

AGENDA
PENN YAN PUBLIC LIBRARY
BOARD MEETING
THURSDAY April 18th, 2024 6:30 PM

Call to Order

- Public Comment
- Additional Agenda Items?
- *Adoption of Agenda
- *March 21st minutes (attended: Deb Connelly, Steve Darrow, Peter Gamba, Kristen Flynn-Comstock, Jan Barrett, Elizabeth Burris-Chase)
- Financial Review
 - *Payment of bills for March 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 4-10-proposed concept)
- Personnel Committee
- Nominating Committee

Old Business

- EV charger updates

New Business

- 11.2 Public Relations Guidelines policy update

***Adjourn**

Items with * require Board action. Enclosures: March 21st, 2024 minutes, Budget and Balance sheets, Director's Report, Circulation Stats, Children's and Adult services reports, proposed 11.2 Public Relations Guidelines.

MINUTES
PENN YAN PUBLIC LIBRARY
BOARD MEETING
THURSDAY March 21st, 2024

Present: Deb Connelly, Steve Darrow, Peter Gamba, Kristen Flynn-Comstock, Jan Barrett, Elizabeth Burris-Chase, Angela Gonzalez

Absent: Val Brechko, Sharon Pinckney, Connie Glover

Guests: Sarah Creveling, Alex Andrasik

Call to Order

1. Public Comment: Short presentation from Sarah and Alex about their upcoming programming for April.

2. *Resolution to approve the following:

a. Adoption of the March 21st, 2024 Agenda as submitted:

Moved: Jan Barrett

Seconded: Kristen Flynn-Comstock

Approved: 6 - 0

Abstentions: 0

b. Adoption of the February 15th minutes as submitted:

Moved: Jan Barrett

Seconded: Steve Darrow

Approved: 6 - 0

Abstentions: 0

e. Payment of the bills for February 2024

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.

b. Policy Review Committee: Did not meet, but will be working on Public Relations Policy and Social Media Policy updates

c. Building Committee: Met 3/11/24 with Edge Architects. Provided two options for consideration and will continue to work with the architects to address changes that are desired, leaning towards option B.

d. Nominating Committee: Did not meet.

e. Personnel Committee: Did not meet.

5. Old Business:

A. EV Charger Updates: The process is moving forward.

6. New Business:

a. *Resolution to approve the following:

i. Roster of poll workers for the April 9 public vote:

Moved: Elizabeth Burris-Chase
Approved: 6 - 0

Seconded: Steve Darrow
Abstentions: 0

7. *Adjourn:

Moved: Kristen Flynn-Comstock
Approved: 6 - 0

Seconded: Elizabeth Burris-Chase
Abstentions: 0

- Items with * require Board action. Enclosures: February 15, 2024 Minutes, Budget and Balance Sheets, Director's Report, Circulation Stats, Children and Adult Services Reports, 22-23 Annual Report to Community

PYPL Executive Director's Report 4-18-24

Professional Development and Meetings:

3/22 Central Library Planning Committee, Howard Public Library (substantial budgeting adjustment for Electronic materials in the works)

3/27 STLS DAC meeting

3/27 Onboarding ChargePoint Network Operating system

3/28 Onboarding Welcome to ChargePoint

4/11 PYPL Staff Roundtable, Breathing exercises

Happenings:

- On 4-10 the staff and committee met with met with the Edge architects.
- I am working on the initial NYS Library Construction Grant documents.
- The budget and trustee vote was on 4-9.
- The 2 charging stations are ready for instillation and I attended training on the online system.
- The eclipse viewing at PYPL was less attended than in 2017, but we had fun!
- The Friends are holding a *Thank You* gathering for Peter Gamba on Thursday June 27th at 4pm.

March 2024 adult services report

In March, I answered 33 reference questions for 36 patrons, including 20 tech questions, no local history questions, and 1 legal question. I served no Mennonite patrons. Patrons sought information on creating custom puzzles, how to navigate an ebook, two-factor authentication on social media, and when the next Stephen King book is coming out.

At least 189 patrons participated in 26 programs in February. The biggest event of the month was the three-part Penn Yan Action Coalition Community Read, which saw 70 community members participate in-person or online. The Owl setup was noted as being very useful and successful for people attending virtually. The third session, featuring speakers representing the New York Immigration Coalition as well as a student from Hobart William Smith who is the son of refugees, was noted by many participants as particularly moving, impactful, and informative. This year's book selection was *The Displaced*, a collection of essays about immigrant and refugee lives from a wide variety of perspectives, edited by Viet Thanh Nguyen. I remain grateful to the members of the Action Coalition for partnering with us for this important annual event, now in its fifth year.

We also hosted the Friends of PYPL's annual meeting in March. Local writers including Bethany Snyder, Stephanie Olsen, and Christine Pyanoe read work from *Bluff & Vine*. Though I wasn't able to attend this year, I heard that it was very well-received. The Friends remain one of our greatest assets, providing funds and support to a variety of our services and programs!

The next set of passes joining our Experience Library collection will be to the Ithaca Sciencenter. That'll be a lovely addition!

Penn Yan Public Library
Monthly Youth Services Report to Board

MARCH 2024 IN REVIEW

On March 1, 59 people attended “Raven Steals the Sun,” a session of eclipse-based storytelling from Onondaga storyteller Perry Ground. I chatted with a couple who came down from Rochester to see him and were excited to explore the First Friday options in downtown Penn Yan afterwards, a nice reminder of how libraries can help support the local economy. The next day, a local science teacher (and dedicated PY library patron) and I collaborated on our second ‘Eclipse Pancakes’ program, where we made fresh pancakes and helped families learn about the upcoming eclipse.

MEETINGS/TRAININGS ATTENDED

- Presented during the NYS Teen Summer Reading webinar
- STLS Youth Services Advisory Board meeting

NOTABLE PATRON INTERACTIONS

- helped a patron apply for a travel visa to Vietnam (extra degree of difficulty because the STLS internet blocked the Vietnamese website)
- wrote letters of support for grant applications for the Yates Substance Abuse Coalition and Cornell Cooperative Extension-Yates County

MARCH 2024 PROGRAMS

In-person programs: 22

Attendance at in-person programs: 289

NOTES

Thank you for having me at the Board meeting on March 21. I appreciate the Board’s support for the work of the Youth Services department and the library in general.

Submitted March 29, 2024 by Sarah Crevelling, Youth Services Librarian

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

	Mar 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	101,089.38
Total 1000 · Savings account	126,067.91
1014 · Operating Acct	398,908.75
Total Checking/Savings	524,976.66
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	(205.69)
Total 1220 · Prepaid Expenses	(4,391.37)
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	259,626.18
Total Current Assets	783,436.27
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	1,657,857.64
LIABILITIES & EQUITY	
Liabilities	

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

	Mar 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	8,905.98
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	132,079.69
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%	93.39
2038 · Employee Health Premiums	0.27
2046 · Voluntary Benefits	(701.19)
Total Other Current Liabilities	161,558.53
Total Current Liabilities	188,908.53
Total Liabilities	188,908.53
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	36,668.06
Total Equity	1,468,949.11
TOTAL LIABILITIES & EQUITY	1,657,857.64

Penn Yan Public Library
MONTHLY INCOME & EXPENSE
March 2024

	Mar 24
Ordinary Income/Expense	
Income	
4100 · Printing Income	
4150 · Laser Printer	88.48
Total 4100 · Printing Income	88.48
4400 · Fines	46.00
4500 · Lost/Damaged Books Refund	5.00
4505 · Sale of Extraneous Materials	20.60
4525 · Cafe Receipts	8.33
4540 · Tax Income	58,873.33
4550 · Miscellaneous	1,042.83
4700 · Interest	2.14
4800 · NonDesignated Donations	223.97
Total Income	60,310.68
Expense	
5000 · HUMAN RESOURCES	
5100 · Salaries	
5110 · Library Director II	5,888.82
5115 · Librarian I	9,255.74
5130 · Clerical	18,875.28
Total 5100 · Salaries	34,019.84
5200 · Benefits	
5210 · Medicare/SS	2,591.05
5225 · HRA Contributions	1,953.23
5235 · Voluntary Benefits	(200.34)
5240 · SUTA	547.81
5250 · Workmens Compensation	803.64
Total 5200 · Benefits	5,695.39
5300 · Payroll Costs	309.09
Total 5000 · HUMAN RESOURCES	40,024.32
5400 · ADMINISTRATION	
5420 · Promotion	150.00
5440 · Accounting	
5442 · Review/Audit	7,405.00
Total 5440 · Accounting	7,405.00
5451 · Service Contract	100.81
5452 · Toshiba copier	139.97
5460 · Office Supplies	
5463 · Other	41.21
Total 5460 · Office Supplies	41.21
5480 · Dues	162.00
5485 · Postage	149.30
5486 · Vote Expense	2,004.40
Total 5400 · ADMINISTRATION	10,152.69
5900 · BUILDINGS & GROUNDS	
5910 · Utilities	
5912 · Electric	725.89
5913 · Sewer & Water	83.29
5914 · Gas	32.00
Total 5910 · Utilities	841.18
5940 · Maintenance Contracts	
5943 · Trash Removal	50.77

Penn Yan Public Library
MONTHLY INCOME & EXPENSE
March 2024

	Mar 24
5946 · Snow Plowing	125.00
Total 5940 · Maintenance Contracts	175.77
Total 5900 · BUILDINGS & GROUNDS	1,016.95
6000 · TECH (NETWORK AND ILS)	
6300 · Maintenance	486.00
Total 6000 · TECH (NETWORK AND ILS)	486.00
7300 · ADULT SERVICES	
7310 · Materials	
7315 · Print Materials	
7320 · Adult Fiction	547.79
7321 · Graphic Novels	17.99
7330 · Adult Non Fiction	105.20
Total 7315 · Print Materials	670.98
7380 · AV Materials	
7382 · Audio Books	254.94
7386 · DVD	(4.20)
Total 7380 · AV Materials	250.74
7310 · Materials - Other	140.00
Total 7310 · Materials	1,061.72
7450 · Equipment	
7451 · Laser Printer	102.25
7450 · Equipment - Other	(86.88)
Total 7450 · Equipment	15.37
7454 · Cafe Supplies	112.19
Total 7300 · ADULT SERVICES	1,189.28
7500 · YOUTH SERVICES	
7510 · Materials	
7515 · Print Materials	
7520 · E	116.75
7530 · J Fiction	164.18
7540 · J Non-Fiction	122.21
7550 · YA	89.24
7560 · Realia(Non-Book)	87.74
Total 7515 · Print Materials	580.12
7580 · AV Materials	
7588 · Video Games	123.99
Total 7580 · AV Materials	123.99
Total 7510 · Materials	704.11
7620 · Programming	584.71
Total 7500 · YOUTH SERVICES	1,288.82
8100 · TECHNICAL SERVICES	
8161 · Tech Supplies	
8163 · AV	48.80
8167 · Misc	171.98
Total 8161 · Tech Supplies	220.78
Total 8100 · TECHNICAL SERVICES	220.78

04/03/24

Penn Yan Public Library
MONTHLY INCOME & EXPENSE
March 2024

	<u>Mar 24</u>
8200 · CIRCULATION	
8295 · Unique Management	<u>103.00</u>
Total 8200 · CIRCULATION	<u>103.00</u>
Total Expense	<u>54,481.84</u>
Net Ordinary Income	<u>5,828.84</u>
Net Income	<u><u>5,828.84</u></u>

Profit & Loss Budget vs. Actual

04/03/24

Accrual Basis

2023-2024 Budget v actual

	Jul '23 - Mar ...	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4100 · Printing Income				
4150 · Laser Printer	1,100.58	500.00	600.58	220.1%
4160 · Other Copies	4.63	1,000.00	(995.37)	0.5%
Total 4100 · Printing Income	1,105.21	1,500.00	(394.79)	73.7%
4200 · Village	0.00	1,000.00	(1,000.00)	0.0%
4400 · Fines	380.17			
4500 · Lost/Damaged Books Refund	475.05			
4505 · Sale of Extraneous Materials	262.25			
4525 · Cafe Receipts	144.42	600.00	(455.58)	24.1%
4540 · Tax Income	529,859.97	717,902.00	(188,042.03)	73.8%
4550 · Miscellaneous	5,968.45			
4560 · Program Income	527.39			
4600 · LLSA	4,502.00	4,000.00	502.00	112.6%
4700 · Interest	18.98	150.00	(131.02)	12.7%
4800 · NonDesignated Donations	7,305.84	3,000.00	4,305.84	243.5%
Total Income	550,549.73	728,152.00	(177,602.27)	75.6%
Expense				
5000 · HUMAN RESOURCES				
5100 · Salaries				
5110 · Library Director II	57,743.78	0.00	57,743.78	100.0%
5115 · Librarian I	91,529.55	0.00	91,529.55	100.0%
5130 · Clerical	185,730.95	0.00	185,730.95	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	335,004.28	454,315.00	(119,310.72)	73.7%
5200 · Benefits				
5210 · Medicare/SS	25,519.00	31,000.00	(5,481.00)	82.3%
5225 · HRA Contributions	20,320.23	48,240.00	(27,919.77)	42.1%
5230 · Disability	2,225.49	2,700.00	(474.51)	82.4%
5235 · Voluntary Benefits	(1,302.21)			
5240 · SUTA	2,681.51	3,500.00	(818.49)	76.6%
5250 · Workmens Compensation	8,287.98	4,500.00	3,787.98	184.2%
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	59,133.53	130,440.00	(71,306.47)	45.3%
5300 · Payroll Costs	2,470.42	0.00	2,470.42	100.0%
Total 5000 · HUMAN RESOURCES	396,608.23	584,755.00	(188,146.77)	67.8%
5400 · ADMINISTRATION				
5415 · Hotspots	3,719.23	5,000.00	(1,280.77)	74.4%
5420 · Promotion	317.98	500.00	(182.02)	63.6%
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 - Mar ...	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	7,405.00	5,900.00	1,505.00	125.5%
5444 · Supplies	339.38	150.00	189.38	226.3%
Total 5440 · Accounting	7,744.38	6,050.00	1,694.38	128.0%
5450 · Equipment	2,946.36	500.00	2,446.36	589.3%
5451 · Service Contract	957.09	0.00	957.09	100.0%
5452 · Toshiba copier	490.09	1,000.00	(509.91)	49.0%
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	372.57	500.00	(127.43)	74.5%
Total 5460 · Office Supplies	556.32	950.00	(393.68)	58.6%
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	732.00	1,000.00	(268.00)	73.2%
5485 · Postage	287.52	300.00	(12.48)	95.8%
5486 · Vote Expense	2,020.90	1,500.00	520.90	134.7%
5490 · Misc	255.05			
Total 5400 · ADMINISTRATION	32,513.21	31,500.00	1,013.21	103.2%
5900 · BUILDINGS & GROUNDS				
5910 · Utilities				
5912 · Electric	3,853.73	6,500.00	(2,646.27)	59.3%
5913 · Sewer & Water	1,572.64	800.00	772.64	196.6%
5914 · Gas	300.94	1,500.00	(1,199.06)	20.1%
Total 5910 · Utilities	5,727.31	8,800.00	(3,072.69)	65.1%
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	431.44	550.00	(118.56)	78.4%
5945 · Fire Protection	474.00	900.00	(426.00)	52.7%
5946 · Snow Plowing	625.00	1,000.00	(375.00)	62.5%
5940 · Maintenance Contracts - ...	1,714.00			
Total 5940 · Maintenance Contracts	3,244.44	2,450.00	794.44	132.4%
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 - Mar ...</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
5970 · Supplies - Other	812.85			
Total 5970 · Supplies	2,283.06	2,450.00	(166.94)	93.2%
Total 5900 · BUILDINGS & GROUNDS	16,597.86	25,060.00	(8,462.14)	66.2%
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	1,753.50	3,000.00	(1,246.50)	58.5%
6400 · ILS Software	35,287.00	35,287.00	0.00	100.0%
Total 6000 · TECH (NETWORK AND I...	37,167.48	42,087.00	(4,919.52)	88.3%
7100 · REFERENCE				
7110 · Materials				
7120 · Reference Books	60.00	500.00	(440.00)	12.0%
Total 7110 · Materials	60.00	500.00	(440.00)	12.0%
Total 7100 · REFERENCE	60.00	500.00	(440.00)	12.0%
7300 · ADULT SERVICES				
7310 · Materials				
7315 · Print Materials				
7320 · Adult Fiction	4,728.60	11500.00	(6,771.40)	41.1%
7321 · Graphic Novels	89.79	350.00	(260.21)	25.7%
7330 · Adult Non Fiction	2,898.51	5,000.00	(2,101.49)	58.0%
7370 · Periodicals	3,224.22	4,000.00	(775.78)	80.6%
Total 7315 · Print Materials	10,941.12	20,850.00	(9,908.88)	52.5%
7380 · AV Materials				
7382 · Audio Books	2,083.02	3,500.00	(1,416.98)	59.5%
7384 · CD Music	70.89	200.00	(129.11)	35.4%
7386 · DVD	2,564.80	4,000.00	(1,435.20)	64.1%
Total 7380 · AV Materials	4,718.71	7,700.00	(2,981.29)	61.3%
7310 · Materials - Other	140.00			
Total 7310 · Materials	15,799.83	28,550.00	(12,750.17)	55.3%
7420 · Programming	2,621.80	1,500.00	1,121.80	174.8%
7450 · Equipment				
7451 · Laser Printer	312.03			
7452 · Other Equipment	32.98	200.00	(167.02)	16.5%
7450 · Equipment - Other	(86.88)			
Total 7450 · Equipment	258.13	200.00	58.13	129.1%
7454 · Cafe Supplies	262.48	950.00	(687.52)	27.6%
Total 7300 · ADULT SERVICES	18,942.24	31,200.00	(12,257.76)	60.7%

	<u>Jul '23 - Mar ...</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
7500 · YOUTH SERVICES				
7510 · Materials				
7515 · Print Materials				
7520 · E	725.48	1,800.00	(1,074.52)	40.3%
7530 · J Fiction	1,224.49	1,500.00	(275.51)	81.6%
7540 · J Non-Fiction	744.77	750.00	(5.23)	99.3%
7550 · YA	650.06	1,250.00	(599.94)	52.0%
7560 · Realia(Non-Book)	122.71	300.00	(177.29)	40.9%
Total 7515 · Print Materials	<u>3,467.51</u>	<u>5,600.00</u>	<u>(2,132.49)</u>	<u>61.9%</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	739.64	1,200.00	(460.36)	61.6%
Total 7580 · AV Materials	<u>810.51</u>	<u>1,500.00</u>	<u>(689.49)</u>	<u>54.0%</u>
Total 7510 · Materials	<u>4,278.02</u>	<u>7,100.00</u>	<u>(2,821.98)</u>	<u>60.3%</u>
7620 · Programming	<u>3,994.56</u>	<u>2,400.00</u>	<u>1,594.56</u>	<u>166.4%</u>
Total 7500 · YOUTH SERVICES	<u>8,272.58</u>	<u>9,500.00</u>	<u>(1,227.42)</u>	<u>87.1%</u>
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	113.79	575.00	(461.21)	19.8%
8165 · Disc Cleaner	183.99	100.00	83.99	184.0%
8167 · Misc	442.33	750.00	(307.67)	59.0%
8161 · Tech Supplies - Other	200.71			
Total 8161 · Tech Supplies	<u>940.82</u>	<u>1,450.00</u>	<u>(509.18)</u>	<u>64.9%</u>
Total 8100 · TECHNICAL SERVICES	<u>1,347.38</u>	<u>2,250.00</u>	<u>(902.62)</u>	<u>59.9%</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	473.80	500.00	(26.20)	94.8%
Total 8200 · CIRCULATION	<u>602.00</u>	<u>1,300.00</u>	<u>(698.00)</u>	<u>46.3%</u>
Total Expense	<u>512,110.98</u>	<u>728,152.00</u>	<u>(216,041.02)</u>	<u>70.3%</u>
Net Ordinary Income	38,438.75	0.00	38,438.75	100.0%
Other Income/Expense				
Other Income				
8400 · NON-BUDGETED DONATIONS				
8405 · MISC/Donations-Materials	(99.26)			

	<u>Jul '23 - Mar ...</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
8415 · Friends - Materials/Equipme...	(153.45)			
8425 · Hobart/Watkins/Reiner	(167.27)			
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	<u>36,668.06</u>	<u>0.00</u>	<u>36,668.06</u>	<u>100.0%</u>

04/03/24

Reconciliation Summary

1000 · Savings account, Period Ending 03/31/2024

	<u>Mar 31, 24</u>
Beginning Balance	126,065.77
Cleared Transactions	
Deposits and Credits - 1 item	<u>2.14</u>
Total Cleared Transactions	<u>2.14</u>
Cleared Balance	<u>126,067.91</u>
Register Balance as of 03/31/2024	126,067.91
Ending Balance	126,067.91

04/03/24

Reconciliation Summary

1014 · Operating Acct, Period Ending 03/31/2024

	<u>Mar 31, 24</u>
Beginning Balance	455,742.72
Cleared Transactions	
Checks and Payments - 64...	(53,096.83)
Deposits and Credits - 5 it...	8,394.06
Total Cleared Transactions	<u>(44,702.77)</u>
Cleared Balance	<u>411,039.95</u>
Uncleared Transactions	
Checks and Payments - 22...	(12,240.23)
Deposits and Credits - 3 it...	109.03
Total Uncleared Transactions	<u>(12,131.20)</u>
Register Balance as of 03/31/2024	<u>398,908.75</u>
New Transactions	
Checks and Payments - 18...	(17,784.92)
Total New Transactions	<u>(17,784.92)</u>
Ending Balance	<u>381,123.83</u>

Proposed 4-18-24

11.2 Public Relations Guidelines

The Library Board of Trustees has a responsibility to promote public awareness of library services and programs, to develop public understanding and support of the library and the vital role it plays in the support of community well-being.

The Board of Trustees recognizes that effective public relations involve every person who has a connection with the library. The Board urges its own staff, volunteers, and friends to remember that they represent the library in every public contact and that professionalism and good service enhances good relations.

Special Situation Communication

- The Board will designate a spokesperson and an alternate to make official statements on Board policy and decisions. If neither is available, the Executive Director may speak for the Board.
- If it is necessary for anyone other than the Library Director or Board designated spokesperson to provide the public with information, such information will be reviewed and approved by the Library Director and Board President prior to its release.
- In the event of an emergency, the Library spokesperson is the Executive Director. The Library will make every effort to contact the media in the event of an unanticipated closing.
- The Library will not answer questions pertaining to Library Board matters through social media. These questions should be directed to the Library Board during Public Comment at a regular meeting.

Daily Operations Communication

- Board members, the Executive Director, or designated employees may speak for the library on library activities and programs.
- The Executive Director, designated staff members and Board spokespersons will make presentations and will participate in community activities to promote library services. Materials to be used: press, radio, television, or other (social) media will be approved by the Executive Director; some topics may be reviewed by the Board.
- The Board of Trustees will designate the official newspaper to be used for all public business announcements at its annual Organization Meeting each year.
- The Board of Trustees and the Executive Director will use the local media and the PYPL website to the fullest extent possible to keep the community informed of Library activities and upcoming events and meetings. The Executive Director or their designee will have the responsibility for coordinating the Library's public relations and public information activities.

Current PYPL Policy

11.2 Public Relations Guidelines

- The Board will designate a spokesperson and alternate to speak on Board policy and decisions. If neither is available, the Executive Director may speak for the Board. Board members, the Executive Director, or designated employees may speak for the library on library activities and programs.
- The Executive Director, designated staff members and Board spokespersons will make presentations and will participate in community activities to promote library services. Materials to be used: press, radio, television, or other media will be approved by the Executive Director; some topics will be reviewed by the Board.
- The Board of Trustees and the Executive Director will use the local media and the PYPL website to the fullest extent possible to keep the community informed of Library activities and upcoming events and meetings. The Executive Director or their designee will have the responsibility for coordinating the Library's public relations and public information activities.
- The Library may sponsor programs, classes, exhibits, and other activities and will cooperate with other groups in organizing these to promote a good understanding of the Library's objectives and services.
- In the event of an emergency, the Library spokesperson is the Executive Director. The Library will make every effort to contact the media in the event of an unanticipated closing.