbors of the Finger Lakes offered programming to the middle school demographic.

MEETINGS/TRAININGS ATTENDED

- Yates County Eclipse Educators virtual meeting
- Trauma-Informed Librarianship webinar
- Genre-fying Your Library webinar
- Your Library & The Eclipse webinar

NOTABLE PATRON INTERACTIONS

- recommended picture books for the Penn Yan Action Coalition's upcoming Community Read
- provided information about PYCSD Kindergarten registration to a storytime parent
- helped a patron studying to become a certified doula locate titles on their recommended reading list
- helped a patron find information about autism-friendly accommodations at a concert venue in Las Vegas

JANUARY 2024 PROGRAMS

In-person programs: 26

Attendance at in-person programs: 237

NOTES

I was pleased to meet with the architects regarding the master plan for the Library. I'm hopeful that, in the future, we might consider getting a small sink and counter in the H-K room, to help facilitate programming.

Submitted February 3, 2024 by Sarah Crevelling, Youth Services Librarian

checkouts	19-20	20-21	21-22	22-23																			
	total	Total	Total	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	22-23	23-24	Aug	Sep	Oct	Nov	Dec	Jan
ADPBKFC	401	473	733	82	78	86	67	54	39	51	44	59	26	43	32	661	47	37	43	48	31	25	60
ADPBKNF	204	213	223	26	24	25	34	20	20	14	14	16	15	21	15	244	19	16	21	15	21	23	32
ADULTFC	5124	5390	7187	841	976	894	762	743	556	639	572	688	476	524	551	8222	592	673	640	610	518	474	635
ADULTNF	4312	4264	4992	408	461	434	407	383	359	448	361	432	307	313	363	4676	400	366	341	378	385	320	402
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	115	88	101
AV-hotspot	142	854	1045	99	101	79	59	60	55	77	61	70	66	74	43	844	51	70	72	58	75	61	34
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	2		
COMPUTER-laptops	145	4	17	1				2				1				4	1	1	1	1	2		
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		4	2	16
EPHEMERAL	1	0	0													0							
EQUIPMENT	1	3	3				2	1				1	2	1	1	8	1	1	1	1	3		
HOLIDAY	24	18	19			1		2	3	6	1	2				15	2	1		1	1	1	
ILL-BOOK	57	0	75	9	5	4	6	10	3	5	4	8	2	6	4	66	9	19	5	10	4	9	5
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		14	1
JUVAUDIOBK	28	41	32	1	2	2	2	2	2	3	2	2	2	1	6	21	5	9	4	5	5	7	5
JUVFIC	13963	15238	18506	2007	1915	1481	1595	1374	1223	1392	1530	1898	1450	1468	1544	18877	2032	1926	1534	1488	1545	1105	1412
JUVMAGAZIN	29	79	50	1	3	1	4	4		8	1	3	6			31	22	7	2	3	4		1
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	237	203	208
JUVPBFC	250	370	365	26	27	17	20	11	10	11	19	23	24	9	12	209	17	21	17	18	16	11	14
JUVPBK	29	38	38	5	2	1			2		2	2	2		1	17		1	1		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	9	2	3
LARGETYPE	6280	7055	8174	791	880	759	679	689	622	563	559	646	532	608	582	7910	688	706	529	597	486	443	591
MAGAZINE	834	897	1007	126	125	111	98	135	143	111	88	118	93	78	104	1330	106	95	123	126	94	102	73
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	19	26	36
NEWAUDBKCD	591	656	669	22	21	18	16	18	16	23	30	31	33	47	40	315	52	38	38	42	42	34	39
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	365	317	332
NEW-BOOKNF	1170	1236	1213	47	27	36	51	75	81	78	84	119	98	106	104	906	110	101	108	124	129	110	141
NEW JUVDVD-new	23	18	55	9	4	1	2	1	5	2		1		3		28		2	4	4	4	2	3
NEWJUVFIC	940	898	1313	155	113	112	94	89	98	121	119	130	126	144	122	1423	144	133	136	143	110	109	120
NEW-JUVNF	291	308	402	28	23	19	15	24	24	20	33	43	37	42	33	341	40	53	41	45	53	25	36
NEW-LP	2782	1797	675	37	27	23	20	24	16	6	15	13	17	8	11	217	12	15	16	17	10	13	10
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		1	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	245	258	307
PGMRESOURC	5	0	0								8	1				9							
REF-BOOK	5	2	18	6	4				1	1	4					16			1	2	1	1	2
ROTATING	9	33	87	3						1						26	30	26	3	1			
SOFTWARE	0	0	14		1								1	1	1	4					1	1	
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	1		2
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	720	595	654
VID-GAME	857	853	1461	104	151	109	128	119	93	120	83	149	114	95	122	1387	132	132	98	90	70	75	96
loaned to STLS	4853	5100	5555	428	479	490	463	389	384	499	546	564	459	490	461	5652	524	470	405	407	395	373	476

Borrowed from STLS	3692	5221	6358	618	634	553	572	461	374	504	519	599	418	405	476	6133	562	567	519	498	426	391	592
Total material circ	70941	73352	83732	7811	7897	7041	6767	6446	5644	6415	6219	7610	5953	6283	6462	80548	7440	7509	6502	6649	6149	5221	6445
downloads-overdrive	11418	13607	13146	1248	1270	1219	1199	1011	1199	1306	1144	1276	1183	1112	1180	14347	1326	1267	1259	1262	1198	1294	
overdrive magazines	1319	1568	1062	74	65	77	106	118	112	133	113	105	84	91	98	1176	112	100	196	515	485	572	
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	205	171	174
Total circ with digital,PAC	91321	90892	100955	9428	9568	8622	8380	7832	7168	8087	7669	9283	7491	7746	8057	99331	9218	9190	8236	8670	8037	7258	6619
website visits	19922	17875	5917	1665	1625							524	896	950	1225	6885	1305	1213	1005		984	982	1813
visits	53717	31208	53134	4612	4358	6067	6122	5080	4329	4694	4888	5252	4188	5223	6504	61317	4350	4648	5530	5294	5294	3891	
wireless	5493	3700	3248	321	313	367	386	368	325	338	331	355	307	390	365	4166	334	338	400	367	318	321	322
		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		23	26
non res		23	60	9	14	8	4	6	4	1	8	1	4	4	9	72	9	7	6	2		10	5
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	103	88	105
all other print		1047	911	63	73	83	86	67	56	70	69	61	64	69	64	825	58	70	61	47	44	49	46
audiobooks CDs		137	112	1	2	1		1	3	4	11	7	9	14	5	58	8	10	8	4	3		13
DVDs		184	207	20	12	15	23	14	26	2	24	24	17	22	15	214	16	8	23	13	15	20	5
vid games		22	27	1	3		1	3	2			1	1	6	2	20	2	2	3	1		6	1
electronic			0											2		2							
kit			1		1											1							
microform			0													0							
av			1													0							
toy			0													0							

Penn Yan Public Library
Balance Sheet
As of January 31, 2024

	Jan 31, 24
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	101,085.25
Total 1000 · Savings account	126,063.78
1014 · Operating Acct	489,978.56
Total Checking/Savings	616,042.34
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	247,509.20
Total 1300 · Investments	247,509.20
Total Other Current Assets	266,348.87
Total Current Assets	881,224.64
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	1,755,646.01
LIABILITIES & EQUITY	
Liabilities	

Penn Yan Public Library
Balance Sheet
As of January 31, 2024

	Jan 31, 24
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	8,653.67
2045 · Deferred Compensation	717.86
2010 · Accrued Payroll & Employee Ben	32,506.87
2020 · Cash Held for Library (Friends)	13,707.70
2027 · Deferred Tax	249,826.35
2028 · Pass Through Funds	1,750.23
2032 · Accrued FICA	(1,003.96)
2033 · Federal Withholding	26.98
2034 · NYS Withholding	6.28
2035 · Retirement	(26,531.21)
2036 · Sales Tax 8%	412.59
2038 · Employee Health Premiums	0.27
2046 · Voluntary Benefits	(300.51)
Total Other Current Liabilities	279,772.76
Total Current Liabilities	307,122.76
Total Liabilities	307,122.76
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	16,242.20
Total Equity	1,448,523.25
TOTAL LIABILITIES & EQUITY	1,755,646.01

Profit & Loss Budget vs. Actual

02/02/24

Accrual Basis

2024-2025 Budget v actual

	Jul '23 - Jan ...	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4100 · Printing Income				
4150 · Laser Printer	892.15	500.00	392.15	178.4%
4160 · Other Copies	4.63	1,000.00	(995.37)	0.5%
Total 4100 · Printing Income	896.78	1,500.00	(603.22)	59.8%
4200 · Village	0.00	1,000.00	(1,000.00)	0.0%
4400 · Fines	306.17			
4500 · Lost/Damaged Books Refund	372.35			
4505 · Sale of Extraneous Materials	196.52			
4525 · Cafe Receipts	114.79	600.00	(485.21)	19.1%
4540 · Tax Income	412,113.31	717,902.00	(305,788.69)	57.4%
4550 · Miscellaneous	4,925.62			
4560 · Program Income	527.39			
4600 · LLSA	4,502.00	4,000.00	502.00	112.6%
4700 · Interest	14.85	150.00	(135.15)	9.9%
4800 · NonDesignated Donations	5,454.11	3,000.00	2,454.11	181.8%
Total Income	429,423.89	728,152.00	(298,728.11)	59.0%
Expense				
5000 · HUMAN RESOURCES				
5100 · Salaries				
5110 · Library Director II	45,966.14	0.00	45,966.14	100.0%
5115 · Librarian I	73,018.07	0.00	73,018.07	100.0%
5130 · Clerical	148,352.78	0.00	148,352.78	100.0%
5135 · Building Staff	0.00	0.00	0.00	0.0%
5100 · Salaries - Other	0.00	454,315.00	(454,315.00)	0.0%
Total 5100 · Salaries	267,336.99	454,315.00	(186,978.01)	58.8%
5200 · Benefits				
5210 · Medicare/SS	20,365.36	31,000.00	(10,634.64)	65.7%
5225 · HRA Contributions	16,242.70	48,240.00	(31,997.30)	33.7%
5230 · Disability	2,225.49	2,700.00	(474.51)	82.4%
5235 · Voluntary Benefits	(901.53)			
5240 · SUTA	1,427.10	3,500.00	(2,072.90)	40.8%
5250 · Workmens Compensation	6,694.30	4,500.00	2,194.30	148.8%
5255 · Employee Assistance Plan	500.00	500.00	0.00	100.0%
5260 · Retirement	0.00	40,000.00	(40,000.00)	0.0%
5200 · Benefits - Other	901.53			
Total 5200 · Benefits	47,454.95	130,440.00	(82,985.05)	36.4%
5300 · Payroll Costs	1,925.43	0.00	1,925.43	100.0%
Total 5000 · HUMAN RESOURCES	316,717.37	584,755.00	(268,037.63)	54.2%
5400 · ADMINISTRATION				
5415 · Hotspots	3,244.72	5,000.00	(1,755.28)	64.9%
5420 · Promotion	17.98	500.00	(482.02)	3.6%
5422 · Annual Campaign Expense	0.00	0.00	0.00	0.0%
5425 · Internet Service	1,350.00	1,800.00	(450.00)	75.0%

	Jul '23 - Jan ...	Budget	\$ Over Budget	% of Budget
5430 · Telephone System	367.41	2,300.00	(1,932.59)	16.0%
5435 · Insurance	9,666.44	8,300.00	1,366.44	116.5%
5440 · Accounting				
5442 · Review/Audit	0.00	5,900.00	(5,900.00)	0.0%
5444 · Supplies	311.90	150.00	161.90	207.9%
Total 5440 · Accounting	311.90	6,050.00	(5,738.10)	5.2%
5450 · Equipment	2,946.36	500.00	2,446.36	589.3%
5451 · Service Contract	777.06	0.00	777.06	100.0%
5452 · Toshiba copier	360.69	1,000.00	(639.31)	36.1%
5460 · Office Supplies				
5461 · Staff Room	10.99	200.00	(189.01)	5.5%
5462 · White Paper	78.78	250.00	(171.22)	31.5%
5463 · Other	314.17	500.00	(185.83)	62.8%
Total 5460 · Office Supplies	403.94	950.00	(546.06)	42.5%
5470 · Training/Travel	1,023.95	1,500.00	(476.05)	68.3%
5475 · Legal	0.00	800.00	(800.00)	0.0%
5480 · Dues	570.00	1,000.00	(430.00)	57.0%
5485 · Postage	138.22	300.00	(161.78)	46.1%
5486 · Vote Expense	16.50	1,500.00	(1,483.50)	1.1%
5490 · Misc	255.05			
Total 5400 · ADMINISTRATION	21,450.22	31,500.00	(10,049.78)	68.1%
5900 · BUILDINGS & GROUNDS				
5910 · Utilities				
5912 · Electric	2,563.11	6,500.00	(3,936.89)	39.4%
5913 · Sewer & Water	1,405.53	800.00	605.53	175.7%
5914 · Gas	236.94	1,500.00	(1,263.06)	15.8%
Total 5910 · Utilities	4,205.58	8,800.00	(4,594.42)	47.8%
5920 · New Equipmnt	359.00	300.00	59.00	119.7%
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	1,753.99			
Total 5930 · Repairs & Maint	4,984.05	11,060.00	(6,075.95)	45.1%
5940 · Maintenance Contracts				
5943 · Trash Removal	329.59	550.00	(220.41)	59.9%
5945 · Fire Protection	474.00	900.00	(426.00)	52.7%
5946 · Snow Plowing	0.00	1,000.00	(1,000.00)	0.0%
5940 · Maintenance Contracts - ...	1,714.00			
Total 5940 · Maintenance Contracts	2,517.59	2,450.00	67.59	102.8%
5970 · Supplies				
5972 · Custodial	769.09	800.00	(30.91)	96.1%
5974 · Building	527.10	650.00	(122.90)	81.1%
5976 · building depreciation	0.00	1,000.00	(1,000.00)	0.0%

	<u>Jul '23 - Jan ...</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
5970 · Supplies - Other	36.83			
Total 5970 · Supplies	<u>1,333.02</u>	<u>2,450.00</u>	<u>(1,116.98)</u>	<u>54.4%</u>
Total 5900 · BUILDINGS & GROUNDS	13,399.24	25,060.00	(11,660.76)	53.5%
6000 · TECH (NETWORK AND ILS)				
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	1,192.50	3,000.00	(1,807.50)	39.8%
6400 · ILS Software	35,287.00	35,287.00	0.00	100.0%
Total 6000 · TECH (NETWORK AND I...	<u>36,584.89</u>	<u>42,087.00</u>	<u>(5,502.11)</u>	<u>86.9%</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	60.00	500.00	(440.00)	12.0%
7300 · ADULT SERVICES				
7310 · Materials				
7315 · Print Materials				
7320 · Adult Fiction	3,584.64	11500.00	(7,915.36)	31.2%
7321 · Graphic Novels	22.87	350.00	(327.13)	6.5%
7330 · Adult Non Fiction	2,537.88	5,000.00	(2,462.12)	50.8%
7370 · Periodicals	3,224.22	4,000.00	(775.78)	80.6%
Total 7315 · Print Materials	<u>9,369.61</u>	<u>20,850.00</u>	<u>(11,480.39)</u>	<u>44.9%</u>
7380 · AV Materials				
7382 · Audio Books	1,673.12	3,500.00	(1,826.88)	47.8%
7384 · CD Music	10.98	200.00	(189.02)	5.5%
7386 · DVD	2,451.55	4,000.00	(1,548.45)	61.3%
Total 7380 · AV Materials	<u>4,135.65</u>	<u>7,700.00</u>	<u>(3,564.35)</u>	<u>53.7%</u>
Total 7310 · Materials	<u>13,505.26</u>	<u>28,550.00</u>	<u>(15,044.74)</u>	<u>47.3%</u>
7420 · Programming	1,215.88	1,500.00	(284.12)	81.1%
7450 · Equipment				
7451 · Laser Printer	209.78			
7452 · Other Equipment	32.98	200.00	(167.02)	16.5%
Total 7450 · Equipment	<u>242.76</u>	<u>200.00</u>	<u>42.76</u>	<u>121.4%</u>
7454 · Cafe Supplies	150.29	950.00	(799.71)	15.8%
Total 7300 · ADULT SERVICES	<u>15,114.19</u>	<u>31,200.00</u>	<u>(16,085.81)</u>	<u>48.4%</u>
7500 · YOUTH SERVICES				
7510 · Materials				
7515 · Print Materials				

	<u>Jul '23 - Jan ...</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
7520 · E	566.67	1,800.00	(1,233.33)	31.5%
7530 · J Fiction	991.26	1,500.00	(508.74)	66.1%
7540 · J Non-Fiction	609.57	750.00	(140.43)	81.3%
7550 · YA	495.50	1,250.00	(754.50)	39.6%
7560 · Realia(Non-Book)	34.97	300.00	(265.03)	11.7%
Total 7515 · Print Materials	<u>2,697.97</u>	<u>5,600.00</u>	<u>(2,902.03)</u>	<u>48.2%</u>
7580 · AV Materials				
7582 · Audiobooks	70.87	200.00	(129.13)	35.4%
7584 · Music CD	0.00	100.00	(100.00)	0.0%
7588 · Video Games	615.65	1,200.00	(584.35)	51.3%
Total 7580 · AV Materials	<u>686.52</u>	<u>1,500.00</u>	<u>(813.48)</u>	<u>45.8%</u>
Total 7510 · Materials	<u>3,384.49</u>	<u>7,100.00</u>	<u>(3,715.51)</u>	<u>47.7%</u>
7620 · Programming	<u>3,282.02</u>	<u>2,400.00</u>	<u>882.02</u>	<u>136.8%</u>
Total 7500 · YOUTH SERVICES	<u>6,666.51</u>	<u>9,500.00</u>	<u>(2,833.49)</u>	<u>70.2%</u>
8100 · TECHNICAL SERVICES				
8155 · Processing Costs	370.89	800.00	(429.11)	46.4%
8161 · Tech Supplies				
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%
8161 · Tech Supplies - Other	200.71			
Total 8161 · Tech Supplies	<u>637.56</u>	<u>1,450.00</u>	<u>(812.44)</u>	<u>44.0%</u>
Total 8100 · TECHNICAL SERVICES	<u>1,008.45</u>	<u>2,250.00</u>	<u>(1,241.55)</u>	<u>44.8%</u>
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	298.70	500.00	(201.30)	59.7%
Total 8200 · CIRCULATION	<u>426.90</u>	<u>1,300.00</u>	<u>(873.10)</u>	<u>32.8%</u>
Total Expense	<u>411,427.77</u>	<u>728,152.00</u>	<u>(316,724.23)</u>	<u>56.5%</u>
Net Ordinary Income	<u>17,996.12</u>	<u>0.00</u>	<u>17,996.12</u>	<u>100.0%</u>
Other Income/Expense				
Other Income				
8400 · NON-BUDGETED DONATIONS				
8405 · MISC/Donations-Materials	(99.26)			
8415 · Friends - Materials/Equipme...	(153.45)			
8425 · Hobart/Watkins/Reiner	(167.27)			

	<u>Jul '23 - Jan ...</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
8430 · Underwood-Materials	(1,333.94)			
Total 8400 · NON-BUDGETED DONA...	(1,753.92)			
Total Other Income	(1,753.92)			
Net Other Income	(1,753.92)			
Net Income	<u>16,242.20</u>	<u>0.00</u>	<u>16,242.20</u>	<u>100.0%</u>

Penn Yan Public Library
MONTHLY INCOME & EXPENSE
January 2024

	Jan 24
Ordinary Income/Expense	
Income	
4100 · Printing Income	
4150 · Laser Printer	164.85
Total 4100 · Printing Income	164.85
4400 · Fines	49.95
4500 · Lost/Damaged Books Refund	194.11
4505 · Sale of Extraneous Materials	34.73
4525 · Cafe Receipts	22.22
4540 · Tax Income	58,873.33
4700 · Interest	2.14
4800 · NonDesignated Donations	3,555.32
Total Income	62,896.65
Expense	
5000 · HUMAN RESOURCES	
5100 · Salaries	
5110 · Library Director II	5,888.81
5115 · Librarian I	9,255.74
5130 · Clerical	18,687.71
Total 5100 · Salaries	33,832.26
5200 · Benefits	
5210 · Medicare/SS	2,576.70
5225 · HRA Contributions	2,963.03
5230 · Disability	2,225.49
5235 · Voluntary Benefits	0.00
5240 · SUTA	710.47
5250 · Workmens Compensation	1,207.78
Total 5200 · Benefits	9,683.47
5300 · Payroll Costs	410.90
Total 5000 · HUMAN RESOURCES	43,926.63
5400 · ADMINISTRATION	
5415 · Hotspots	431.45
5430 · Telephone System	210.00
5435 · Insurance	972.25
5451 · Service Contract	100.81
5452 · Toshiba copier	(50.80)
5480 · Dues	235.00
5490 · Misc	249.46
Total 5400 · ADMINISTRATION	2,148.17
5900 · BUILDINGS & GROUNDS	
5910 · Utilities	
5912 · Electric	460.11
5913 · Sewer & Water	86.85
5914 · Gas	64.77
Total 5910 · Utilities	611.73
5940 · Maintenance Contracts	
5943 · Trash Removal	51.29
Total 5940 · Maintenance Contracts	51.29
5970 · Supplies	
5972 · Custodial	153.73
5974 · Building	301.02
5970 · Supplies - Other	6.59

Penn Yan Public Library
MONTHLY INCOME & EXPENSE
January 2024

	Jan 24
Total 5970 · Supplies	461.34
Total 5900 · BUILDINGS & GROUNDS	1,124.36
6000 · TECH (NETWORK AND ILS)	
6300 · Maintenance	215.00
Total 6000 · TECH (NETWORK AND ILS)	215.00
7300 · ADULT SERVICES	
7310 · Materials	
7315 · Print Materials	
7320 · Adult Fiction	457.27
7330 · Adult Non Fiction	424.84
Total 7315 · Print Materials	882.11
7380 · AV Materials	
7382 · Audio Books	337.43
7386 · DVD	392.82
Total 7380 · AV Materials	730.25
Total 7310 · Materials	1,612.36
7420 · Programming	344.55
Total 7300 · ADULT SERVICES	1,956.91
7500 · YOUTH SERVICES	
7510 · Materials	
7515 · Print Materials	
7520 · E	86.51
7530 · J Fiction	231.01
7540 · J Non-Fiction	157.32
7550 · YA	49.53
Total 7515 · Print Materials	524.37
7580 · AV Materials	
7588 · Video Games	59.98
Total 7580 · AV Materials	59.98
Total 7510 · Materials	584.35
7620 · Programming	99.45
Total 7500 · YOUTH SERVICES	683.80
8100 · TECHNICAL SERVICES	
8155 · Processing Costs	40.74
Total 8100 · TECHNICAL SERVICES	40.74
8200 · CIRCULATION	
8295 · Unique Management	20.60
Total 8200 · CIRCULATION	20.60
Total Expense	50,116.21
Net Ordinary Income	12,780.44
Other Income/Expense	
Other Income	
8400 · NON-BUDGETED DONATIONS	
8430 · Underwood-Materials	(53.20)
Total 8400 · NON-BUDGETED DONATIONS	(53.20)

02/02/24

Penn Yan Public Library
MONTHLY INCOME & EXPENSE
January 2024

	<u>Jan 24</u>
Total Other Income	<u>(53.20)</u>
Net Other Income	<u>(53.20)</u>
Net Income	<u><u>12,727.24</u></u>

02/02/24

Reconciliation Summary

1000 · Savings account, Period Ending 01/31/2024

	<u>Jan 31, 24</u>
Beginning Balance	126,061.64
Cleared Transactions	
Deposits and Credits - 1 item	<u>2.14</u>
Total Cleared Transactions	<u>2.14</u>
Cleared Balance	<u>126,063.78</u>
Register Balance as of 01/31/2024	126,063.78
Ending Balance	126,063.78

02/02/24

Reconciliation Summary

1014 · Operating Acct, Period Ending 01/31/2024

	<u>Jan 31, 24</u>
Beginning Balance	549,055.96
Cleared Transactions	
Checks and Payments - 71...	(53,914.75)
Deposits and Credits - 4 it...	4,270.58
Total Cleared Transactions	<u>(49,644.17)</u>
Cleared Balance	<u>499,411.79</u>
Uncleared Transactions	
Checks and Payments - 19...	(9,542.26)
Deposits and Credits - 3 it...	109.03
Total Uncleared Transactions	<u>(9,433.23)</u>
Register Balance as of 01/31/2024	<u>489,978.56</u>
New Transactions	
Checks and Payments - 20...	(19,681.27)
Total New Transactions	<u>(19,681.27)</u>
Ending Balance	<u>470,297.29</u>

6. Collection Development

6.1 Selection Philosophy

It is an essential role of public libraries to make a wide variety of materials available to community members. The Library Board subscribes to the American Library Association's Library Bill of Rights, Freedom to Read and Freedom to View statements as a basis for selection of materials for the collection. Selection is further based in part on professional reviewing sources, consideration of the needs of the community, the state of the collection, the merit of individual items, and the availability of other library materials in the area. (See Appendices A, B and C)

6.2 Selection Responsibility

The authority and responsibility for the selection of Library materials are delegated by the Library Board to the Executive Director and, under his/her/their direction, to staff members who are qualified for this activity.

6.3 General Selection Criteria

Items are considered for inclusion in the collection in terms of the following standards. Not all the criteria will apply to each item. The evaluation is made with regard to the work as a whole and not necessarily to its individual parts. Each item is evaluated in terms of its own merits, its intended audience, and its relation to the collection.

- Timely value of the material
- Purpose or intent of the material
- Accuracy of content
- Authenticity of content
- Reputation and significance of author, illustrator, editor, artist or performer
- Popularity and demand
- Local interest
- Price
- Format
- Availability

6.4 Selection Aids

Designated staff can use professional reviews, bibliographies, lists of new materials, and other professional resources as selection aids.

6.5 Scope of the Collection

Formats – The Library provides materials and services that reflect the diverse educational, information, and recreational needs of its users. PYPL provides materials in a variety of formats, including but not limited to:

- Print – hardcovers, paperbacks, magazines, and newspapers
- Non-print – audio and video formats, puzzles, video games, board games, microfilm, and a variety of equipment
- Digital resources – databases, digital materials available for borrowing, downloading or streaming.

The Library considers all types and formats of media to be in the realm of human expression and part of the human record. Because the Library functions in a rapidly changing society, it is flexible about changes in communicative material, both in form and style of expression. The Library does not reject materials for acquisition solely on the basis of medium. Materials in alternative formats are judged in terms of the General Selection Criteria. (See Section 6.3)

6.6 Local History Collection

The local history collection is intended to provide a core collection of basic materials to facilitate Yates County family history, genealogy, community, and regional research. It will complement the holdings of other area collections in carefully selected topical areas without substantial duplication. Materials relating to areas outside the county are collected in diminishing detail as their distance from Yates increases. Major geographic concentrations are as follows: Yates County, Finger Lakes area, New York State. The Library maintains as complete a collection of Yates County newspapers on microfilm as possible for archival purposes. Local historical newspapers can be accessed at: <https://nyshistoricnewspapers.org>. The local history collection includes as complete a collection as possible of government documents relating to hazardous waste sites, land use planning, and similar issues relating to Yates County.

6.7 Gifts and Memorials

All gifts and memorials are judged in terms of the General Selection Criteria. Items not of interest to the Library will be sold and disposed of via various methods. (See Section 6.3)

6.8 Weeding and Repair

The collection will be kept up-to-date, useful, and attractive through continual additions of new materials, repair of old materials where appropriate, and removal of materials no longer useful. Any materials subject to weeding from the collection may fall in the following categories:

- Usage: Has the item been checked out frequently or recently?
- Physical condition: Can a damaged item be repaired? Should it be replaced?

- Duplication: Is demand sufficient for multiple copies of the item?
- Uniqueness: Is the item held only by PYPL?
- Accuracy: Does it continue to be factually accurate?
- Edition: Is the edition of an item held by the Library superseded by a newer edition?
- Completeness: Is the item part of a set or series of which the Library does not have a complete set?
- Relevancy: Has it proved relevant to the needs and interests of the Library's community?

6.9 Discards

Items no longer useful to the collection or in poor repair will be discarded in a manner deemed suitable.

6.10 Reconsideration of Materials

The PYPL Board of Trustees recognizes the importance of providing a procedure whereby opinions from the community regarding materials selected can be voiced. Having a policy to guide Library employees and trustees in addressing community challenges to a material in the collection ensures each request for reconsideration is dealt with fairly.

Requests for Reconsideration may only be filed by residents of the Library's service area. The Library will not process requests, and the Library Board will not hear complaints from individuals who live outside the Library's services area. Requests to remove materials will be considered within the context of the policies set forth in the Collection Development Policy (See Section 6). Anyone who wishes to request that a specific item in the Library collection of materials be reconsidered should complete and sign the Request for Reconsideration of Library Materials form (See Appendix F).

The completed form can be hand delivered to the Library or mailed to: Penn Yan Public Library, 214 Main St., Penn Yan, NY 14527, and will be forwarded to the Executive Director.

Items will not be automatically removed from the collection upon receipt of a completed signed form. Upon receipt of the signed form, the Library Director will convene a committee that will include the President of the Board of Trustees and two department directors not involved in the selection of the material. The Committee will consider the request within a timely fashion, reviewing the questioned material in its entirety and conducting any research necessary to determine the item's appropriateness for inclusion in the Library's collection.

The Library Director will notify the Southern Tier Library System, the American Library Association <https://ala.org/tools/challengesupport/report> and the New York Library Association (director@nyla.org) of any challenges.

Once a decision has been made regarding the retention or removal of the material, a letter

explaining the decision, and the reasons for it, will be sent to the person who submitted the Request for Reconsideration of Library Materials form.

Should the patron wish to appeal the decision, they may write to the President of the Board of Trustees to request a hearing by the Board. The Board will listen to the community member's concerns during a regular meeting following the procedures listed in the Public Comment Policy, and will make a decision regarding the challenged material at the next meeting. The Library Board will inform the community member of the decision in writing through the USPS .(See PYPL Board of Trustees Bylaws Appendix B)

Any further appeal must be made to the New York Commissioner of Education
New York State Education Department
89 Washington Avenue
Albany, New York 12234

The Library Board places a limit on Requests for Reconsideration of Library materials. The Library will only process one Request for Reconsideration per specific title or author once every 36 months (3 years) considering all material formats (print, non-print, and digital). The Library Board's decision is final.