

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

Call to Order

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

* Nov. 21st Minutes (Present: Angela Gonzalez, Steve Darrow, Val Brechko, Jan Barrett, Elizabeth Burris-Chase, Sharon Pinckney, Connie Glover, Bethany Snyder)

Financial Review

*Payment of bills for November 2024

Library Director's Report

Standing Committee Reports

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

Old Business

- *2024 Draft Proposed Section 9 of Finance Policy.
- Trustee training with STLS February 13th 5pm, Erika Jenns, Assist. Director, STLS, Fund raising, etc.
- *2025-2026 Finance Committee proposed Budget
- Proposed Opioid Overdose Prevention Program Policy and Procedure

New Business

- *Tax Cap Override resolution

Whereas, the adoption of the 2025-2026 budget for the Penn Yan Public Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it Resolved, that the Board of Trustees of the Penn Yan Public Library voted and approved to exceed the tax levy limit for 2024 by at least the sixty percent of the board of trustees as required by state law on December 19th, 2024.

***Adjourn**

- Items with * require Board action. Enclosures: November 21st,2024 minutes, Budget and Balance sheets, Director's Report, Circulation Stats, Children's and Adult services reports, 2024 Draft Proposed Section 9 of Finance Policy, Proposed Opioid Overdose Prevention Program Policy and Procedure, *2025-2026 Finance Committee proposed Budget.

minutes

AGENDA
PENN YAN PUBLIC LIBRARY
BOARD MEETING
THURSDAY Nov 21st, 2024 6:30 PM

Guest: Tim Hern, RDG Partners, Audit Review Report

Call to Order

Tim & Kristine Presentation & Review

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

Motion Sharon

Second Jan

Approved ✓

* October 19th Minutes (Present: Angela Gonzalez, Steve Darrow, Val Brechko, Andrew Robak, Jan Barrett, Elizabeth Burris-Chase, Sharon Pinckney)

Motion Sharon

Second Steve

Approved ✓

Financial Review

*Payment of bills for October 2024

Motion
Bethany
2nd
Sharon ✓

Library Director's Report

Standing Committee Reports

-Finance Committee -met 11/7 everything looks good (Sharon Reported)

-Policy Review Committee Met working on NARCAN

-Building Committee

-Personnel Committee -met 10/21 Bethany states all looks good

-Nominating Committee

Old Business

- EV charger update
- Money Market account on next month agenda to pass policy
- Scheduling Trustee training with STLS, subjects covered? Feb. before mtg
- Naloxone/NARCAN

New Business

- *Resolution to approve 23-24 990, Financial Statements, and Annual Financial Report

Motion *Sharon*

Second *Connie*

Approved ✓

- *Appointment of new library page

The Board of Trustees approves the probationary appointment of Evelyn Harvey at a starting hourly rate of \$15.00. Permanent position appointment to be determined upon successful completion of probationary status following performance evaluation by the Library Director.

Motion *Jan*

Second *Sharon*

Approved ✓

- 2025-2026 Finance Committee proposed Budget
- 2025 Juneteenth date third Thursday, director preferred date June 12th

Motion *Bethany*

Second *Sharon*

Approved ✓

Finance Comm
Juneteenth date 12th
Jan
Steve
✓

- *Friday 1/3 Staff Holiday Brunch late open time
To be closed for a completion. - 11:30a

Motion *Connie*

Second *Jan*

Approved ✓

***Adjourn**

Sharon / Connie

Items with * require Board action. Enclosures: October 19th, 2024 minutes, Budget and Balance sheets, Director's Report, Circulation Stats, Children's and Adult services reports, 2024 990, Financial statements and Annual Financial Report 23-24, Draft Proposed Section 9 of Finance Policy.

submitted by Connie Glover

PYPL Executive Director's Report 11-21-24

Professional Development and Meetings:

11/22 Standing Up for Libraries: 2024 Election Implications and Next Steps, ALA Webinar

12/6 Gather and Grow Webinar, NYS Library Systems

Keynote - Steve Sheinkin, Confessions of a (Former) Textbook Writer

De-Crypting Common Workplace Issues

From Burnout to Balance: Cultivating a Culture of Well-Being in Libraries

Connections: How Libraries Can Combat Loneliness

11/18 Library Websites and NYS Minimum Standards, STLS

12/4 Northeast Summit on Climate Adaptation for Library Facilities 2024 presentation, NJ State Library

Happenings:

-We received the annual Local Library Services Aid check.

-The Friends of the Library held the puzzle sale 11/22 and 11/23. Donations added up to more than 600.00

- Santa was here in the Library Gazebo on 12/7 for Starshine. We gave out more than 150 ornament kits and entries for annual door prizes are plentiful.

- We opened a CD on 11-22.

-We received our first electric bill for the charge stations.

-The Annual Yates County Law Library meeting was held 12-10. The committee members were enthusiastic about the master building plan.

- PYPL Friends are hosting Yates Chamber Afterhours on Feb 12th, 5pm (corrected Date).
- The Friends of PYPL annual Meeting is scheduled for March 6th. A program will be presented by the Seneca Falls Women of the Hall museum
- 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(?)

9. Investment

The Board of Trustees will handle the funds entrusted to them in a fiscally responsible manner.

- As required by General Municipal and Education Law all of the Library's monies must be deposited in FDIC-insured commercial banks or trust companies located within New York State in checking, savings, **Money Market Accounts** or Certificates of Deposits. If the amount deposited in an individual bank exceeds federally insured limits, the library and the bank must have a collateral agreement in place. Withdrawal of funds from any account requires two signatures from a Board designated list.
- Library tax funds collected by Penn Yan Central School District will be deposited in the bank(s). The Executive Director will compare interest rates, determine the amounts and length of terms of Certificates of Deposit to ensure funds will be available to meet the needs of the Library throughout the year.
- Stocks donated to the library shall be sold as soon as possible and converted to cash and deposited in bank accounts maintained by the Library.

PYPL
Budget

Penn Yan Public Library															
		19-20 Budget	actual 19-20	budget 20-21 no increase	actual 20-21	21-22 budget no increase	actual 21-22	Approved 22-23 no increase	actual 22-23	Approved 23-24	actual 23-24	Approved 24-25 budget	Finance Committee 25-26	tee proposed	
	4100 printing														
4150	laser printer	\$ 600.00	\$ 704.00	600	659	500	1038.12	500	1307.34	500	1500	1350	1500		
4160	other copies	\$ 1,000.00	\$ 763.00	1000	429	1000	245.63	1000	8.33	1000	5				
4100	Printing income tot	1600	1467	1600	1088	1500	1283.75	1500	1315.67	1500	1505	1350	1500		
4200	village	\$ 1,000.00	\$ 1,000.00	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	
4400	finer	\$ 5,000.00	\$ 3,199.00	5166.6	1995	0	494.37	0	865.74		571	0			
4500	lost/damaged books		\$ 472.00		229		192.43		190.44		490				
4505	sale of extraneous materials		\$ 599.00		420		208.58		222.66		310				
4525	café receipts	\$ 600.00	\$ 610.00	600		0		0	406.46	600	183	600	300		
4540	tax income	\$ 706,480.00	\$ 706,480.00	\$ 706,480.00	\$ 706,480.00	\$ 706,480.00	\$ 706,480.00	\$ 706,480.00	\$ 706,480.00	\$ 717,902.00	\$ 717,902.00	\$ 750,208.00	\$ 773,942.00		
4550	misc.		\$ 3,429.00		2566		2726.77		7437.14		5968				
4560	program income				281						527				
4570	thumbdrive income														
4600	L.L.S.A.	\$ 4,500.00	\$ 4,463.00	4500	4348	3500	4375.41	3500	4558.91	4000	4502	4560	4500		
4660	tech revenue														
4700	interest	\$ 500.00	\$ 24.00	500		150	25.2	150	25.21	150	25	150	150		
	tot	\$ 719,680.00	\$ 721,743.00	\$ 719,846.60	\$ 718,407.00	\$ 712,630.00	\$ 716,786.51	\$ 712,630.00	\$ 722,502.23	\$ 725,152.00	\$ 732,983.00	\$ 757,868.00	\$ 781,392.00		
4800	gifts/donations		\$ 3,802.00	3000	6251	3000	13835.03	3000	5679.58	3000	7966	3000	3000		
4810	donations material														
4815	donations friends														
4820	donations funds														
4825	donations funds building														
4800	tot	\$ 3,000.00	\$ 3,802.00	3000	6251	3000	13835.03	3000	5679.58	3000	7966	3000	3000		
4900	grant income		\$ 6,100.00												
9450	Chargepoint												2000		
4960	other grant														
	total income	\$ 722,680.00	\$ 731,645.00	\$ 722,846.60	\$ 724,658.00	\$ 715,630.00	\$ 730,621.54	\$ 715,630.00	\$ 728,181.81	\$ 728,152.00	\$ 740,949.00	\$ 760,868.00	\$ 784,392.00		

PYPL
Budget

	budget 19-20	actual 19-20	approved 20-21	actual 20-21	approved 21-22	actual 21-22	approved 22-23	actual 22-23	approved 23-24	actual 23-24	24-25 budget	Proposed 25-26				
5000 Human Resources																
5100 Salaries																
5110 Director	65408	67139	66716.16	67717	71466	73267	74325	78873.52	76555	78355	79617					
Librarian 1			0		53682	55482	55829	124740.33	57504	123925	59804					
5115 Librarian 1	102814	102299	104870.28	106434	58646	60446	60992		62821		65334					
5125 Network Tech	56092	56142	57213.84	43339	61287											
5130 Clerical	202423	188324	206471.46	180870	192328	204023	215000	253726.93	232212	251789	242011					
5135 Building Staff	18343		18709.86		21953		24448		25223		26234					
5100 tot. sal.	\$ 445,080.00	\$ 413,904.00	\$ 453,981.60	\$ 398,360.00	\$ 459,362.00	\$ 393,218.00	\$ 430,594.00	\$ 457,340.78	\$ 454,315.00	\$ 454,069.00	\$ 473,000.00	\$ 495,649.00				
5200 Benefits																
5210 Medicare/SS	\$ 30,000.00	\$ 30,600.00	30000	30916	\$ 30,000.00	29932	\$ 30,000.00	\$ 34,831.86	\$ 31,000.00	\$ 34,587.00	\$ 36,000.00	\$ 36,000.00				
5220 Health Insurance		\$ (4,619.00)														
5225 HAS/HRA Contributions																
5225 QSEHRA Contributions	\$ 51,000.00	\$ 33,423.00	51000	40617	38200	24638	40000	24147.34	48240	31387	50090	51000				
5235 Voluntary benefits								-2704.59		-2003						
5230 Disability/ Paid Fam Leave	\$ 1,600.00	\$ 1,719.00	1600	2682.16	1800	2359	2700	2453.68	2700	2226	2700	2700				
5240 SUTA	\$ 3,000.00	\$ 918.00	3000	2758	1500	3437	3000	4451.04	3500	3515	4500	4500				
5250 Workmens Comp	\$ 5,500.00	\$ (430.00)	5500	4434	4500	3981	4500	7494.18	4500	3670	4500	4500				
Employee Assistance Plan	\$ 500.00	\$ 500.00	500	500		500	500	500	500	500	500	500				
5200 Benefits-other								2604.42		902						
5260 Retirement	\$ 49,000.00	\$ 50,676.00	53500	48889	55980	51226	56442	29159	40000	40000	50000	55360				
5200 tot	\$ 140,600.00	\$ 112,787.00	\$ 145,100.00	\$ 130,796.16	\$ 131,980.00	\$ 116,073.00	\$ 137,142.00	\$ 102,936.93	\$ 130,440.00	\$ 114,784.00	\$ 148,290.00	\$ 154,560.00				
5300 Other Human Resources				141												
5300 payroll costs	\$ 3,000.00	\$ 2,800.00	3000	2872	3000	3090	3000	3137		3293	3300					
5320 publicity																
5000 total Human Resources	\$ 588,680.00	\$ 529,491.00	\$ 602,081.60	\$ 532,169.16	\$ 594,342.00	\$ 512,381.00	\$ 570,736.00	\$ 563,414.71	\$ 584,755.00	\$ 572,146.00	\$ 624,590.00	\$ 650,209.00				

PYPL
Budget

		budget 19-20	actual 19-20	approved 20-21	actual 20-21	approved 21-22	actual 21-22	approved 22-23	actual 22-23	approved 23-24	actual 23-24	24-25 budget	Proposed 25-26			
	5400 Administration															
5415	Hotspots	\$ 900.00	\$ 1,613.00	3250	3917	3250	6512	5000	6359.84	5000	5518	3000	2500			
5420	promotion	\$ 500.00	\$ 2,279.00	500	2265	500	355	500	1436.95	500	1697	500	2900			
5422	annual campaign	\$ 600.00										600	0			
5425	internet	\$ 1,800.00	\$ 1,800.00	1800	1800	1800	1800	1800	1800	1800	1800	1800	1800			
5430	telephone	\$ 1,700.00	\$ 2,099.00	2000	2114	2300	1944	2300	1952.99	2300	577	850	850			
5435	insurance	\$ 6,500.00	\$ 6,606.00	6600	7070	6500	8408	8000	7560.81	8300	9666	8675	9500			
	5440 accounting															
5442	review/audit	\$ 4,000.00	\$ 4,000.00	4000	6900	4000	5600	5900	6550	5900	7405	6550	6550			
5444	supplies	\$ 150.00	\$ 220.00	150	147	150	515	150	35.98	150	377	150	150			
	5445 cpa services															
5450	equipment for staff	\$ 500.00	\$ 1,220.00	500	796	500	366	500	348.92	500	2946	500	500			
5451	service contract	\$ 1,000.00	\$ 396.00	450	454	450	324		377.02		1479	1000	1500			
5455	furnishings for staff	\$ 300.00			1259											
5452	Toshiba copier		\$ (598.00)		332		458	1000	414.4	1000	192	500	500			
	5460 office supplies						518		536.71							
5461	staff rm supplies	\$ 300.00	\$ 308.00	300	109	250	160	200	101.64	200	45	150	150			
5462	paper, white	\$ 300.00	\$ 202.00	250	166	250	166	250	381.1	250	252	300	300			
5463	other supplies	\$ 500.00	\$ 672.00	500	708	500	523	500	597.28	500	482	500	500			
5470	training/travel	\$ 1,800.00	\$ 1,517.00	0	178		1442	1500	817.97	1500	1102	1200	1200			
5475	legal	\$ 800.00		800	0	800		800		800	0	800	800			
5480	dues	\$ 1,500.00	\$ 1,038.00	1000	988	1000	880	1000	800	1000	762	900	1000			
5485	postage	\$ 400.00	\$ 178.00	300	242	300	123	300	433.98	300	287	300	300			
	5490 misc		\$ (206.00)		146		87									
5493	admin. misc.				15				1291.05		255					
5486	vote expense	\$ 1,500.00	\$ 851.00	1200					1521.02	1500	2272	1500	2300			
5400	tot admin	\$ 25,050.00	\$ 24,195.00	\$ 23,600.00	\$ 29,606.00	\$ 22,550.00	\$ 30,181.00	\$ 29,700.00	\$ 33,317.66	\$ 31,500.00	\$ 37,114.00	\$ 29,775.00	\$ 33,300.00			

PYPL
Budget

	5900 Building and Grounds	budget 19-20	actual 19-20	approved 20-21	actual 20-21	approved 21-22	actual 21-22	approved 22-23	actual 22-23	approved 23-24	actual 23-24	24-25 budget	proposed 25-26			
	5910 utilities															
5912	electric	\$ 6,500.00	\$ 4,295.00	6500	5351	5500	6336	5500	5212.26	6500	5457	6000	6000			
5913	sewer and water	\$ 850.00	\$ 753.00	850	602	850	743	850	1004.09	800	1850	1000	1900			
5914	gas	\$ 2,800.00	\$ 2,504.00	2800	1536	2500	285	1600	148.53	1500	383	300	400			
5920	equipment, new			300	1560	300		300	20.99	300	18352	300	300			
	5930 repairs and maint		\$ 767.00		279											
5932	equipment	\$ -	\$ 1,300.00		120	1300		2335	1300	789.72	1300	268	1300			1300
5934	building and ground	\$ 1,500.00	\$ 2,267.00	1400	3252	1400	324	17206	723.78	9760	6739	7000	1700			
5930	Repairs other								12537.88							
	5940 maint contracts							1389					1714			
5941	janitorial maint															
5943	trash removal	\$ 450.00	\$ 435.00	500	533	550	562	550	563.09	550	584	550	600			
5945	fire protection	\$ 700.00	\$ 948.00	700	576	950	895	700	590	900	474	1000	680			
5946	snow plowing	\$ 1,500.00	\$ 855.00	1000	665	850	1000	1000	750	1000	875	1000	1000			
	5970 supplies															
5972	custodial	\$ 600.00	\$ 513.00	600	1418	550	949	550	1048.5	800	1783	900	1000			
5970	other supplies		\$ 22.00		2681		238		235.96		837					
5974	building	\$ 9,000.00	\$ 6,714.00	650	342	650	155	650	829.16	650	785	650	650			
9475	Chargepoint												500			
	building depreciation	\$ 1,000.00		1000		1000		1000		1000		1000	1000			
5900	tot building and ground	\$ 24,900.00	\$ 21,373.00	\$ 16,300.00	\$ 18,915.00	\$ 16,400.00	\$ 15,211.00	\$ 31,206.00	\$ 24,453.96	\$ 25,060.00	\$ 41,855.00	\$ 21,000.00	\$ 17,030.00			
	6000 tech (network,ILS)															
6100	hardware new	\$ 3,500.00	\$ 1,058.00	3000	1116	3000	8081	3000	4160	3000	105	2750	2750			
6150	parts	\$ 150.00	\$ 267.00	150		150	300	150		300	0	300	300			
6200	software	\$ 500.00	\$ 63.00	500		500		500		500	64	500	0			
6300	maint	\$ 1,000.00	\$ 1,079.00	1000	531	1000	2034	3000	2268.5	3000	3261	3000	3000			
6400	STLS ILS and Overdrive	\$ 27,350.00	\$ 28,376.00	31115	31126	33538	32301	33538	33538	35287	35287	35733	36448			
6600	supplies															
6700	funded depreciation															
6000	tot tech	\$ 32,500.00	\$ 30,843.00	\$ 35,765.00	\$ 32,773.00	\$ 38,188.00	\$ 42,716.00	\$ 40,188.00	\$ 39,966.50	\$ 42,087.00	\$ 38,717.00	\$ 42,283.00	\$ 42,498.00			
	7100 Reference															
	7110 materials										60					
7120	ref books	\$ 500.00	\$ 10.00	100	803	500	16	500	26.99	500		155	150			
7130	electronic resources	\$ 350.00		0												
7170	periodicals, microform	\$ 400.00		300												
	7200 other ref		\$ 171.00						60							
7220	programming															
7250	equipment															
7255	furnishings															
7100	tot ref	\$ 1,250.00	\$ 181.00	400	803	500	16	500	86.99	500	60	\$ 155.00	\$ 155.00			

PYPL
Budget

		budget 19-20	actual 19-20	approved 20-21	actual 20-21	approved 21-22	actual 21-22	22-23 budget	actual 22-23	approved 23-24	actual 23-24	24-25 budget	proposed 25-26			
	7300 Adult Services															
	7310 materials															
7320	adult fic	\$ 12,500.00	\$ 9,536.00	11500	10687	11500	7380	11500	7245.49	11500	7020	10000	10000			
7321	graphic novels	\$ 350.00	\$ 265.00	350	35	350	26	350	158.68	350	90	350	350			
7325	digital downloads	\$ 1,450.00	\$ 1,421.00						43.94							
7315	Print materials-other										140					
7355	Adult Furnishings															
7330	adult non-fic	\$ 6,000.00	\$ 3,227.00	5000	4651	5000	3475	5000	4460.77	5000	4165	5000	5000			
7370	periodicals	\$ 4,000.00	\$ 4,286.00	4000	4846	4000	4104	4000	5037.64	4000	4128	4500	4200			
7382	audio books	\$ 4,000.00	\$ 2,697.00	3500	4359	3500	3495	3500	2401.43	3500	2651	3000	2500			
7384	music CD	\$ 350.00	\$ 234.00	350	546	350	156	350	246.84	200	70.89	200	200			
7386	DVD	\$ 5,000.00	\$ 4,389.00	4500	3592	4500	4511	4500	4741.34	4000	3423	4000	4000			
7310	tot materials	\$ 33,650.00	\$ 26,055.00	\$ 29,200.00	\$ 28,716.00	\$ 29,200.00	\$ 23,147.00	\$ 29,200.00	\$ 24,336.13	\$ 28,550.00	\$ 21,687.89	\$ 27,050.00	\$ 26,250.00			
7420	programming/prog. Equip	\$ 1,800.00	\$ 1,490.00	1500	1395	1500	1489	1500	2305.71	1500	3095	1500	1500			
7450	equipment															
7451	laser printer		\$ 166.00		494			172				414				
7452	other equipment	\$ 200.00	\$ 174.00	200	123	200	139	200		200	-54	200	200			
7453	supplies		\$ 14.00						13.69							
7454	café	\$ 950.00	\$ 548.00	650		0	312		785.44	950	346	850	500			
7310	materials-other		\$ 388.00		5835				130							
7300	tot adult services	\$ 36,600.00	\$ 28,835.00	\$ 31,550.00	\$ 36,563.00	\$ 30,900.00	\$ 25,259.00	\$ 30,900.00	\$ 27,570.97	\$ 31,200.00	\$ 25,488.89	\$ 29,600.00	\$ 28,450.00			

PYPL
Budget

		budget 19-20	actual 19-20	budget 20-21	actual 20-21	approved 21-22	actual 21-22	approved 22-23	actual 22-23	approved 23-24	actual 23-24	24-25 approved	proposed 25-26			
	7500 Youth Services															
	7510 materials															
7520	E	\$ 1,800.00	\$ 1,395.00	\$ 1,800.00	\$ 1,052.00	\$ 1,800.00	1078	1800	931.43	1800	898	1500	1500			
7530	J Fic	\$ 1,100.00	\$ 970.00	\$ 1,000.00	\$ 1,212.00	\$ 1,100.00	1970	1100	1247.11	1500	1466	1500	1500			
7540	J nf	\$ 600.00	\$ 515.00	\$ 600.00	\$ 823.00	\$ 600.00	749	600	944.96	750	800	800	800			
7550	YA	\$ 1,250.00	\$ 950.00	\$ 1,250.00	\$ 947.00	\$ 1,250.00	1073	1250	907.79	1250	787	1200	1200			
7560	realia (non-book)	\$ 300.00	\$ 118.00	\$ 300.00	\$ -	\$ 300.00		300		300	206	300	300			
7570	periodicals	\$ 200.00	\$ 201.00	\$ 200.00	\$ -	\$ -										
7582	audiobooks	\$ 500.00	\$ 194.00	\$ 500.00	\$ 138.00	\$ 300.00	168	300			200	71	200	200		
	other		\$ 458.00		\$ 729.00											
7584	music cd	\$ 100.00	\$ 13.00	\$ 100.00	\$ 20.00	\$ 100.00	315	100			100		100	100		
7586	dvd															
7588	video games	\$ 1,000.00	\$ 964.00	\$ 1,000.00	\$ 1,258.00	\$ 1,000.00	1385	1000	1018.17	1200	938	1200	1200			
7510	tot materials	\$ 6,850.00	\$ 5,778.00	\$ 6,750.00	\$ 6,179.00	\$ 6,450.00	\$ 6,738.00	\$ 6,450.00	\$ 5,049.46	\$ 7,100.00	\$ 5,166.00	\$ 6,800.00	\$ 6,800.00			
7620	programming	\$ 2,400.00	\$ 1,642.00	\$ 2,000.00	\$ 2,869.00	\$ 2,400.00	3733	2400	4685.34	2400	4286	2400	2400			
7650	equipment		\$ 231.00													
7655	furnishings															
7500	tot youth services	\$ 9,250.00	\$ 7,651.00	\$ 8,750.00	\$ 9,048.00	\$ 8,850.00	\$ 10,471.00	\$ 8,850.00	\$ 9,734.80	\$ 9,500.00	\$ 9,452.00	\$ 9,200.00	\$ 9,200.00			
		budget 19-20	actual 19-20	budget 20-21	actual 20-21	approved 21-22	actual 21-22	approved 22-23	actual 22-23	approved 23-24	actual 23-24	24-25 approved	proposed 25-26			
8100	8100 Technical Services															
8155	processing costs	\$ 850.00	\$ 403.00	800	770	800	299	800	294.07	800	530	800	800			
8162	repair supplies	\$ 25.00	\$ 50.00	25	400	25	33	25	38.42	25	190	25	25			
8163	av supplies	\$ 575.00	\$ 340.00	575		575		575	73.29	575	293	575	575			
8165	disc cleaner supplies	\$ 100.00	\$ 180.00	100		100	125	100		100	183	100	100			
8167	misc supplies	\$ 750.00	\$ 774.00	750	272	750	679	750	352.1	750	548	750	750			
8161	tech supplies other				12		544				201					
8100	tot tech services	\$ 2,300.00	\$ 1,747.00	\$ 2,250.00	\$ 1,454.00	\$ 2,250.00	\$ 1,680.00	\$ 2,250.00	\$ 757.88	\$ 2,250.00	\$ 1,945.00	\$ 2,250.00	\$ 2,250.00			
8250	8200 Circulation										20					
8260	equipment	\$ 200.00	\$ 80.00	200		200		200		200		200	200			
8275	patron cards	\$ 450.00		200		200	490	200	376	200		200	200			
8280	postage for overdues	\$ 300.00	\$ 275.00	450	162	450		300	61.58	300	129	300	300			
8200	mailing supplies	\$ 200.00	\$ 39.00	300	57	300	115	100		100		100	100			
8295	unique management	\$ 1,000.00	\$ 412.00	1000	546	500	363	500	453.2	500	546	500	500			
	tot circulation	\$ 2,150.00	\$ 806.00	\$ 2,150.00	\$ 765.00	\$ 1,650.00	\$ 968.00	\$ 1,300.00	\$ 890.78	\$ 1,300.00	\$ 695.00	\$ 1,300.00	\$ 1,300.00			
9100	tot non-budgeted															
							-84									
	total expenses	\$ 722,680.00	\$ 645,122.00	\$ 722,846.60	\$ 662,096.16	\$ 715,630.00	\$ 638,799.00	\$ 715,630.00	\$ 700,194.25	\$ 728,152.00	\$ 727,472.89	\$ 760,153.00	\$ 784,392.00			

17. Opioid Overdose Prevention Program Policy and Procedure

To combat the continuing rise in opioid related deaths in New York State and potentially save a life, Penn Yan Public Library has instituted an Opioid Overdose Prevention Program. This document sets forth the required policies and procedures necessary to provide and maintain intranasal (IN) naloxone on-site to ensure ready and appropriate access for use during emergencies to any patron or staff member suspected of having an opioid overdose. Penn Yan Public Library will partner with Yates County Public Health, a New York State Department of Health (NYSDOH) Registered Opioid Overdose Prevention Program and will adhere to all requirements stipulated by the partner organization in addition to the procedures listed in this document.

Note: the terms “intranasal (IN) naloxone” and Narcan Nasal Spray are interchangeable, but this document will employ the former for the sake of consistency.

New York State Legal Framework

Per recent amendments to New York State law, Public Libraries that choose to participate in an Opioid Overdose Prevention Program, and that act reasonably and in good faith, shall not be subject to criminal, civil or administrative liability solely by administering IN naloxone and may maintain IN naloxone on-site in adequate supplies.

- Education Law §922 & Commissioner’s Regulations §136.8: permits schools districts, boards of education, charter schools, non-public schools, and public libraries to participate in opioid overdose prevention programs.
- Public Health Law §3309 and its implementing regulation (10NYCR §80.138): establishes opioid overdose prevention programs which allow trained individuals to administer naloxone. Under this law and regulations, administration of naloxone shall be considered first aid or emergency treatment for purposes of any statute relating to liability.

Adoption of this Policy does not ensure that any person suffering an overdose on library premises will in fact be administered IN naloxone by library staff.

IN Naloxone as First Aid

In the event an individual is injured on premises, first aid kits are available for them to treat their own injuries. In the event of a serious injury, 911 or medical response will be summoned. IN naloxone is considered a part of the library’s first aid supplies. No employee is required to treat another’s wounds or to administer IN naloxone (see below). The Adult Services director and the Customer Service director are responsible for checking first aid and IN naloxone supplies annually and for replacing out-of-date supplies.

Volunteer Library Staff

Library staff is not required to administer IN naloxone. The decision to receive training and administer IN naloxone is a personal one. In order to administer the library’s IN naloxone, library staff need to undergo training. Training on how and when to administer IN naloxone will be provided annually for library staff by Yates County Public Health. Volunteer Library staff is required to attend retraining each year in order

to administer the library's IN naloxone. The Adult Services director shall arrange annual training sessions for staff volunteers.

Statement of Procedure

Penn Yan Public Library will maintain a supply of IN naloxone for emergency response to opioid overdose. IN naloxone is used to temporarily reverse the effects of opioid medicines. The medicine in IN naloxone has no effect on people who are not taking opioid medicines.

The library's IN naloxone supply and accompanying overdose kit supplies (*gloves, disposable face shield, alcohol pads and instructions in English and Spanish*) will be stored in the library's first aid kit. This kit is not accessible to the public. The supply will be checked for expiration annually and new supplies will be acquired from Yates County Public Health as necessary.

Overdose Response with IN naloxone

Call 911 to report that an individual at the library is unconscious and that overdose is suspected.

Administer the IN naloxone in accordance with the *Quick Start Guide (stored in the first aid kit with the IN naloxone)*. The signs and symptoms of an opioid emergency can return after IN naloxone is given. If this happens, give another dose after 2 to 3 minutes using new IN naloxone and watch the person closely until emergency help is received. This description of response steps is a general overview and does not supersede the training which library staff has received.

Privacy

To the extent identification of a suspected overdose victim is necessary in connection with rendering emergency services, library staff may disclose the identity of such individuals notwithstanding library policies regarding patron confidentiality.

Reporting and Documentation of IN Naloxone Use

A library staff member who has administered IN naloxone must fill out an incident report. The library director will inform the Library Board of Trustees and Yates County Public Health in the form of a written memo. The written memo should not identify the individual to whom IN naloxone is administered. Nothing in this Procedure shall limit the library's enforcement of its policies concerning the use of, or being under the influence of prohibited substances.

Penn Yan Public Library
MONTHLY INCOME & EXPENSE
November 2024

	Nov 24
Ordinary Income/Expense	
Income	
4100 · Printing Income	
4150 · Laser Printer	201.20
Total 4100 · Printing Income	201.20
4400 · Fines	67.73
4500 · Lost/Damaged Books Refund	2.00
4505 · Sale of Extraneous Materials	23.20
4525 · Cafe Receipts	20.37
4550 · Miscellaneous	400.00
4700 · Interest	2.07
4800 · NonDesignated Donations	404.90
Total Income	1,121.47
Expense	
5000 · HUMAN RESOURCES	
5100 · Salaries	
5110 · Library Director II	9,186.57
5115 · Librarian I	14,438.96
5130 · Clerical	29,783.82
Total 5100 · Salaries	53,409.35
5200 · Benefits	
5210 · Medicare/SS	4,068.61
5225 · HRA Contributions	822.40
5235 · Voluntary Benefits	(300.51)
5240 · SUTA	102.37
5260 · Retirement	47,090.00
Total 5200 · Benefits	51,782.87
5300 · Payroll Costs	375.77
Total 5000 · HUMAN RESOURCES	105,567.99
5400 · ADMINISTRATION	
5415 · Hotspots	468.77
5440 · Accounting	
5442 · Review/Audit	4,850.00
Total 5440 · Accounting	4,850.00
5451 · Service Contract	160.81
5452 · Toshiba copier	(94.94)
5460 · Office Supplies	
5463 · Other	65.47
Total 5460 · Office Supplies	65.47
5485 · Postage	10.01
Total 5400 · ADMINISTRATION	5,460.12
5900 · BUILDINGS & GROUNDS	
5910 · Utilities	
5912 · Electric	337.00
5913 · Sewer & Water	84.84
5914 · Gas	33.28
Total 5910 · Utilities	455.12
5930 · Repairs & Maint	
5934 · Blding & Ground	77.02
5930 · Repairs & Maint - Other	1,795.00
	1,795.00

Penn Yan Public Library
MONTHLY INCOME & EXPENSE
November 2024

	Nov 24
Total 5930 · Repairs & Maint	1,872.02
5940 · Maintenance Contracts	
5943 · Trash Removal	51.30
Total 5940 · Maintenance Contracts	51.30
5970 · Supplies	
5972 · Custodial	47.21
Total 5970 · Supplies	47.21
Total 5900 · BUILDINGS & GROUNDS	2,425.65
6000 · TECH (NETWORK AND ILS)	
6300 · Maintenance	306.00
Total 6000 · TECH (NETWORK AND ILS)	306.00
7300 · ADULT SERVICES	
7310 · Materials	
7315 · Print Materials	
7320 · Adult Fiction	694.11
7321 · Graphic Novels	59.74
7330 · Adult Non Fiction	1,038.01
Total 7315 · Print Materials	1,791.86
7380 · AV Materials	
7382 · Audio Books	183.40
7384 · CD Music	26.23
7386 · DVD	226.32
Total 7380 · AV Materials	435.95
Total 7310 · Materials	2,227.81
7420 · Programming	102.66
7454 · Cafe Supplies	74.67
Total 7300 · ADULT SERVICES	2,405.14
7500 · YOUTH SERVICES	
7510 · Materials	
7515 · Print Materials	
7520 · E	64.46
7530 · J Fiction	57.08
7540 · J Non-Fiction	75.12
7550 · YA	125.13
Total 7515 · Print Materials	321.79
7580 · AV Materials	
7588 · Video Games	269.40
Total 7580 · AV Materials	269.40
Total 7510 · Materials	591.19
7620 · Programming	1,626.33
Total 7500 · YOUTH SERVICES	2,217.52
8100 · TECHNICAL SERVICES	
8155 · Processing Costs	66.65
8161 · Tech Supplies	
8167 · Misc	71.10
Total 8161 · Tech Supplies	71.10

12/04/24

Penn Yan Public Library
MONTHLY INCOME & EXPENSE
November 2024

	Nov 24
Total 8100 · TECHNICAL SERVICES	137.75
8200 · CIRCULATION	
8260 · Patron Cards	193.50
8295 · Unique Management	41.20
Total 8200 · CIRCULATION	234.70
Total Expense	118,754.87
Net Ordinary Income	(117,633.40)
Other Income/Expense	
Other Income	
9450 · Chargepoint Income	246.74
8400 · NON-BUDGETED DONATIONS	
8415 · Friends - Materials/Equipment	(58.08)
8425 · Hobart/Watkins/Reiner	(691.10)
Total 8400 · NON-BUDGETED DONATIONS	(749.18)
Total Other Income	(502.44)
Other Expense	
9126 · Master Plan Phase 1 expenses	249.00
Total Other Expense	249.00
Net Other Income	(751.44)
Net Income	(118,384.84)

12/04/24

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

	Nov 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	101,106.19
Total 1000 · Savings account	126,084.72
1014 · Operating Acct	540,034.17
Total Checking/Savings	666,118.89
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	(4,094.41)
Total 1220 · Prepaid Expenses	(9,355.15)
1275 · Cash Held For Friends	13,707.70
1499 · Undeposited Funds	2,800.65
1300 · Investments	
1350 · CDs	289,208.73
Total 1300 · Investments	289,208.73
Total Other Current Assets	296,361.93
Total Current Assets	961,314.25
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	1,835,735.62
LIABILITIES & EQUITY	
Liabilities	

12/04/24

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

	Nov 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	10,121.70
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	(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	13,326.45
2036 · Sales Tax 8%	389.45
2038 · Employee Health Premiums	0.27
2046 · Voluntary Benefits	(2,203.74)
Total Other Current Liabilities	(104,363.27)
Total Current Liabilities	(77,013.27)
Total Liabilities	(77,013.27)
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
3100 · Restricted Funds - Other	100.00
Total 3100 · Restricted Funds	22,437.18
3900 · Retained Earnings	931,127.13
Net Income	488,510.16
Total Equity	1,912,748.89
TOTAL LIABILITIES & EQUITY	1,835,735.62

Profit & Loss Budget vs. Actual

12/04/24

Accrual Basis

2024-2025 Budget v actual

	Jul - Nov 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4100 · Printing Income				
4150 · Laser Printer	923.19	1,350.00	(426.81)	68.4%
Total 4100 · Printing Income	923.19	1,350.00	(426.81)	68.4%
4200 · Village	0.00	1,000.00	(1,000.00)	0.0%
4400 · Fines	428.44			
4500 · Lost/Damaged Books Refund	(1.75)			
4505 · Sale of Extraneous Materials	155.14			
4525 · Cafe Receipts	55.56	600.00	(544.44)	9.3%
4540 · Tax Income	867,556.36	750,208.00	117,348.36	115.6%
4550 · Miscellaneous	3,980.00			
4600 · LLSA	0.00	4,560.00	(4,560.00)	0.0%
4700 · Interest	10.54	150.00	(139.46)	7.0%
4800 · NonDesignated Donations	2,201.80	3,000.00	(798.20)	73.4%
Total Income	875,309.28	760,868.00	114,441.28	115.0%
Expense				
5000 · HUMAN RESOURCES				
5100 · Salaries				
5110 · Library Director II	35,484.11	79,617.00	(44,132.89)	44.6%
5115 · Librarian I	56,542.88	125,138.00	(68,595.12)	45.2%
5130 · Clerical	114,887.70	242,011.00	(127,123.30)	47.5%
5135 · Building Staff	0.00	26,234.00	(26,234.00)	0.0%
Total 5100 · Salaries	206,914.69	473,000.00	(266,085.31)	43.7%
5200 · Benefits				
5210 · Medicare/SS	15,765.98	36,000.00	(20,234.02)	43.8%
5225 · HRA Contributions	15,143.12	50,090.00	(34,946.88)	30.2%
5230 · Disability	0.00	2,700.00	(2,700.00)	0.0%
5235 · Voluntary Benefits	(1,101.87)			
5240 · SUTA	881.00	4,500.00	(3,619.00)	19.6%
5250 · Workmens Compensation	2,754.60	4,500.00	(1,745.40)	61.2%
5255 · Employee Assistance Plan	420.00	500.00	(80.00)	84.0%
5260 · Retirement	47,090.00	50,000.00	(2,910.00)	94.2%
Total 5200 · Benefits	80,952.83	148,290.00	(67,337.17)	54.6%
5300 · Payroll Costs	1,372.57	3,300.00	(1,927.43)	41.6%
5000 · HUMAN RESOURCES - Other	316.60			
Total 5000 · HUMAN RESOURCES	289,556.69	624,590.00	(335,033.31)	46.4%
5400 · ADMINISTRATION				
5415 · Hotspots	2,376.93	3,000.00	(623.07)	79.2%
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	900.00	1,800.00	(900.00)	50.0%
5430 · Telephone System	550.00	850.00	(300.00)	64.7%
5435 · Insurance	9,380.23	8,675.00	705.23	108.1%
5440 · Accounting				

	Jul - Nov 24	Budget	\$ Over Budget	% of Budget
5442 · Review/Audit	6,850.00	6,550.00	300.00	104.6%
5444 · Supplies	5.98	150.00	(144.02)	4.0%
Total 5440 · Accounting	6,855.98	6,700.00	155.98	102.3%
5450 · Equipment	0.00	500.00	(500.00)	0.0%
5451 · Service Contract	564.05	1,000.00	(435.95)	56.4%
5452 · Toshiba copier	700.29	500.00	200.29	140.1%
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	209.81	500.00	(290.19)	42.0%
Total 5460 · Office Supplies	359.77	950.00	(590.23)	37.9%
5470 · Training/Travel	489.74	1,200.00	(710.26)	40.8%
5475 · Legal	0.00	800.00	(800.00)	0.0%
5480 · Dues	475.00	900.00	(425.00)	52.8%
5485 · Postage	10.01	300.00	(289.99)	3.3%
5486 · Vote Expense	0.00	1,500.00	(1,500.00)	0.0%
5490 · Misc	83.71			
Total 5400 · ADMINISTRATION	23,551.70	29,775.00	(6,223.30)	79.1%
5900 · BUILDINGS & GROUNDS				
5910 · Utilities				
5912 · Electric	1,941.96	6,000.00	(4,058.04)	32.4%
5913 · Sewer & Water	439.43	1,000.00	(560.57)	43.9%
5914 · Gas	167.86	300.00	(132.14)	56.0%
Total 5910 · Utilities	2,549.25	7,300.00	(4,750.75)	34.9%
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	175.14	7,000.00	(6,824.86)	2.5%
5930 · Repairs & Maint - Other	2,243.91			
Total 5930 · Repairs & Maint	2,419.05	8,300.00	(5,880.95)	29.1%
5940 · Maintenance Contracts				
5943 · Trash Removal	257.84	550.00	(292.16)	46.9%
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%
5940 · Maintenance Contracts - ...	0.00			
Total 5940 · Maintenance Contracts	1,046.84	2,550.00	(1,503.16)	41.1%
5970 · Supplies				
5972 · Custodial	478.13	900.00	(421.87)	53.1%
5974 · Building	171.23	650.00	(478.77)	26.3%
5976 · building depreciation	0.00	1,000.00	(1,000.00)	0.0%
5970 · Supplies - Other	287.07			
Total 5970 · Supplies	936.43	2,550.00	(1,613.57)	36.7%

	<u>Jul - Nov 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total 5900 · BUILDINGS & GROUNDS	6,951.57	21,000.00	(14,048.43)	33.1%
6000 · TECH (NETWORK AND ILS)				
6100 · New Hardware	1,886.00	2,750.00	(864.00)	68.6%
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	943.50	3,000.00	(2,056.50)	31.5%
6400 · ILS Software	35,733.00	36,448.00	(715.00)	98.0%
Total 6000 · TECH (NETWORK AND ILS)	38,562.50	42,998.00	(4,435.50)	89.7%
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	2,821.62	10,000.00	(7,178.38)	28.2%
7321 · Graphic Novels	163.32	350.00	(186.68)	46.7%
7330 · Adult Non Fiction	2,286.38	5,000.00	(2,713.62)	45.7%
7370 · Periodicals	2,813.53	4,500.00	(1,686.47)	62.5%
Total 7315 · Print Materials	8,084.85	19,850.00	(11,765.15)	40.7%
7380 · AV Materials				
7382 · Audio Books	896.36	3,000.00	(2,103.64)	29.9%
7384 · CD Music	35.22	200.00	(164.78)	17.6%
7386 · DVD	1,100.90	4,000.00	(2,899.10)	27.5%
Total 7380 · AV Materials	2,032.48	7,200.00	(5,167.52)	28.2%
Total 7310 · Materials	10,117.33	27,050.00	(16,932.67)	37.4%
7420 · Programming	1,713.12	1,500.00	213.12	114.2%
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	146.64	850.00	(703.36)	17.3%
Total 7300 · ADULT SERVICES	11,977.09	29,600.00	(17,622.91)	40.5%
7500 · YOUTH SERVICES				
7510 · Materials				
7515 · Print Materials				
7520 · E	406.11	1,500.00	(1,093.89)	27.1%
7530 · J Fiction	581.57	1,500.00	(918.43)	38.8%
7540 · J Non-Fiction	436.47	800.00	(363.53)	54.6%
7550 · YA	440.63	1,200.00	(759.37)	36.7%

	<u>Jul - Nov 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
7560 · Realia(Non-Book)	10.29	300.00	(289.71)	3.4%
Total 7515 · Print Materials	1,875.07	5,300.00	(3,424.93)	35.4%
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	669.58	1,200.00	(530.42)	55.8%
Total 7580 · AV Materials	669.58	1,500.00	(830.42)	44.6%
Total 7510 · Materials	2,544.65	6,800.00	(4,255.35)	37.4%
7620 · Programming	2,689.95	2,400.00	289.95	112.1%
Total 7500 · YOUTH SERVICES	5,234.60	9,200.00	(3,965.40)	56.9%
8100 · TECHNICAL SERVICES				
8155 · Processing Costs	185.75	800.00	(614.25)	23.2%
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	71.10	750.00	(678.90)	9.5%
Total 8161 · Tech Supplies	71.10	1,450.00	(1,378.90)	4.9%
Total 8100 · TECHNICAL SERVICES	256.85	2,250.00	(1,993.15)	11.4%
8200 · CIRCULATION				
8250 · Equipment	156.00	200.00	(44.00)	78.0%
8260 · Patron Cards	193.50	200.00	(6.50)	96.8%
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	350.20	500.00	(149.80)	70.0%
Total 8200 · CIRCULATION	838.05	1,300.00	(461.95)	64.5%
Total Expense	376,993.87	760,868.00	(383,874.13)	49.5%
Net Ordinary Income	498,315.41	0.00	498,315.41	100.0%
Other Income/Expense				
Other Income				
9450 · Chargepoint Income	1,332.29			
8400 · NON-BUDGETED DONATIONS				
8415 · Friends - Materials/Equipme...	(76.00)			
8425 · Hobart/Watkins/Reiner	218.65			
Total 8400 · NON-BUDGETED DONA...	142.65			
9000 · Landscaping Project Income				
9025 · Donations	18.81			
Total 9000 · Landscaping Project Inc...	18.81			

	<u>Jul - Nov 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total Other Income	1,493.75			
Other Expense				
9126 · Master Plan Phase 1 expenses	11,299.00			
Total Other Expense	11,299.00			
Net Other Income	(9,805.25)			
Net Income	<u>488,510.16</u>	<u>0.00</u>	<u>488,510.16</u>	<u>100.0%</u>

12/04/24

Reconciliation Summary

1014 · Operating Acct, Period Ending 11/30/2024

	<u>Nov 30, 24</u>
Beginning Balance	921,090.28
Cleared Transactions	
Checks and Payments - 62...	(373,131.65)
Deposits and Credits - 3 it...	5,599.44
Total Cleared Transactions	<u>(367,532.21)</u>
Cleared Balance	<u>553,558.07</u>
Uncleared Transactions	
Checks and Payments - 28...	(13,632.93)
Deposits and Credits - 3 it...	109.03
Total Uncleared Transactions	<u>(13,523.90)</u>
Register Balance as of 11/30/2024	<u>540,034.17</u>
New Transactions	
Checks and Payments - 3 i...	(856.51)
Total New Transactions	<u>(856.51)</u>
Ending Balance	<u>539,177.66</u>

12/04/24

Reconciliation Summary

1000 · Savings account, Period Ending 11/30/2024

	<u>Nov 30, 24</u>
Beginning Balance	126,082.65
Cleared Transactions	
Deposits and Credits - 1 item	<u>2.07</u>
Total Cleared Transactions	<u>2.07</u>
Cleared Balance	<u>126,084.72</u>
Register Balance as of 11/30/2024	126,084.72
Ending Balance	126,084.72

November 2024 adult services report

I answered 23 reference questions for 25 patrons in November, including 6 tech questions, no local history questions, and no legal questions. I served two Mennonite patrons last month. Interesting queries included travel books on Thailand, whether there are commercial flights from Penn Yan, books on herbal medicine, and writing a letter to help procure a Canadian birth certificate (but it turned out that librarians are not among the professions who are permitted to do so).

At least 106 patrons participated in 16 programs in November. We hosted two authors: Cynthia Neale discussing her local historical fiction novel *Catherine, Queen of the Tumbling Waters* and Mary Rosenberger on her local memoir *Freedom Village*. Good, interested crowds attended each. Aside from those, other standard ongoing programs continued – Gentle Chair Yoga, French Table, Tech Basics, Book Talk, and Pot Luck Club – as well as our collaborations with Alzheimer’s Association, Knit Together, and Keuka Writes.

I attended the monthly advisory meeting for the Office for the Aging and the Friends of the Library meeting,

Penn Yan Public Library
Monthly Youth Services Report to Board

NOVEMBER 2024 IN REVIEW

Students of the DRIVE program at Keuka College visited the library in mid-November as part of their career exploration unit. I gave them a tour and answered their questions. They were happy to know that the craft kids they assembled for us last spring entertained hundreds of kids this past summer! This has been a fruitful community partnership for both parties and we will surely continue working together. Other outside agencies worked with by either myself or Melissa in November include Safe Harbors of the Finger Lakes, Penn Yan Community Health, Penn Yan Middle School (we're bringing back Graphic Novel Book Club, this time at the middle school), St Michael School, and Keuka Lake School.

As a follow-up to last month's report, which noted decreased numbers of youth after school: walking pneumonia is making its way through PYCSD, hitting the middle school especially hard.

MEETINGS/TRAININGS ATTENDED

- *In-Be-Teen* Space webinar

NOVEMBER 2024 PROGRAMS

Programs: 21

Program Attendance: 246

NOTES

November saw the first in a series of 'Family Night' programs designed around meeting one of the NYSED's goals for public libraries: teaching caregivers how to develop pre-reading skills in the children they care for. Our 'Are We There Yet? Family Night' was themed around holiday travel, so I set up stations where parents/caregivers could make two simple, portable toys. The first, a sensory bag made with hair gel and a Ziplock bag, helps kids develop their fine motor skills (used for writing and pointing, among other things), and the second, made from popsicle sticks with Velcro dots, helps kids practice making shapes, a precursor to letter recognition. We also offered free pizza, invited folks to check out books for holiday travels, and had information about Libby available, since audiobooks can make going over the river and through the woods a little easier for everybody!

Submitted November 26, 2024 by Sarah Crevelling, Youth Services Librarian