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

#### Call to Order

- Public Comment
- Additional Agenda Items?
- \*Adoption of Agenda
- \*June 20<sup>th</sup> Minutes (Present: 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 June 2024
- Library Director's Report

#### **Standing Committee Reports**

- -Finance Committee
- -Policy Review Committee
- -Building Committee
- -Personnel Committee
- -Nominating Committee

#### **Old Business**

- EV charger update
- Building update
- Vacation leave policy
- \* Social Media Policy

#### **New Business**

- \* Remove Peter Gamba from check signer list for Community Bank and LNB
- \* Add another signer
- \*Annual Organizational Meeting Resolutions:

#### Wording:

PYPL Board of Trustees resolve the following for the 2024-2025 fiscal year:

- The pre-payment of recurring claims such as utilities and personnel costs
- The designation of the Penn Yan Chronicle Express as the Official Newspaper for the Library
- The appointment of Wendy Bailey as the Board Treasurer
- The appointment of RDG as the External Auditor
- Appointment of Mark Venuti as the Library Attorney
- The authorization of the Executive Director to Certify Payrolls
- The authorization of Executive Director to Make Grant Applications
- The designation of Lyons National Bank and Community Bank as depositories for the Library
- \*Officer Election

President

**Financial Officer** 

Secretary

• 2024-2025 Committee Assignments

Finance
Personnel
Policy (Code of Conduct, Bylaws)
Building
Nominating

#### \*Adjourn

Items with \* require Board action. <u>Enclosures</u>: June 18<sup>th</sup> minutes, 2024 minutes, Budget and Balance sheets, Director's Report, Circulation Stats, Children's and Adult services reports, proposed updated Social Media Policy and vacation leave policy.

# MINUTES PENN YAN PUBLIC LIBRARY BOARD MEETING THURSDAY June 20<sup>th</sup>, 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:

#### **Call to Order**

1. Public Comment: none

#### 2. \*Resolution to approve the following:

a. Adoption of the June 20<sup>th</sup>, 2024 Agenda as submitted:

Moved: Sharon Pinckney Seconded: Peter Gamba

Approved: 8 - 0 Abstentions: 0

b. Adoption of the May 16<sup>th</sup>, 2024 minutes as submitted:

Moved: Sharon Pinckney Seconded: Kristen Flynn-Comstock

Approved: 8 - 0 Abstentions: 0

e. Payment of the bills for May 2024

Moved: Deb Connelly 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: Social Media Policy was reviewed and is submitted to the board for review.
- c. Building Committee: Did not meet.
- d. Personnel Committee: Committee is recommending an additional week of vacation for employees after 12 years of service.
- e. Nominating Committee: Did not meet.

#### 5. Old Business:

**a.** EV Charger Updates: The county is submitting a written agreement to the library regarding the EV chargers and further update will follow.

**b.** Building update: See director's report for overall update. In addition, Randy is working on obtaining quotes for lights and the outside automatic door is not consistently working.

#### 6. New Business:

**a.** Social Media Policy: Submitted to staff for review to be approved next month.

b. Resolution to appoint Andy Robak for a one year term to replace Deb Connelly effective July 1, 2024:

Moved: Jan Barrett Seconded: Sharon Pinckney

Approved: 8 - 0 Abstentions: 0

**c.** Collections on youth cardholder accounts: Staff is recommending that youth card holders do not have collections on their accounts. Further discussion will take place.

#### 7. \*Adjourn:

Moved: Deb Connelly Seconded: Sharon Pinkney

Approved: 8 - 0 Abstentions: 0

• Items with \* require Board action. Enclosures: May 16<sup>th</sup>, 2024 Minutes, Budget and Balance Sheets, Director's Report, Circulation Stats, Children and Adult Services Reports, proposed updated Social Media Policy

#### **PYPL Executive Director's Report 7-18-24**

#### **Professional Development and Meetings:**

7/15 STLS Central Library Committee meeting

7/17 NYS Comptroller training-Capital Projects

#### Happenings:

- I am working on the NYS Library Construction Grant documents.
- I presented to the STLS construction grant committee on June 26<sup>th</sup> in Almond.
- I will be at the PYPL stand at the Yates County fair 7/10-7/12.
- We had the village building inspection on June 10<sup>th</sup>.
- I will be starting on gathering documents for the Annual Audit, NYS Annual Financial Report and the 990.
- We have some unhoused folks sleeping on the PYPL grounds. We are working with the Village Police to address it.

checkouts	20-21	21-22	22-23												22-23	23-24												23-24
			uly A	ug Se	ер Ос	ct	Nov	Dec	lan	Feb N	Mar A	Apr N	Лау			_	ug S	ep O	t No	ov	Dec	Jan	Feb	Mar	Apr M	ay .		total
ADPBKFIC	473	733	82	78	86	67		39	51	44	59	26	43		661		37	43	48	31	25			53	53	53	57	561
ADPBKNF	213	223	26	24	25	34	20	20	14	14	16	15	21	15	244		16	21	15	21	23	32	23	33	29	27	13	272
ADULTFIC	5390	7187	841	976	894	762	743	556	639	572	688	476	524		8222		673	640	610	518	474			596	564	619	665	7163
ADULTNF	4264	4992	408	461	434	407	383	359	448	361	432	307	313	363	4676		366	341	378	385	320	402	487	368	415	359	307	4528
AUDIOBKCAS	0	5									2				2	1												1
AUDIOBKCD	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	91	74	1224
AV-hotspot	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	66	76	774
AV-EQUIP	2	0				3									3										1	4	1	6
BOOK	18	39	4	8	3	4	2	2	3	4		2	3	3	38	11	18	5	3	2				10	9	4	12	74
COMPUTER-laptops	4	17	1			2				1					4	1	1	1	1	2			2					8
playaways	0	0													0													0
EAUDIOBOOK	0	0													0									1				1
ED-VID-DVD	27	41	6	1	1	2	2	3	3	3	2	2	4		29		5	2		4	2	16				2		32
EPHEMERAL	0	0													0										1			1
EQUIPMENT	3	3				2	1				1	2	1	1	8		1	1	1	3								7
HOLIDAY	18	19			1		2	3	6	1	2				15		1		1	1	1		1	1	1			9
ILL-BOOK	0	75	9	5	4	6	10	3	5	4	8	2	6	4	66		19	5	10	4	9	_	11	4	2	11	7	96
JUVDVD (new 5-1-19)	93	169	7	17	5	9	15	11	7	9	5	2	10	7	104		1	4	11	-	14		8	11	13	11	6	86
JUVAUDIOBK	41	32	1	2	2	450-	407	2	2	3	4000		1	6	21		9	4 4 4 4 4	5	5	7	,	1 125	2	4742	6	5	59
JUVFIC JUVMAGAZIN	15238 79	18506 50	2007	1915	1481	1595	1374	1223	1392	1530	1898	1450	1468	1544	18877 31	2032	1926	1534	1488	1545	1105	1412	1361	1531	1713 11	1533	1192	18372
JUVMAGAZIN JUVMUSICCD	/9	50	2	3	1	4	4		8	1	3	р		2	31	22	- /	2	3	4		1	2	5	11	9	ь	
JUVNF	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	296	232	3248
JUVPBFIC	370	365	26	299	17	226		10	11	19	23	284	209	12	209		21	17	18	16	203			16		296	23Z	3248 180
JUVPBK	38	38	5	27	1/	20	11	2	11	2	23	24	9	12	17		1	1/	10	10	11	14	20	10	2	20	9	160
JUVREF	0	0	-	-	1						-			1	0		1	-		1		1	3			- 4		10
KIT	3	105	9	5	16	6	5	6	9	7	6	10	8	4	91		8	5	8	9	2	3	7	8	5	8	8	75
LARGETYPE	7055	8174	791	880	759	679	689	622	563	559	646	532	608	582	7910	-	706	529	597	486	443	591	567	557	551	543	605	6863
MAGAZINE	897	1007	126	125	111	98		143	111	88	118	93	78	104	1330		95	123	126	94				94	114	103	76	1212
MICROFORM	24	26	8		8						16	8	8		48										8		8	32
MIXEDMEDIA	6	6								2					2												1	9
MUSICCD	525	519	97	65	134	94	83	54	38	12	56	42	73	53	801	61	62	46	48	19	26	36	37	37	39	45	49	505
NEWAUDBKCD	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	35	45	456
NEW-BKNF	0	0													0													0
NEW-BOOK	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	357	400	4371
NEW-BOOKNF	1236	1213	47	27	36	51	75	81	78	84	119	98	106	104	906		101	108	124	129	110		101	85	87	91	86	1273
NEW JUVDVD-new	18	55	9	4	1	2		5	2		1		3		28		2	4	4	4	2		2	3	3	6	2	35
NEWJUVFIC	898	1313	155	113	112	94		98	121	119	130	126	144	122	1423		133	136	143	110	109			138		116	124	1553
NEW-JUVNF	308	402	28	23	19	15			20	33	43	37	42	33	341		53	41	45	53	25		40	44	31	35	29	472
NEW-LP	1797	675	37	27	23	20	24	16	6	15	13	17	8	11	217		15	16	17	10	13	10	8	5	9	13	14	142
NEWMAGAZIN	47	151	4	8	3	6	4	7	7	3	4	2			48							_						3
NEWMUSCD	150	115	15	4						3	9	7	13	14	65		3	10	5		1	5	15	10	1	1	2	61
NEWSPAPER	2204	0	100	45	42	112	477	225	200	225	247	207	274	440	0		400	200	200	245	250	207	220	255	274	240	167	2402
NEW-VIDDVD	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	219	167	3403
PGMRESOURC REF-BOOK	- 0	18	-	-				4	-	8	1	-			16	<b>-</b>			2			-				- 1		- 11
ROTATING	33	87	2	4				1	1	- 4				26	30		2	1	- 2	1	1		1		1	1	1	31
SOFTWARE	33	14	3	1	-				1			1	1	20	30 4		3	1		1	1			1	1	1	1	31
STLSEQUIP	0	0		1							+	1	1	1	0					1				1	1	- 1		
TABLET	0	0													0													n
TESTBOOK	9	2													0										2			2
TOY	0	0													0													0
UNBARCODED	17	36	5	7	4	3	3	1	1		1	1	1	1	28	2	2	1	1	1		2	1	1	1	1	1	14
UNDEFINED	0	0						- 1	-		- 1		-		0		7	7		_		1				1	- 1	0
VIDEO-DVD	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	699	557	8113
VID-GAME	853	1461	104	151	109	128		93	120	83	149	114	95	122	1387		132	98	90	70	75			163	147	124	72	1306
loaned to STLS	5100	5555	428	479	490	463		384	499	546	564	459	490	461	5652		470	405	407	395	373			421	487	427	395	5196
Borrowed from STLS	5221	6358	618	634	553	572		374	504	519	599	418	405	476	6133	562	567	519	498	426	391	592	494	500	538	493	487	6067
Total material circ	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	6431	5792	78000
downloads-overdrive	13607	13146	1248	1270	1219	1199		1199	1306	1144	1276	1183	1112	1180	14347	1326	1267	1259	1262	1198	1294			1406	1305	1230	1345	15491
overdrive magazines	1568	1062	74	65	77	106	118	112	133	113	105	84	91	98	1176	112	100	196	515	485	572	642	481	332	310	322	285	4352
Freegal	0	0													0													0
PAC	2365	3015	295	336	285	308	257	213	233	193	292	271	260	317	3260	340	314	279	244	205	171	174	185	221	214	237	240	2824
Total circ with digital,PAC	90892	100955	9428	9568	8622	8380	7832	7168	8087	7669	9283	7491	7746	8057	99331	9218	9190	8236	8670	8037	7258		8334	8509	8751	8220	7662	100667
website visits	17875	5917	1665	1625							524	896	950	1225	6885	1305	1213	1005		984	982		1529		1502	1312	1088	12733
visits	31208	53134	4612	4358	6067	6122	5080	4329	4694	4888	5252	4188	5223	6504	61317	4350	4648	5530	5294	5294	3891		4772	5176	4844	5081	5638	58591
wireless	3700	3248	321	313	367	386	368	325	338	331	355	307	390	365	4166	334	338	400	367	318	321	322	333	369	379	372	365	4218
int Do-	122	206	20	20	22				22	22	26	24	20		0		44	26	25		22	2.5	2.5	22	25	1.0	27	222
new regist. Res	122 23	296	30	29	32 8	18		17	22	32	21	21	28	56	322 72		41	26	25		23		36	32	35 11	16	37	328 77
non res	23	bU	9	14	8	4	. 6	4	1	8	1	4	4	9	/2	9	/	ь	2		10	. 5	8	5	11	6	8	17

additions to holdings	0	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	105	75	114	115	1269
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	47	45	60	62	647
audiobooks CDs	137	112	1	2	1		1	3	4	11	7	9	14	5	58	8	10	8	4	3		13	7	2	2	5	11	73
DVDs	184	207	20	12	15	23	14	26	2	24	24	17	22	15	214	16	8	23	13	15	20	5	8	19	11	8	8	154
vid games	22	27	1	3		1	3	2			1	1	6	2	20	2	2	3	1		6	1	1		1		4	21
electronic		0											2		2													0
kit		1		1											1													0
microform		0													0													0
av		1													0													0
toy		0													0													0

### Penn Yan Public Library Monthly Youth Services Report to Board

#### JUNE 2024 IN REVIEW

June wound down with lots of school tours, some visits from a therapy dog to help with any finals-week jitters, and a very fun Toddler Dance Party out on the front lawn. Our summer learning encouragement program kicked off on June 29 with a rainy-day version of Books & Bikes Fest. With the help of our wonderful volunteers, we were able to move everything indoors, and over one hundred people attended, with sixty-six youth signing up to earn free books by tracking their reading this summer.

As of June 21, between the two of us, Melissa and I had provided early literacy programing (programs for youth under age 5, with a caregiver) for 1001 people since January 1.

#### MEETINGS/TRAININGS ATTENDED

-I presented on "Adventures in Teen Programming" during the STLS Spring CE conference

JUNE 2024 PROGRAMS In-person programs: 29 Attendance at in-person programs: 524

#### **NOTES**

Summer programs kick off in full on July 8, with free lunch every weekday, maker programs for all ages, weekly take-home kits and scavenger hunts, and programs by outside agencies like 4-H, Safe Harbors of the Finger Lakes, and Penn Yan Community Health.

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

#### Committee proposed 6-20-24

#### 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.

PYPL Director Proposed for Personnel Committee for 7-18-24.

#### 4.3 Annual Vacation

#### 4.3.1 Vacation Time Accrual

All employees accrue vacation time. Vacation time accrual runs in concurrence with the anniversary date on which an employee was hired. Vacation time accrual is pro-rated to the number of hours the employee usually works. (See section 3.2.)

#### 4.3.2 Vacation Time Schedule

All full-time and regular part-time employees	Vacation Weeks				
6 months after hire date	1 (37.5 hrs	5.)			
1 year after hire date	2				
3 years after hire date	3				
8 years after hire date	4				
12 years after hire date	5				

#### 4.3.3 Executive Director Vacation

The Executive Director's vacation is determined by the Board.

#### 4.3.4 Part-time Staff Vacation

Part-time staff may accrue one hour paid vacation for every 50 hours worked within a given anniversary year.

#### 4.3.5 Using Vacation Time

Employees may use vacation time in one hour, quarter day, half day or full day increments. If an employee chooses to take more than 5 vacation days consecutively, the Customer Service Director and Executive Director must be consulted as early as possible to help in assure staff coverage during PYPL open hours.

#### 4.3.6 Accrued Vacation Time Carry Over

Vacation time should be used within the year following the anniversary date of employment. A total of 75 hours of vacation may be carried over into the next anniversary year.

#### 4.3.7 Accrued Vacation at time at Employment Termination

Accrued vacation time may be taken before termination of employment.

Liabilities

	Jun 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	101,095.65
Total 1000 · Savings account	126,074.18
1014 · Operating Acct	441,846.64
Total Checking/Savings	567,920.82
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	11,708.73
Total 1300 · Investments	11,708.73
<b>Total Other Current Assets</b>	22,750.65
Total Current Assets	589,504.90
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	1,463,926.27
LIABILITIES & EQUITY	

_	Jun 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	9,350.00
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	(44,540.30)
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%	185.26
2038 · Employee Health Premiums	0.27
2046 · Voluntary Benefits	(1,202.04)
Total Other Current Liabilities	(15,026.42)
Total Current Liabilities	12,323.58
Total Liabilities	12,323.58
Equity 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	19,321.64
Total Equity	1,451,602.69
TOTAL LIABILITIES & EQUITY	1,463,926.27

#### Penn Yan Public Library MONTHLY INCOME & EXPENSE June 2024

	Jun 24
Ordinary Income/Expense	
Income	
4100 · Printing Income 4150 · Laser Printer	170.82
Total 4100 · Printing Income	170.82
4200 · Village	1,000.00
4400 · Fines 4500 · Lost/Damaged Books Refund	84.95 6.25
4505 · Sale of Extraneous Materials	12.72
4525 · Cafe Receipts	12.96
4540 · Tax Income	58,873.33
4700 · Interest 4800 · NonDesignated Donations	2.07 115.05
Total Income	60,278.15
Evnence	
Expense 5000 · HUMAN RESOURCES	
5100 · Salaries	
5110 · Library Director II	5,888.82
5115 · Librarian I 5130 · Clerical	9,255.74 18,462.08
5130 · Ciericai	·
Total 5100 · Salaries	33,606.64
5200 · Benefits	2.550.42
5210 · Medicare/SS 5225 · HRA Contributions	2,559.42 4,155.48
5235 · Voluntary Benefits	(200.34)
5240 · SUTA	179.44
5250 · Workmens Compensation	386.71
Total 5200 · Benefits	7,080.71
5300 · Payroll Costs	240.90
Total 5000 · HUMAN RESOURCES	40,928.25
5400 · ADMINISTRATION	***
5415 · Hotspots 5420 · Promotion	491.77 846.99
5451 · Service Contract	100.81
5452 · Toshiba copier	(244.03)
Total 5400 · ADMINISTRATION	1,195.54
5900 · BUILDINGS & GROUNDS	
5910 · Utilities 5912 · Electric	377.33
5913 · Sewer & Water	101.73
5914 · Gas	33.28
Total 5910 · Utilities	512.34
5940 · Maintenance Contracts 5943 · Trash Removal	50.67
Total 5940 · Maintenance Contracts	50.67
5970 · Supplies	00.01
5972 · Custodial	357.73
Total 5970 · Supplies	357.73
Total 5900 · BUILDINGS & GROUNDS	920.74
6000 · TECH (NETWORK AND ILS)	

#### Penn Yan Public Library MONTHLY INCOME & EXPENSE June 2024

	Jun 24
6300 · Maintenance	1,019.92
Total 6000 · TECH (NETWORK AND ILS)	1,019.92
7300 · ADULT SERVICES 7310 · Materials 7315 · Print Materials 7320 · Adult Fiction 7330 · Adult Non Fiction	1,027.85 529.00
7330 · Adult Non Fiction 7370 · Periodicals	601.08
Total 7315 · Print Materials	2,157.93
7380 · AV Materials 7382 · Audio Books 7386 · DVD	327.92 222.36
Total 7380 · AV Materials	550.28
Total 7310 · Materials	2,708.21
7420 · Programming	104.37
Total 7300 · ADULT SERVICES	2,812.58
7500 · YOUTH SERVICES 7510 · Materials 7515 · Print Materials 7520 · E 7530 · J Fiction 7540 · J Non-Fiction 7550 · YA	59.03 115.47 33.01 40.68
Total 7515 · Print Materials	248.19
7580 · AV Materials 7588 · Video Games	139.97
Total 7580 · AV Materials	139.97
Total 7510 · Materials	388.16
7620 · Programming	71.40
Total 7500 · YOUTH SERVICES	459.56
8100 · TECHNICAL SERVICES 8155 · Processing Costs 8161 · Tech Supplies 8163 · AV	60.20 35.95
Total 8161 · Tech Supplies	35.95
Total 8100 · TECHNICAL SERVICES	96.15
8200 · CIRCULATION 8295 · Unique Management	20.60
Total 8200 · CIRCULATION	20.60
Total Expense	47,453.34
Net Ordinary Income	12,824.81
Net Income =	12,824.81

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

	Jul '23 - Jun	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4100 · Printing Income				
4150 · Laser Printer	1,500.11	500.00	1,000.11	300.0%
4160 · Other Copies	4.63	1,000.00	(995.37)	0.5%
Total 4100 · Printing Income	1,504.74	1,500.00	4.74	100.3%
4200 · Village	1,000.00	1,000.00	0.00	100.0%
4400 · Fines	570.83			
4500 · Lost/Damaged Books Refund	490.30			
4505 · Sale of Extraneous Materials	309.92	000.00	(440.00)	00.00/
4525 · Cafe Receipts	183.32	600.00	(416.68)	30.6%
4540 · Tax Income	706,479.96	717,902.00	(11,422.04)	98.4%
4550 · Miscellaneous 4560 · Program Income	5,968.45 527.39			
4600 · LLSA	4,502.00	4,000.00	502.00	112.6%
4700 · Interest	25.25	150.00	(124.75)	16.8%
4800 · NonDesignated Donations	7,965.60	3,000.00	4,965.60	265.5%
Total Income	729,527.76	728,152.00	1,375.76	100.2%
Expense				
5000 · HUMAN RESOURCES				
5100 · Salaries				
5110 · Library Director II	78,354.66	0.00	78,354.66	100.0%
5115 · Librarian I	123,924.65	0.00	123,924.65	100.0%
5130 · Clerical	251,789.17	0.00	251,789.17	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	454,068.48	454,315.00	(246.52)	99.9%
5200 · Benefits				
5210 · Medicare/SS	34,587.27	31,000.00	3,587.27	111.6%
5225 · HRA Contributions	31,386.78	48,240.00	(16,853.22)	65.1%
5230 · Disability	2,225.49	2,700.00	(474.51)	82.4%
5235 · Voluntary Benefits	(2,003.40)			
5240 · SUTA	3,515.12	3,500.00	15.12	100.4%
5250 · Workmens Compensation	10,392.27	4,500.00	5,892.27	230.9%
5255 · Employee Assistance Plan 5260 · Retirement	500.00 0.00	500.00 40,000.00	0.00 (40,000.00)	100.0% 0.0%
5200 · Retirement 5200 · Benefits - Other	901.53	40,000.00	(40,000.00)	0.0%
Total 5200 · Benefits	81,505.06	130,440.00	(48,934.94)	62.5%
5300 · Payroll Costs	3,292.57	0.00	3,292.57	100.0%
Total 5000 · HUMAN RESOURCES	538,866.11	584,755.00	(45,888.89)	92.2%
5400 · ADMINISTRATION				
5415 · Hotspots	5,518.22	5,000.00	518.22	110.4%
5420 · Promotion	1,696.92	500.00	1,196.92	339.4%
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 - Jun	Budget	\$ Over Budget	% of Budget
5430 · Telephone System 5435 · Insurance 5440 · Accounting	577.41 9,666.44	2,300.00 8,300.00	(1,722.59) 1,366.44	25.1% 116.5%
5442 · Review/Audit 5444 · Supplies	7,405.00 377.19	5,900.00 150.00	1,505.00 227.19	125.5% 251.5%
Total 5440 · Accounting	7,782.19	6,050.00	1,732.19	128.6%
5450 · Equipment 5451 · Service Contract 5452 · Toshiba copier 5460 · Office Supplies	2,946.36 1,478.52 192.33	500.00 0.00 1,000.00	2,446.36 1,478.52 (807.67)	589.3% 100.0% 19.2%
5461 · Staff Room 5462 · White Paper 5463 · Other	45.01 252.74 482.01	200.00 250.00 500.00	(154.99) 2.74 (17.99)	22.5% 101.1% 96.4%
Total 5460 · Office Supplies	779.76	950.00	(170.24)	82.1%
5470 · Training/Travel 5475 · Legal 5480 · Dues 5485 · Postage 5486 · Vote Expense 5490 · Misc	1,102.44 0.00 762.00 287.52 2,272.06 255.05	1,500.00 800.00 1,000.00 300.00 1,500.00	(397.56) (800.00) (238.00) (12.48) 772.06	73.5% 0.0% 76.2% 95.8% 151.5%
Total 5400 · ADMINISTRATION	37,117.22	31,500.00	5,617.22	117.8%
5900 · BUILDINGS & GROUNDS 5910 · Utilities 5912 · Electric 5913 · Sewer & Water 5914 · Gas	5,456.72 1,850.02 383.24	6,500.00 800.00 1,500.00	(1,043.28) 1,050.02 (1,116.76)	83.9% 231.3% 25.5%
Total 5910 · Utilities	7,689.98	8,800.00	(1,110.02)	87.4%
5920 · New Equipmnt	5,682.00	300.00	5,382.00	1,894.0%
5930 · Repairs & Maint 5932 · Equipment 5934 · Blding & Ground 5930 · Repairs & Maint - Other	267.61 3,081.46 1,753.99	1,300.00 9,760.00	(1,032.39) (6,678.54)	20.6% 31.6%
Total 5930 · Repairs & Maint	5,103.06	11,060.00	(5,956.94)	46.1%
5940 · Maintenance Contracts 5943 · Trash Removal 5945 · Fire Protection 5946 · Snow Plowing 5940 · Maintenance Contracts	583.75 474.00 875.00 1,714.00	550.00 900.00 1,000.00	33.75 (426.00) (125.00)	106.1% 52.7% 87.5%
Total 5940 · Maintenance Contracts	3,646.75	2,450.00	1,196.75	148.8%
5970 · Supplies 5972 · Custodial 5974 · Building 5976 · building depreciation	1,783.22 785.19 0.00	800.00 650.00 1,000.00	983.22 135.19 (1,000.00)	222.9% 120.8% 0.0%

	Jul '23 - Jun	Budget	\$ Over Budget	% of Budget
5970 · Supplies - Other	836.97			
Total 5970 · Supplies	3,405.38	2,450.00	955.38	139.0%
Total 5900 · BUILDINGS & GROUNDS	25,527.17	25,060.00	467.17	101.9%
6000 · TECH (NETWORK AND ILS) 6100 · New Hardware 6150 · Parts for Repair & Maint 6200 · New Software 6300 · Maintenance	105.39 0.00 63.59 3,260.92	3,000.00 300.00 500.00 3,000.00	(2,894.61) (300.00) (436.41) 260.92	3.5% 0.0% 12.7% 108.7%
6400 · ILS Software	35,287.00	35,287.00	0.00	100.0%
Total 6000 · TECH (NETWORK AND I	38,716.90	42,087.00	(3,370.10)	92.0%
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	7,019.53 89.79 4,165.12 4,128.30	11500.00 350.00 5,000.00 4,000.00	(4,480.47) (260.21) (834.88) 128.30	61.0% 25.7% 83.3% 103.2%
Total 7315 · Print Materials	15,402.74	20,850.00	(5,447.26)	73.9%
7380 · AV Materials 7382 · Audio Books 7384 · CD Music 7386 · DVD	2,650.88 70.89 3,422.90	3,500.00 200.00 4,000.00	(849.12) (129.11) (577.10)	75.7% 35.4% 85.6%
Total 7380 · AV Materials	6,144.67	7,700.00	(1,555.33)	79.8%
7310 · Materials - Other	140.00			
Total 7310 · Materials	21,687.41	28,550.00	(6,862.59)	76.0%
7420 · Programming 7450 · Equipment 7451 · Laser Printer 7452 · Other Equipment 7450 · Equipment - Other	3,094.61 414.02 32.98 (86.88)	1,500.00 200.00	1,594.61	206.3%
Total 7450 · Equipment	360.12	200.00	160.12	180.1%
7454 · Cafe Supplies	346.36	950.00	(603.64)	36.5%
Total 7300 · ADULT SERVICES	25,488.50	31,200.00	(5,711.50)	81.7%

	Jul '23 - Jun	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)	898.46 1,465.94 800.10 787.01 205.91	1,800.00 1,500.00 750.00 1,250.00 300.00	(901.54) (34.06) 50.10 (462.99) (94.09)	49.9% 97.7% 106.7% 63.0% 68.6%
Total 7515 · Print Materials	4,157.42	5,600.00	(1,442.58)	74.2%
7580 · AV Materials 7582 · Audiobooks 7584 · Music CD 7588 · Video Games	70.87 0.00 937.56	200.00 100.00 1,200.00	(129.13) (100.00) (262.44)	35.4% 0.0% 78.1%
Total 7580 · AV Materials	1,008.43	1,500.00	(491.57)	67.2%
Total 7510 · Materials	5,165.85	7,100.00	(1,934.15)	72.8%
7620 · Programming	4,285.53	2,400.00	1,885.53	178.6%
Total 7500 · YOUTH SERVICES	9,451.38	9,500.00	(48.62)	99.5%
8100 · TECHNICAL SERVICES 8155 · Processing Costs 8161 · Tech Supplies	530.45	800.00	(269.55)	66.3%
8162 · Repair 8163 · AV 8165 · Disc Cleaner 8167 · Misc 8161 · Tech Supplies - Other	189.14 293.48 183.99 548.05 200.71	25.00 575.00 100.00 750.00	164.14 (281.52) 83.99 (201.95)	756.6% 51.0% 184.0% 73.1%
Total 8161 · Tech Supplies	1,415.37	1,450.00	(34.63)	97.6%
Total 8100 · TECHNICAL SERVICES	1,945.82	2,250.00	(304.18)	86.5%
8200 · CIRCULATION 8250 · Equipment 8260 · Patron Cards 8275 · Postage for Overdues 8280 · Mailing Supplies 8295 · Unique Management 8200 · CIRCULATION - Other	0.00 0.00 128.20 0.00 545.90 19.99	200.00 200.00 300.00 100.00 500.00	(200.00) (200.00) (171.80) (100.00) 45.90	0.0% 0.0% 42.7% 0.0% 109.2%
Total 8200 · CIRCULATION	694.09	1,300.00	(605.91)	53.4%
Total Expense	677,867.19	728,152.00	(50,284.81)	93.1%
Net Ordinary Income	51,660.57	0.00	51,660.57	100.0%
Other Income/Expense Other Income 8400 · NON-BUDGETED DONATIONS 8405 · MISC/Donations-Materials	(166.20)			

	Jul '23 - Jun	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	(1,837.63)			
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	19,321.64	0.00	19,321.64	100.0%

### Reconciliation Summary 1000 · Savings account, Period Ending 06/30/2024

	Jun 30, 24	
Beginning Balance Cleared Transactions	126,072.11	
Deposits and Credits - 1 item	2.07	
<b>Total Cleared Transactions</b>	2.07	
Cleared Balance	126,074.18	
Register Balance as of 06/30/2024	126,074.18	
Ending Balance	126,074.18	

## Reconciliation Summary 1014 · Operating Acct, Period Ending 06/30/2024

	Jun 30, 24	
Beginning Balance Cleared Transactions		262,362.96
Checks and Payments - 59	(46,878.51)	
Deposits and Credits - 5 it	237,482.52	
Total Cleared Transactions	190,604	.01
Cleared Balance		452,966.97
Uncleared Transactions Checks and Payments - 21 Deposits and Credits - 3 it	(11,229.36) 109.03	
<b>Total Uncleared Transactions</b>	(11,120	.33)
Register Balance as of 06/30/2024		441,846.64
New Transactions Checks and Payments - 23 Deposits and Credits - 1 it	(21,227.86) 103.60	
Total New Transactions	(21,124	.26)
Ending Balance		420,722.38