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. <u>Enclosures</u>: 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 Seconded: Steve Darrow

Approved: 6 - 0 Abstentions: 0

7. *Adjourn:

Moved: Kristen Flynn-Comstock Seconded: Elizabeth Burris-Chase

Approved: 6 - 0 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

checkouts	19-20	20-21	21-22	22-23								1				22-23 23	3-24								
cricerouts	-	Total	Total		Aug S	ер	Oct N	lov	Dec	Jan Fe	b	Mar	Apr N	lay		total Ju	-	Aug	Sep O	Oct	Nov	Dec Ja	n	Feb	Mar
ADPBKFIC	401	473	733	82		86		54	39		44		26	43			47	37	43	48	31	25	60	54	
ADPBKNF	204	213	223			25		20	20		14		15	21			19	16		15	21	23	32	23	
ADULTFIC	5124	5390	7187	841	 	894		743	556		572		476	524		8222	592	673	640	610	518	474	635	577	_
ADULTNF	4312	4264	4992			434		383	359		361		307	313		4676	400	366	341	378	385	320	402	487	
AUDIOBKCAS	3	0	5		401	737	407	303	333	440	301	732	307	313	303	2	1	300	341	370	303	320	402	407	300
AUDIOBKCD	1506	1141	1205		132	159	139	129	140	130	73	87	85	107	145	1444	121	134	105	99	115	88	101	110	105
AV-hotspot	142	854	1045			79		60	55		61	+ +	66	74			51	70		58	75	61	34	55	
AV-EQUIP	0	2	1043	- 33	101	,,	33	- 00	33		- 01	,,,	- 00		73	3	31	,,,	,,,	30	,,,	01	34	- 33	12
BOOK	32	18	39	4	8	3	4	2	2	3	4		2	3	2	38	11	18	5	2	2				10
COMPUTER-laptops	145	4	17			,	2			, , , , , , , , , , , , , , , , , , ,	1				, ,	4	1	1	1	1	2			2	
playaways	39	0	0				-									0			-						
EAUDIOBOOK	0	0	0													0									1
ED-VID-DVD	65	27	41		1	1	2	2	3	3	3	2	2	4		29	1	5	2		4	2	16		
EPHEMERAL	1	0	0		-		2		3	3						0							10		
EQUIPMENT	1	3	3				2	1				1	2	1	1	8	1	1	1	1	3				
HOLIDAY	24	18	19			1	2	2	3	6	1	2			1	15	2	1	1	1	1	1		1	1
ILL-BOOK	57	0	75		5	4	6	10	3		4	8	2	6	4	66	9	19	5	10	4	9	5	11	1
JUVDVD (new 5-1-19)	99	93	169			5	9	15	11		0	, o	2	10		104	6	1 1	4	11	- 4	14	1	8	
JUVAUDIOBK	28	41	32		2	2	3	12	2	2	9	3	2	10		21	0	1	4	11		7		1	11
JUVFIC	13963	15238	18506		_	1481	1595	1374	1223		1530	1898	1450	1468	-		2032	1926		1488	1545	1105	1412	1361	1531
JUVMAGAZIN	13963	79	18506		1912	1481	1292	15/4	1223	1392	1000	1938	1450	1408	1544	31	2032	1926	1534	2408	1545	1102	1412	1361	
JUVMUSICCD	0	79	1	2	3		4	4		8		3	0		2	31	22		2	3	4				1
JUVNF	2514	2889	3046			360	226	286	261	309	303	341	284	269		3534	300	307	244	237	237	203	208	285	316
JUVPBFIC	2514	370		26		17		11	10		19		24	209		209	17	21	17	18	16	11	14	10	_
JUVPBK	250	38	365 38		2/	17		11	2		2	-	24	9	12	17	1/		17	10	10	11	14	3	
JUVREF	29	0	0			1									1	0		1	1		1		1	3	3
KIT	56	3	105		5	16	6		6	9	7		10	8	4	91	4	8	5	8	9	2	3	7	-
LARGETYPE	6280	7055	8174	791	880	759	679	689	622		559		532	608		7910	688	706	529	597	486	443	591	567	
MAGAZINE	834	897	1007			111		135	143		88		93	78	-	1330	106	95		126	94	102	73	106	
MICROFORM	034	24	26			8		155	143	111	00	118	8			48	16	95	123	120	94	102	/3	100	94
MIXEDMEDIA	5	24	6			٥					2		•			2	8								
MUSICCD	389	525	519		C.F.	134	94	02	54	38	12		42	73	F2	801	61	62	46	48	19	26	36	37	37
NEWAUDBKCD	591	656	669			18		83 18	16		30		33	47			52	38		48		34	39	35	
NEW-BKNF	291	030	009		21	10	10	10	10	23	30	31	33	47	40	313	52	36	36	42	42	34	39	33	31
NEW-BOOK	1997	2037	3140		164	188	222	258	244	312	294	334	331	393	390	3321	389	438	402	407	365	317	332	321	315
NEW-BOOK	1170	1236	1213			36		75	81		84		98	106			110	101		124	129	110	141	101	
NEW JUVDVD-new	23	18	55			1		13	5		04	115	30	3		28	110	2	4	4	4	2	3	2	
NEWJUVFIC	940	898	1313	155		112	94	89	98		119	130	126	144		1423	144	133	136	143	110	109	120	127	_
	291	308	402			112		24	24		33	1	37	42		341	144 40	53		45	53	25	36	40	
NEW-JUVNF NEW-LP	2782	1797	675		 	23		24	16		15		17	8		217	12	15		17	10	13	10	8	_
NEWMAGAZIN	50	47	151	4		3		24	7		3		2		11	48	3	15	16	17	10	15	10	٥	3
NEWMUSCD	93	150	115			3	6	4		 ' -	3		7	13	14	65	8	3	10	-		1	5	15	10
NEWSPAPER	93	150	115	1	4						3	9	/	15	14	0	6		10	5		1	5	15	10
NEW-VIDDVD	3958	3391	4104		45	42	113	177	235	280	225	317	287	374	418	2703	378	406	299	366	245	258	307	229	255
PGMRESOURC	3336	2221	4104	190	45	42	113	1//	233	200	223	31/	20/	3/4	410	2/03	3/8	400	233	300	243	230	307	229	233
REF-BOOK	5	2	18	6	4				1	1	8	1				16			1	2	1	1	2	1	\vdash
ROTATING	9	33	87		-				1	1	4				26	30	26	3	1		1	1		1	\vdash
SOFTWARE	0	0	14		1					1			1	1	1	4	20		1		1	1			1
STLSEQUIP	0	0	0		-								1		1	0					-	1			
TABLET	0	0	0		 											0									
TESTBOOK	4	9	2		 											0									\vdash
TOY	4	0	0		+ +					 					<u> </u>	0									\vdash
UNBARCODED	31	17	36	1	7	4	2	2	1	1		1	1	1	1	28	2	2	1	1	1		2	1	-
UNDEFINED	0	17	0		'	4	3	3	1	1		1	1	1	1	0			1	1	-			1	+ 1
	13052	Ŭ	10736		1050	063	044	700	551	C1.4	580	014	584	533	521	8687	F27	663	678	777	720	FOF	654	700	750
VIDEO-DVD VID-GAME	13052 857	11910 853	10/36	929 104	1059 151	862 109	844 128	796 119	93	614 120	580 83	814 149	114	95		1387	537 132	662 132		733 90	720	595 75	96	786 107	
loaned to STLS	4853	5100	5555	428	479	490	463	389	384		546		459	490		5652	524	470	405	407	395	373	476	416	
																								416	
Borrowed from STLS	3692	5221 73352	6358 83732	618 7811	634 7897	553 7041	572 6767	461 6446	374 5644		519 6219		418 5953	405 6283	-	6133 80548	562 7440	567 7509	519 6502	498 6649	426 6149	391 5221	592 6445	6390	
Total material circ	70941				l — — — —	1219				1306			1183									1294	1321		
downloads-overdrive	11418	13607	13146	1248	1270		1199	1011	1199		1144	-		1112		14347	1326	1267	1259	1262	1198			1278	
overdrive magazines	1319 3078	1568	1062	74	65	77	106	118	112	133	113	105	84	91	98	1176	112	100	196	515	485	572	642	481	332
Freegal	3078	0	0	1	1										1	U					l .				

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	221
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	8509
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	5176
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	369
		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									

Liabilities

	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	

	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	470.674.40
3000 · General Fund Equity 3100 · Restricted Funds	470,674.42
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 4700 · Interest	1,042.83 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	7 405 00
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	
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 7321 · Graphic Novels 7330 · Adult Non Fiction	547.79 17.99 105.20
Total 7315 · Print Materials	670.98
7380 · AV Materials 7382 · Audio Books 7386 · DVD	254.94 (4.20)
Total 7380 · AV Materials	250.74
7310 · Materials - Other	140.00
Total 7310 · Materials	1,061.72
7450 · Equipment 7451 · Laser Printer 7450 · Equipment - Other	102.25 (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 7530 · J Fiction 7540 · J Non-Fiction 7550 · YA 7560 · Realia(Non-Book)	116.75 164.18 122.21 89.24 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 8167 · Misc	48.80 171.98
Total 8161 · Tech Supplies	220.78
Total 8100 · TECHNICAL SERVICES	220.78

Penn Yan Public Library MONTHLY INCOME & EXPENSE March 2024

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

Profit & Loss Budget vs. Actual 2023-2024 Budget v actual

	Jul '23 - Mar	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4100 · Printing Income	1 100 50	500.00	600.58	220.1%
4150 · Laser Printer 4160 · Other Copies	1,100.58 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 4400 · Fines	0.00 380.17	1,000.00	(1,000.00)	0.0%
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 4600 · LLSA	527.39 4,502.00	4,000.00	502.00	112.6%
4700 · Interest	4,502.00 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 5240 · SUTA	(1,302.21) 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 5435 · Insurance 5440 · Accounting	367.41 9,666.44	2,300.00 8,300.00	(1,932.59) 1,366.44	16.0% 116.5%
5442 · Review/Audit 5444 · Supplies	7,405.00 339.38	5,900.00 150.00	1,505.00 189.38	125.5% 226.3%
Total 5440 · Accounting	7,744.38	6,050.00	1,694.38	128.0%
5450 · Equipment 5451 · Service Contract 5452 · Toshiba copier 5460 · Office Supplies	2,946.36 957.09 490.09	500.00 0.00 1,000.00	2,446.36 957.09 (509.91)	589.3% 100.0% 49.0%
5461 · Staff Room 5462 · White Paper 5463 · Other	10.99 172.76 372.57	200.00 250.00 500.00	(189.01) (77.24) (127.43)	5.5% 69.1% 74.5%
Total 5460 · Office Supplies	556.32	950.00	(393.68)	58.6%
5470 · Training/Travel 5475 · Legal 5480 · Dues 5485 · Postage 5486 · Vote Expense 5490 · Misc	1,102.44 0.00 732.00 287.52 2,020.90 255.05	1,500.00 800.00 1,000.00 300.00 1,500.00	(397.56) (800.00) (268.00) (12.48) 520.90	73.5% 0.0% 73.2% 95.8% 134.7%
Total 5400 · ADMINISTRATION	32,513.21	31,500.00	1,013.21	103.2%
5900 · BUILDINGS & GROUNDS 5910 · Utilities 5912 · Electric 5913 · Sewer & Water 5914 · Gas	3,853.73 1,572.64 300.94	6,500.00 800.00 1,500.00	(2,646.27) 772.64 (1,199.06)	59.3% 196.6% 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 5934 · Blding & Ground 5930 · Repairs & Maint - Other	267.61 2,962.45 1,753.99	1,300.00 9,760.00	(1,032.39) (6,797.55)	20.6% 30.4%
Total 5930 · Repairs & Maint	4,984.05	11,060.00	(6,075.95)	45.1%
5940 · Maintenance Contracts 5943 · Trash Removal 5945 · Fire Protection 5946 · Snow Plowing 5940 · Maintenance Contracts	431.44 474.00 625.00 1,714.00	550.00 900.00 1,000.00	(118.56) (426.00) (375.00)	78.4% 52.7% 62.5%
Total 5940 · Maintenance Contracts	3,244.44	2,450.00	794.44	132.4%
5970 · Supplies 5972 · Custodial 5974 · Building 5976 · building depreciation	943.11 527.10 0.00	800.00 650.00 1,000.00	143.11 (122.90) (1,000.00)	117.9% 81.1% 0.0%

	Jul '23 - Mar	Budget	\$ Over Budget	% of Budget
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 6150 · Parts for Repair & Maint 6200 · New Software 6300 · Maintenance	105.39 0.00 21.59 1,753.50	3,000.00 300.00 500.00 3,000.00	(2,894.61) (300.00) (478.41) (1,246.50)	3.5% 0.0% 4.3% 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 7321 · Graphic Novels 7330 · Adult Non Fiction 7370 · Periodicals	4,728.60 89.79 2,898.51 3,224.22	11500.00 350.00 5,000.00 4,000.00	(6,771.40) (260.21) (2,101.49) (775.78)	41.1% 25.7% 58.0% 80.6%
Total 7315 · Print Materials	10,941.12	20,850.00	(9,908.88)	52.5%
7380 · AV Materials 7382 · Audio Books 7384 · CD Music 7386 · DVD	2,083.02 70.89 2,564.80	3,500.00 200.00 4,000.00	(1,416.98) (129.11) (1,435.20)	59.5% 35.4% 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 7450 · Equipment 7451 · Laser Printer 7452 · Other Equipment 7450 · Equipment - Other	2,621.80 312.03 32.98 (86.88)	1,500.00	1,121.80	174.8% 16.5%
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%

	Jul '23 - Mar	Budget	\$ Over Budget	% of Budget
7500 · YOUTH SERVICES 7510 · Materials				
7515 · Print Materials 7520 · E 7530 · J Fiction 7540 · J Non-Fiction 7550 · YA 7560 · Realia(Non-Book)	725.48 1,224.49 744.77 650.06 122.71	1,800.00 1,500.00 750.00 1,250.00 300.00	(1,074.52) (275.51) (5.23) (599.94) (177.29)	40.3% 81.6% 99.3% 52.0% 40.9%
Total 7515 · Print Materials	3,467.51	5,600.00	(2,132.49)	61.9%
7580 · AV Materials 7582 · Audiobooks 7584 · Music CD 7588 · Video Games	70.87 0.00 739.64	200.00 100.00 1,200.00	(129.13) (100.00) (460.36)	35.4% 0.0% 61.6%
Total 7580 · AV Materials	810.51	1,500.00	(689.49)	54.0%
Total 7510 · Materials	4,278.02	7,100.00	(2,821.98)	60.3%
7620 · Programming	3,994.56	2,400.00	1,594.56	166.4%
Total 7500 · YOUTH SERVICES	8,272.58	9,500.00	(1,227.42)	87.1%
8100 · TECHNICAL SERVICES 8155 · Processing Costs 8161 · Tech Supplies	406.56	800.00	(393.44)	50.8%
8162 · Repair 8163 · AV 8165 · Disc Cleaner 8167 · Misc 8161 · Tech Supplies - Other	0.00 113.79 183.99 442.33 200.71	25.00 575.00 100.00 750.00	(25.00) (461.21) 83.99 (307.67)	0.0% 19.8% 184.0% 59.0%
Total 8161 · Tech Supplies	940.82	1,450.00	(509.18)	64.9%
Total 8100 · TECHNICAL SERVICES	1,347.38	2,250.00	(902.62)	59.9%
8200 · CIRCULATION 8250 · Equipment 8260 · Patron Cards 8275 · Postage for Overdues 8280 · Mailing Supplies 8295 · Unique Management	0.00 0.00 128.20 0.00 473.80	200.00 200.00 300.00 100.00 500.00	(200.00) (200.00) (171.80) (100.00) (26.20)	0.0% 0.0% 42.7% 0.0% 94.8%
Total 8200 · CIRCULATION	602.00	1,300.00	(698.00)	46.3%
Total Expense	512,110.98	728,152.00	(216,041.02)	70.3%
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)			

	Jul '23 - Mar	Budget	\$ Over Budget	% of Budget
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	36,668.06	0.00	36,668.06	100.0%

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

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

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

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

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.