

**AGENDA**  
**PENN YAN PUBLIC LIBRARY**  
**BOARD MEETING**  
**THURSDAY September 19th, 2024 6:30 PM**

**Call to Order**

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

\*August 15<sup>th</sup> Minutes (Present: Angela Gonzalez, Steve Darrow, Val Brechko, Andrew Robak, Bethany Snyder, Connie Glover, Jan Barrett, Sharon Pinckney)

**Financial Review**

\*Payment of bills for August 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 Current funding calendar attached
- \*Overdue policy
- \*Nursing Mothers policy

**New Business**

- \*Part-time Library Page Position
- Spring 2025 meetings fall on holiday weeks in February 17<sup>th</sup>-21<sup>st</sup> and April 14<sup>th</sup>-18<sup>th</sup>

**\*Adjourn**

Items with \* require Board action. Enclosures: August 15<sup>th</sup>, 2024 minutes, Budget and Balance sheets, Director's Report, Circulation Stats, Children's and Adult services reports, proposed updated overdue policy, and nursing mothers policy.

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

Members Present: Angela Gonzalez, Steve Darrow, Val Brechko, Andrew Robak,,  
Bethany Snyder, Connie Glover, Jan Barrett, Sharon Pinckney

Absent: Elizabeth Burris-Chase, Kristen Flynn-Comstock

**Call to Order**

- Public Comment -none

- Additional Agenda Items?

Motion for the adoption of Agenda

Moved JB, 2nd SD, approved

*Motion to approve July 18<sup>th</sup> Minutes*

Moved BS, 2nd SD, approved

- Financial Review

*Motion for Payment of bills for July 2024*

Moved JB, 2nd BS, approved

- Library Director's Report

Discussion about issues around people sleeping and or causing disturbances outside the library. Adult services were contacted, but assistance was declined. Brief discussion on brush removal from the property and contacting a service to plant memorial trees donated by the Friends of the PYPL

Jan Barrett will follow up with master gardeners for tree planting

Small tent is going outside for free winter vegetables, water heater downstairs broken, being replaced

**Standing Committee Reports**

-Finance Committee -did not meet

-Policy Review Committee -did not meet, discussed policies over email

-Building Committee -did not meet

-Personnel Committee -did not meet, discussed policies over email

-Nominating Committee -did not meet

**Old Business**

- EV charger update

Still in progress working on billing issues

- Building update

Grant documents submitted

*Motion to approve changes to Vacation leave policy*

*Motion SP, 2nd JB, approved*

**New Business**

- Overdue policy

Brief discussion about policy affecting credit scores of patrons, Angela will look to other libraries to see their policy for time periods and amounts. Will move forward to vote for removing child patrons from policy next month.

- Nursing Mothers policy

Will be voted on next meeting

## **Adjourn**

Motion to adjourn, Moved SP, 2nd JB, approved

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

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

9/9 Library Customer Service and Adult Programs for People Living with Dementia, Webjunction

### **Happenings:**

- David and I worked with the village crew to clear out the brush pile in the lane.
- On 8-29 I met with Scott from EAP provider Family counseling of the Finger Lakes
- We moved furniture, cleaned and organized in the downstairs office area.
- Construction Grant calendar:
  - We should hear from the State between December 2024 – April 2025 if there are further needed edits to the application.
  - We will expect to hear from the State between August 2025 – September 2025 on the approval of the application.
  - If approved, funding will be released November/December 2025.
  - Bidding process January 2026(?)
- Memorial tree planting report

### **August 2024 adult services report**

At least 179 patrons participated in 19 programs in August. Arts & Drafts and Pot Luck Club continue to be big-ticket winners for us, drawing 12 participants each last month. In addition, 51 people attended the No Shop Stuff Swap in August, availing themselves of free household good, information from SNAP-Ed and Yates County Master Gardeners, and repair experts in fabric mending, bike repair, and stringed instruments. ***If you'd like to participate in the final Stuff Swap of the year by bringing clean, useful and useable items for September 28, see me!***

We finalized the addition of Ithaca Sciencenter passes to our "Experience Library" collection last month, joining the Empire Passes and Corning Museum of Glass passes.

STLS provided voter registration materials late in the month that we've just put out. We can report more on whether people are availing themselves of that next month.

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

*AUGUST 2024 IN REVIEW*

We wrapped up another summer of reading encouragement and fun on August 16. Between June 28 and August 16, ninety-two readers logged a total of 538 hours of reading, which means they earned 269 books to take home and keep. We also had sixty-three programs that were attended by 1,140 people. I'm pleased with those numbers, given that we had poor weather during both our opening and closing events, which were both intended to be outdoors and had to be moved indoors. Take-home kits and passive programs were big hits all summer long, and I hope we can collaborate with the DRIVE program again when it comes to pre-assembling next year's kits. We almost completely depleted our supply of give-away books, so it's fortunate that I was able to obtain more funding from the Yates County Youth Bureau to enable us to purchase more for next summer.

*MEETINGS/TRAININGS ATTENDED*

- *Demystifying Misinformation* webinars from STLS
- STLS Youth Services Advisory Committee webinar
- Free ukulele lessons at the Naples Public Library

*AUGUST 2024 PROGRAMS*

Programs: 25

Program Attendance: 374

Passive Programs and/or Take-Home Kits: 385

*NOTES*

Thanks to Angela for giving me the opportunity to sign up for the free ukulele classes offered by the Naples Library. With lots of practice, my ukulele skills will hopefully improve and add a fun element to youth programs like Toddler Dance Party or Storytime.

As of this writing (the third day of the new school year), our afterschool kids are mostly freshmen, with a sprinkling of sixth graders. We'll have our annual "welcome to the library, here's how to behave if you want to stay at the library" pizza party on Monday, September 9, and will follow that with other programs like a weekly Youth Empowerment group hosted by Safe Harbors of the Finger Lakes, the return of Moment of Science (homeschool enrichment), and a Constitution Day evening family program featuring guest readers from the Daughters of the American Revolution.

*Submitted September 5, 2024 by Sarah Crevelling, Youth Services Librarian*

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	Aug
	July	total												July	total												July		
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	561	63	61	
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	16	
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	657	
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	377	
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	100	
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	92	
AV-EQUIP				3									3										1	4	1	6	2	1	
BOOK	4	8	3	4	2	2	3	4		2	3	3	38	11	18	5	3	2				10	9	4	12	74	16	9	
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		4	
EPHEMERAL													0										1			1			
EQUIPMENT				2	1				1	2	1	1	8	1	1	1	1	3					1			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	5	
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	10	
JUVAUDIOBK	1	2	2			2	2	3			2	1	6	21	5	9	4	5	5	7	5	1	2	5	6	5	59	4	12
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	1859	
JUVMAGAZIN	1	3	1	4	4		8	1	3	6			31	22	7	2	3	4		1	2	5	11	9	6	72	6	6	
JUVMUSICCD	2											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	313	
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	14	
JUVPBK	5	2	1			2		2	2	2		1	17		1	1		1		1	3	5	2	2		16	2	1	
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	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	666	
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	114	
MICROFORM	8		8						16	8	8		48	16									8		8	32		8	
MIXEDMEDIA								2					2	8											1	9		1	
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	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	456	
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	124	
NEW JUVDVD-new	9	4	1	2	1	5	2		1		3		28		2	4	4	4	2	3	2	3	3	6	2	35	2	2	
NEWJUVPBFC	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	158	
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	39	
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	7	
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	5	
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	200	
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			





Penn Yan Public Library  
MONTHLY INCOME & EXPENSE  
August 2024

	Aug 24
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4100 · Printing Income	
4150 · Laser Printer	260.18
<b>Total 4100 · Printing Income</b>	<b>260.18</b>
4400 · Fines	42.00
4500 · Lost/Damaged Books Refund	(12.75)
4505 · Sale of Extraneous Materials	34.49
4525 · Cafe Receipts	9.26
4540 · Tax Income	58,873.33
4550 · Miscellaneous	3,500.00
4700 · Interest	2.14
4800 · NonDesignated Donations	148.55
<b>Total Income</b>	<b>62,857.20</b>
<b>Expense</b>	
5000 · HUMAN RESOURCES	
5100 · Salaries	
5110 · Library Director II	6,124.38
5115 · Librarian I	9,625.99
5130 · Clerical	21,997.02
<b>Total 5100 · Salaries</b>	<b>37,747.39</b>
5200 · Benefits	
5210 · Medicare/SS	2,876.21
5225 · HRA Contributions	3,854.10
5235 · Voluntary Benefits	(200.34)
5240 · SUTA	153.99
5250 · Workmens Compensation	2,772.89
<b>Total 5200 · Benefits</b>	<b>9,456.85</b>
5300 · Payroll Costs	247.54
5000 · HUMAN RESOURCES - Other	316.60
<b>Total 5000 · HUMAN RESOURCES</b>	<b>47,768.38</b>
5400 · ADMINISTRATION	
5415 · Hotspots	472.58
5420 · Promotion	150.00
5430 · Telephone System	130.00
5451 · Service Contract	100.81
5452 · Toshiba copier	593.19
5460 · Office Supplies	
5462 · White Paper	89.98
5463 · Other	40.23
<b>Total 5460 · Office Supplies</b>	<b>130.21</b>
5480 · Dues	75.00
<b>Total 5400 · ADMINISTRATION</b>	<b>1,651.79</b>
5900 · BUILDINGS & GROUNDS	
5910 · Utilities	
5912 · Electric	422.42
5913 · Sewer & Water	74.87
5914 · Gas	33.28
<b>Total 5910 · Utilities</b>	<b>530.57</b>
5930 · Repairs & Maint	
5934 · Blding & Ground	34.24
<b>Total 5930 · Repairs &amp; Maint</b>	<b>34.24</b>

Penn Yan Public Library  
MONTHLY INCOME & EXPENSE  
August 2024

	Aug 24
5940 · Maintenance Contracts	
5943 · Trash Removal	51.61
<b>Total 5940 · Maintenance Contracts</b>	<b>51.61</b>
5970 · Supplies	
5972 · Custodial	259.12
<b>Total 5970 · Supplies</b>	<b>259.12</b>
<b>Total 5900 · BUILDINGS &amp; GROUNDS</b>	<b>875.54</b>
6000 · TECH (NETWORK AND ILS)	
6300 · Maintenance	150.00
<b>Total 6000 · TECH (NETWORK AND ILS)</b>	<b>150.00</b>
7300 · ADULT SERVICES	
7310 · Materials	
7315 · Print Materials	
7320 · Adult Fiction	761.92
7321 · Graphic Novels	103.58
7330 · Adult Non Fiction	189.54
7370 · Periodicals	242.35
<b>Total 7315 · Print Materials</b>	<b>1,297.39</b>
7380 · AV Materials	
7382 · Audio Books	155.88
7386 · DVD	229.40
<b>Total 7380 · AV Materials</b>	<b>385.28</b>
<b>Total 7310 · Materials</b>	<b>1,682.67</b>
7420 · Programming	436.48
7454 · Cafe Supplies	8.98
<b>Total 7300 · ADULT SERVICES</b>	<b>2,128.13</b>
7500 · YOUTH SERVICES	
7510 · Materials	
7515 · Print Materials	
7520 · E	138.21
7530 · J Fiction	163.29
7540 · J Non-Fiction	157.47
7550 · YA	107.74
7560 · Realia(Non-Book)	10.29
<b>Total 7515 · Print Materials</b>	<b>577.00</b>
7580 · AV Materials	
7588 · Video Games	65.25
<b>Total 7580 · AV Materials</b>	<b>65.25</b>
<b>Total 7510 · Materials</b>	<b>642.25</b>
7620 · Programming	512.05
<b>Total 7500 · YOUTH SERVICES</b>	<b>1,154.30</b>
8100 · TECHNICAL SERVICES	
8155 · Processing Costs	58.85
<b>Total 8100 · TECHNICAL SERVICES</b>	<b>58.85</b>
8200 · CIRCULATION	
8275 · Postage for Overdues	138.35
8295 · Unique Management	103.00
	<b>241.35</b>

09/04/24

Penn Yan Public Library  
MONTHLY INCOME & EXPENSE  
August 2024

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	Aug 24
Total 8200 · CIRCULATION	241.35
Total Expense	54,028.34
Net Ordinary Income	8,828.86
Other Income/Expense	
Other Income	
9450 · Chargepoint Income	354.89
Total Other Income	354.89
Net Other Income	354.89
Net Income	9,183.75

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

	Aug 31, 24
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 · Savings account	
1018 · Non designated	6,815.03
1028 · Phase IV Money	18,163.50
1000 · Savings account - Other	101,099.92
<b>Total 1000 · Savings account</b>	126,078.45
1014 · Operating Acct	286,698.15
<b>Total Checking/Savings</b>	412,776.60
<b>Accounts Receivable</b>	
1261 · Accounts Receivable	(1,166.57)
<b>Total Accounts Receivable</b>	(1,166.57)
<b>Other Current Assets</b>	
1220 · Prepaid Expenses	
1250 · Insurance	(5,260.74)
1251 · Workers Comp	(205.69)
<b>Total 1220 · Prepaid Expenses</b>	(5,466.43)
1275 · Cash Held For Friends	13,707.70
1499 · Undeposited Funds	2,800.65
1300 · Investments	
1350 · CDs	11,708.73
<b>Total 1300 · Investments</b>	11,708.73
<b>Total Other Current Assets</b>	22,750.65
<b>Total Current Assets</b>	434,360.68
<b>Fixed Assets</b>	
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)
<b>Total Fixed Assets</b>	874,421.37
<b>TOTAL ASSETS</b>	1,308,782.05
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	

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

	Aug 31, 24
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2005 · Payables	27,350.00
<b>Total Accounts Payable</b>	27,350.00
<b>Other Current Liabilities</b>	
1260 · Staff Receivables	(0.36)
2042 · New York Paid Family Leave	9,656.99
2045 · Deferred Compensation	755.50
2010 · Accrued Payroll & Employee Ben	32,506.87
2020 · Cash Held for Library (Friends)	13,707.70
2027 · Deferred Tax	(162,286.96)
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%	270.02
2038 · Employee Health Premiums	0.27
2046 · Voluntary Benefits	(1,803.06)
<b>Total Other Current Liabilities</b>	(132,944.71)
<b>Total Current Liabilities</b>	(105,594.71)
<b>Total Liabilities</b>	(105,594.71)
<b>Equity</b>	
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
<b>Total 3100 · Restricted Funds</b>	22,337.18
3900 · Retained Earnings	958,591.09
Net Income	(37,225.93)
<b>Total Equity</b>	1,414,376.76
<b>TOTAL LIABILITIES &amp; EQUITY</b>	1,308,782.05

# Profit & Loss Budget vs. Actual

09/04/24

Accrual Basis

2023-2024 Budget v actual

	Jul - Aug 24	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4100 · Printing Income				
4150 · Laser Printer	378.47	1,350.00	(971.53)	28.0%
<b>Total 4100 · Printing Income</b>	378.47	1,350.00	(971.53)	28.0%
4200 · Village	0.00	1,000.00	(1,000.00)	0.0%
4400 · Fines	175.47			
4500 · Lost/Damaged Books Refu...	(10.75)			
4505 · Sale of Extraneous Materials	78.70			
4525 · Cafe Receipts	16.67	600.00	(583.33)	2.8%
4540 · Tax Income	117,746.66	750,208.00	(632,461.34)	15.7%
4550 · Miscellaneous	3,580.00			
4600 · LLSA	0.00	4,560.00	(4,560.00)	0.0%
4700 · Interest	4.27	150.00	(145.73)	2.8%
4800 · NonDesignated Donations	1,678.36	3,000.00	(1,321.64)	55.9%
<b>Total Income</b>	123,647.85	760,868.00	(637,220.15)	16.3%
<b>Expense</b>				
5000 · HUMAN RESOURCES				
5100 · Salaries				
5110 · Library Director II	14,048.77	79,617.00	(65,568.23)	17.6%
5115 · Librarian I	22,851.96	125,138.00	(102,286.04)	18.3%
5130 · Clerical	45,405.10	242,011.00	(196,605.90)	18.8%
5135 · Building Staff	0.00	26,234.00	(26,234.00)	0.0%
<b>Total 5100 · Salaries</b>	82,305.83	473,000.00	(390,694.17)	17.4%
5200 · Benefits				
5210 · Medicare/SS	6,273.51	36,000.00	(29,726.49)	17.4%
5225 · HRA Contributions	6,408.20	50,090.00	(43,681.80)	12.8%
5230 · Disability	0.00	2,700.00	(2,700.00)	0.0%
5235 · Voluntary Benefits	(400.68)			
5240 · SUTA	506.95	4,500.00	(3,993.05)	11.3%
5250 · Workmens Compensati...	3,779.51	4,500.00	(720.49)	84.0%
5255 · Employee Assistance P...	0.00	500.00	(500.00)	0.0%
5260 · Retirement	0.00	50,000.00	(50,000.00)	0.0%
<b>Total 5200 · Benefits</b>	16,567.49	148,290.00	(131,722.51)	11.2%
5300 · Payroll Costs	488.44	3,300.00	(2,811.56)	14.8%
5000 · HUMAN RESOURCES - O...	316.60			
<b>Total 5000 · HUMAN RESOURCES</b>	99,678.36	624,590.00	(524,911.64)	16.0%
5400 · ADMINISTRATION				
5415 · Hotspots	1,407.82	3,000.00	(1,592.18)	46.9%
5420 · Promotion	800.00	500.00	300.00	160.0%
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	340.00	850.00	(510.00)	40.0%
5435 · Insurance	0.00	8,675.00	(8,675.00)	0.0%
5440 · Accounting				

	<b>Jul - Aug 24</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
5442 · Review/Audit	0.00	6,550.00	(6,550.00)	0.0%
5444 · Supplies	0.00	150.00	(150.00)	0.0%
<b>Total 5440 · Accounting</b>	<b>0.00</b>	<b>6,700.00</b>	<b>(6,700.00)</b>	<b>0.0%</b>
5450 · Equipment	0.00	500.00	(500.00)	0.0%
5451 · Service Contract	201.62	1,000.00	(798.38)	20.2%
5452 · Toshiba copier	628.40	500.00	128.40	125.7%
5460 · Office Supplies				
5461 · Staff Room	0.00	150.00	(150.00)	0.0%
5462 · White Paper	89.98	300.00	(210.02)	30.0%
5463 · Other	40.23	500.00	(459.77)	8.0%
<b>Total 5460 · Office Supplies</b>	<b>130.21</b>	<b>950.00</b>	<b>(819.79)</b>	<b>13.7%</b>
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	275.00	900.00	(625.00)	30.6%
5485 · Postage	0.00	300.00	(300.00)	0.0%
5486 · Vote Expense	0.00	1,500.00	(1,500.00)	0.0%
<b>Total 5400 · ADMINISTRATION</b>	<b>4,263.83</b>	<b>29,775.00</b>	<b>(25,511.17)</b>	<b>14.3%</b>
<b>5900 · BUILDINGS &amp; GROUNDS</b>				
5910 · Utilities				
5912 · Electric	728.92	6,000.00	(5,271.08)	12.1%
5913 · Sewer & Water	172.69	1,000.00	(827.31)	17.3%
5914 · Gas	66.56	300.00	(233.44)	22.2%
<b>Total 5910 · Utilities</b>	<b>968.17</b>	<b>7,300.00</b>	<b>(6,331.83)</b>	<b>13.3%</b>
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	98.12	7,000.00	(6,901.88)	1.4%
<b>Total 5930 · Repairs &amp; Maint</b>	<b>98.12</b>	<b>8,300.00</b>	<b>(8,201.88)</b>	<b>1.2%</b>
5940 · Maintenance Contracts				
5943 · Trash Removal	103.53	550.00	(446.47)	18.8%
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%
<b>Total 5940 · Maintenance Contra...</b>	<b>649.53</b>	<b>2,550.00</b>	<b>(1,900.47)</b>	<b>25.5%</b>
5970 · Supplies				
5972 · Custodial	259.12	900.00	(640.88)	28.8%
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			
<b>Total 5970 · Supplies</b>	<b>286.62</b>	<b>2,550.00</b>	<b>(2,263.38)</b>	<b>11.2%</b>
<b>Total 5900 · BUILDINGS &amp; GROU...</b>	<b>2,002.44</b>	<b>21,000.00</b>	<b>(18,997.56)</b>	<b>9.5%</b>
<b>6000 · TECH (NETWORK AND ILS)</b>				

	<u>Jul - Aug 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>6100 · New Hardware</b>	0.00	2,750.00	(2,750.00)	0.0%
<b>6150 · Parts for Repair &amp; Maint</b>	0.00	300.00	(300.00)	0.0%
<b>6200 · New Software</b>	0.00	500.00	(500.00)	0.0%
<b>6300 · Maintenance</b>	225.00	3,000.00	(2,775.00)	7.5%
<b>6400 · ILS Software</b>	35,733.00	36,448.00	(715.00)	98.0%
<b>Total 6000 · TECH (NETWORK AN...</b>	35,958.00	42,998.00	(7,040.00)	83.6%
<b>7100 · REFERENCE</b>				
<b>7110 · Materials</b>				
<b>7120 · Reference Books</b>	64.82	155.00	(90.18)	41.8%
<b>Total 7110 · Materials</b>	64.82	155.00	(90.18)	41.8%
<b>Total 7100 · REFERENCE</b>	64.82	155.00	(90.18)	41.8%
<b>7300 · ADULT SERVICES</b>				
<b>7310 · Materials</b>				
<b>7315 · Print Materials</b>				
<b>7320 · Adult Fiction</b>	1,262.30	10000.00	(8,737.70)	12.6%
<b>7321 · Graphic Novels</b>	103.58	350.00	(246.42)	29.6%
<b>7330 · Adult Non Fiction</b>	425.27	5,000.00	(4,574.73)	8.5%
<b>7370 · Periodicals</b>	2,813.53	4,500.00	(1,686.47)	62.5%
<b>Total 7315 · Print Materials</b>	4,604.68	19,850.00	(15,245.32)	23.2%
<b>7380 · AV Materials</b>				
<b>7382 · Audio Books</b>	495.80	3,000.00	(2,504.20)	16.5%
<b>7384 · CD Music</b>	0.00	200.00	(200.00)	0.0%
<b>7386 · DVD</b>	379.34	4,000.00	(3,620.66)	9.5%
<b>Total 7380 · AV Materials</b>	875.14	7,200.00	(6,324.86)	12.2%
<b>Total 7310 · Materials</b>	5,479.82	27,050.00	(21,570.18)	20.3%
<b>7420 · Programming</b>	884.84	1,500.00	(615.16)	59.0%
<b>7450 · Equipment</b>				
<b>7452 · Other Equipment</b>	0.00	200.00	(200.00)	0.0%
<b>Total 7450 · Equipment</b>	0.00	200.00	(200.00)	0.0%
<b>7454 · Cafe Supplies</b>	8.98	850.00	(841.02)	1.1%
<b>Total 7300 · ADULT SERVICES</b>	6,373.64	29,600.00	(23,226.36)	21.5%
<b>7500 · YOUTH SERVICES</b>				
<b>7510 · Materials</b>				
<b>7515 · Print Materials</b>				
<b>7520 · E</b>	201.25	1,500.00	(1,298.75)	13.4%
<b>7530 · J Fiction</b>	245.78	1,500.00	(1,254.22)	16.4%
<b>7540 · J Non-Fiction</b>	220.57	800.00	(579.43)	27.6%
<b>7550 · YA</b>	156.94	1,200.00	(1,043.06)	13.1%
<b>7560 · Realia(Non-Book)</b>	10.29	300.00	(289.71)	3.4%
<b>Total 7515 · Print Materials</b>	834.83	5,300.00	(4,465.17)	15.8%



	<u>Jul - Aug 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>7580 · AV Materials</b>				
7582 · Audiobooks	0.00	200.00	(200.00)	0.0%
7584 · Music CD	0.00	100.00	(100.00)	0.0%
7588 · Video Games	230.21	1,200.00	(969.79)	19.2%
<b>Total 7580 · AV Materials</b>	<u>230.21</u>	<u>1,500.00</u>	<u>(1,269.79)</u>	<u>15.3%</u>
<b>Total 7510 · Materials</b>	1,065.04	6,800.00	(5,734.96)	15.7%
<b>7620 · Programming</b>	<u>773.77</u>	<u>2,400.00</u>	<u>(1,626.23)</u>	<u>32.2%</u>
<b>Total 7500 · YOUTH SERVICES</b>	1,838.81	9,200.00	(7,361.19)	20.0%
<b>8100 · TECHNICAL SERVICES</b>				
8155 · Processing Costs	97.46	800.00	(702.54)	12.2%
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%
<b>Total 8161 · Tech Supplies</b>	<u>0.00</u>	<u>1,450.00</u>	<u>(1,450.00)</u>	<u>0.0%</u>
<b>Total 8100 · TECHNICAL SERVICES</b>	97.46	2,250.00	(2,152.54)	4.3%
<b>8200 · CIRCULATION</b>				
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	138.35	300.00	(161.65)	46.1%
8280 · Mailing Supplies	0.00	100.00	(100.00)	0.0%
8295 · Unique Management	144.20	500.00	(355.80)	28.8%
<b>Total 8200 · CIRCULATION</b>	<u>282.55</u>	<u>1,300.00</u>	<u>(1,017.45)</u>	<u>21.7%</u>
<b>Total Expense</b>	150,559.91	760,868.00	(610,308.09)	19.8%
<b>Net Ordinary Income</b>	(26,912.06)	0.00	(26,912.06)	100.0%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
9450 · Chargepoint Income	717.32			
9000 · Landscaping Project Income				
9025 · Donations	18.81			
<b>Total 9000 · Landscaping Project I...</b>	<u>18.81</u>			
<b>Total Other Income</b>	736.13			
<b>Other Expense</b>				
9126 · Master Plan Phase 1 expen...	11,050.00			
<b>Total Other Expense</b>	<u>11,050.00</u>			
<b>Net Other Income</b>	(10,313.87)			
<b>Net Income</b>	<u>(37,225.93)</u>	<u>0.00</u>	<u>(37,225.93)</u>	<u>100.0%</u>

09/04/24

# Reconciliation Summary

1014 · Operating Acct, Period Ending 08/31/2024

	<u>Aug 31, 24</u>
<b>Beginning Balance</b>	347,561.95
<b>Cleared Transactions</b>	
Checks and Payments - 66...	(53,496.27)
Deposits and Credits - 3 it...	4,632.94
<b>Total Cleared Transactions</b>	<u>(48,863.33)</u>
<b>Cleared Balance</b>	<u><b>298,698.62</b></u>
<b>Uncleared Transactions</b>	
Checks and Payments - 26...	(12,109.50)
Deposits and Credits - 3 it...	109.03
<b>Total Uncleared Transactions</b>	<u>(12,000.47)</u>
<b>Register Balance as of 08/31/2024</b>	<u><b>286,698.15</b></u>
<b>New Transactions</b>	
Checks and Payments - 18...	(18,177.05)
<b>Total New Transactions</b>	<u>(18,177.05)</u>
<b>Ending Balance</b>	<u><b>268,521.10</b></u>

09/04/24

# Reconciliation Summary

1000 · Savings account, Period Ending 08/31/2024

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	<u>Aug 31, 24</u>
<b>Beginning Balance</b>	126,076.31
<b>Cleared Transactions</b>	
<b>Deposits and Credits - 1 item</b>	<u>2.14</u>
<b>Total Cleared Transactions</b>	<u>2.14</u>
<b>Cleared Balance</b>	<u><b>126,078.45</b></u>
<b>Register Balance as of 08/31/2024</b>	126,078.45
<b>Ending Balance</b>	126,078.45

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.

## 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.