

**AGENDA**  
**PENN YAN PUBLIC LIBRARY**  
**BOARD MEETING**  
**January 16th, 2025 6:30 PM**

**Call to Order**

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

\* December 19th Minutes (Present: Angela Gonzalez, Steve Darrow, Val Brechko, Andrew Robak, Jan Barrett, Bethany Snyder, Kristen Flynn-Comstock, Connie Glover)

**Financial Review**

\*Payment of bills for December 2025

**Library Director's Report**

**Standing Committee Reports**

- Finance Committee
- Policy Review Committee
- Building Committee
- Personnel Committee- Prenatal Care leave
- Nominating Committee

**Old Business**

- Reminder-Trustee training with STLS February 13<sup>th</sup> 5pm, Erika Jenns, Assist. Director, STLS, Fund raising, etc.
- Reminder- PYPL Friends are hosting Yates Chamber Afterhours on Wed. Feb 12th, 5pm

**New Business**

- \*Proposed Opioid Overdose Prevention Program Policy and Procedure
- \*Set Date for 2025-2026 Budget vote (Director suggested- Hearing 4-1, vote 4-8)

**\*Adjourn**

- Items with \* require Board action. Enclosures: December 19<sup>th</sup>, 2024 minutes, Budget and Balance sheets, Director's Report, Circulation Stats, Children's and Adult services reports, Proposed Opioid Overdose Prevention Program Policy and Procedure.

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

**Members Present: Angela Gonzalez, Steve Darrow, Val Brechko, Andrew Robak, Jan Barrett, Bethany Snyder, Kristen Flynn-Comstock, Connie Glover**

**Absent: Elizabeth Burris-Chase**

**Call to Order**

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

*Motion for the adoption of Agenda*

*Moved SP, 2nd SB, approved*

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

*Motion to approve November 21st<sup>th</sup> Minutes*

*Moved BS, 2nd SP, approved*

**Financial Review**

\*Payment of bills for November 2024

*Motion for Payment of bills for November 2024*

*Moved CG, 2nd JB, approved*

**Library Director's Report**

*Director filled the board in on updates including; Library credit card was shut off for fraud and is being replaced. Some notes on events from the past month. Library opened a 7 month CD with community bank. First electric bill for the EV charging stations came in, revenue has typically been double the electric charge.*

**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**

- \*2024 Draft Proposed Section 9 of Finance Policy.  
*Motion SP, Second SD, Approved*

- Trustee training with STLS February 13<sup>th</sup> 5pm, Erika Jenns, Assist. Director, STLS, Fund raising, etc.
- \*2025-2026 Finance Committee proposed Budget

*Motion JB, Second BS, Approved*

- Proposed Opioid Overdose Prevention Program Policy and Procedure

*Will vote on next meeting*

### **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.

*Motion JB, Second BS, Approved*

### **\*Adjourn**

*Motion to adjourn*

*Moved SP, 2<sup>nd</sup> JB, approved*

## **PYPL Executive Director's Report 1-16-25**

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

1/14 Family Counseling of the Finger Lakes EAP Resilience training, PYPL Staff Round table

### **Happenings:**

-Director on vacation 12/26/24-1/1/25

-On 1-8 Val and Angela opened a Money Market Account at Community Bank

-STLS Annual Meeting-request to hold at PYPL in October 3<sup>rd</sup> or 10<sup>th</sup>

- PYPL Friends are hosting Yates Chamber Afterhours on Feb 12<sup>th</sup>, 5pm (corrected Date).
- The Friends of PYPL annual Meeting is scheduled for March 6<sup>th</sup>. 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(?)



VID-GAME	104	151	109	128	119	93	120	83	149	114	95	122	1387	132	132	98	90	70	75	96	107	163	147	124	72	1306	124	95	76	75	89	84	
loaned to STLS	428	479	490	463	389	384	499	546	564	459	490	461	5652	524	470	405	407	395	373	476	416	421	487	427	395	5196	423	406	482	441	440	400	
Borrowed from STLS	618	634	553	572	461	374	504	519	599	418	405	476	6133	562	567	519	498	426	391	592	494	500	538	487	6067	573	555	579	536	471	436		
Total material circ	7811	7897	7041	6767	6446	5644	6415	6219	7610	5953	6283	6462	80548	7440	7509	6502	6649	6149	5221	6445	6390	6550	6922	6431	5792	78000	7058	7144	6627	6493	5747	5520	
downloads-overdrive	1248	1270	1219	1199	1011	1199	1306	1144	1276	1183	1112	1180	14347	1326	1267	1259	1262	1198	1294	1321	1278	1406	1305	1230	1345	15491	1375	1394	1343	1393	1369	1408	
overdrive magazines	74	65	77	106	118	112	133	113	105	84	91	98	1176	112	100	196	515	485	572	642	481	332	310	322	285	4352	273	253	281	303	307	319	
Freegal													0													0							
PAC	295	336	285	308	257	213	233	193	292	271	260	317	3260	340	314	279	244	205	171	174	185	221	214	237	240	2824	279	247	235	266	209	223	
Total circ with digital,PAC	9428	9568	8622	8380	7832	7168	8087	7669	9283	7491	7746	8057	99331	9218	9190	8236	8670	8037	7258	8582	8334	8509	8751	8220	7662	100667	8985	9038	8486	8455	7632	7470	
website visits	1665	1625							524	896	950	1225	6885	1305	1213	1005		984	982	1813	1529		1502	1312	1088	12733	1677	1508	1238	1317	1188	1174	
visits	4612	4358	6067	6122	5080	4329	4694	4888	5252	4188	5223	6504	61317	4350	4648	5530	5294	5294	3891	4073	4772	5176	4844	5081	5638	58591	5324	5029	4871	5126	4502	4435	
wireless	321	313	367	386	368	325	338	331	355	307	390	365	4166	334	338	400	367	318	321	322	333	369	379	372	365	4218	478	376	409	441	415	470	
													0													0							
new regist. Res	30	29	32	18	16	17	22	32	21	21	28	56	322	31	41	26	25		23	26	36	32	35	16	37	328	29	38	39	37	29	18	
non res	9	14	8	4	6	4	1	8	1	4	4	9	72	9	7	6	2		10	5	8	5	11	6	8	77	12	14	9	7	1	3	
additions to holdings													0													0							
cat books	128	95	131	114	105	65	120	96	93	107	110	98	1262	80	115	144	105	103	88	105	120	105	75	114	115	1269	140	105	135	125	88	32	
all other print	63	73	83	86	67	56	70	69	61	64	69	64	825	58	70	61	47	44	49	46	58	47	45	60	62	647	48	39	51	47	40	27	
audiobooks CDs	1	2	1		1	3	4	11	7	9	14	5	58	8	10	8	4	3		13	7	2	2	5	11	73	3	9	3	3	8	3	
DVDs	20	12	15	23	14	26	2	24	24	17	22	15	214	16	8	23	13	15	20	5	8	19	11	8	8	154	7	9	11	6	16	10	
vid games	1	3		1	3	2			1	1	6	2	20	2	2	3	1		6	1	1		1		4	21	4		3	3	2	6	
electronic												2	2													0							
kit		1											1													0				3	1		
microform													0													0							
av													0													0							
toy													0													0							

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

	Dec 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	101,106.19
<b>Total 1000 · Savings account</b>	126,084.72
1014 · Operating Acct	506,141.27
<b>Total Checking/Savings</b>	632,225.99
<b>Accounts Receivable</b>	
1261 · Accounts Receivable	0.43
<b>Total Accounts Receivable</b>	0.43
<b>Other Current Assets</b>	
1220 · Prepaid Expenses	
1250 · Insurance	0.26
1251 · Workers Comp	2,628.59
<b>Total 1220 · Prepaid Expenses</b>	2,628.85
1275 · Cash Held For Friends	29,396.70
1499 · Undeposited Funds	(0.35)
1300 · Investments	
1350 · CDs	295,091.73
<b>Total 1300 · Investments</b>	295,091.73
<b>Total Other Current Assets</b>	327,116.93
<b>Total Current Assets</b>	959,343.35
<b>Fixed Assets</b>	
1500 · Land	37,775.41
1501 · Building Improvemnt & Renovation	1,620,920.30
1502 · Office Equipment	104,429.27
1503 · Furniture & Fixtures	15,702.00
1504 · Construction in Progress	14,174.00
1510 · Accum Depreciatn - Fixed Assets	(947,991.61)
<b>Total Fixed Assets</b>	845,009.37
<b>TOTAL ASSETS</b>	1,804,352.72
<b>LIABILITIES &amp; EQUITY</b>	

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

	Dec 31, 24
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
2005 · Payables	36,759.00
<b>Total Accounts Payable</b>	36,759.00
<b>Other Current Liabilities</b>	
1260 · Staff Receivables	(0.36)
2042 · New York Paid Family Leave	10,253.20
2045 · Deferred Compensation	717.86
2010 · Accrued Payroll & Employee Ben	36,707.87
2020 · Cash Held for Library (Friends)	29,396.70
2027 · Deferred Tax	(129,169.00)
2028 · Pass Through Funds	0.23
2032 · Accrued FICA	0.04
2033 · Federal Withholding	(0.02)
2034 · NYS Withholding	0.28
2035 · Retirement	51,240.79
2036 · Sales Tax 8%	420.56
2038 · Employee Health Premiums	0.27
2046 · Voluntary Benefits	(1,302.25)
<b>Total Other Current Liabilities</b>	(1,733.83)
<b>Total Current Liabilities</b>	35,025.17
<b>Long Term Liabilities</b>	
2030 · Pension Liability	177,761.00
<b>Total Long Term Liabilities</b>	177,761.00
<b>Total Liabilities</b>	212,786.17
<b>Equity</b>	
3000 · General Fund Equity	470,674.42
3100 · Restricted Funds	
3101 · Watkins/Reiner	2,904.99
3102 · Hobart	13,674.85
3103 · Underwood	4,500.34
3100 · Restricted Funds - Other	100.00
<b>Total 3100 · Restricted Funds</b>	21,180.18
3900 · Retained Earnings	643,985.13
Net Income	455,726.82
<b>Total Equity</b>	1,591,566.55



01/08/25

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

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	<u>Dec 31, 24</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,804,352.72</u></u>

# Profit & Loss Budget vs. Actual

01/08/25

Accrual Basis

2024-2025 Budget v actual

	<u>Jul - Dec 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4100 · Printing Income				
4150 · Laser Printer	1,064.40	1,350.00	(285.60)	78.8%
<b>Total 4100 · Printing Income</b>	<b>1,064.40</b>	<b>1,350.00</b>	<b>(285.60)</b>	<b>78.8%</b>
4200 · Village	0.00	1,000.00	(1,000.00)	0.0%
4400 · Fines	481.44			
4500 · Lost/Damaged Books Refund	22.25			
4505 · Sale of Extraneous Materials	172.27			
4525 · Cafe Receipts	64.82	600.00	(535.18)	10.8%
4540 · Tax Income	867,556.36	750,208.00	117,348.36	115.6%
4550 · Miscellaneous	5,450.84			
4600 · LLSA	4,689.00	4,560.00	129.00	102.8%
4700 · Interest	10.54	150.00	(139.46)	7.0%
4800 · NonDesignated Donations	6,388.16	3,000.00	3,388.16	212.9%
<b>Total Income</b>	<b>885,900.08</b>	<b>760,868.00</b>	<b>125,032.08</b>	<b>116.4%</b>
<b>Expense</b>				
9480 · Family Passes	300.00			
<b>5000 · HUMAN RESOURCES</b>				
<b>5100 · Salaries</b>				
5110 · Library Director II	41,608.49	79,617.00	(38,008.51)	52.3%
5115 · Librarian I	66,168.86	125,138.00	(58,969.14)	52.9%
5130 · Clerical	134,400.06	242,011.00	(107,610.94)	55.5%
5135 · Building Staff	0.00	26,234.00	(26,234.00)	0.0%
<b>Total 5100 · Salaries</b>	<b>242,177.41</b>	<b>473,000.00</b>	<b>(230,822.59)</b>	<b>51.2%</b>
<b>5200 · Benefits</b>				
5210 · Medicare/SS	18,452.12	36,000.00	(17,547.88)	51.3%
5225 · HRA Contributions	15,513.12	50,090.00	(34,576.88)	31.0%
5230 · Disability	0.00	2,700.00	(2,700.00)	0.0%
5235 · Voluntary Benefits	(1,302.21)			
5240 · SUTA	937.70	4,500.00	(3,562.30)	20.8%
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%
<b>Total 5200 · Benefits</b>	<b>83,865.33</b>	<b>148,290.00</b>	<b>(64,424.67)</b>	<b>56.6%</b>
5300 · Payroll Costs	1,632.25	3,300.00	(1,667.75)	49.5%
5000 · HUMAN RESOURCES - Other	316.60			
<b>Total 5000 · HUMAN RESOURCES</b>	<b>327,991.59</b>	<b>624,590.00</b>	<b>(296,598.41)</b>	<b>52.5%</b>
<b>5400 · ADMINISTRATION</b>				
5415 · Hotspots	2,376.93	3,000.00	(623.07)	79.2%
5420 · Promotion	935.88	500.00	435.88	187.2%
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%

	<u>Jul - Dec 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>5440 · Accounting</b>				
5442 · Review/Audit	7,650.00	6,550.00	1,100.00	116.8%
5444 · Supplies	5.98	150.00	(144.02)	4.0%
5440 · Accounting - Other	121.65			
<b>Total 5440 · Accounting</b>	<b>7,777.63</b>	<b>6,700.00</b>	<b>1,077.63</b>	<b>116.1%</b>
<b>5450 · Equipment</b>	0.00	500.00	(500.00)	0.0%
5451 · Service Contract	583.27	1,000.00	(416.73)	58.3%
5452 · Toshiba copier	837.79	500.00	337.79	167.6%
<b>5460 · Office Supplies</b>				
5461 · Staff Room	29.93	150.00	(120.07)	20.0%
5462 · White Paper	149.96	300.00	(150.04)	50.0%
5463 · Other	239.46	500.00	(260.54)	47.9%
<b>Total 5460 · Office Supplies</b>	<b>419.35</b>	<b>950.00</b>	<b>(530.65)</b>	<b>44.1%</b>
<b>5470 · Training/Travel</b>	507.83	1,200.00	(692.17)	42.3%
5475 · Legal	0.00	800.00	(800.00)	0.0%
5480 · Dues	710.00	900.00	(190.00)	78.9%
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			
<b>Total 5400 · ADMINISTRATION</b>	<b>25,072.63</b>	<b>29,775.00</b>	<b>(4,702.37)</b>	<b>84.2%</b>
<b>5900 · BUILDINGS &amp; GROUNDS</b>				
<b>5910 · Utilities</b>				
5912 · Electric	2,491.10	6,000.00	(3,508.90)	41.5%
5913 · Sewer & Water	545.12	1,000.00	(454.88)	54.5%
5914 · Gas	201.87	300.00	(98.13)	67.3%
<b>Total 5910 · Utilities</b>	<b>3,238.09</b>	<b>7,300.00</b>	<b>(4,061.91)</b>	<b>44.4%</b>
<b>5920 · New Equipmnt</b>	0.00	300.00	(300.00)	0.0%
<b>5930 · Repairs &amp; Maint</b>				
5932 · Equipment	68.00	1,300.00	(1,232.00)	5.2%
5934 · Blding & Ground	461.13	7,000.00	(6,538.87)	6.6%
5930 · Repairs & Maint - Other	2,243.91			
<b>Total 5930 · Repairs &amp; Maint</b>	<b>2,773.04</b>	<b>8,300.00</b>	<b>(5,526.96)</b>	<b>33.4%</b>
<b>5940 · Maintenance Contracts</b>				
5943 · Trash Removal	309.03	550.00	(240.97)	56.2%
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%
5940 · Maintenance Contracts - ...	0.00			
<b>Total 5940 · Maintenance Contracts</b>	<b>1,098.03</b>	<b>2,550.00</b>	<b>(1,451.97)</b>	<b>43.1%</b>
<b>5970 · Supplies</b>				
5972 · Custodial	499.21	900.00	(400.79)	55.5%
5974 · Building	246.93	650.00	(403.07)	38.0%
5976 · building depreciation	0.00	1,000.00	(1,000.00)	0.0%

	<u>Jul - Dec 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
5970 · Supplies - Other	287.07			
Total 5970 · Supplies	1,033.21	2,550.00	(1,516.79)	40.5%
<b>Total 5900 · BUILDINGS &amp; GROUNDS</b>	<b>8,142.37</b>	<b>21,000.00</b>	<b>(12,857.63)</b>	<b>38.8%</b>
<b>6000 · TECH (NETWORK AND ILS)</b>				
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 I...	38,562.50	42,998.00	(4,435.50)	89.7%
<b>7100 · REFERENCE</b>				
7110 · Materials				
7120 · Reference Books	64.82	155.00	(90.18)	41.8%
Total 7110 · Materials	64.82	155.00	(90.18)	41.8%
<b>Total 7100 · REFERENCE</b>	<b>64.82</b>	<b>155.00</b>	<b>(90.18)</b>	<b>41.8%</b>
<b>7300 · ADULT SERVICES</b>				
7310 · Materials				
7315 · Print Materials				
7320 · Adult Fiction	3,257.23	10000.00	(6,742.77)	32.6%
7321 · Graphic Novels	163.32	350.00	(186.68)	46.7%
7330 · Adult Non Fiction	2,494.82	5,000.00	(2,505.18)	49.9%
7370 · Periodicals	2,813.53	4,500.00	(1,686.47)	62.5%
Total 7315 · Print Materials	8,728.90	19,850.00	(11,121.10)	44.0%
7380 · AV Materials				
7382 · Audio Books	961.34	3,000.00	(2,038.66)	32.0%
7384 · CD Music	59.20	200.00	(140.80)	29.6%
7386 · DVD	1,421.76	4,000.00	(2,578.24)	35.5%
Total 7380 · AV Materials	2,442.30	7,200.00	(4,757.70)	33.9%
Total 7310 · Materials	11,171.20	27,050.00	(15,878.80)	41.3%
7420 · Programming	1,756.71	1,500.00	256.71	117.1%
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%
<b>Total 7300 · ADULT SERVICES</b>	<b>13,074.55</b>	<b>29,600.00</b>	<b>(16,525.45)</b>	<b>44.2%</b>
<b>7500 · YOUTH SERVICES</b>				
7510 · Materials				
7515 · Print Materials				
7520 · E	461.98	1,500.00	(1,038.02)	30.8%

	<b>Jul - Dec 24</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
7530 · J Fiction	658.66	1,500.00	(841.34)	43.9%
7540 · J Non-Fiction	506.41	800.00	(293.59)	63.3%
7550 · YA	484.76	1,200.00	(715.24)	40.4%
7560 · Realia(Non-Book)	46.20	300.00	(253.80)	15.4%
<b>Total 7515 · Print Materials</b>	<b>2,158.01</b>	<b>5,300.00</b>	<b>(3,141.99)</b>	<b>40.7%</b>
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	813.91	1,200.00	(386.09)	67.8%
<b>Total 7580 · AV Materials</b>	<b>813.91</b>	<b>1,500.00</b>	<b>(686.09)</b>	<b>54.3%</b>
<b>Total 7510 · Materials</b>	<b>2,971.92</b>	<b>6,800.00</b>	<b>(3,828.08)</b>	<b>43.7%</b>
7620 · Programming	2,873.39	2,400.00	473.39	119.7%
<b>Total 7500 · YOUTH SERVICES</b>	<b>5,845.31</b>	<b>9,200.00</b>	<b>(3,354.69)</b>	<b>63.5%</b>
8100 · TECHNICAL SERVICES				
8155 · Processing Costs	213.74	800.00	(586.26)	26.7%
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	67.98	750.00	(682.02)	9.1%
<b>Total 8161 · Tech Supplies</b>	<b>67.98</b>	<b>1,450.00</b>	<b>(1,382.02)</b>	<b>4.7%</b>
<b>Total 8100 · TECHNICAL SERVICES</b>	<b>281.72</b>	<b>2,250.00</b>	<b>(1,968.28)</b>	<b>12.5%</b>
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	148.55	100.00	48.55	148.6%
8295 · Unique Management	360.50	500.00	(139.50)	72.1%
<b>Total 8200 · CIRCULATION</b>	<b>996.90</b>	<b>1,300.00</b>	<b>(303.10)</b>	<b>76.7%</b>
<b>Total Expense</b>	<b>420,332.39</b>	<b>760,868.00</b>	<b>(340,535.61)</b>	<b>55.2%</b>
<b>Net Ordinary Income</b>	<b>465,567.69</b>	<b>0.00</b>	<b>465,567.69</b>	<b>100.0%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
9450 · Chargepoint Income	1,332.29			
8400 · NON-BUDGETED DONATIONS				
8415 · Friends - Materials/Equipme...	(76.00)			
8425 · Hobart/Watkins/Reiner	183.03			
<b>Total 8400 · NON-BUDGETED DONA...</b>	<b>107.03</b>			
9000 · Landscaping Project Income				

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	<u>Jul - Dec 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
9025 · Donations	18.81			
Total 9000 · Landscaping Project Inc...	18.81			
Total Other Income	1,458.13			
Other Expense				
9126 · Master Plan Phase 1 expenses	11,299.00			
Total Other Expense	11,299.00			
Net Other Income	(9,840.87)			
Net Income	<u>455,726.82</u>	<u>0.00</u>	<u>455,726.82</u>	<u>100.0%</u>

Penn Yan Public Library  
MONTHLY INCOME & EXPENSE  
December 2024

	Dec 24
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4100 · Printing Income	
4150 · Laser Printer	141.21
<b>Total 4100 · Printing Income</b>	<b>141.21</b>
4400 · Fines	53.00
4500 · Lost/Damaged Books Refund	24.00
4505 · Sale of Extraneous Materials	17.13
4525 · Cafe Receipts	9.26
4550 · Miscellaneous	1,470.84
4600 · LLSA	4,689.00
4800 · NonDesignated Donations	4,186.36
<b>Total Income</b>	<b>10,590.80</b>
<b>Expense</b>	
9480 · Family Passes	300.00
5000 · HUMAN RESOURCES	
5100 · Salaries	
5110 · Library Director II	6,124.38
5115 · Librarian I	9,625.98
5130 · Clerical	19,512.36
<b>Total 5100 · Salaries</b>	<b>35,262.72</b>
5200 · Benefits	
5210 · Medicare/SS	2,686.14
5225 · HRA Contributions	370.00
5235 · Voluntary Benefits	(200.34)
5240 · SUTA	56.70
<b>Total 5200 · Benefits</b>	<b>2,912.50</b>
5300 · Payroll Costs	259.68
<b>Total 5000 · HUMAN RESOURCES</b>	<b>38,434.90</b>
5400 · ADMINISTRATION	
5420 · Promotion	129.89
5440 · Accounting	
5442 · Review/Audit	800.00
5440 · Accounting - Other	121.65
<b>Total 5440 · Accounting</b>	<b>921.65</b>
5451 · Service Contract	19.22
5452 · Toshiba copier	137.50
5460 · Office Supplies	
5461 · Staff Room	29.93
5463 · Other	29.65
<b>Total 5460 · Office Supplies</b>	<b>59.58</b>
5470 · Training/Travel	18.09
5480 · Dues	235.00
<b>Total 5400 · ADMINISTRATION</b>	<b>1,520.93</b>
5900 · BUILDINGS & GROUNDS	
5910 · Utilities	
5912 · Electric	549.14
5913 · Sewer & Water	105.69
5914 · Gas	34.01
<b>Total 5910 · Utilities</b>	<b>688.84</b>
5930 · Repairs & Maint	
5932 · Equipment	68.00

Penn Yan Public Library  
MONTHLY INCOME & EXPENSE  
December 2024

	Dec 24
5934 · Blding & Ground	285.99
<b>Total 5930 · Repairs &amp; Maint</b>	<b>353.99</b>
5940 · Maintenance Contracts	
5943 · Trash Removal	51.19
<b>Total 5940 · Maintenance Contracts</b>	<b>51.19</b>
5970 · Supplies	
5972 · Custodial	21.08
5974 · Building	75.70
<b>Total 5970 · Supplies</b>	<b>96.78</b>
<b>Total 5900 · BUILDINGS &amp; GROUNDS</b>	<b>1,190.80</b>
<b>7300 · ADULT SERVICES</b>	
7310 · Materials	
7315 · Print Materials	
7320 · Adult Fiction	435.61
7330 · Adult Non Fiction	208.44
<b>Total 7315 · Print Materials</b>	<b>644.05</b>
7380 · AV Materials	
7382 · Audio Books	64.98
7384 · CD Music	23.98
7386 · DVD	320.86
<b>Total 7380 · AV Materials</b>	<b>409.82</b>
<b>Total 7310 · Materials</b>	<b>1,053.87</b>
7420 · Programming	43.59
<b>Total 7300 · ADULT SERVICES</b>	<b>1,097.46</b>
<b>7500 · YOUTH SERVICES</b>	
7510 · Materials	
7515 · Print Materials	
7520 · E	55.87
7530 · J Fiction	77.09
7540 · J Non-Fiction	69.94
7550 · YA	44.13
7560 · Realia(Non-Book)	35.91
<b>Total 7515 · Print Materials</b>	<b>282.94</b>
7580 · AV Materials	
7588 · Video Games	144.33
<b>Total 7580 · AV Materials</b>	<b>144.33</b>
<b>Total 7510 · Materials</b>	<b>427.27</b>
7620 · Programming	183.44
<b>Total 7500 · YOUTH SERVICES</b>	<b>610.71</b>
<b>8100 · TECHNICAL SERVICES</b>	
8155 · Processing Costs	27.99
8161 · Tech Supplies	
8167 · Misc	(3.12)
<b>Total 8161 · Tech Supplies</b>	<b>(3.12)</b>
<b>Total 8100 · TECHNICAL SERVICES</b>	<b>24.87</b>
<b>8200 · CIRCULATION</b>	
8280 · Mailing Supplies	148.55



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Penn Yan Public Library  
MONTHLY INCOME & EXPENSE  
December 2024

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	<u>Dec 24</u>
8295 · Unique Management	<u>10.30</u>
Total 8200 · CIRCULATION	<u>158.85</u>
Total Expense	<u>43,338.52</u>
Net Ordinary Income	(32,747.72)
Other Income/Expense	
Other Income	
8400 · NON-BUDGETED DONATIONS	
8425 · Hobart/Watkins/Reiner	<u>(35.62)</u>
Total 8400 · NON-BUDGETED DONATIONS	<u>(35.62)</u>
Total Other Income	<u>(35.62)</u>
Net Other Income	<u>(35.62)</u>
Net Income	<u><u>(32,783.34)</u></u>

## **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.

## **December 2024 adult services report**

I answered 19 reference questions for 19 patrons in December, a pretty low number, but in keeping with the winter and holiday doldrums. I answered 10 tech questions, 1 local history question, and no legal questions. I served one Mennonite patron last month. Interesting queries: "Does this sound like a scam to you?" (yes, yes it did); how to gain access to a deceased relative's locked iPad.

A nice round 500 people attended programs in December, a number boosted entirely by the 447 entries to our annual holiday door prize giveaway. The other big draws were Knit Together, Chair Yoga (6 people in one session), and Knit Together (9 people at our bimonthly visit to the Lyonsmith, this time to make faux "stained glass" watercolor cards). We had to cancel our planned Cookie Exchange due to low registration, and other programs, such as Pot Luck Club, Keuka Writes, and the second yoga session were on hold for the holidays.

The annual law library board meeting was held in December, for which I took minutes and provided the report on the library's upcoming remodel, as well as on our array of services and programs for adults and youth. The other members of the board, including Yates County Judge Mac Stutzman and New York Court System librarian Tim Hunt, were suitably impressed. The law library itself, a required fixture in each county as established by state statute, continues to serve the research needs of local lawyers and litigants through an up-to-date collection of physical materials and digital materials that include a subscription to the Lexis and Westlaw databases, all provided to us free of charge by the court system.

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

### *DECEMBER 2024 IN REVIEW*

A whirlwind of a month saw us making more than 25 grilled cheese sandwiches on a half-day of school, starting a new “Homeschool Hangout” program, welcoming the crowds to the library during StarShine, and offering our usual smorgasbord of storytimes to the public and to school-based audiences. The two full weeks of school break led to a very quiet library, which gave me time to work on one of my annual goals (revamping the currently-unwieldy program attendance spreadsheet) and to do some research for an upcoming collaboration with Penn Yan Middle School (some students will be taking a field trip to the public library as a sort of capstone for their media literacy unit).

### *MEETINGS/TRAININGS ATTENDED*

- *Rethinking Summer Reading* webinar
- *Gather & Grow* virtual conference
- STLS Teen Services informal support group virtual meeting
- Informal virtual meeting with the Living Well and Yates CCE re: offering programming in summer 2025 at local subsidized housing complexes—this dovetails nicely with the info in the *Notes* section below.

### *DECEMBER 2024 PROGRAMS*

Programs: 29

Program Attendance: 358 (includes 60 take-home kits)

### *NOTES*

The *Rethinking Summer Reading* webinar was thought-provoking. Presenter Courtney Tsahalis (Director of the public library in Millbrook, NY) reviewed current research on what makes a summer reading encouragement program (SREP) effective. In a nutshell: SREPs traditionally reach folks who already have access to and who value libraries and books, who tend to be higher-income. However, outreach to lower-income populations is essential if the goal is to encourage youth to engage with books and reading. This reinforces my decision to make free books the prizes earned by youth who participate in our SREP, and also encourages me to offer more outreach in more places during the SREP. Anyone who would like to view the presenter’s slides for more in-depth information can find them online at <https://tinyurl.com/RSRpresentation>

*Submitted January 3, 2025 by Sarah Crevelling, Youth Services Librarian*