

AGENDA
PENN YAN PUBLIC LIBRARY
BOARD MEETING
THURSDAY March 21st, 2024 6:30 PM

Call to Order

- Public Comment
- Additional Agenda Items?
- *Adoption of Agenda
- *February 15th minutes (attended:
- Financial Review
 - *Payment of bills for February 2024
- Library Director's Report

Standing Committee Reports

- Finance Committee
- Policy Review Committee (will be working on Public Relations Policy and social media policy updates)
- Building Committee (Met 3-11)
- Personnel Committee
- Nominating Committee

Old Business

- EV charger updates

New Business

***Adjourn**

Items with * require Board action. Enclosures: Feb. 15th, 2024 minutes, Budget and Balance sheets, Director's Report, Circulation Stats, Children's and Adult services reports, 22-23 Annual Report to Community

PYPL Executive Director's Report 3-21-24

Professional Development and Meetings:

2/13 PYPL Staff Roundtable, Reconsideration Request training

2/28 STLS ILS meeting

3/6 STLS DEI Discussion Group

3/7 Friends of PYPL Annual meeting Bluff and Vine presentation and Director Report

3/13 Teen Summer Reading Virtual Workshop, RCLS

3/18 STLS Digital Advisory Committee meeting

3/19 PYPL Staff Roundtable, circulation training

Happenings:

- On 3-11 the staff and committee met with met with the Edge architects.
- We are continuing to work on the vote calendar steps including the new mail early voting.
- The Annual Report to the Community is done.
- The 2 charging stations are ready for instillation and I am attending training later this month to learn about the online system.
- The Budget Hearing is scheduled for 6:30-7:30 Tuesday April 2nd.
- The Friends are holding a *Thank You* gathering for Peter Gamba on Thursday June 27th at 4pm.

MINUTES
PENN YAN PUBLIC LIBRARY
BOARD MEETING
THURSDAY February 15, 2024

Present: Deb Connelly, Steve Darrow, Peter Gamba, Sharon Pinckney, Val Brechko, Elizabeth Burris-Chase, Angela Gonzalez

Absent: Connie Glover, Kristen Flynn-Comstock, Jan Barrett

Guests:

Call to Order

1. Public Comment: none

2. *Resolution to approve the following:

a. Adoption of the February 15th, 2024 Agenda as submitted:

Moved: Sharon Pinkney	Seconded: Deb Connelly
Approved: 6 - 0	Abstentions: 0

b. Adoption of the January 18th minutes as submitted:

Moved: Sharon Pinckney	Seconded: Elizabeth Burris-Chase
Approved: 6 - 0	Abstentions: 0

e. Payment of the bills for January 2024

Moved: Peter Gamba	Seconded: Sharon Pinckney
Approved: 6 - 0	Abstentions: 0

3. Library Director's Report: see attached

4. Standing Committee Reports:

- a. Finance Committee: did not meet.
- b. Policy Review Committee: Did not meet, but will be working on Exhibit and Display Policy and Public Relations Policy
- 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 Collection Development Policy:

Moved: Sharon Pinckney	Seconded: Deb Connelly
Approved: 6 - 0	Abstentions: 0

B. EV Charger Updates: Paperwork has been completed for NYSERTA and has been submitted.

6. New Business:

1. *Resolution to Approve the Following:

- a. Poll Clerks and Inspectors: Lauren Williams- Chair of Elections, Judy Habberfield-
Chief of Inspection

Moved: Deb Connelly

Seconded: Sharon Pinckney

Approved: 6 - 0

Abstentions: 0

- b. 2022-2023 Annual Report: *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.*

Moved: Deb Connelly

Seconded: Sharon Pinckney

Approved: 6 - 0

Abstentions: 0

7. *Adjourn:

Moved: Elizabeht Burris-Chase

Seconded: Deb Connelly

Approved: 6 - 0

Abstentions: 0

- Items with * require Board action. Enclosures: January 18th, 2024 Minutes, Budget and Balance Sheets, Director's Report, Circulation Stats, Children and Adult Services Reports, Collection Development Policy Draft

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	Feb
ADPBKFC	401	473	733	82	78	86	67	54	39	51	44	59	26	43	32	661	47	37	43	48	31	25	60	54
ADPBKNF	204	213	223	26	24	25	34	20	20	14	14	16	15	21	15	244	19	16	21	15	21	23	32	23
ADULTFC	5124	5390	7187	841	976	894	762	743	556	639	572	688	476	524	551	8222	592	673	640	610	518	474	635	577
ADULTNF	4312	4264	4992	408	461	434	407	383	359	448	361	432	307	313	363	4676	400	366	341	378	385	320	402	487
AUDIOBKAS	3	0	5													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	110
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	55
AV-EQUIP	0	2	0				3									3								
BOOK	32	18	39	4	8	3	4	2	2	3	4			2	3	38	11	18	5	3	2			
COMPUTER-laptops	145	4	17	1			2				1						4	1	1	1	1	2		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	8	1	1	1	1	3			
HOLIDAY	24	18	19			1		2	3	6	1	2				15	2	1		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	11
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	8
JUVAUDIOBK	28	41	32	1	2	2			2	2	3		2	1	6	21	5	9	4	5	5	7	5	1
JUVFIC	13963	15238	18506	2007	1915	1481	1595	1374	1223	1392	1530	1898	1450	1468	1544	18877	2032	1926	1534	1488	1545	1105	1412	1361
JUVMAGAZIN	29	79	50	1	3	1	4	4		8	1	3	6			31	22	7	2	3	4		1	2
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	285
JUVPBFC	250	370	365	26	27	17	20	11	10	11	19	23	24	9	12	209	17	21	17	18	16	11	14	10
JUVPBK	29	38	38	5	2	1			2		2	2	2		1	17		1	1		1		1	3
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	7
LARGETYPE	6280	7055	8174	791	880	759	679	689	622	563	559	646	532	608	582	7910	688	706	529	597	486	443	591	567
MAGAZINE	834	897	1007	126	125	111	98	135	143	111	88	118	93	78	104	1330	106	95	123	126	94	102	73	106
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	37
NEWAUDBKCD	591	656	669	22	21	18	16	18	16	23	30	31	33	47	40	315	52	38	38	42	42	34	39	35
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	321
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	101
NEW JUVDVD-new	23	18	55	9	4	1	2	1	5	2		1		3		28	2	4	4	4	4	2	3	2
NEWJUVPBFC	940	898	1313	155	113	112	94	89	98	121	119	130	126	144	122	1423	144	133	136	143	110	109	120	127
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	40
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	8
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	15
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	229
PGMRESOURC	5	0	0								8	1				9								
REF-BOOK	5	2	18	6	4				1	1	4					16			1	2	1	1	2	1
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	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	720	595	654	786
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	107
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	416
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	494
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	6390

downloads-overdrive	11418	13607	13146	1248	1270	1219	1199	1011	1199	1306	1144	1276	1183	1112	1180	14347	1326	1267	1259	1262	1198	1294	1321	1278
overdrive magazines	1319	1568	1062	74	65	77	106	118	112	133	113	105	84	91	98	1176	112	100	196	515	485	572	642	481
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	185
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	8582	8334
website visits	19922	17875	5917	1665	1625							524	896	950	1225	6885	1305	1213	1005		984	982	1813	1529
visits	53717	31208	53134	4612	4358	6067	6122	5080	4329	4694	4888	5252	4188	5223	6504	61317	4350	4648	5530	5294	5294	3891	4073	4772
wireless	5493	3700	3248	321	313	367	386	368	325	338	331	355	307	390	365	4166	334	338	400	367	318	321	322	333
		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	36
non res		23	60	9	14	8	4	6	4	1	8	1	4	4	9	72	9	7	6	2		10	5	8
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	120	
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	58	
audiobooks CDs	137	112	1	2	1		1	3	4	11	7	9	14	5	58	8	10	8	4	3		13	7	
DVDs	184	207	20	12	15	23	14	26	2	24	24	17	22	15	214	16	8	23	13	15	20	5	8	
vid games	22	27	1	3		1	3	2			1	1	6	2	20	2	2	3	1		6	1	1	
electronic			0											2		2								
kit			1		1											1								
microform			0													0								
av			1													0								
toy			0													0								

February 2024 adult services report

In February, I answered 27 reference questions for 32 patrons, including 14 tech questions, 2 local history questions, and 2 legal questions. I served no Mennonite patrons. Patrons sought information on historical local duck decoy craftsman Seymour Smith, legal cases about underage drinking, books by Truman Capote, and the history of the library for a school project.

At least 144 patrons participated in 23 programs in February. Chair Yoga continues to draw a strong early following, and my Book Talk program – specifically its Saturday session at the Amity – seems to be finding its footing. Patrons remain delighted to participate in Family Research Group, Arts & Drafts at LyonSmith Brewery, and Pot Luck Club, which saw some of its strongest turnout in years in two sessions last month (the January session having been delayed to February due to weather).

The Meeting Owl continues to be an asset for program and meetings.

Our four Corning Museum of Glass passes entered circulation and have already seen steady use. I'm now at work on adding passes to the Curtiss Aviation Museum; that institution doesn't currently have the means to offer a pass for library use, but are interested in the concept, and our inquiry may help spur them to make progress. Unfortunately we learned that the Buffalo Zoo pass program will be discontinued after those passes expire in May.

Penn Yan Public Library
Monthly Youth Services Report to Board

FEBRUARY 2024 IN REVIEW

Mid-month, Melissa and I got together and started planning for Summer Reading 2024. Most of the summer programs are on the calendar, although we will still be adding things here and there. Save the date for Books & Bikes 2024: Saturday, June 29, 10am-12pm. Volunteers will be needed!

Pokémon Club, which we added at the request of a homeschool family, has been well-attended and is now on the calendar through the end of the school year. We were very busy during the Penn Yan CSD school break, with 72 people attending programs that 4-day week, and lots simply visiting. It almost felt like summer!

MEETINGS/TRAININGS ATTENDED

- Youth Mental Health First Aid (recertification)
- Library Advocacy Day in Albany
- Adventure Begins at Your Library (summer reading 2024) webinar

NOTABLE PATRON INTERACTIONS

- lots of new faces dropped in on Take Your Child to the Library Day, February 3
- I helped someone from another STLS library revamp their storytime format

FEBRUARY 2024 PROGRAMS

In-person programs: 26

Attendance at in-person programs: 381

NOTES

I recertified in Youth Mental Health First Aid on February 1 and had used elements of the training at least twice by the end of the month, so that was good timing. I also attended Library Advocacy Day with other folks from across STLS, and was able to provide concrete examples of how properly-funded Library Construction Aid could support our library's work to Assemblymen Palmesano and O'Mara.

Submitted March 2, 2024 by Sarah Crevelling, Youth Services Librarian

Penn Yan Public Library
Balance Sheet
As of February 29, 2024

	Feb 29, 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	101,087.24
Total 1000 · Savings account	126,065.77
1014 · Operating Acct	445,655.23
Total Checking/Savings	571,721.00
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	836,903.30
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	1,711,324.67
LIABILITIES & EQUITY	
Liabilities	

Penn Yan Public Library
Balance Sheet
As of February 29, 2024

	Feb 29, 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	8,779.12
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	190,953.02
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%	442.45
2038 · Employee Health Premiums	0.27
2046 · Voluntary Benefits	(500.85)
Total Other Current Liabilities	220,854.40
Total Current Liabilities	248,204.40
Total Liabilities	248,204.40
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	30,839.22
Total Equity	1,463,120.27
TOTAL LIABILITIES & EQUITY	1,711,324.67

Profit & Loss Budget vs. Actual

03/02/24

Accrual Basis

2024-2025 Budget v actual

	Jul '23 - Feb ...	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4100 · Printing Income				
4150 · Laser Printer	1,012.10	500.00	512.10	202.4%
4160 · Other Copies	4.63	1,000.00	(995.37)	0.5%
Total 4100 · Printing Income	1,016.73	1,500.00	(483.27)	67.8%
4200 · Village	0.00	1,000.00	(1,000.00)	0.0%
4400 · Fines	334.17			
4500 · Lost/Damaged Books Refund	470.05			
4505 · Sale of Extraneous Materials	241.65			
4525 · Cafe Receipts	136.09	600.00	(463.91)	22.7%
4540 · Tax Income	470,986.64	717,902.00	(246,915.36)	65.6%
4550 · Miscellaneous	4,925.62			
4560 · Program Income	527.39			
4600 · LLSA	4,502.00	4,000.00	502.00	112.6%
4700 · Interest	16.84	150.00	(133.16)	11.2%
4800 · NonDesignated Donations	7,081.87	3,000.00	4,081.87	236.1%
Total Income	490,239.05	728,152.00	(237,912.95)	67.3%
Expense				
5000 · HUMAN RESOURCES				
5100 · Salaries				
5110 · Library Director II	51,854.96	0.00	51,854.96	100.0%
5115 · Librarian I	82,273.81	0.00	82,273.81	100.0%
5130 · Clerical	166,855.67	0.00	166,855.67	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	300,984.44	454,315.00	(153,330.56)	66.3%
5200 · Benefits				
5210 · Medicare/SS	22,927.95	31,000.00	(8,072.05)	74.0%
5225 · HRA Contributions	18,367.00	48,240.00	(29,873.00)	38.1%
5230 · Disability	2,225.49	2,700.00	(474.51)	82.4%
5235 · Voluntary Benefits	(1,101.87)			
5240 · SUTA	2,133.70	3,500.00	(1,366.30)	61.0%
5250 · Workmens Compensation	7,484.34	4,500.00	2,984.34	166.3%
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	53,438.14	130,440.00	(77,001.86)	41.0%
5300 · Payroll Costs	2,161.33	0.00	2,161.33	100.0%
Total 5000 · HUMAN RESOURCES	356,583.91	584,755.00	(228,171.09)	61.0%
5400 · ADMINISTRATION				
5415 · Hotspots	3,719.23	5,000.00	(1,280.77)	74.4%
5420 · Promotion	167.98	500.00	(332.02)	33.6%
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 - Feb ...	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	339.38	150.00	189.38	226.3%
Total 5440 · Accounting	339.38	6,050.00	(5,710.62)	5.6%
5450 · Equipment	2,946.36	500.00	2,446.36	589.3%
5451 · Service Contract	856.28	0.00	856.28	100.0%
5452 · Toshiba copier	350.12	1,000.00	(649.88)	35.0%
5460 · Office Supplies				
5461 · Staff Room	10.99	200.00	(189.01)	5.5%
5462 · White Paper	172.76	250.00	(77.24)	69.1%
5463 · Other	331.36	500.00	(168.64)	66.3%
Total 5460 · Office Supplies	515.11	950.00	(434.89)	54.2%
5470 · Training/Travel	1,102.44	1,500.00	(397.56)	73.5%
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	22,360.52	31,500.00	(9,139.48)	71.0%
5900 · BUILDINGS & GROUNDS				
5910 · Utilities				
5912 · Electric	3,127.84	6,500.00	(3,372.16)	48.1%
5913 · Sewer & Water	1,489.35	800.00	689.35	186.2%
5914 · Gas	268.94	1,500.00	(1,231.06)	17.9%
Total 5910 · Utilities	4,886.13	8,800.00	(3,913.87)	55.5%
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	380.67	550.00	(169.33)	69.2%
5945 · Fire Protection	474.00	900.00	(426.00)	52.7%
5946 · Snow Plowing	500.00	1,000.00	(500.00)	50.0%
5940 · Maintenance Contracts - ...	1,714.00			
Total 5940 · Maintenance Contracts	3,068.67	2,450.00	618.67	125.3%
5970 · Supplies				
5972 · Custodial	943.11	800.00	143.11	117.9%
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 - Feb ...</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
5970 · Supplies - Other	812.85			
Total 5970 · Supplies	<u>2,283.06</u>	<u>2,450.00</u>	<u>(166.94)</u>	<u>93.2%</u>
Total 5900 · BUILDINGS & GROUNDS	15,580.91	25,060.00	(9,479.09)	62.2%
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	21.59	500.00	(478.41)	4.3%
6300 · Maintenance	1,267.50	3,000.00	(1,732.50)	42.3%
6400 · ILS Software	35,287.00	35,287.00	0.00	100.0%
Total 6000 · TECH (NETWORK AND I...	<u>36,681.48</u>	<u>42,087.00</u>	<u>(5,405.52)</u>	<u>87.2%</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	4,180.81	11500.00	(7,319.19)	36.4%
7321 · Graphic Novels	71.80	350.00	(278.20)	20.5%
7330 · Adult Non Fiction	2,793.31	5,000.00	(2,206.69)	55.9%
7370 · Periodicals	3,224.22	4,000.00	(775.78)	80.6%
Total 7315 · Print Materials	<u>10,270.14</u>	<u>20,850.00</u>	<u>(10,579.86)</u>	<u>49.3%</u>
7380 · AV Materials				
7382 · Audio Books	1,828.08	3,500.00	(1,671.92)	52.2%
7384 · CD Music	70.89	200.00	(129.11)	35.4%
7386 · DVD	2,569.00	4,000.00	(1,431.00)	64.2%
Total 7380 · AV Materials	<u>4,467.97</u>	<u>7,700.00</u>	<u>(3,232.03)</u>	<u>58.0%</u>
Total 7310 · Materials	<u>14,738.11</u>	<u>28,550.00</u>	<u>(13,811.89)</u>	<u>51.6%</u>
7420 · Programming	2,621.80	1,500.00	1,121.80	174.8%
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>17,752.96</u>	<u>31,200.00</u>	<u>(13,447.04)</u>	<u>56.9%</u>
7500 · YOUTH SERVICES				
7510 · Materials				
7515 · Print Materials				

	Jul '23 - Feb ...	Budget	\$ Over Budget	% of Budget
7520 · E	608.73	1,800.00	(1,191.27)	33.8%
7530 · J Fiction	1,060.31	1,500.00	(439.69)	70.7%
7540 · J Non-Fiction	622.56	750.00	(127.44)	83.0%
7550 · YA	560.82	1,250.00	(689.18)	44.9%
7560 · Realia(Non-Book)	34.97	300.00	(265.03)	11.7%
Total 7515 · Print Materials	2,887.39	5,600.00	(2,712.61)	51.6%
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	686.52	1,500.00	(813.48)	45.8%
Total 7510 · Materials	3,573.91	7,100.00	(3,526.09)	50.3%
7620 · Programming	3,409.85	2,400.00	1,009.85	142.1%
Total 7500 · YOUTH SERVICES	6,983.76	9,500.00	(2,516.24)	73.5%
8100 · TECHNICAL SERVICES				
8155 · Processing Costs	406.56	800.00	(393.44)	50.8%
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	270.35	750.00	(479.65)	36.0%
8161 · Tech Supplies - Other	200.71			
Total 8161 · Tech Supplies	720.04	1,450.00	(729.96)	49.7%
Total 8100 · TECHNICAL SERVICES	1,126.60	2,250.00	(1,123.40)	50.1%
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	370.80	500.00	(129.20)	74.2%
Total 8200 · CIRCULATION	499.00	1,300.00	(801.00)	38.4%
Total Expense	457,629.14	728,152.00	(270,522.86)	62.8%
Net Ordinary Income	32,609.91	0.00	32,609.91	100.0%
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 - Feb ...</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
8430 · Underwood-Materials	(1,350.71)			
Total 8400 · NON-BUDGETED DONA...	(1,770.69)			
Total Other Income	(1,770.69)			
Net Other Income	(1,770.69)			
Net Income	30,839.22	0.00	30,839.22	100.0%

Penn Yan Public Library
MONTHLY INCOME & EXPENSE
February 2024

	Feb 24
Ordinary Income/Expense	
Income	
4100 · Printing Income	
4150 · Laser Printer	119.95
Total 4100 · Printing Income	119.95
4400 · Fines	28.00
4500 · Lost/Damaged Books Refund	97.70
4505 · Sale of Extraneous Materials	45.13
4525 · Cafe Receipts	21.30
4540 · Tax Income	58,873.33
4700 · Interest	1.99
4800 · NonDesignated Donations	1,627.76
Total Income	60,815.16
Expense	
5000 · HUMAN RESOURCES	
5100 · Salaries	
5110 · Library Director II	5,888.82
5115 · Librarian I	9,255.74
5130 · Clerical	18,502.89
Total 5100 · Salaries	33,647.45
5200 · Benefits	
5210 · Medicare/SS	2,562.59
5225 · HRA Contributions	2,124.30
5235 · Voluntary Benefits	(200.34)
5240 · SUTA	706.60
5250 · Workmens Compensation	790.04
Total 5200 · Benefits	5,983.19
5300 · Payroll Costs	235.90
Total 5000 · HUMAN RESOURCES	39,866.54
5400 · ADMINISTRATION	
5415 · Hotspots	474.51
5420 · Promotion	150.00
5440 · Accounting	
5444 · Supplies	27.48
Total 5440 · Accounting	27.48
5451 · Service Contract	79.22
5452 · Toshiba copier	(10.57)
5460 · Office Supplies	
5462 · White Paper	93.98
5463 · Other	17.19
Total 5460 · Office Supplies	111.17
5470 · Training/Travel	78.49
Total 5400 · ADMINISTRATION	910.30
5900 · BUILDINGS & GROUNDS	
5910 · Utilities	
5912 · Electric	564.73
5913 · Sewer & Water	83.82
5914 · Gas	32.00
Total 5910 · Utilities	680.55
5940 · Maintenance Contracts	
5943 · Trash Removal	51.08

Penn Yan Public Library
MONTHLY INCOME & EXPENSE
February 2024

	Feb 24
5946 · Snow Plowing	500.00
Total 5940 · Maintenance Contracts	551.08
5970 · Supplies	
5972 · Custodial	174.02
5970 · Supplies - Other	776.02
Total 5970 · Supplies	950.04
Total 5900 · BUILDINGS & GROUNDS	2,181.67
6000 · TECH (NETWORK AND ILS)	
6200 · New Software	21.59
6300 · Maintenance	75.00
Total 6000 · TECH (NETWORK AND ILS)	96.59
7300 · ADULT SERVICES	
7310 · Materials	
7315 · Print Materials	
7320 · Adult Fiction	596.17
7321 · Graphic Novels	48.93
7330 · Adult Non Fiction	255.43
Total 7315 · Print Materials	900.53
7380 · AV Materials	
7382 · Audio Books	154.96
7384 · CD Music	59.91
7386 · DVD	117.45
Total 7380 · AV Materials	332.32
Total 7310 · Materials	1,232.85
7420 · Programming	1,405.92
Total 7300 · ADULT SERVICES	2,638.77
7500 · YOUTH SERVICES	
7510 · Materials	
7515 · Print Materials	
7520 · E	42.06
7530 · J Fiction	69.05
7540 · J Non-Fiction	12.99
7550 · YA	65.32
Total 7515 · Print Materials	189.42
Total 7510 · Materials	189.42
7620 · Programming	127.83
Total 7500 · YOUTH SERVICES	317.25
8100 · TECHNICAL SERVICES	
8155 · Processing Costs	35.67
8161 · Tech Supplies	
8167 · Misc	82.48
Total 8161 · Tech Supplies	82.48
Total 8100 · TECHNICAL SERVICES	118.15
8200 · CIRCULATION	
8295 · Unique Management	72.10
Total 8200 · CIRCULATION	72.10

Penn Yan Public Library
MONTHLY INCOME & EXPENSE
February 2024

	<u>Feb 24</u>
Total Expense	<u>46,201.37</u>
Net Ordinary Income	14,613.79
Other Income/Expense	
Other Income	
8400 · NON-BUDGETED DONATIONS	
8430 · Underwood-Materials	<u>(16.77)</u>
Total 8400 · NON-BUDGETED DONATIONS	(16.77)
Total Other Income	<u>(16.77)</u>
Net Other Income	(16.77)
Net Income	<u><u>14,597.02</u></u>

03/02/24

Reconciliation Summary

1014 · Operating Acct, Period Ending 02/29/2024

	<u>Feb 29, 24</u>
Beginning Balance	499,411.79
Cleared Transactions	
Checks and Payments - 61...	(45,825.53)
Deposits and Credits - 4 it...	2,156.46
	<u> </u>
Total Cleared Transactions	(43,669.07)
Cleared Balance	<u><u>455,742.72</u></u>
Uncleared Transactions	
Checks and Payments - 20...	(10,196.52)
Deposits and Credits - 3 it...	109.03
	<u> </u>
Total Uncleared Transactions	(10,087.49)
Register Balance as of 02/29/2024	<u><u>445,655.23</u></u>
New Transactions	
Checks and Payments - 18...	(18,333.84)
	<u> </u>
Total New Transactions	(18,333.84)
Ending Balance	<u><u>427,321.39</u></u>

03/02/24

Reconciliation Summary

1000 · Savings account, Period Ending 02/29/2024

	<u>Feb 29, 24</u>
Beginning Balance	126,063.78
Cleared Transactions	
Deposits and Credits - 1 item	<u>1.99</u>
Total Cleared Transactions	<u>1.99</u>
Cleared Balance	<u>126,065.77</u>
Register Balance as of 02/29/2024	126,065.77
Ending Balance	126,065.77



PENN YAN PUBLIC LIBRARY
AMAZE YOURSELF.

2022-2023 ANNUAL REPORT

Spring 2024

Dear Penn Yan Community,

In 2022-2023 the staff and Board of Trustees of Penn Yan Public Library (PYPL) continued endeavoring to meet our mission which is *to awaken and satisfy curiosity in the individual, thus enriching the community.*

Stop in at PYPL either in person or virtually at pypl.stls.org. The staff, Board of Trustees, and Friends of PYPL want you to know that you are very welcome!

-Angela Gonzalez, Executive Director

22-23 Highlights

The staff and Board of Trustees held focus groups with community organizations to determine goals and created the PYPL 2024-2028 Strategic Plan which can be found on pypl.stls.org.

The PYPL Youth Services summer reading program in 2022 was our first to be completely sustainable, using all upcycled or compostable materials for displays, program supplies, and take-home kits. In June 2023 we held our largest Books & Bikes Fest ever, with over 140 attendees, who enjoyed riding their bikes, picking out their new free bike helmets and books, signing up for summer reading, face painting, and lots more.

Adult services shifted back to increased in-person events while keeping some programs virtual or hybrid to better serve a variety of patrons' needs. Access increased to innovative services like borrowable mobile hotspots, museum and zoo passes, and off-site and collaborative programs.



Penn Yan Public Library

214 Main St.

Penn Yan, NY 14527

315-536-6114

www.pypl.stls.org

Services: books, WIFI, mobile WIFI hotspots, projectors and screens, public access computers and laptops, community room, wireless printing, copies, fax, scanning, e-books, e-audiobooks, interlibrary loans, video games, DVDs, CDs, Empire Passes, Yates County Law Library, electric car charging station, horse and buggy parking, bicycle repair station, and programming for all ages.

Visit pypl.stls.org for more information on programming and access to StarCat, the Southern Tier Library System online public access catalog.



The Friends of Penn Yan Public Library advocates, fundraises, and provides programming. Anyone can join the Friends. Ask at the front desk for a membership form and learn about Friends volunteer opportunities.

Coming soon: The 2024 Friends of PYPL Book Sale will take place in June. Contact the Library for more information.

Estimated value of select PYPL services in 2022-2023

67,148 physical items were borrowed at an estimated individual retail cost of \$17.00 each, totaling \$1,141,516.00.

15,531 e-books and audio books were downloaded at an estimated individual retail cost of \$15.00 each, totaling \$ 232,965.00.

8,004 patrons attended 506 library programs at an estimated "ticket" cost of \$15.00 each, totaling \$120,060.00.

3,663 reference questions were answered at an estimated service cost of \$7.00 each, totaling \$25,641.

18 WIFI Hotspots were continuously loaned out at an estimated retail cost of 75.00 each per month for residential Internet service totaling \$16,200.

Grand total saved by PYPL patrons on selected services: \$1,536,382.00.

2022-2023 PYPL Budgetary expenditures: \$700,451.



PENN YAN PUBLIC LIBRARY

2022-2023 BY THE NUMBERS

The Library collection offers something for everyone:

Adult books:	18,243
Children's books:	10,508
Electronic materials:	38,663
Audio, video and other:	5,306
Magazines and newspapers:	675
Subscriptions:	90
Total holdings:	73,395



July 2022 through June 2023 by the numbers:

Grand Total of all items borrowed:	82,679
Downloadable materials borrowed:	15,531
Reference questions answered:	3,663
Downloadable items borrowed:	15,531
Registered borrowers:	6,852
Population Chartered to Serve:	15,194
Library visits:	61,696
Public access computer sessions:	3,260
Wireless sessions:	4,166
Items borrowed from other libraries:	6,319
Items loaned to other libraries:	5,704
Adult and Children's Programs sessions:	506
Program Attendance:	8,004
Summer Reading program attendance:	1,315
New physical materials added to the collection:	1,808
Downloadable items added to the collection:	5,563
WIFI hotspots available to borrow:	18
WIFI Hotspot loans:	844
Website visits:	17,738

