

AGENDA
PENN YAN PUBLIC LIBRARY
BOARD MEETING
THURSDAY Oct 17th, 2024 6:30 PM

Call to Order

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

* September 19th Minutes (Present: Steve Darrow, Val Brechko, Andrew Robak, Bethany Snyder, Connie Glover, Jan Barrett, Elizabeth Burris-Chase)

Financial Review

*Payment of bills for September 2024

Library Director's Report

Standing Committee Reports

- Finance Committee *need to schedule a meeting second*
- Policy Review Committee
- Building Committee
- Personnel Committee *need to schedule a meeting first*
- Nominating Committee

Old Business

- EV charger update
- Building update -basement
- Money Market account
- Supervised visits

New Business

- Scheduling Trustee training with STLS, subjects covered?
- Naloxone/NARCAN

***Adjourn**

Items with * require Board action. Enclosures: September 19th, 2024 minutes, Budget and Balance sheets, Director's Report, Circulation Stats, Children's and Adult services reports.

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

Members Present: Angela Gonzalez, Steve Darrow, Val Brechko, Andrew Robak,
Bethany Snyder, Connie Glover, Jan Barrett, Elizabeth Burris-Chase

Absent: Kristen Flynn-Comstock, Sharon Pinckney

Call to Order

- Public Comment -none
- Additional Agenda Items
- Adoption of Agenda

Motion for the adoption of Agenda

Moved JB, 2nd SB, approved

***August 15th Minutes**

Motion to approve July 18th Minutes

Moved BS, 2nd JC, approved

Financial Review

Motion for Payment of bills for August 2024

Moved EBC, 2nd BS, approved

Library Director's Report

Brush has been removed. General Library updates, updates about cleaning downstairs. Director will contact experts/Serv Pro for remediation to deal with small mold spot on downstairs carpet.

STLS grant update, should hear from the State by December to April about changes, August 2025 about approval

Standing Committee Reports

- Finance Committee -did not meet
- Policy Review Committee -did not meet
- Building Committee -did not meet
- Personnel Committee -did not meet
- Nominating Committee -did not meet

Old Business

- EV charger update

No change in billing

- Building update Current funding calendar attached

- Overdue policy

Brief discussion about the dollar amount for collections, director shared

Motion for Approval of the Overdue Policy Changes

Moved AR, 2nd JB, approved

- Nursing Mothers policy

Motion for Approval of the New Nursing Mothers Policy

Moved EBC, 2nd CG, approved

New Business

- Part-time Library Page Position

Director would like to hire a HS student for around 5 hours per week to help out as a part time library page

Motion for Approval of the New Library Page Position

Moved JB, 2nd EBC, approved

- Spring 2025 meetings fall on holiday weeks in February 17th-21st and April 14th-18th

Board Meetings will be moved to Feb 13th and April 10th in 2025

Money Market Account

Community bank is offering a money market account for library funds, Director will seek more information about rules of the account

Adjourn

Motion to adjourn

Moved JB, 2nd EBC, approved

PYPL Executive Director's Report 10-17-24

Professional Development and Meetings:

9/25 STLS DAC meeting, Dundee Library

10/4 STLS Annual Meeting, Elmira

10-8 AED and NARCAN training, Doug Sinclair from Yates County Health, PYPL Staff Round table

Happenings:

- Update- PYPL Friends are hosting Yates Chamber Afterhours on Feb 12th, 5pm (corrected Date).
- The Unique collections profile has been updated to exclude children's accounts.
- We are Postponing capital campaign till next fall to match construction calendar
- 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(?)
- Alex (Adult Services Librarian) and Sarah (Youth Services Librarian) will be attending NYLA in Syracuse this year.
- Memorial tree planting report
- We have installed another new computer. It replaces the last old staff computer. We also have installed new barcode scanners at the front desk and as of now are awaiting new receipt printers. All purchased through STLS.

checkouts	22-23												23-24												23-24		24-25		
	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	total	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	total	July	Aug	Sept
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	52
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	14
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	617
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	340
AUDIOBKCAS									2				2	1												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	100	91
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	90
AV-EQUIP				3									3									1	4	1	6	2	1	8	
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								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	10
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	9
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	5
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	1511
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	3
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	402
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	9
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	6
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	598
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	85
MICROFORM	8		8						16	8	8		48	16									8		8	32		8	8
MIXEDMEDIA								2					2	8											1	9		1	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	27
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	49	33
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	433
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	116
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	7
NEWJUUVFIC	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	125
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	45
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	11
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	6
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	163
PGMRESOURC								8	1				9													0			
REF-BOOK	6	4				1	1	4					16			1	2	1	1	2	1		1	1	1	11			2
ROTATING	3						1						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			

Profit & Loss Budget vs. Actual

10/08/24

Accrual Basis

2024-2025 Budget v actual

	<u>Jul - Sep 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
4100 · Printing Income				
4150 · Laser Printer	551.85	1,350.00	(798.15)	40.9%
Total 4100 · Printing Income	551.85	1,350.00	(798.15)	40.9%
4200 · Village	0.00	1,000.00	(1,000.00)	0.0%
4400 · Fines	300.36			
4500 · Lost/Damaged Books Refu...	(8.75)			
4505 · Sale of Extraneous Materials	100.00			
4525 · Cafe Receipts	20.37	600.00	(579.63)	3.4%
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	6.34	150.00	(143.66)	4.2%
4800 · NonDesignated Donations	1,732.90	3,000.00	(1,267.10)	57.8%
Total Income	124,029.73	760,868.00	(636,838.27)	16.3%
Expense				
5000 · HUMAN RESOURCES				
5100 · Salaries				
5110 · Library Director II	20,173.16	79,617.00	(59,443.84)	25.3%
5115 · Librarian I	32,477.95	125,138.00	(92,660.05)	26.0%
5130 · Clerical	65,060.41	242,011.00	(176,950.59)	26.9%
5135 · Building Staff	0.00	26,234.00	(26,234.00)	0.0%
Total 5100 · Salaries	117,711.52	473,000.00	(355,288.48)	24.9%
5200 · Benefits				
5210 · Medicare/SS	8,970.60	36,000.00	(27,029.40)	24.9%
5225 · HRA Contributions	11,299.35	50,090.00	(38,790.65)	22.6%
5230 · Disability	0.00	2,700.00	(2,700.00)	0.0%
5235 · Voluntary Benefits	(601.02)			
5240 · SUTA	654.22	4,500.00	(3,845.78)	14.5%
5250 · Workmens Compensati...	10,278.83	4,500.00	5,778.83	228.4%
5255 · Employee Assistance P...	420.00	500.00	(80.00)	84.0%
5260 · Retirement	0.00	50,000.00	(50,000.00)	0.0%
Total 5200 · Benefits	31,021.98	148,290.00	(117,268.02)	20.9%
5300 · Payroll Costs	742.62	3,300.00	(2,557.38)	22.5%
5000 · HUMAN RESOURCES - O...	316.60			
Total 5000 · HUMAN RESOURCES	149,792.72	624,590.00	(474,797.28)	24.0%
5400 · ADMINISTRATION				
5415 · Hotspots	1,407.82	3,000.00	(1,592.18)	46.9%
5420 · Promotion	805.99	500.00	305.99	161.2%
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	1,856.00	8,675.00	(6,819.00)	21.4%
5440 · Accounting				

	Jul - Sep 24	Budget	\$ Over Budget	% of Budget
5442 · Review/Audit	2,000.00	6,550.00	(4,550.00)	30.5%
5444 · Supplies	5.98	150.00	(144.02)	4.0%
Total 5440 · Accounting	2,005.98	6,700.00	(4,694.02)	29.9%
5450 · Equipment	0.00	500.00	(500.00)	0.0%
5451 · Service Contract	302.43	1,000.00	(697.57)	30.2%
5452 · Toshiba copier	947.50	500.00	447.50	189.5%
5460 · Office Supplies				
5461 · Staff Room	0.00	150.00	(150.00)	0.0%
5462 · White Paper	149.96	300.00	(150.04)	50.0%
5463 · Other	40.23	500.00	(459.77)	8.0%
Total 5460 · Office Supplies	190.19	950.00	(759.81)	20.0%
5470 · Training/Travel	89.74	1,200.00	(1,110.26)	7.5%
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%
5490 · Misc	83.71			
Total 5400 · ADMINISTRATION	8,754.36	29,775.00	(21,020.64)	29.4%
5900 · BUILDINGS & GROUNDS				
5910 · Utilities				
5912 · Electric	1,219.93	6,000.00	(4,780.07)	20.3%
5913 · Sewer & Water	266.94	1,000.00	(733.06)	26.7%
5914 · Gas	99.84	300.00	(200.16)	33.3%
Total 5910 · Utilities	1,586.71	7,300.00	(5,713.29)	21.7%
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%
5930 · Repairs & Maint - Other	448.91			
Total 5930 · Repairs & Maint	547.03	8,300.00	(7,752.97)	6.6%
5940 · Maintenance Contracts				
5943 · Trash Removal	155.14	550.00	(394.86)	28.2%
5945 · Fire Protection	789.00	1,000.00	(211.00)	78.9%
5946 · Snow Plowing	0.00	1,000.00	(1,000.00)	0.0%
Total 5940 · Maintenance Contra...	944.14	2,550.00	(1,605.86)	37.0%
5970 · Supplies				
5972 · Custodial	430.92	900.00	(469.08)	47.9%
5974 · Building	64.05	650.00	(585.95)	9.9%
5976 · building depreciation	0.00	1,000.00	(1,000.00)	0.0%
5970 · Supplies - Other	287.07			
Total 5970 · Supplies	782.04	2,550.00	(1,767.96)	30.7%

	<u>Jul - Sep 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total 5900 · BUILDINGS & GROU...	3,859.92	21,000.00	(17,140.08)	18.4%
6000 · TECH (NETWORK AND ILS)				
6100 · New Hardware	943.00	2,750.00	(1,807.00)	34.3%
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	337.50	3,000.00	(2,662.50)	11.3%
6400 · ILS Software	35,733.00	36,448.00	(715.00)	98.0%
Total 6000 · TECH (NETWORK AN...	37,013.50	42,998.00	(5,984.50)	86.1%
7100 · REFERENCE				
7110 · Materials				
7120 · Reference Books	64.82	155.00	(90.18)	41.8%
Total 7110 · Materials	64.82	155.00	(90.18)	41.8%
Total 7100 · REFERENCE	64.82	155.00	(90.18)	41.8%
7300 · ADULT SERVICES				
7310 · Materials				
7315 · Print Materials				
7320 · Adult Fiction	1,707.73	10000.00	(8,292.27)	17.1%
7321 · Graphic Novels	207.16	350.00	(142.84)	59.2%
7330 · Adult Non Fiction	833.74	5,000.00	(4,166.26)	16.7%
7370 · Periodicals	2,813.53	4,500.00	(1,686.47)	62.5%
Total 7315 · Print Materials	5,562.16	19,850.00	(14,287.84)	28.0%
7380 · AV Materials				
7382 · Audio Books	589.99	3,000.00	(2,410.01)	19.7%
7384 · CD Music	8.99	200.00	(191.01)	4.5%
7386 · DVD	751.18	4,000.00	(3,248.82)	18.8%
Total 7380 · AV Materials	1,350.16	7,200.00	(5,849.84)	18.8%
Total 7310 · Materials	6,912.32	27,050.00	(20,137.68)	25.6%
7420 · Programming	895.84	1,500.00	(604.16)	59.7%
7450 · Equipment				
7452 · Other Equipment	0.00	200.00	(200.00)	0.0%
Total 7450 · Equipment	0.00	200.00	(200.00)	0.0%
7454 · Cafe Supplies	71.97	850.00	(778.03)	8.5%
Total 7300 · ADULT SERVICES	7,880.13	29,600.00	(21,719.87)	26.6%
7500 · YOUTH SERVICES				
7510 · Materials				
7515 · Print Materials				
7520 · E	290.82	1,500.00	(1,209.18)	19.4%
7530 · J Fiction	433.81	1,500.00	(1,066.19)	28.9%
7540 · J Non-Fiction	306.16	800.00	(493.84)	38.3%
7550 · YA	212.39	1,200.00	(987.61)	17.7%

	Jul - Sep 24	Budget	\$ Over Budget	% of Budget
7560 · Realia(Non-Book)	10.29	300.00	(289.71)	3.4%
Total 7515 · Print Materials	1,253.47	5,300.00	(4,046.53)	23.7%
7580 · AV Materials				
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%
Total 7580 · AV Materials	230.21	1,500.00	(1,269.79)	15.3%
Total 7510 · Materials	1,483.68	6,800.00	(5,316.32)	21.8%
7620 · Programming	1,019.04	2,400.00	(1,380.96)	42.5%
Total 7500 · YOUTH SERVICES	2,502.72	9,200.00	(6,697.28)	27.2%
8100 · TECHNICAL SERVICES				
8155 · Processing Costs	80.05	800.00	(719.95)	10.0%
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	80.05	2,250.00	(2,169.95)	3.6%
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	138.35	300.00	(161.65)	46.1%
8280 · Mailing Supplies	0.00	100.00	(100.00)	0.0%
8295 · Unique Management	267.80	500.00	(232.20)	53.6%
Total 8200 · CIRCULATION	406.15	1,300.00	(893.85)	31.2%
Total Expense	210,354.37	760,868.00	(550,513.63)	27.6%
Net Ordinary Income	(86,324.64)	0.00	(86,324.64)	100.0%
Other Income/Expense				
Other Income				
9450 · Chargepoint Income	929.09			
9000 · Landscaping Project Income				
9025 · Donations	18.81			
Total 9000 · Landscaping Project I...	18.81			
Total Other Income	947.90			
Other Expense				
9126 · Master Plan Phase 1 expen...	11,050.00			
Total Other Expense	11,050.00			

	<u>Jul - Sep 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Net Other Income	<u>(10,102.10)</u>			
Net Income	<u><u>(96,426.74)</u></u>	<u><u>0.00</u></u>	<u><u>(96,426.74)</u></u>	<u><u>100.0%</u></u>

10/08/24

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

	Sep 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	101,101.99
Total 1000 · Savings account	126,080.52
1014 · Operating Acct	225,903.09
Total Checking/Savings	351,983.61
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	14,208.73
Total 1300 · Investments	14,208.73
Total Other Current Assets	25,250.65
Total Current Assets	376,067.69
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	1,250,489.06
LIABILITIES & EQUITY	
Liabilities	

10/08/24

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

	Sep 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	9,789.03
2045 · Deferred Compensation	1,697.41
2010 · Accrued Payroll & Employee Ben	32,506.87
2020 · Cash Held for Library (Friends)	13,707.70
2027 · Deferred Tax	(173,709.00)
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	12,354.79
2036 · Sales Tax 8%	304.23
2038 · Employee Health Premiums	0.27
2046 · Voluntary Benefits	(2,003.40)
Total Other Current Liabilities	(104,572.93)
Total Current Liabilities	(77,222.93)
Total Liabilities	(77,222.93)
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	931,127.13
Net Income	(96,426.74)
Total Equity	1,327,711.99
TOTAL LIABILITIES & EQUITY	1,250,489.06

Penn Yan Public Library
MONTHLY INCOME & EXPENSE
September 2024

	Sep 24
Ordinary Income/Expense	
Income	
4100 · Printing Income	
4150 · Laser Printer	173.38
Total 4100 · Printing Income	173.38
4400 · Fines	124.89
4500 · Lost/Damaged Books Refund	2.00
4505 · Sale of Extraneous Materials	21.30
4525 · Cafe Receipts	3.70
4700 · Interest	2.07
4800 · NonDesignated Donations	54.54
Total Income	381.88
Expense	
5000 · HUMAN RESOURCES	
5100 · Salaries	
5110 · Library Director II	6,124.39
5115 · Librarian I	9,625.99
5130 · Clerical	19,655.31
Total 5100 · Salaries	35,405.69
5200 · Benefits	
5210 · Medicare/SS	2,697.09
5225 · HRA Contributions	4,891.15
5235 · Voluntary Benefits	(200.34)
5240 · SUTA	147.27
5250 · Workmens Compensation	8,355.32
5255 · Employee Assistance Plan	420.00
Total 5200 · Benefits	16,310.49
5300 · Payroll Costs	254.18
Total 5000 · HUMAN RESOURCES	51,970.36
5400 · ADMINISTRATION	
5420 · Promotion	5.99
5440 · Accounting	
5442 · Review/Audit	2,000.00
5444 · Supplies	5.98
Total 5440 · Accounting	2,005.98
5451 · Service Contract	100.81
5452 · Toshiba copier	319.10
5460 · Office Supplies	
5462 · White Paper	59.98
Total 5460 · Office Supplies	59.98
5470 · Training/Travel	58.96
5490 · Misc	83.71
Total 5400 · ADMINISTRATION	2,634.53
5900 · BUILDINGS & GROUNDS	
5910 · Utilities	
5912 · Electric	491.01
5913 · Sewer & Water	94.25
5914 · Gas	33.28
Total 5910 · Utilities	618.54
5930 · Repairs & Maint	448.91
5940 · Maintenance Contracts	

Penn Yan Public Library
MONTHLY INCOME & EXPENSE
September 2024

	Sep 24
5943 · Trash Removal	51.61
5945 · Fire Protection	243.00
Total 5940 · Maintenance Contracts	294.61
5970 · Supplies	
5972 · Custodial	171.80
5974 · Building	64.05
5970 · Supplies - Other	259.57
Total 5970 · Supplies	495.42
Total 5900 · BUILDINGS & GROUNDS	1,857.48
6000 · TECH (NETWORK AND ILS)	
6100 · New Hardware	943.00
6300 · Maintenance	112.50
Total 6000 · TECH (NETWORK AND ILS)	1,055.50
7300 · ADULT SERVICES	
7310 · Materials	
7315 · Print Materials	
7320 · Adult Fiction	445.43
7321 · Graphic Novels	103.58
7330 · Adult Non Fiction	408.47
Total 7315 · Print Materials	957.48
7380 · AV Materials	
7382 · Audio Books	94.19
7384 · CD Music	8.99
7386 · DVD	371.84
Total 7380 · AV Materials	475.02
Total 7310 · Materials	1,432.50
7420 · Programming	11.00
7454 · Cafe Supplies	62.99
Total 7300 · ADULT SERVICES	1,506.49
7500 · YOUTH SERVICES	
7510 · Materials	
7515 · Print Materials	
7520 · E	89.57
7530 · J Fiction	188.03
7540 · J Non-Fiction	85.59
7550 · YA	55.45
Total 7515 · Print Materials	418.64
Total 7510 · Materials	418.64
7620 · Programming	245.27
Total 7500 · YOUTH SERVICES	663.91
8100 · TECHNICAL SERVICES	
8155 · Processing Costs	(17.41)
Total 8100 · TECHNICAL SERVICES	(17.41)
8200 · CIRCULATION	
8295 · Unique Management	123.60
Total 8200 · CIRCULATION	123.60
Total Expense	59,794.46

10/08/24

Penn Yan Public Library
MONTHLY INCOME & EXPENSE
September 2024

	<u>Sep 24</u>
Net Ordinary Income	(59,412.58)
Other Income/Expense	
Other Income	
9450 · Chargepoint Income	<u>211.77</u>
Total Other Income	<u>211.77</u>
Net Other Income	<u>211.77</u>
Net Income	<u><u>(59,200.81)</u></u>

10/04/24

Reconciliation Summary

1000 · Savings account, Period Ending 09/30/2024

	<u>Sep 30, 24</u>
Beginning Balance	126,078.45
Cleared Transactions	
Deposits and Credits - 1 item	<u>2.07</u>
Total Cleared Transactions	<u>2.07</u>
Cleared Balance	<u>126,080.52</u>
Register Balance as of 09/30/2024	126,080.52
Ending Balance	126,080.52

10/08/24

Reconciliation Summary

1014 · Operating Acct, Period Ending 09/30/2024

	<u>Sep 30, 24</u>
Beginning Balance	298,698.62
Cleared Transactions	
Checks and Payments - 77...	(60,816.41)
Deposits and Credits - 4 it...	855.10
Total Cleared Transactions	<u>(59,961.31)</u>
Cleared Balance	<u>238,737.31</u>
Uncleared Transactions	
Checks and Payments - 20...	(12,943.25)
Deposits and Credits - 3 it...	109.03
Total Uncleared Transactions	<u>(12,834.22)</u>
Register Balance as of 09/30/2024	<u>225,903.09</u>
New Transactions	
Checks and Payments - 22...	(21,689.11)
Deposits and Credits - 1 it...	188.70
Total New Transactions	<u>(21,500.41)</u>
Ending Balance	<u>204,402.68</u>

September 2024 adult services report

I answered 17 reference questions for 19 patrons in September, including 10 tech questions, 1 local history question, and no legal questions. I served one Mennonite patron last month. Interesting queries included where to buy worms for gardening (conducted via letter!), how to use Libby while in Italy, and checking voter registration.

At least 183 patrons participated in 22 programs in September. The final No Shop Stuff Swap was truncated by an hour due to rain, but still served 34 people; over the course of this year's three sessions, we connected browsers with a stereo system, a pasta maker, numerous items of kitchen ware and toys, and much more. The repair café aspect connected several people to bike repair and clothes mending sessions, and five community organizations tabled at the community outreach fair aspect of the program across the three sessions. I received a great number of comments on how the program serves an important community need; several patrons commented that they felt it is an innovative program.

Nan Hoffman returned for a co-sponsored concert held at Saint Mark's Church; 22 attended.

One team participated in our first escape room-style program, which was designed to train participants in information literacy. I plan to run it again.

Our display for the month was in service of Banned Books Week and a pair of programs held at the end of the month. When selecting books from the display, patrons could register for one of two discussion sessions where we would hold dialogue about book banning, censorship and intellectual freedom. 12 patrons participated across the two sessions, covering books such as *I Left My Heart at Wounded Knee*, *A Clockwork Orange*, *Thirteen Reasons Why*, *The Autobiography of Malcolm X*, *The Bluest Eye*, *1984*, and *Brave New World*. We had provocative discussions around questions such as what book banning looks like in practice, what perspectives might impel someone to challenge a book, and whether it is ever ok to ban a book. Themes and content such as racial issues, LGBTQ+ issues and sexual assault were identified as some of the most common reasons for challenges. Patrons were very pleased with the conversations and the books they selected to read.

Other regular programs were very successful this month too. Pot Luck Club explored the world of Westeros with a Game of Thrones cookbook, which I thought would be challenging for my group, but which they embraced with gusto; 14 folks participated in a meal that included lemony egg soup, dressed apples with greens, butternut squash dumplings, creamed leeks, and crusty country breads. We also welcomed a guest from the vets' agency to share about Operation SAVE. Family Research Group, Chair Yoga, French Table, and more all occurred as usual.

The STLS-provided voter registration materials have been working very well. Almost all of the QR code stickers, absentee ballot requests, and early voting requests have been claimed, and about 10 of the registration forms themselves have gone out.

Penn Yan Public Library
Monthly Youth Services Report to Board

SEPTEMBER 2024 IN REVIEW

After some of the usual sort of 'beginning of the school year' hiccups in youth behavior, we seem to have settled into a groove. Many of this year's afterschool youth are now freshmen and still coming to the library after school, which was a bit of a surprise to me. We will see how things change when the weather changes.

As always, food programs at the library are popular after school gets out. We are also hosting youth groups run by Safe Harbors of the Finger Lakes (every week, on Mondays) and Finger Lakes Community Health (occasionally, on Tuesdays).

MEETINGS/TRAININGS ATTENDED

- None this month

SEPTEMBER 2024 PROGRAMS

Programs: 21

Program Attendance: 213

NOTES

A new community partner this month was the Daughters of the American Revolution, Guyanoga Chapter. Two of their members presented stories and knowledge about the Constitution, and the library supplied pizza, making for an easy weekday evening program.

Submitted October 9, 2024 by Sarah Crevelling, Youth Services Librarian