

AGENDA
PENN YAN PUBLIC LIBRARY
BOARD MEETING
THURSDAY May 16th, 2024 6:30 PM

Call to Order

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

Standing Committee Reports

- Finance Committee
- Policy Review Committee (will be working on social media policy updates)
- Building Committee (Met 5-8, met with grant writer 5/2)
- Personnel Committee
- Nominating Committee

Old Business

- EV charger update
- Building update
- *11.2 Public Relations Guidelines policy update

New Business

***Adjourn**

Items with * require Board action. Enclosures: April 18th minutes, 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 April 18th, 2024

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

Absent:

Guests: Bethany Snyder

Call to Order

1. Public Comment:

2. *Resolution to approve the following:

- a. Adoption of the April 18th, 2024 Agenda as submitted:
Moved: Deb Connelly Seconded: Jan Barrett
Approved: 8 - 0 (1 board member not present at time of vote) Abstentions: 0

- b. Adoption of the March 21st, 2024 minutes as submitted:
Moved: Jan Barrett Seconded: Kristen Flynn-Comstock
Approved: 6 - 0 Abstentions: 2 (Sharon, Val, Connie)

- e. Payment of the bills for March 2024
Moved: Sharon Pinckney Seconded: Jan Barrett
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: working on Public Relations Policy and Social Media Policy updates
- c. Building Committee: Met 4/10, proposed concept; there will be some fundraising activities forthcoming to help support this project
- d. Personnel Committee: Did not meet
- e. Nominating Committee: Did not meet

5. Old Business:

- A. EV Charger Updates: Work has begun.

6. New Business:

- A. 11.2 Public Relations Guidelines policy update: please review and the vote will be next month.

7. *Adjourn:

Moved: Sharon Pinckney

Seconded: Jan Barrett

Approved: 9 - 0

Abstentions: 0

- Items with * require Board action. Enclosures: March 21st, 2024 Minutes, Budget and Balance Sheets, Director's Report, Circulation Stats, Children and Adult Services Reports, proposed 11.2 Public Relations Guidelines

PYPL Executive Director's Report 5-16-24

Professional Development and Meetings:

4/29 Universal Design at Your Library, Webjunction

5/2 Construction Aid 2024/2025 Workshop

5/7 Presented Rock Painting program

3/11, 4/10, 5/8 Edge Architect meeting

5/14 PYPL staff round table Sustainable Finger Lakes guest speaker

5/15 STLS ILS meeting

Happenings:

- On 4-10 and 5-8 the staff and committee met with met with the Edge architects.
- I am working on the initial NYS Library Construction Grant documents. I submitted the NY State Historic Preservation Office application on 5-7.
- The new EV chargers are up and running as of 4-25. I talked with Pro-action about reserving a space for their EV.
- The Friends are holding a *Thank You* gathering for Peter Gamba on Thursday June 27th at 5pm.
- The PYPL Friends are paying for a tree to be planted in memory of Norma Wigden. She was a clerk here from 1989-2020.
- We purchased a new version of Quick Books.

checkouts	19-20	20-21	21-22	22-23	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	22-23	23-24	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	
	total	Total	Total	July												total	July										
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	53	53	
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	33	29	
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	596	564	
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	368	415	
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	110	105	81	
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	72	84	
AV-EQUIP	0	2	0				3									3										1	
BOOK	32	18	39	4	8	3	4	2	2	3	4		2	3	3	38	11	18	5	3	2				10	9	
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									1		
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										1	
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		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	4	2	
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	11	13	
JUVAUDIOBK	28	41	32	1	2	2		2	2	3			2	1	6	21	5	9	4	5	5	7	5	1	2	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	1361	1531	1713	
JUVMAGAZIN	29	79	50	1	3	1	4	4		8	1	3	6			31	22	7	2	3	4			1	2	5	11
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	316	383	
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	16	11	
JUVPBK	29	38	38	5	2	1			2		2	2	2		1	17		1	1		1		1	3	5	2	
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	8	5	
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	557	551	
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	94	114	
MICROFORM	0	24	26	8		8						16	8	8		48	16									8	
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	39		
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	31	25	
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	315	328	
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	85	87	
NEW JUVDVD-new	23	18	55	9	4	1	2	1	5	2		1		3		28		2	4	4	4	2	3	2	3	3	
NEWJUVPBK	940	898	1313	155	113	112	94	89	98	121	119	130	126	144	122	1423	144	133	136	143	110	109	120	127	138	153	
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	44	31	
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	5	9	
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	10	1
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	255	274	
PGMRESOURC	5	0	0								8	1				9											
REF-BOOK	5	2	18	6	4				1	1	4					16			1	2	1	1	2	1		1	
ROTATING	9	33	87	3						1						26	30	26	3	1							
SOFTWARE	0	0	14		1									1	1	4					1	1				1	1
STLSEQUIP	0	0	0													0											
TABLET	0	0	0													0											
TESTBOOK	4	9	2													0										2	
TOY	4	0	0													0											
UNBARCODED	31	17	36	5	7	4	3	3	1	1	1	1	1	1	1	28	2	2	1	1	1		2	1	1	1	
UNDEFINED	0	0	0													0											
VIDEO-DVD	13052	11910	10736	929	1059	862	844	796	551	614	580	814	584	533	521	8687	537	662	678	733	720	595	654	786	753	739	
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	163	147	
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	421	487	
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	500	538	
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	6550	6922	
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	1406		
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	332		
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	174	185	221	214		
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	7136	

Penn Yan Public Library
Balance Sheet
As of April 30, 2024

	Apr 30, 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	101,091.45
Total 1000 · Savings account	126,069.98
1014 · Operating Acct	323,028.80
Total Checking/Savings	449,098.78
Accounts Receivable	
1261 · Accounts Receivable	(1,166.57)
Total Accounts Receivable	(1,166.57)
Other Current Assets	
1220 · Prepaid Expenses	
1250 · Insurance	(5,260.74)
1251 · Workers Comp	(205.69)
Total 1220 · Prepaid Expenses	(5,466.43)
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	258,551.12
Total Current Assets	706,483.33
Fixed Assets	
1500 · Land	37,775.41
1501 · Building Improvemnt & Renovation	1,354,597.30
1502 · Office Equipment	94,508.27
1503 · Furniture & Fixtures	15,702.00
1510 · Accum Depreciatn - Fixed Assets	(628,161.61)
Total Fixed Assets	874,421.37
TOTAL ASSETS	1,580,904.70
LIABILITIES & EQUITY	
Liabilities	

Penn Yan Public Library
Balance Sheet
As of April 30, 2024

	Apr 30, 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	9,030.65
2045 · Deferred Compensation	717.87
2010 · Accrued Payroll & Employee Ben	32,506.87
2020 · Cash Held for Library (Friends)	13,707.70
2027 · Deferred Tax	73,206.36
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%	124.56
2038 · Employee Health Premiums	0.27
2046 · Voluntary Benefits	(901.53)
Total Other Current Liabilities	102,640.71
Total Current Liabilities	129,990.71
Total Liabilities	129,990.71
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	18,632.94
Total Equity	1,450,913.99
TOTAL LIABILITIES & EQUITY	1,580,904.70

Penn Yan Public Library
MONTHLY INCOME & EXPENSE
April 2024

	Apr 24
Ordinary Income/Expense	
Income	
4100 · Printing Income	
4150 · Laser Printer	134.95
Total 4100 · Printing Income	134.95
4400 · Fines	20.99
4500 · Lost/Damaged Books Refund	6.00
4505 · Sale of Extraneous Materials	18.29
4525 · Cafe Receipts	18.53
4540 · Tax Income	58,873.33
4700 · Interest	2.07
4800 · NonDesignated Donations	26.46
Total Income	59,100.62
Expense	
5000 · HUMAN RESOURCES	
5100 · Salaries	
5110 · Library Director II	5,888.83
5115 · Librarian I	9,255.75
5130 · Clerical	18,286.66
Total 5100 · Salaries	33,431.24
5200 · Benefits	
5210 · Medicare/SS	2,546.05
5225 · HRA Contributions	3,154.97
5235 · Voluntary Benefits	(200.34)
5240 · SUTA	288.85
5250 · Workmens Compensation	782.15
Total 5200 · Benefits	6,571.68
5300 · Payroll Costs	235.90
Total 5000 · HUMAN RESOURCES	40,238.82
5400 · ADMINISTRATION	
5415 · Hotspots	423.76
5420 · Promotion	381.95
5425 · Internet Service	450.00
5451 · Service Contract	100.81
5452 · Toshiba copier	(35.80)
5460 · Office Supplies	
5461 · Staff Room	22.94
5462 · White Paper	79.98
5463 · Other	94.26
Total 5460 · Office Supplies	197.18
5480 · Dues	30.00
5486 · Vote Expense	251.16
Total 5400 · ADMINISTRATION	1,799.06
5900 · BUILDINGS & GROUNDS	
5910 · Utilities	
5912 · Electric	606.02
5913 · Sewer & Water	85.78
5914 · Gas	32.00
Total 5910 · Utilities	723.80
5940 · Maintenance Contracts	
5943 · Trash Removal	50.87
5946 · Snow Plowing	125.00
	177.87

Penn Yan Public Library
MONTHLY INCOME & EXPENSE
April 2024

	Apr 24
Total 5940 · Maintenance Contracts	175.87
5970 · Supplies	
5972 · Custodial	133.75
5974 · Building	258.09
Total 5970 · Supplies	391.84
Total 5900 · BUILDINGS & GROUNDS	1,291.51
6000 · TECH (NETWORK AND ILS)	
6200 · New Software	42.00
6300 · Maintenance	225.00
Total 6000 · TECH (NETWORK AND ILS)	267.00
7300 · ADULT SERVICES	
7310 · Materials	
7315 · Print Materials	
7320 · Adult Fiction	865.08
7330 · Adult Non Fiction	420.06
7370 · Periodicals	303.00
Total 7315 · Print Materials	1,588.14
7380 · AV Materials	
7382 · Audio Books	159.96
7386 · DVD	480.56
Total 7380 · AV Materials	640.52
Total 7310 · Materials	2,228.66
7450 · Equipment	
7451 · Laser Printer	101.99
Total 7450 · Equipment	101.99
7454 · Cafe Supplies	59.98
Total 7300 · ADULT SERVICES	2,390.63
7500 · YOUTH SERVICES	
7510 · Materials	
7515 · Print Materials	
7520 · E	63.24
7530 · J Fiction	74.91
7540 · J Non-Fiction	22.32
7550 · YA	78.28
7560 · Realia(Non-Book)	83.20
Total 7515 · Print Materials	321.95
Total 7510 · Materials	321.95
7620 · Programming	106.94
Total 7500 · YOUTH SERVICES	428.89
8100 · TECHNICAL SERVICES	
8155 · Processing Costs	41.04
8161 · Tech Supplies	
8163 · AV	42.25
8167 · Misc	85.99
Total 8161 · Tech Supplies	128.24
Total 8100 · TECHNICAL SERVICES	169.28
8200 · CIRCULATION	

05/04/24

Penn Yan Public Library
MONTHLY INCOME & EXPENSE
April 2024

	Apr 24
8295 · Unique Management	10.30
Total 8200 · CIRCULATION	10.30
Total Expense	46,595.49
Net Ordinary Income	12,505.13
Other Income/Expense	
Other Income	
8400 · NON-BUDGETED DONATIONS	
8405 · MISC/Donations-Materials	(38.95)
Total 8400 · NON-BUDGETED DONATIONS	(38.95)
Total Other Income	(38.95)
Other Expense	
9126 · Building Project expenses	30,501.30
Total Other Expense	30,501.30
Net Other Income	(30,540.25)
Net Income	(18,035.12)

Profit & Loss Budget vs. Actual

05/04/24

Accrual Basis

2023-2024 Budget v actual

	<u>Jul '23 - Apr 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
4100 · Printing Income				
4150 · Laser Printer	1,235.53	500.00	735.53	247.1%
4160 · Other Copies	4.63	1,000.00	(995.37)	0.5%
Total 4100 · Printing Income	<u>1,240.16</u>	<u>1,500.00</u>	<u>(259.84)</u>	<u>82.7%</u>
4200 · Village	0.00	1,000.00	(1,000.00)	0.0%
4400 · Fines	401.16			
4500 · Lost/Damaged Books Refund	481.05			
4505 · Sale of Extraneous Materials	280.54			
4525 · Cafe Receipts	162.95	600.00	(437.05)	27.2%
4540 · Tax Income	588,733.30	717,902.00	(129,168.70)	82.0%
4550 · Miscellaneous	5,968.45			
4560 · Program Income	527.39			
4600 · LLSA	4,502.00	4,000.00	502.00	112.6%
4700 · Interest	21.05	150.00	(128.95)	14.0%
4800 · NonDesignated Donations	7,332.30	3,000.00	4,332.30	244.4%
Total Income	<u>609,650.35</u>	<u>728,152.00</u>	<u>(118,501.65)</u>	<u>83.7%</u>
Expense				
5000 · HUMAN RESOURCES				
5100 · Salaries				
5110 · Library Director II	63,632.61	0.00	63,632.61	100.0%
5115 · Librarian I	100,785.30	0.00	100,785.30	100.0%
5130 · Clerical	204,017.61	0.00	204,017.61	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	<u>368,435.52</u>	<u>454,315.00</u>	<u>(85,879.48)</u>	<u>81.1%</u>
5200 · Benefits				
5210 · Medicare/SS	28,065.05	31,000.00	(2,934.95)	90.5%
5225 · HRA Contributions	23,475.20	48,240.00	(24,764.80)	48.7%
5230 · Disability	2,225.49	2,700.00	(474.51)	82.4%
5235 · Voluntary Benefits	(1,502.55)			
5240 · SUTA	2,970.36	3,500.00	(529.64)	84.9%
5250 · Workmens Compensation	9,070.13	4,500.00	4,570.13	201.6%
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	<u>65,705.21</u>	<u>130,440.00</u>	<u>(64,734.79)</u>	<u>50.4%</u>
5300 · Payroll Costs	<u>2,706.32</u>	<u>0.00</u>	<u>2,706.32</u>	<u>100.0%</u>
Total 5000 · HUMAN RESOURCES	<u>436,847.05</u>	<u>584,755.00</u>	<u>(147,907.95)</u>	<u>74.7%</u>
5400 · ADMINISTRATION				
5415 · Hotspots	4,142.99	5,000.00	(857.01)	82.9%
5420 · Promotion	699.93	500.00	199.93	140.0%
5422 · Annual Campaign Expense	0.00	0.00	0.00	0.0%
5425 · Internet Service	1,800.00	1,800.00	0.00	100.0%

	Jul '23 - Apr 24	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	1,057.90	0.00	1,057.90	100.0%
5452 · Toshiba copier	454.29	1,000.00	(545.71)	45.4%
5460 · Office Supplies				
5461 · Staff Room	33.93	200.00	(166.07)	17.0%
5462 · White Paper	252.74	250.00	2.74	101.1%
5463 · Other	466.83	500.00	(33.17)	93.4%
Total 5460 · Office Supplies	753.50	950.00	(196.50)	79.3%
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	762.00	1,000.00	(238.00)	76.2%
5485 · Postage	287.52	300.00	(12.48)	95.8%
5486 · Vote Expense	2,272.06	1,500.00	772.06	151.5%
5490 · Misc	255.05			
Total 5400 · ADMINISTRATION	34,312.27	31,500.00	2,812.27	108.9%
5900 · BUILDINGS & GROUNDS				
5910 · Utilities				
5912 · Electric	4,459.75	6,500.00	(2,040.25)	68.6%
5913 · Sewer & Water	1,658.42	800.00	858.42	207.3%
5914 · Gas	332.94	1,500.00	(1,167.06)	22.2%
Total 5910 · Utilities	6,451.11	8,800.00	(2,348.89)	73.3%
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	482.31	550.00	(67.69)	87.7%
5945 · Fire Protection	474.00	900.00	(426.00)	52.7%
5946 · Snow Plowing	750.00	1,000.00	(250.00)	75.0%
5940 · Maintenance Contracts - ...	1,714.00			
Total 5940 · Maintenance Contracts	3,420.31	2,450.00	970.31	139.6%
5970 · Supplies				
5972 · Custodial	1,076.86	800.00	276.86	134.6%
5974 · Building	785.19	650.00	135.19	120.8%
5976 · building depreciation	0.00	1,000.00	(1,000.00)	0.0%

	<u>Jul '23 - Apr 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
5970 · Supplies - Other	812.85			
Total 5970 · Supplies	<u>2,674.90</u>	<u>2,450.00</u>	<u>224.90</u>	<u>109.2%</u>
Total 5900 · BUILDINGS & GROUNDS	17,889.37	25,060.00	(7,170.63)	71.4%
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	63.59	500.00	(436.41)	12.7%
6300 · Maintenance	1,978.50	3,000.00	(1,021.50)	66.0%
6400 · ILS Software	35,287.00	35,287.00	0.00	100.0%
Total 6000 · TECH (NETWORK AND I...	<u>37,434.48</u>	<u>42,087.00</u>	<u>(4,652.52)</u>	<u>88.9%</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	5,593.68	11500.00	(5,906.32)	48.6%
7321 · Graphic Novels	89.79	350.00	(260.21)	25.7%
7330 · Adult Non Fiction	3,318.57	5,000.00	(1,681.43)	66.4%
7370 · Periodicals	3,527.22	4,000.00	(472.78)	88.2%
Total 7315 · Print Materials	<u>12,529.26</u>	<u>20,850.00</u>	<u>(8,320.74)</u>	<u>60.1%</u>
7380 · AV Materials				
7382 · Audio Books	2,242.98	3,500.00	(1,257.02)	64.1%
7384 · CD Music	70.89	200.00	(129.11)	35.4%
7386 · DVD	3,045.36	4,000.00	(954.64)	76.1%
Total 7380 · AV Materials	<u>5,359.23</u>	<u>7,700.00</u>	<u>(2,340.77)</u>	<u>69.6%</u>
7310 · Materials - Other	140.00			
Total 7310 · Materials	<u>18,028.49</u>	<u>28,550.00</u>	<u>(10,521.51)</u>	<u>63.1%</u>
7420 · Programming	2,621.80	1,500.00	1,121.80	174.8%
7450 · Equipment				
7451 · Laser Printer	414.02			
7452 · Other Equipment	32.98	200.00	(167.02)	16.5%
7450 · Equipment - Other	(86.88)			
Total 7450 · Equipment	<u>360.12</u>	<u>200.00</u>	<u>160.12</u>	<u>180.1%</u>
7454 · Cafe Supplies	322.46	950.00	(627.54)	33.9%
Total 7300 · ADULT SERVICES	<u>21,332.87</u>	<u>31,200.00</u>	<u>(9,867.13)</u>	<u>68.4%</u>

	<u>Jul '23 - Apr 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
7500 · YOUTH SERVICES				
7510 · Materials				
7515 · Print Materials				
7520 · E	788.72	1,800.00	(1,011.28)	43.8%
7530 · J Fiction	1,299.40	1,500.00	(200.60)	86.6%
7540 · J Non-Fiction	767.09	750.00	17.09	102.3%
7550 · YA	728.34	1,250.00	(521.66)	58.3%
7560 · Realia(Non-Book)	205.91	300.00	(94.09)	68.6%
Total 7515 · Print Materials	<u>3,789.46</u>	<u>5,600.00</u>	<u>(1,810.54)</u>	<u>67.7%</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>4,599.97</u>	<u>7,100.00</u>	<u>(2,500.03)</u>	<u>64.8%</u>
7620 · Programming	<u>4,101.50</u>	<u>2,400.00</u>	<u>1,701.50</u>	<u>170.9%</u>
Total 7500 · YOUTH SERVICES	<u>8,701.47</u>	<u>9,500.00</u>	<u>(798.53)</u>	<u>91.6%</u>
8100 · TECHNICAL SERVICES				
8155 · Processing Costs	447.60	800.00	(352.40)	56.0%
8161 · Tech Supplies				
8162 · Repair	0.00	25.00	(25.00)	0.0%
8163 · AV	156.04	575.00	(418.96)	27.1%
8165 · Disc Cleaner	183.99	100.00	83.99	184.0%
8167 · Misc	528.32	750.00	(221.68)	70.4%
8161 · Tech Supplies - Other	200.71			
Total 8161 · Tech Supplies	<u>1,069.06</u>	<u>1,450.00</u>	<u>(380.94)</u>	<u>73.7%</u>
Total 8100 · TECHNICAL SERVICES	<u>1,516.66</u>	<u>2,250.00</u>	<u>(733.34)</u>	<u>67.4%</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	484.10	500.00	(15.90)	96.8%
Total 8200 · CIRCULATION	<u>612.30</u>	<u>1,300.00</u>	<u>(687.70)</u>	<u>47.1%</u>
Total Expense	<u>558,706.47</u>	<u>728,152.00</u>	<u>(169,445.53)</u>	<u>76.7%</u>
Net Ordinary Income	50,943.88	0.00	50,943.88	100.0%
Other Income/Expense				
Other Income				
8400 · NON-BUDGETED DONATIONS				
8405 · MISC/Donations-Materials	(138.21)			

	<u>Jul '23 - Apr 24</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...	(1,809.64)			
Total Other Income	(1,809.64)			
Other Expense				
9126 · Building Project expenses	30,501.30			
Total Other Expense	30,501.30			
Net Other Income	(32,310.94)			
Net Income	<u>18,632.94</u>	<u>0.00</u>	<u>18,632.94</u>	<u>100.0%</u>

05/04/24

Reconciliation Summary

1000 · Savings account, Period Ending 04/30/2024

	<u>Apr 30, 24</u>
Beginning Balance	126,067.91
Cleared Transactions	
Deposits and Credits - 1 item	<u>2.07</u>
Total Cleared Transactions	<u>2.07</u>
Cleared Balance	<u>126,069.98</u>
Register Balance as of 04/30/2024	126,069.98
Ending Balance	126,069.98

05/04/24

Reconciliation Summary

1014 · Operating Acct, Period Ending 04/30/2024

	<u>Apr 30, 24</u>
Beginning Balance	411,039.95
Cleared Transactions	
Checks and Payments - 69...	(79,748.46)
Deposits and Credits - 4 it...	1,549.51
Total Cleared Transactions	<u>(78,198.95)</u>
Cleared Balance	<u>332,841.00</u>
Uncleared Transactions	
Checks and Payments - 21...	(9,921.23)
Deposits and Credits - 3 it...	109.03
Total Uncleared Transactions	<u>(9,812.20)</u>
Register Balance as of 04/30/2024	<u>323,028.80</u>
New Transactions	
Checks and Payments - 18...	(17,969.78)
Deposits and Credits - 1 it...	88.25
Total New Transactions	<u>(17,881.53)</u>
Ending Balance	<u>305,147.27</u>

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

April 2024 adult services report

In April, I answered 28 reference questions for 29 patrons, including 9 tech questions, 2 local history questions, and no legal questions. I served 2 Mennonite patrons. Patrons sought information on meeting facilitation and parliamentary procedure, the effect of the 2014 Penn Yan flood east of the Outlet, trustworthy sources for fact-checking, Steuben County's historic Orchestia building, and the meaning of a cryptic text message containing a potentially insulting word in a foreign language.

At least 139 patrons participated in 22 programs in April. We had some festivities for the total solar eclipse, but probably due to time of day, time of year, and competing events elsewhere, turnout was much smaller than in 2017. However, the people present did enjoy the eerie transformation and the livestream of the eclipse in our program room. We did successfully give out 250 pairs of eclipse glasses leading up to the event, and then afterward, collected nearly 1400 to recycle and send to Latin America for the next eclipse! Many thanks to Dundee Rotary for their participation in that. Aside from that, Arts & Drafts, Chair Yoga and Pot Luck Club continue to be very popular adult programs!

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.