

AGENDA
PENN YAN PUBLIC LIBRARY
BOARD MEETING
THURSDAY August 15th, 2024 6:30 PM

Call to Order

- Public Comment
- Additional Agenda Items?
- *Adoption of Agenda

*July 18th Minutes (Present: Angela Gonzalez, Steve Darrow, Val Brechko, Kristen Flynn-Comstock, Andrew Robak, Sharon Pinckney, Bethany Snyder)

- Financial Review
 - *Payment of bills for July 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

New Business

- Overdue policy
- Nursing Mothers policy

***Adjourn**

Items with * require Board action. Enclosures: July 18th 2024 minutes, Budget and Balance sheets, Director's Report, Circulation Stats, Children's and Adult services reports, proposed updated vacation leave policy, overdue policy, and nursing mothers policy.

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

Members Present: Angela Gonzalez, Steve Darrow, Val Brechko, Kristen Flynn-Comstock, Andrew Robak, Sharon Pinckney, Bethany Snyder

Absent: Elizabeth Burris-Chase, Connie Glover

Call to Order

- **Public Comment**

- **Additional Agenda Items**

Board needs to approve the construction grant before it can be submitted

Adoption of agenda for July 18, 2024

Motion to adopt the agenda

Moved: KC, 2nd SP, approved

Approval of Minutes for June Meeting

Motion to approve the June minutes

Moved SP, 2nd SB, approved

- **Library Director's Report**

Angela gave a report on the library presence at the Yates County Fair, and the results of the Village building inspection. Brush piles need to be cleared out and there needs to be a visible number on the building.

Discussion about a homeless person sleeping on the property. Angela will speak with the local Director for mental health services

Standing Committee Reports

-Finance Committee -none

-Policy Review Committee -none

-Building Committee -none

-Personnel Committee -none

-Nominating Committee -none

Old Business

- **EV charger update**

Angela is communicating with county on the bill

- **Building update**

Grant has been finished for construction funds for the bathroom and entrance upgrades. Motion to approve the grant:

Motion to approve the grant and submit

Moved: SP, 2nd BS, approved

- **Vacation leave policy**

Will vote on next meeting

- *** Social Media Policy**

Motion to approve the social media policy

Moved: SP, 2nd BS, approved

New Business

- *** Remove Peter Gamba from check signer list for Community Bank and LNB**

Motion to remove Peter Gamba

Moved: KC, 2nd AR, approved

- *** Add another signer**

Valerie Brechko volunteered to be an additional signer

Motion to add Valerie Brechko

Moved: KC, 2nd SP, approved

- ***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***

Motion to approve all resolutions

Moved: KC, 2nd: SP, Approved

- ***Officer Election**

President -Valerie Brechko

Financial Officer -Sharon Pinckney

Secretary -Andrew Robak

- **2024-2025 Committee Assignments**

Finance -Stays the same

Personnel –Adding Andrew Robak

Policy (Code of Conduct, Bylaws) -Adding Bethany Snyder

Building -Adding Valerie Brechko

Nominating -Adding Bethany Snyder

***Adjourn**

Motion to adjourn

Motion: SP, 2nd SB, approved

PYPL Executive Director's Report 7-18-24

Professional Development and Meetings:

7-19 Yates County INSYGHT meeting

7-31 STLS DAC meeting

7-31 Cultural Humility in Library Work, Webjunction Webinar

Happenings:

- Wendy and I gathered documents for the Annual Audit, NYS Annual Financial Report and the 990.
- We have had some unhoused folks sleeping on the PYPL grounds. We are working with the Village Police and DSS Adult Services to address it.
- In July I met with staff to work on their individual SMART goals pertaining to the strategic plan.
- Progress on hiring a landscaper to remove the brush pile and plant the memorial trees is slow, as is getting quotes to possibly update the lighting in the older building.

checkouts	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	May	June	23-24		24-25	
	July	July												total	July	total	July												total			
ADPBKFC	82	78	86	67	54	39	51	44	59	26	43	32	661	47	37	43	48	31	25	60	54	53	53	53	57	57	561	63				
ADPBKNF	26	24	25	34	20	20	14	14	16	15	21	15	244	19	16	21	15	21	23	32	23	33	29	27	13	272	8					
ADULTFC	841	976	894	762	743	556	639	572	688	476	524	551	8222	592	673	640	610	518	474	635	577	596	564	619	665	7163	720					
ADULTNF	408	461	434	407	383	359	448	361	432	307	313	363	4676	400	366	341	378	385	320	402	487	368	415	359	307	4528	339					
AUDIOBKCAS													2															1				
AUDIOBKCD	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	66					
AV-hotspot	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	41					
AV-EQUIP				3									3											1	4	1	6	2				
BOOK	4	8	3	4	2	2	3	4		2	3	3	38	11	18	5	3	2					10	9	4	12	74	16				
COMPUTER-laptops	1			2				1						4	1	1	1	1	2			2						8				
playaways													0															0				
EAUDIOBOOK													0										1					1				
ED-VID-DVD	6	1	1	2	2	3	3	3	2	2	4		29	1	5	2		4	2	16					2		32					
EPHEMERAL													0											1				1				
EQUIPMENT				2	1				1	2	1	1	8	1	1	1	1	3										7				
HOLIDAY			1		2	3	6	1	2				15	2	1		1	1	1		1	1	1					9	1			
ILL-BOOK	9	5	4	6	10	3	5	4	8	2	6	4	66	9	19	5	10	4	9	5	11	4	2	11	7	96	19					
JUVDVD (new 5-1-19)	7	17	5	9	15	11	7	9	5	2	10	7	104	6	1	4	11		14	1	8	11	13	11	6	86	9					
JUVAUDIOBK	1	2	2			2	2	3		2	1	6	21	5	9	4	5	5	7	5	1	2	5	6	5	5	59	4				
JUVFIC	2007	1915	1481	1595	1374	1223	1392	1530	1898	1450	1468	1544	18877	2032	1926	1534	1488	1545	1105	1412	1361	1531	1713	1533	1192	18372	1925					
JUVMAGAZIN	1	3	1	4	4		8	1	3	6			31	22	7	2	3	4		1	2	5	11	9	6	72	6					
JUVMUSICCD	2												4															0				
JUVNF	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	282					
JUVPBFC	26	27	17	20	11	10	11	19	23	24	9	12	209	17	21	17	18	16	11	14	10	16	11	20	9	180	22					
JUVPBK	5	2	1			2		2	2	2		1	17		1	1		1		1	3	5	2	2		16	2					
JUVREF													0															0				
KIT	9	5	16	6	5	6	9	7	6	10	8	4	91	4	8	5	8	9	2	3	7	8	5	8	8	75	5					
LARGETYPE	791	880	759	679	689	622	563	559	646	532	608	582	7910	688	706	529	597	486	443	591	567	557	551	543	605	6863	672					
MAGAZINE	126	125	111	98	135	143	111	88	118	93	78	104	1330	106	95	123	126	94	102	73	106	94	114	103	76	1212	82					
MICROFORM	8		8							16	8	8	48	16									8			8	32					
MIXEDMEDIA								2					2	8												1	9					
MUSICCD	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	30					
NEWAUDBKCD	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	38					
NEW-BKNF													0															0				
NEW-BOOK	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	464					
NEW-BOOKNF	47	27	36	51	75	81	78	84	119	98	106	104	906	110	101	108	124	129	110	141	101	85	87	91	86	1273	114					
NEW JUVDVD-new	9	4	1	2	1	5	2					3	28		2	4	4	4	2	3	2	3	3	6	2	35	2					
NEWJUVDVD	155	113	112	94	89	98	121	119	130	126	144	122	1423	144	133	136	143	110	109	120	127	138	153	116	124	1553	155					
NEW-JUVNF	28	23	19	15	24	24	20	33	43	37	42	33	341	40	53	41	45	53	25	36	40	44	31	35	29	472	49					
NEW-LP	37	27	23	20	24	16	6	15	13	17	8	11	217	12	15	16	17	10	13	10	8	5	9	13	14	142	19					
NEWMAGAZIN	4	8	3	6	4	7	7	3	4	2			48	3													3					
NEWMUSCD	15	4						3	9	7	13	14	65	8	3	10	5		1	5	15	10	1	1	2	61	1					
NEWSPAPER													0															0				
NEW-VIDDVD	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	180					
PGMRESOURC								8	1				9															0				
REF-BOOK	6	4				1	1	4					16				1	2	1	1	2	1		1	1	1	11					
ROTATING	3						1						26	30	26	3	1									1	31	1				
SOFTWARE		1								1	1	1	4						1	1				1	1	1	5					
STLSEQUIP													0															0				
TABLET													0															0				
TESTBOOK													0											2			2					
TOY													0															0				
UNBARCODED	5	7	4	3	3	1	1		1	1	1	1	28	2	2	1	1	1		2	1	1	1	1	1	14	2					
UNDEFINED													0															0				
VIDEO-DVD	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	599					
VID-GAME	104	151	109	128	119	93	120	83	149	114	95	122	1387	132	132	98	90	70	75	96	107	163	147	124	72	1306	124					
loaned to STLS	428	479	490	463	389	384	499	546	564	459	490	461	5652	524	470	405	407	395	373	476	416	421	487	427	395	5196	423					

Penn Yan Public Library
Monthly Youth Services Report to Board

JULY 2024 IN REVIEW

I can describe July in three words: difficult to predict. While we've seen lots of foot traffic and plenty of participation in our reading encouragement and passive programs, attendance in our traditionally-popular youth programs has been down. I'm not exactly sure why, so I reached out to other STLS libraries to see if they are dealing with the same thing, and it seems highly location-dependent. Storytimes, free lunch, and take-home kits are still popular, but kids' crafts and tween/teen program attendance are lagging, so before next summer we will consider shaking up both how we schedule our summer programs and what exactly they entail.

MEETINGS/TRAININGS ATTENDED

- *Why Do We Fall for Misinformation?* webinar from OCLC
- Finger Lakes Connected Learning Ecosystem quarterly virtual meeting
- Yates Child Sexual Exploitation Prevention Coalition quarterly virtual meeting
- Beginner ukulele class at the Naples Library

JULY 2024 PROGRAMS

In-person programs: 48

Attendance at in-person programs: 1030 (this includes the people Angela saw when tabling at the YC Fair, plus numbers from passive programs like guessing jars, community questions, take-home kits, etc.)

NOTES

Summer programming winds down throughout the month, capped by our Island Adventure Party on Friday, August 9, when the Shaka Shave Ice truck will be visiting with free shave ice for kids. We'll have a handful of programs through the back half of the month and kids can keep logging their reading hours to earn free books through August 16 (as of August 1, participants have read for 290 hours, earning 145 books). Then it's time for our department to take a deep breath and ready ourselves for whatever joys and challenges this year's crop of middle schoolers will bring to the library for the next ten months. (I'll be attending the PYMS open house on August 28 to begin the annual attempt to try and nip behavior issues in the bud.)

Submitted August 3, 2024 by Sarah Crevelling, Youth Services Librarian

July 2024 adult services report

In July, I answered 21 reference questions for 21 patrons, including 5 tech questions, 1 local history question, and no legal questions. I served 2 Mennonite patrons. Patrons sought information on structural steel design, using the New York State Historical Newspapers database, and media literacy around online claims that the Cartoon Network was shutting down.

At least 160 patrons participated in 19 programs in July. After getting rained out in June, our returning Stuff Swap & Community Outreach fair had 35 participants; most of the items up for swap were claimed, our community organization tables (Cornell Cooperative Extension, Master Gardeners, and SNAP-Ed) were well-trafficked, and of our two repair café stations, the bike repair station was very successful. We're looking forward to welcoming more community organizations in August, and have a string instrument consultation repair station on deck to join us; if any of you out there on the board would like to lead another repair station, or know someone who'd be perfect for the role, please get in touch! Teamwork makes this all so much better for the community.

We also had two poetry events in July: a *Bluff & Vine* reading at the community garden, and a book launch from Ithaca poet Daphne Sola here at the library. Both were attended by small but enthusiastic crowds of 10-15 folks. We also worked with Keuka Writes and PYTCO to offer the first session of a two-part playwriting series. Other programs included the usual and popular Family Research Support Group, Chair Yoga, Pot Luck Club (which went on without me despite my being out with covid – good job, everyone!), Keuka Writes, two Alzheimer Association events, Knit Together, French Table de Conversation, and finally, the second and third installments of our third annual Close Read, this time tackling *American Nations* by Colin Woodard. As has been the case since the initial run of this program three years ago, these books provoke interesting and meaningful conversation among participants, though turnout has been lower this year.

I finished by weed of the 600s and continued to be rather ruthless in the run-up to our capital project in coming years, for which we need to reduce our collection. And the next additions to our Experience Library collection of passes to local learning institutions came in – we will soon be able to offer free admission to the Sciencenter in Ithaca for adults and their kids!

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

	Jul 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	101,097.78
Total 1000 · Savings account	126,076.31
1014 · Operating Acct	336,568.67
Total Checking/Savings	462,644.98
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
Total Other Current Assets	22,750.65
Total Current Assets	484,229.06
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	1,358,650.43
LIABILITIES & EQUITY	
Liabilities	

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

	Jul 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	9,516.20
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	(103,413.63)
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%	226.57
2038 · Employee Health Premiums	0.27
2046 · Voluntary Benefits	(1,402.38)
Total Other Current Liabilities	(73,892.58)
Total Current Liabilities	(46,542.58)
Total Liabilities	(46,542.58)
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	958,591.09
Net Income	(46,409.68)
Total Equity	1,405,193.01
TOTAL LIABILITIES & EQUITY	1,358,650.43

Penn Yan Public Library
MONTHLY INCOME & EXPENSE
July 2024

	Jul 24
Ordinary Income/Expense	
Income	
4100 · Printing Income	
4150 · Laser Printer	118.29
Total 4100 · Printing Income	118.29
4400 · Fines	133.47
4500 · Lost/Damaged Books Refund	2.00
4505 · Sale of Extraneous Materials	44.21
4525 · Cafe Receipts	7.41
4540 · Tax Income	58,873.33
4550 · Miscellaneous	80.00
4700 · Interest	2.13
4800 · NonDesignated Donations	1,529.81
Total Income	60,790.65
Expense	
5000 · HUMAN RESOURCES	
5100 · Salaries	
5110 · Library Director II	7,924.39
5115 · Librarian I	13,225.97
5130 · Clerical	23,408.08
Total 5100 · Salaries	44,558.44
5200 · Benefits	
5210 · Medicare/SS	3,397.30
5225 · HRA Contributions	2,554.10
5235 · Voluntary Benefits	(200.34)
5240 · SUTA	352.96
5250 · Workmens Compensation	1,006.62
Total 5200 · Benefits	7,110.64
5300 · Payroll Costs	240.90
Total 5000 · HUMAN RESOURCES	51,909.98
5400 · ADMINISTRATION	
5415 · Hotspots	935.24
5420 · Promotion	650.00
5425 · Internet Service	450.00
5430 · Telephone System	210.00
5451 · Service Contract	100.81
5452 · Toshiba copier	35.21
5470 · Training/Travel	30.78
5480 · Dues	200.00
Total 5400 · ADMINISTRATION	2,612.04
5900 · BUILDINGS & GROUNDS	
5910 · Utilities	
5912 · Electric	306.50
5913 · Sewer & Water	97.82
5914 · Gas	33.28
Total 5910 · Utilities	437.60
5930 · Repairs & Maint	
5934 · Blding & Ground	63.88
Total 5930 · Repairs & Maint	63.88
5940 · Maintenance Contracts	
5943 · Trash Removal	51.92
5945 · Fire Protection	546.00
	598.92

Penn Yan Public Library
MONTHLY INCOME & EXPENSE
July 2024

	Jul 24
Total 5940 · Maintenance Contracts	597.92
5970 · Supplies	27.50
Total 5900 · BUILDINGS & GROUNDS	1,126.90
6000 · TECH (NETWORK AND ILS)	
6300 · Maintenance	75.00
6400 · ILS Software	35,733.00
Total 6000 · TECH (NETWORK AND ILS)	35,808.00
7100 · REFERENCE	
7110 · Materials	
7120 · Reference Books	64.82
Total 7110 · Materials	64.82
Total 7100 · REFERENCE	64.82
7300 · ADULT SERVICES	
7310 · Materials	
7315 · Print Materials	
7320 · Adult Fiction	500.38
7330 · Adult Non Fiction	235.73
7370 · Periodicals	2,571.18
Total 7315 · Print Materials	3,307.29
7380 · AV Materials	
7382 · Audio Books	339.92
7386 · DVD	149.94
Total 7380 · AV Materials	489.86
Total 7310 · Materials	3,797.15
7420 · Programming	448.36
Total 7300 · ADULT SERVICES	4,245.51
7500 · YOUTH SERVICES	
7510 · Materials	
7515 · Print Materials	
7520 · E	63.04
7530 · J Fiction	82.49
7540 · J Non-Fiction	63.10
7550 · YA	49.20
Total 7515 · Print Materials	257.83
7580 · AV Materials	
7588 · Video Games	164.96
Total 7580 · AV Materials	164.96
Total 7510 · Materials	422.79
7620 · Programming	261.72
Total 7500 · YOUTH SERVICES	684.51
8100 · TECHNICAL SERVICES	
8155 · Processing Costs	38.61
Total 8100 · TECHNICAL SERVICES	38.61
8200 · CIRCULATION	
8295 · Unique Management	41.20

08/04/24

Penn Yan Public Library
MONTHLY INCOME & EXPENSE
July 2024

	Jul 24
Total 8200 · CIRCULATION	41.20
Total Expense	96,531.57
Net Ordinary Income	(35,740.92)
Other Income/Expense	
Other Income	
9450 · Chargepoint Income	362.43
9000 · Landscaping Project Income	
9025 · Donations	18.81
Total 9000 · Landscaping Project Income	18.81
Total Other Income	381.24
Other Expense	
9126 · Building Project expenses	11,050.00
Total Other Expense	11,050.00
Net Other Income	(10,668.76)
Net Income	(46,409.68)

Profit & Loss Budget vs. Actual

08/04/24

Accrual Basis

2023-2024 Budget v actual

	Jul 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4100 · Printing Income				
4150 · Laser Printer	118.29	1,350.00	(1,231.71)	8.8%
Total 4100 · Printing Income	118.29	1,350.00	(1,231.71)	8.8%
4200 · Village	0.00	1,000.00	(1,000.00)	0.0%
4400 · Fines	133.47			
4500 · Lost/Damaged Books Refu...	2.00			
4505 · Sale of Extraneous Materials	44.21			
4525 · Cafe Receipts	7.41	600.00	(592.59)	1.2%
4540 · Tax Income	58,873.33	750,208.00	(691,334.67)	7.8%
4550 · Miscellaneous	80.00			
4600 · LLSA	0.00	4,560.00	(4,560.00)	0.0%
4700 · Interest	2.13	150.00	(147.87)	1.4%
4800 · NonDesignated Donations	1,529.81	3,000.00	(1,470.19)	51.0%
Total Income	60,790.65	760,868.00	(700,077.35)	8.0%
Expense				
5000 · HUMAN RESOURCES				
5100 · Salaries				
5110 · Library Director II	7,924.39	79,617.00	(71,692.61)	10.0%
5115 · Librarian I	13,225.97	125,138.00	(111,912.03)	10.6%
5130 · Clerical	23,408.08	242,011.00	(218,602.92)	9.7%
5135 · Building Staff	0.00	26,234.00	(26,234.00)	0.0%
Total 5100 · Salaries	44,558.44	473,000.00	(428,441.56)	9.4%
5200 · Benefits				
5210 · Medicare/SS	3,397.30	36,000.00	(32,602.70)	9.4%
5225 · HRA Contributions	2,554.10	50,090.00	(47,535.90)	5.1%
5230 · Disability	0.00	2,700.00	(2,700.00)	0.0%
5235 · Voluntary Benefits	(200.34)			
5240 · SUTA	352.96	4,500.00	(4,147.04)	7.8%
5250 · Workmens Compensati...	1,006.62	4,500.00	(3,493.38)	22.4%
5255 · Employee Assistance P...	0.00	500.00	(500.00)	0.0%
5260 · Retirement	0.00	50,000.00	(50,000.00)	0.0%
Total 5200 · Benefits	7,110.64	148,290.00	(141,179.36)	4.8%
5300 · Payroll Costs	240.90	3,300.00	(3,059.10)	7.3%
Total 5000 · HUMAN RESOURCES	51,909.98	624,590.00	(572,680.02)	8.3%
5400 · ADMINISTRATION				
5415 · Hotspots	935.24	3,000.00	(2,064.76)	31.2%
5420 · Promotion	650.00	500.00	150.00	130.0%
5422 · Annual Campaign Expense	0.00	600.00	(600.00)	0.0%
5425 · Internet Service	450.00	1,800.00	(1,350.00)	25.0%
5430 · Telephone System	210.00	850.00	(640.00)	24.7%
5435 · Insurance	0.00	8,675.00	(8,675.00)	0.0%
5440 · Accounting				
5442 · Review/Audit	0.00	6,550.00	(6,550.00)	0.0%

	Jul 24	Budget	\$ Over Budget	% of Budget
5444 · Supplies	0.00	150.00	(150.00)	0.0%
Total 5440 · Accounting	0.00	6,700.00	(6,700.00)	0.0%
5450 · Equipment	0.00	500.00	(500.00)	0.0%
5451 · Service Contract	100.81	1,000.00	(899.19)	10.1%
5452 · Toshiba copier	35.21	500.00	(464.79)	7.0%
5460 · Office Supplies				
5461 · Staff Room	0.00	150.00	(150.00)	0.0%
5462 · White Paper	0.00	300.00	(300.00)	0.0%
5463 · Other	0.00	500.00	(500.00)	0.0%
Total 5460 · Office Supplies	0.00	950.00	(950.00)	0.0%
5470 · Training/Travel	30.78	1,200.00	(1,169.22)	2.6%
5475 · Legal	0.00	800.00	(800.00)	0.0%
5480 · Dues	200.00	900.00	(700.00)	22.2%
5485 · Postage	0.00	300.00	(300.00)	0.0%
5486 · Vote Expense	0.00	1,500.00	(1,500.00)	0.0%
Total 5400 · ADMINISTRATION	2,612.04	29,775.00	(27,162.96)	8.8%
5900 · BUILDINGS & GROUNDS				
5910 · Utilities				
5912 · Electric	306.50	6,000.00	(5,693.50)	5.1%
5913 · Sewer & Water	97.82	1,000.00	(902.18)	9.8%
5914 · Gas	33.28	300.00	(266.72)	11.1%
Total 5910 · Utilities	437.60	7,300.00	(6,862.40)	6.0%
5920 · New Equipmnt	0.00	300.00	(300.00)	0.0%
5930 · Repairs & Maint				
5932 · Equipment	0.00	1,300.00	(1,300.00)	0.0%
5934 · Blding & Ground	63.88	7,000.00	(6,936.12)	0.9%
Total 5930 · Repairs & Maint	63.88	8,300.00	(8,236.12)	0.8%
5940 · Maintenance Contracts				
5943 · Trash Removal	51.92	550.00	(498.08)	9.4%
5945 · Fire Protection	546.00	1,000.00	(454.00)	54.6%
5946 · Snow Plowing	0.00	1,000.00	(1,000.00)	0.0%
Total 5940 · Maintenance Contra...	597.92	2,550.00	(1,952.08)	23.4%
5970 · Supplies				
5972 · Custodial	0.00	900.00	(900.00)	0.0%
5974 · Building	0.00	650.00	(650.00)	0.0%
5976 · building depreciation	0.00	1,000.00	(1,000.00)	0.0%
5970 · Supplies - Other	27.50			
Total 5970 · Supplies	27.50	2,550.00	(2,522.50)	1.1%
Total 5900 · BUILDINGS & GROU...	1,126.90	21,000.00	(19,873.10)	5.4%
6000 · TECH (NETWORK AND ILS)				
6100 · New Hardware	0.00	2,750.00	(2,750.00)	0.0%

	<u>Jul 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
6150 · Parts for Repair & Maint	0.00	300.00	(300.00)	0.0%
6200 · New Software	0.00	500.00	(500.00)	0.0%
6300 · Maintenance	75.00	3,000.00	(2,925.00)	2.5%
6400 · ILS Software	<u>35,733.00</u>	<u>36,448.00</u>	<u>(715.00)</u>	<u>98.0%</u>
Total 6000 · TECH (NETWORK AN...	35,808.00	42,998.00	(7,190.00)	83.3%
7100 · REFERENCE				
7110 · Materials				
7120 · Reference Books	<u>64.82</u>	<u>155.00</u>	<u>(90.18)</u>	<u>41.8%</u>
Total 7110 · Materials	<u>64.82</u>	<u>155.00</u>	<u>(90.18)</u>	<u>41.8%</u>
Total 7100 · REFERENCE	64.82	155.00	(90.18)	41.8%
7300 · ADULT SERVICES				
7310 · Materials				
7315 · Print Materials				
7320 · Adult Fiction	500.38	10000.00	(9,499.62)	5.0%
7321 · Graphic Novels	0.00	350.00	(350.00)	0.0%
7330 · Adult Non Fiction	235.73	5,000.00	(4,764.27)	4.7%
7370 · Periodicals	<u>2,571.18</u>	<u>4,500.00</u>	<u>(1,928.82)</u>	<u>57.1%</u>
Total 7315 · Print Materials	<u>3,307.29</u>	<u>19,850.00</u>	<u>(16,542.71)</u>	<u>16.7%</u>
7380 · AV Materials				
7382 · Audio Books	339.92	3,000.00	(2,660.08)	11.3%
7384 · CD Music	0.00	200.00	(200.00)	0.0%
7386 · DVD	<u>149.94</u>	<u>4,000.00</u>	<u>(3,850.06)</u>	<u>3.7%</u>
Total 7380 · AV Materials	<u>489.86</u>	<u>7,200.00</u>	<u>(6,710.14)</u>	<u>6.8%</u>
Total 7310 · Materials	3,797.15	27,050.00	(23,252.85)	14.0%
7420 · Programming	448.36	1,500.00	(1,051.64)	29.9%
7450 · Equipment				
7452 · Other Equipment	<u>0.00</u>	<u>200.00</u>	<u>(200.00)</u>	<u>0.0%</u>
Total 7450 · Equipment	0.00	200.00	(200.00)	0.0%
7454 · Cafe Supplies	<u>0.00</u>	<u>850.00</u>	<u>(850.00)</u>	<u>0.0%</u>
Total 7300 · ADULT SERVICES	4,245.51	29,600.00	(25,354.49)	14.3%
7500 · YOUTH SERVICES				
7510 · Materials				
7515 · Print Materials				
7520 · E	63.04	1,500.00	(1,436.96)	4.2%
7530 · J Fiction	82.49	1,500.00	(1,417.51)	5.5%
7540 · J Non-Fiction	63.10	800.00	(736.90)	7.9%
7550 · YA	49.20	1,200.00	(1,150.80)	4.1%
7560 · Realia(Non-Book)	<u>0.00</u>	<u>300.00</u>	<u>(300.00)</u>	<u>0.0%</u>
Total 7515 · Print Materials	<u>257.83</u>	<u>5,300.00</u>	<u>(5,042.17)</u>	<u>4.9%</u>
7580 · AV Materials				

	Jul 24	Budget	\$ Over Budget	% of Budget
7582 · Audiobooks	0.00	200.00	(200.00)	0.0%
7584 · Music CD	0.00	100.00	(100.00)	0.0%
7588 · Video Games	164.96	1,200.00	(1,035.04)	13.7%
Total 7580 · AV Materials	164.96	1,500.00	(1,335.04)	11.0%
Total 7510 · Materials	422.79	6,800.00	(6,377.21)	6.2%
7620 · Programming	261.72	2,400.00	(2,138.28)	10.9%
Total 7500 · YOUTH SERVICES	684.51	9,200.00	(8,515.49)	7.4%
8100 · TECHNICAL SERVICES				
8155 · Processing Costs	38.61	800.00	(761.39)	4.8%
8161 · Tech Supplies				
8162 · Repair	0.00	25.00	(25.00)	0.0%
8163 · AV	0.00	575.00	(575.00)	0.0%
8165 · Disc Cleaner	0.00	100.00	(100.00)	0.0%
8167 · Misc	0.00	750.00	(750.00)	0.0%
Total 8161 · Tech Supplies	0.00	1,450.00	(1,450.00)	0.0%
Total 8100 · TECHNICAL SERVICES	38.61	2,250.00	(2,211.39)	1.7%
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	0.00	300.00	(300.00)	0.0%
8280 · Mailing Supplies	0.00	100.00	(100.00)	0.0%
8295 · Unique Management	41.20	500.00	(458.80)	8.2%
Total 8200 · CIRCULATION	41.20	1,300.00	(1,258.80)	3.2%
Total Expense	96,531.57	760,868.00	(664,336.43)	12.7%
Net Ordinary Income	(35,740.92)	0.00	(35,740.92)	100.0%
Other Income/Expense				
Other Income				
9450 · Chargepoint Income	362.43			
9000 · Landscaping Project Income				
9025 · Donations	18.81			
Total 9000 · Landscaping Project I...	18.81			
Total Other Income	381.24			
Other Expense				
9126 · Building Project expenses	11,050.00			
Total Other Expense	11,050.00			
Net Other Income	(10,668.76)			
Net Income	(46,409.68)	0.00	(46,409.68)	100.0%

Account QuickReport

08/04/24

Accrual Basis

All Transactions

Type	Date	Amount
9450 · Chargepoint Income		
Deposit	07/31/2024	362.43
Total 9450 · Chargepoint Income		362.43
TOTAL		362.43

08/04/24

Reconciliation Summary

1014 · Operating Acct, Period Ending 07/31/2024

	<u>Jul 31, 24</u>
Beginning Balance	452,966.97
Cleared Transactions	
Checks and Payments - 74...	(108,070.53)
Deposits and Credits - 2 it...	2,665.51
Total Cleared Transactions	<u>(105,405.02)</u>
Cleared Balance	<u>347,561.95</u>
Uncleared Transactions	
Checks and Payments - 22...	(11,102.31)
Deposits and Credits - 3 it...	109.03
Total Uncleared Transactions	<u>(10,993.28)</u>
Register Balance as of 07/31/2024	<u>336,568.67</u>
New Transactions	
Checks and Payments - 19...	(20,862.93)
Total New Transactions	<u>(20,862.93)</u>
Ending Balance	<u>315,705.74</u>

08/04/24

Reconciliation Summary

1000 · Savings account, Period Ending 07/31/2024

	<u>Jul 31, 24</u>
Beginning Balance	126,074.18
Cleared Transactions	
Deposits and Credits - 1 item	<u>2.13</u>
Total Cleared Transactions	<u>2.13</u>
Cleared Balance	<u>126,076.31</u>
Register Balance as of 07/31/2024	126,076.31
Ending Balance	126,076.31

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.)
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.

5. Overdue Items

5.1 Fines removed 5/19/22

5.2 Overdue Notification Schedule

- At 3 days before items are due, an e-mail reminder will be sent to patrons who wish to be notified.
- At 3 days overdue, a reminder will be mailed or e-mailed with the titles of overdue materials
- At 10 days overdue, a reminder will be mailed or e-mailed with the titles of overdue materials.
- At 42 days overdue, a bill will be mailed with the titles of overdue materials and the replacement cost of those materials. This bill will further inform the patron that if the materials are not returned by the time they are 60 days overdue a \$10 fee will be added to the account and the account will be sent to a collection agency. [Only accounts with a profile type of ADULT will be sent to collection.](#)
- Once a patron account has been sent to the collection agency, all outstanding fees must be paid to Library in order to clear the patron's account.

5.3 Lost items

- If an item, which has been paid for is found and returned within 60 days of the payment date, the Library will reimburse the replacement cost. Reimbursement will be in the form of a check, mailed at a later date.
- The Library will only take monetary reimbursements for lost items.

5.4 Damaged items

- Replacement costs must be paid for damaged items, which are no longer usable. The Library will make the decision as to whether an item is still usable. When a damaged item is paid for, the patron may keep the damaged item.
- The Library will only take monetary reimbursements for damaged items.

5.5 Replacement Cost

- The replacement cost equals the full price of the item as listed in the catalog record plus \$3.00.
- As periodicals are irreplaceable, they have a flat \$6.00 replacement cost.

5.6 Fee Forgiveness

- Library staff may forgive replacement costs and fees at their discretion for various reasons such as but not limited to: doing so when weeding materials

from the collection, fine amnesty and donation programs, and negotiated patron
~~fine~~ fee balance reductions.

current

2.11 Nursing Mothers

Employees who are breast feeding will receive time on a daily basis, with either unpaid leave for part-time hourly employees or paid break time for fulltime and salaried employees, to express breast milk for their nursing child for up to three years following child birth. Employees who are nursing mothers may take breaks at least once every three hours to pump breast milk. Employees can take these breaks right before or after their regularly scheduled paid break or meal periods. PYPL will make a reasonable effort to provide a room or other location in close proximity to the work area where the employee can express milk privately. The Library is not obligated to ensure the safekeeping of the expressed milk.

New law notes

Effective June 19, 2024, all public and private employers must provide paid 30-minute breaks each time an employee needs to express breast milk. Labor Law § 206-c. Under prior versions of Labor Law § 206-c, employers had to allow employees to use paid or unpaid break time for lactation. Under this new amendment, employers must provide paid breaks of up to 30 minutes any time an employee has “reasonable need to express breast milk” for up to three years following the birth of a child. If an employee needs longer than 30 minutes, they must be permitted to use their regular break or meal time to supplement. Notably, an employee can choose to take their available 30 minutes immediately before or after a regularly scheduled break. Employees intending to take advantage of this benefit must give their employer advance written notice. Employers must respond to that request within five days and must arrange for a lactation space.

Proposed

2.11 Nursing Mothers

PYPL employees who are breast feeding will receive time on a daily basis, with either unpaid leave for part-time hourly employees or paid break time for fulltime and salaried employees, to express breast milk for their nursing child for up to three years following child birth. **paid 30-minute breaks each time they have “reasonable need to express breast milk” for up to three years following the birth of a child,** with either unpaid leave for part-time hourly employees or paid break time for fulltime and salaried employees, to express breast milk for their nursing child for up to three years following child birth. Employees who are nursing mothers may take breaks at least once every three hours to pump breast milk. Employees can take these breaks right before or after their regularly scheduled paid break or meal periods. **If an employee needs longer than 30 minutes, they must be permitted to use their regular break or meal time to supplement. Notably, an employee can choose to take their available 30 minutes immediately before or after a regularly scheduled break. Employees intending to take advantage of this benefit must give advance written notice to the Executive Director who will** make a reasonable effort to **respond in five days and** provide a room or other location in close proximity to the work area where the employee can express milk privately. The Library is not obligated to ensure the safekeeping of the expressed milk.