

AGENDA
PENN YAN PUBLIC LIBRARY
BOARD MEETING
THURSDAY June 20th, 2024 6:30 PM

Call to Order

- Public Comment
- Additional Agenda Items?
- *Adoption of Agenda
- *May 16th minutes (attended: Deb Connelly, Steve Darrow, Val Brechko Kristen Flynn Comstock, Jan Barrett, Sharon Pinckney, Peter Gamba, Connie Glover, Angela Gonzalez)
- Financial Review
 - *Payment of bills for May 2024
- Library Director's Report

Standing Committee Reports

- Finance Committee
- Policy Review Committee
- Building Committee
- Personnel Committee (Director vacation)
- Nominating Committee

Old Business

- EV charger update
- Building update

New Business

- Social Media Policy
- *Andy Robak appointment
- Collections on youth card holder accounts

***Adjourn**

Items with * require Board action. Enclosures: May 16th minutes, 2024 minutes, Budget and Balance sheets, Director's Report, Circulation Stats, Children's and Adult services reports, proposed updated Social Media Policy.

MINUTES
PENN YAN PUBLIC LIBRARY
BOARD MEETING
THURSDAY May 16th, 2024

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

Absent: Elizabeth Burris-Chase

Guests: Andrew Robak

Call to Order

1. Public Comment:

2. *Resolution to approve the following:

a. Adoption of the May 16th, 2024 Agenda as submitted:

Moved: Jan Barrett

Seconded: Sharon Pinckney

Approved: 8-0

Abstentions: 0

b. Adoption of the April 18th, 2024 minutes as submitted:

Moved: Sharon Pinckney

Seconded: Connie Glover

Approved: 8-0

Abstentions:

e. Payment of the bills for April 2024

Moved: Sharon Pinckney

Seconded: Kristen Flynn-Comstock

Approved: 8 - 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 Social Media Policy update

c. Building Committee: Met 5/8, met with grant writer on 5/2, will be meeting in December to move forward with her next steps.

d. Personnel Committee: Did not meet

e. Nominating Committee: Did not meet

5. Old Business:

- A.** EV Charger Updates: Have been installed and turned on. Pro-action will have access to one space, still working out details about the hours it will be designated specifically to them. Angela is working on the written agreement. Suggestion was made to announce the chargers in the paper and on the website.

B. Building update: Application sent for State Office of Historic Preservation. Architects will have quote for the state construction grant by June 3rd. Sidewalk is completed.

C. *Resolution to approve the following:

a. Adoption of 11.2 Public Relations Guidelines policy update:

Moved: Sharon Pinckney

Seconded: Kristen Flynn-Comstock

Approved: 8-0

Abstentions: 0

6. New Business:

7. *Adjourn:

Moved: Sharon Pinckney

Seconded: Jan Barrett

Approved: 8 - 0

Abstentions: 0

● Items with * require Board action. Enclosures: April 18th, 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 6-20-24

Professional Development and Meetings:

5/17 YATES INSYGHT meeting

5/21 Leadership Strategies for Building Connection and Defusing Difficult Situations Webjunction Webinar

5/22 Awkward ill-timed startling situations, Illinois Library Asso. Webinar

5/22 Beyond books, serving the whole patron, Indiana State Library Webinar

5/22 Branching Out: Amplifying Voices through public performance, ALA webinar

5/29 STLS DAC meeting

6/11 Toshiba copier training with Don Mungeon

6/11 STLS Starquest program training with Lorie Brown

6/13 Where is Electric Mobility Heading, Chargepoint webinar

6/14 STLS Spring CE

Keynote: Occupational Stress

Kind, But with a Spine: Constructive Confrontation, Deliberate Boundaries...

Trauma and Censorship in the Library

Microsoft 365 Tips

6/17 STLS Digital Advisory meeting

6/18 STLS board meeting at PYPL

Happenings:

- I am working on the initial NYS Library Construction Grant documents. I submitted the NY State Historic Preservation Office application on 5-7. I submitted the Intent to apply documents to STLS on 6-6.
- The Friends are holding a *Thank You* gathering for Peter Gamba on Thursday June 27th at 5pm.
- I submitted to STLS a book order for the Yates County Jail library.
- We will have a stand at the Yates County fair 7/10-7/12.
- The booksale has been successful during the first two days.
- CD investment earning better.

Penn Yan Public Library
MONTHLY INCOME & EXPENSE
May 2024

	May 24
Ordinary Income/Expense	
Income	
4100 · Printing Income	
4150 · Laser Printer	93.76
Total 4100 · Printing Income	93.76
4400 · Fines	84.72
4500 · Lost/Damaged Books Refund	3.00
4505 · Sale of Extraneous Materials	16.66
4525 · Cafe Receipts	7.41
4540 · Tax Income	58,873.33
4700 · Interest	2.13
4800 · NonDesignated Donations	518.25
Total Income	59,599.26
Expense	
5000 · HUMAN RESOURCES	
5100 · Salaries	
5110 · Library Director II	8,833.23
5115 · Librarian I	13,883.61
5130 · Clerical	29,309.48
Total 5100 · Salaries	52,026.32
5200 · Benefits	
5210 · Medicare/SS	3,962.80
5225 · HRA Contributions	3,756.10
5235 · Voluntary Benefits	(300.51)
5240 · SUTA	365.32
5250 · Workmens Compensation	935.43
Total 5200 · Benefits	8,719.14
5300 · Payroll Costs	345.35
Total 5000 · HUMAN RESOURCES	61,090.81
5400 · ADMINISTRATION	
5415 · Hotspots	883.46
5420 · Promotion	150.00
5430 · Telephone System	210.00
5440 · Accounting	
5444 · Supplies	37.81
Total 5440 · Accounting	37.81
5451 · Service Contract	319.81
5452 · Toshiba copier	(17.93)
5460 · Office Supplies	
5461 · Staff Room	11.08
5463 · Other	15.18
Total 5460 · Office Supplies	26.26
Total 5400 · ADMINISTRATION	1,609.41
5900 · BUILDINGS & GROUNDS	
5910 · Utilities	
5912 · Electric	619.64
5913 · Sewer & Water	89.87
5914 · Gas	17.02
Total 5910 · Utilities	726.53
5920 · New Equipmnt	5,323.00
5930 · Repairs & Maint	
5934 · Blding & Ground	119.01
Total 5930 · Repairs & Maint	119.01

Penn Yan Public Library
MONTHLY INCOME & EXPENSE
May 2024

	May 24
Total 5930 · Repairs & Maint	119.01
5940 · Maintenance Contracts	
5943 · Trash Removal	50.77
5946 · Snow Plowing	125.00
	175.77
Total 5940 · Maintenance Contracts	175.77
5970 · Supplies	
5972 · Custodial	348.63
5970 · Supplies - Other	24.12
	372.75
Total 5970 · Supplies	372.75
Total 5900 · BUILDINGS & GROUNDS	6,717.06
6000 · TECH (NETWORK AND ILS)	
6300 · Maintenance	262.50
	262.50
Total 6000 · TECH (NETWORK AND ILS)	262.50
7300 · ADULT SERVICES	
7310 · Materials	
7315 · Print Materials	
7320 · Adult Fiction	398.00
7330 · Adult Non Fiction	317.55
	715.55
Total 7315 · Print Materials	715.55
7380 · AV Materials	
7382 · Audio Books	79.98
7386 · DVD	155.18
	235.16
Total 7380 · AV Materials	235.16
Total 7310 · Materials	950.71
7420 · Programming	368.44
7454 · Cafe Supplies	23.90
	1,343.05
Total 7300 · ADULT SERVICES	1,343.05
7500 · YOUTH SERVICES	
7510 · Materials	
7515 · Print Materials	
7520 · E	50.71
7530 · J Fiction	51.07
7550 · YA	17.99
	119.77
Total 7515 · Print Materials	119.77
7580 · AV Materials	
7588 · Video Games	57.95
	57.95
Total 7580 · AV Materials	57.95
Total 7510 · Materials	177.72
7620 · Programming	112.63
	290.35
Total 7500 · YOUTH SERVICES	290.35
8100 · TECHNICAL SERVICES	
8155 · Processing Costs	22.65
8161 · Tech Supplies	
8162 · Repair	189.14
8163 · AV	101.49
8167 · Misc	19.73
	310.36
Total 8161 · Tech Supplies	310.36

06/07/24

Penn Yan Public Library
MONTHLY INCOME & EXPENSE
May 2024

	<u>May 24</u>
Total 8100 · TECHNICAL SERVICES	333.01
8200 · CIRCULATION	
8295 · Unique Management	41.20
8200 · CIRCULATION - Other	<u>19.99</u>
Total 8200 · CIRCULATION	<u>61.19</u>
Total Expense	<u>71,707.38</u>
Net Ordinary Income	(12,108.12)
Other Income/Expense	
Other Income	
8400 · NON-BUDGETED DONATIONS	
8405 · MISC/Donations-Materials	<u>(27.99)</u>
Total 8400 · NON-BUDGETED DONATIONS	<u>(27.99)</u>
Total Other Income	<u>(27.99)</u>
Net Other Income	<u>(27.99)</u>
Net Income	<u><u>(12,136.11)</u></u>

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

	May 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	101,093.58
Total 1000 · Savings account	126,072.11
1014 · Operating Acct	253,819.99
Total Checking/Savings	379,892.10
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	637,276.65
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	1,511,698.02
LIABILITIES & EQUITY	
Liabilities	

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

	May 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	9,224.68
2045 · Deferred Compensation	2,601.68
2010 · Accrued Payroll & Employee Ben	32,506.87
2020 · Cash Held for Library (Friends)	13,707.70
2027 · Deferred Tax	14,333.03
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%	149.99
2038 · Employee Health Premiums	0.27
2046 · Voluntary Benefits	(1,202.04)
Total Other Current Liabilities	45,570.14
Total Current Liabilities	72,920.14
Total Liabilities	72,920.14
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	6,496.83
Total Equity	1,438,777.88
TOTAL LIABILITIES & EQUITY	1,511,698.02

Profit & Loss Budget vs. Actual

06/07/24

Accrual Basis

2023-2024 Budget v actual

	Jul '23 - May ...	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4100 · Printing Income				
4150 · Laser Printer	1,329.29	500.00	829.29	265.9%
4160 · Other Copies	4.63	1,000.00	(995.37)	0.5%
Total 4100 · Printing Income	1,333.92	1,500.00	(166.08)	88.9%
4200 · Village				
4400 · Fines	0.00	1,000.00	(1,000.00)	0.0%
4500 · Lost/Damaged Books Refund				
4505 · Sale of Extraneous Materials	485.88			
4525 · Cafe Receipts	484.05			
4540 · Tax Income	297.20	600.00	(429.64)	28.4%
4550 · Miscellaneous	170.36			
4560 · Program Income	647,606.63	717,902.00	(70,295.37)	90.2%
4600 · LLSA	5,968.45			
4700 · Interest	527.39			
4800 · NonDesignated Donations	4,502.00	4,000.00	502.00	112.6%
Total Income	669,249.61	728,152.00	(58,902.39)	91.9%
Expense				
5000 · HUMAN RESOURCES				
5100 · Salaries				
5110 · Library Director II	72,465.84	0.00	72,465.84	100.0%
5115 · Librarian I	114,668.91	0.00	114,668.91	100.0%
5130 · Clerical	233,327.09	0.00	233,327.09	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	420,461.84	454,315.00	(33,853.16)	92.5%
5200 · Benefits				
5210 · Medicare/SS	32,027.85	31,000.00	1,027.85	103.3%
5225 · HRA Contributions	27,231.30	48,240.00	(21,008.70)	56.4%
5230 · Disability	2,225.49	2,700.00	(474.51)	82.4%
5235 · Voluntary Benefits	(1,803.06)			
5240 · SUTA	3,335.68	3,500.00	(164.32)	95.3%
5250 · Workmens Compensation	10,005.56	4,500.00	5,505.56	222.3%
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	74,424.35	130,440.00	(56,015.65)	57.1%
5300 · Payroll Costs	3,051.67	0.00	3,051.67	100.0%
Total 5000 · HUMAN RESOURCES	497,937.86	584,755.00	(86,817.14)	85.2%
5400 · ADMINISTRATION				
5415 · Hotspots	5,026.45	5,000.00	26.45	100.5%
5420 · Promotion	849.93	500.00	349.93	170.0%
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 - May ...	Budget	\$ Over Budget	% of Budget
5430 · Telephone System	577.41	2,300.00	(1,722.59)	25.1%
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	377.19	150.00	227.19	251.5%
Total 5440 · Accounting	7,782.19	6,050.00	1,732.19	128.6%
5450 · Equipment	2,946.36	500.00	2,446.36	589.3%
5451 · Service Contract	1,377.71	0.00	1,377.71	100.0%
5452 · Toshiba copier	436.36	1,000.00	(563.64)	43.6%
5460 · Office Supplies				
5461 · Staff Room	45.01	200.00	(154.99)	22.5%
5462 · White Paper	252.74	250.00	2.74	101.1%
5463 · Other	482.01	500.00	(17.99)	96.4%
Total 5460 · Office Supplies	779.76	950.00	(170.24)	82.1%
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	35,921.68	31,500.00	4,421.68	114.0%
5900 · BUILDINGS & GROUNDS				
5910 · Utilities				
5912 · Electric	5,079.39	6,500.00	(1,420.61)	78.1%
5913 · Sewer & Water	1,748.29	800.00	948.29	218.5%
5914 · Gas	349.96	1,500.00	(1,150.04)	23.3%
Total 5910 · Utilities	7,177.64	8,800.00	(1,622.36)	81.6%
5920 · New Equipmnt	5,682.00	300.00	5,382.00	1,894.0%
5930 · Repairs & Maint				
5932 · Equipment	267.61	1,300.00	(1,032.39)	20.6%
5934 · Blding & Ground	3,081.46	9,760.00	(6,678.54)	31.6%
5930 · Repairs & Maint - Other	1,753.99			
Total 5930 · Repairs & Maint	5,103.06	11,060.00	(5,956.94)	46.1%
5940 · Maintenance Contracts				
5943 · Trash Removal	533.08	550.00	(16.92)	96.9%
5945 · Fire Protection	474.00	900.00	(426.00)	52.7%
5946 · Snow Plowing	875.00	1,000.00	(125.00)	87.5%
5940 · Maintenance Contracts - ...	1,714.00			
Total 5940 · Maintenance Contracts	3,596.08	2,450.00	1,146.08	146.8%
5970 · Supplies				
5972 · Custodial	1,425.49	800.00	625.49	178.2%
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 - May ...</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
5970 · Supplies - Other	836.97			
Total 5970 · Supplies	<u>3,047.65</u>	<u>2,450.00</u>	<u>597.65</u>	<u>124.4%</u>
Total 5900 · BUILDINGS & GROUNDS	24,606.43	25,060.00	(453.57)	98.2%
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	63.59	500.00	(436.41)	12.7%
6300 · Maintenance	2,241.00	3,000.00	(759.00)	74.7%
6400 · ILS Software	35,287.00	35,287.00	0.00	100.0%
Total 6000 · TECH (NETWORK AND I...	<u>37,696.98</u>	<u>42,087.00</u>	<u>(4,390.02)</u>	<u>89.6%</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	5,991.68	11500.00	(5,508.32)	52.1%
7321 · Graphic Novels	89.79	350.00	(260.21)	25.7%
7330 · Adult Non Fiction	3,636.12	5,000.00	(1,363.88)	72.7%
7370 · Periodicals	3,527.22	4,000.00	(472.78)	88.2%
Total 7315 · Print Materials	<u>13,244.81</u>	<u>20,850.00</u>	<u>(7,605.19)</u>	<u>63.5%</u>
7380 · AV Materials				
7382 · Audio Books	2,322.96	3,500.00	(1,177.04)	66.4%
7384 · CD Music	70.89	200.00	(129.11)	35.4%
7386 · DVD	3,200.54	4,000.00	(799.46)	80.0%
Total 7380 · AV Materials	<u>5,594.39</u>	<u>7,700.00</u>	<u>(2,105.61)</u>	<u>72.7%</u>
7310 · Materials - Other	140.00			
Total 7310 · Materials	<u>18,979.20</u>	<u>28,550.00</u>	<u>(9,570.80)</u>	<u>66.5%</u>
7420 · Programming	2,990.24	1,500.00	1,490.24	199.3%
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	346.36	950.00	(603.64)	36.5%
Total 7300 · ADULT SERVICES	<u>22,675.92</u>	<u>31,200.00</u>	<u>(8,524.08)</u>	<u>72.7%</u>

	<u>Jul '23 - May ...</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
7500 · YOUTH SERVICES				
7510 · Materials				
7515 · Print Materials				
7520 · E	839.43	1,800.00	(960.57)	46.6%
7530 · J Fiction	1,350.47	1,500.00	(149.53)	90.0%
7540 · J Non-Fiction	767.09	750.00	17.09	102.3%
7550 · YA	746.33	1,250.00	(503.67)	59.7%
7560 · Realia(Non-Book)	205.91	300.00	(94.09)	68.6%
Total 7515 · Print Materials	<u>3,909.23</u>	<u>5,600.00</u>	<u>(1,690.77)</u>	<u>69.8%</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	797.59	1,200.00	(402.41)	66.5%
Total 7580 · AV Materials	<u>868.46</u>	<u>1,500.00</u>	<u>(631.54)</u>	<u>57.9%</u>
Total 7510 · Materials	<u>4,777.69</u>	<u>7,100.00</u>	<u>(2,322.31)</u>	<u>67.3%</u>
7620 · Programming	<u>4,214.13</u>	<u>2,400.00</u>	<u>1,814.13</u>	<u>175.6%</u>
Total 7500 · YOUTH SERVICES	<u>8,991.82</u>	<u>9,500.00</u>	<u>(508.18)</u>	<u>94.7%</u>
8100 · TECHNICAL SERVICES				
8155 · Processing Costs	470.25	800.00	(329.75)	58.8%
8161 · Tech Supplies				
8162 · Repair	189.14	25.00	164.14	756.6%
8163 · AV	257.53	575.00	(317.47)	44.8%
8165 · Disc Cleaner	183.99	100.00	83.99	184.0%
8167 · Misc	548.05	750.00	(201.95)	73.1%
8161 · Tech Supplies - Other	200.71			
Total 8161 · Tech Supplies	<u>1,379.42</u>	<u>1,450.00</u>	<u>(70.58)</u>	<u>95.1%</u>
Total 8100 · TECHNICAL SERVICES	<u>1,849.67</u>	<u>2,250.00</u>	<u>(400.33)</u>	<u>82.2%</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	525.30	500.00	25.30	105.1%
8200 · CIRCULATION - Other	19.99			
Total 8200 · CIRCULATION	<u>673.49</u>	<u>1,300.00</u>	<u>(626.51)</u>	<u>51.8%</u>
Total Expense	<u>630,413.85</u>	<u>728,152.00</u>	<u>(97,738.15)</u>	<u>86.6%</u>
Net Ordinary Income	38,835.76	0.00	38,835.76	100.0%
Other Income/Expense				
Other Income				
8400 · NON-BUDGETED DONATIONS				
8405 · MISC/Donations-Materials	(166.20)			

	<u>Jul '23 - May ...</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...	(1,837.63)			
Total Other Income	(1,837.63)			
Other Expense				
9126 · Building Project expenses	30,501.30			
Total Other Expense	30,501.30			
Net Other Income	(32,338.93)			
Net Income	<u>6,496.83</u>	<u>0.00</u>	<u>6,496.83</u>	<u>100.0%</u>

06/07/24

Reconciliation Summary

1014 · Operating Acct, Period Ending 05/31/2024

	<u>May 31, 24</u>
Beginning Balance	332,841.00
Cleared Transactions	
Checks and Payments - 86...	(71,427.46)
Deposits and Credits - 6 it...	949.42
Total Cleared Transactions	<u>(70,478.04)</u>
Cleared Balance	<u>262,362.96</u>
Uncleared Transactions	
Checks and Payments - 18...	(8,652.00)
Deposits and Credits - 3 it...	109.03
Total Uncleared Transactions	<u>(8,542.97)</u>
Register Balance as of 05/31/2024	<u>253,819.99</u>
New Transactions	
Checks and Payments - 3 i...	(970.83)
Deposits and Credits - 1 it...	168.00
Total New Transactions	<u>(802.83)</u>
Ending Balance	<u>253,017.16</u>

06/05/24

Reconciliation Summary

1000 · Savings account, Period Ending 05/31/2024

	<u>May 31, 24</u>
Beginning Balance	126,069.98
Cleared Transactions	
Deposits and Credits - 1 item	<u>2.13</u>
Total Cleared Transactions	<u>2.13</u>
Cleared Balance	<u>126,072.11</u>
Register Balance as of 05/31/2024	126,072.11
Ending Balance	126,072.11

Penn Yan Public Library
Monthly Youth Services Report to Board

MAY 2024 IN REVIEW

I added a second Wednesday storytime to try and split the large group that has been coming into two smaller ones. The first week 30 people came to the first storytime and 8 came to the second. Fortunately the weather was good that week and we could be outdoors. The patio and outdoor learning area were a wonderful, useful addition to the grounds.

Continued demand for daytime programs for youth who are homeschooled means I will use some time over the summer to add those kinds of programs to the fall calendar. I'm also hoping to find time to revamp the Homeschool Resources section of the library's website.

MEETINGS/TRAININGS ATTENDED

- None this month

NOTABLE PATRON INTERACTIONS

- The entire PYE first grade came for storytimes and tours on May 15. By the middle of June, we will have also welcomed the entirety of Kindergarten and second grade. Additionally, all PYE and St Michael School students will be receiving PYPL summer calendars in their report cards, and we will have promoted our summer offerings via social media, digital advertising, outdoor signage, radio, and in local newspapers.

MAY 2024 PROGRAMS

In-person programs: 40

Attendance at in-person programs: 558 (199 of that is classes visiting from PYE and 148 is Wednesday storytime patrons)

NOTES

Melissa and I have been very busy preparing for the summer learning program, which kicks off with Books & Bikes Fest on June 29. We will once again be able to raffle off an Empire Pass (donated by the Friends of PYPL), along with a selection of bikes and scooters (donated by Amazon), and hope to exceed last year's giveaway numbers: 35 helmets, 65 books, 42 individual entries for Empire Pass drawing and 68 individual entries for bike and scooter drawings. This year's theme is "Adventure Begins at Your Library," and we certainly hope to prove that to the people of our community.

Submitted June 6, 2024 by Sarah Crevelling, Youth Services Librarian

May 2024 adult services report

In May, I answered 29 reference questions for 25 patrons, including 11 tech questions, no local history questions, and no legal questions. I served 3 Mennonite patrons. Patrons sought information on finding pet-friendly apartments for rent, books on crime scene investigation, and where to get an Excel tutorial.

At least 86 patrons participated in 23 programs in May. Several regular programs were on hiatus during my vacation the last week of the month. There isn't much else to report program-wise or otherwise – it was a short, relatively quiet month where things carried on much as they have been recently. I have been continuing a major nonfiction weeding project for the year, moving on from the 300s to the 600s and working on reducing those sections as much as possible ahead of our projected remodeling and reorganization project in coming years.

June will see the return of my annual Stuff Swap event. If any board members would like to clear out some clean, useful, usable items you no longer need and contribute them to the swap, please reach out to me for details!

12.1 Definition of Social Media

“Social media” is a term describing Internet-based tools for information sharing.

Social media platforms, including mass email communication services, play an important and active role in library communications. Designated library staff are responsible for posting information to all library subscribed social media sites. Staff will adhere to the board approved Social Media Policy when sharing information or images. Staff in consultation with the Library Director manage overall social media content. 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.

12.2 Social Media Interactions on behalf of Penn Yan Public Library

Library employees will conduct themselves according to the following guidelines when using social media on behalf of Penn Yan Public Library:

- Identify themselves by name as Library personnel, when appropriate
- Not represent postings as official Library opinion or policy, unless this has been clearly approved by the Library Director
- Not conduct political activities or personal business.
- (See Section 3.1 Confidentiality)
- Make every effort to keep interactions factual and accurate
- Strive for transparency and openness in interactions
- Be honest about relationships, opinions, and identity
- Observe and abide by all copyright, trademark, and service mark restrictions in posting materials to social media
- Notify the Executive Director when intending to create a new social networking site or service to conduct Library business
- Will not use social media for personal purposes during scheduled work time.

12.3 Use of Social Media by Library Staff

Employees who contribute to Library social media accounts shall present content in a professional manner, check facts, cite sources, avoid copyright infringement, acknowledge and correct errors, and check grammar and spelling before posting. Employees shall not discuss confidential, work-related matters through social media.

Content that is posted on Library-sponsored social media sites is subject to the Freedom of Information Act and records retention requirements.

Library staff are public employees and cautioned that content shared pursuant to official duties is not protected speech under the First Amendment and may form the basis for discipline if deemed a violation of Library policy or procedure. Employees shall keep in mind the following best practices.

The Library is not responsible or liable for the content of postings by third parties on any Library sponsored social media site, and postings do not reflect the opinions or positions of the Penn Yan Public Library, its employees, or Board of Trustees.

The Library staff and Board of Trustees strive to foster a positive, creative and healthy social media experience. Anyone who interacts with social media formats in contrast to this belief will be blocked from use. Content containing the following will be removed:

- Copyrighted or trademarked material.
- Off topic comments
- Commercial material/spam
- Duplicated posts from the same individual
- Advertising or sale of merchandise or services; or charitable solicitations or political messages.
- Obscenities
- Slanderous, libelous, threatening or defamatory statements.
- Inappropriate/obscene/off-topic posts, images, or comments.
- Posts containing specific and imminent threats will be reported to the authorities and removed.
- Content not related to STLS' mission, programs, events, resources, or materials.