

**AGENDA**  
**PENN YAN PUBLIC LIBRARY**  
**BOARD MEETING**  
**February 13<sup>th</sup>, 2025 6:30pm**

**Board Training with Erika Jenns from STLS 5pm**

**Call to Order**

- Public Comment
  - Additional Agenda Items?
  - \*Adoption of Agenda
- \* January 16th Minutes (Present: Angela Gonzalez, Val Brechko, Andrew Robak, Elizabeth Burris-Chase, Sharon Pinckney, Bethany Snyder, Kristen Flynn-Comstock, Jan Barrett)

**Financial Review**

- \*Payment of bills for January 2025

**Library Director's Report**

**Standing Committee Reports**

- Finance Committee
- Policy Review Committee
- Building Committee
- Personnel Committee- met 1-16
- Nominating Committee

**Old Business**

Proposed Prenatal Leave Policy

- \*Library closing until 1pm on Oct. 3rd for hosting the Southern Tier Library System annual meeting

**New Business**

- \* Move June Board meeting because it occurs on Juneteenth this year, Director suggested date: June 12<sup>th</sup>
- \*Poll Clerks and Inspectors (Lauren Williams-Chair of Election, Laurie MacKerchar, Chief of Inspection)

\*2023-2024 Annual Report – *Wording: The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on 2-13-2025.*

**\*Adjourn**

Items with \* require Board action. Enclosures: Jan 16<sup>th</sup>, 2025 minutes, Budget and Balance sheets, Director's Report, Circulation Stats, Children's and Adult services reports, Proposed Prenatal Leave Policy 23-24 Annual Report

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

**Members Present: Angela Gonzalez, Val Brechko, Andrew Robak, Elizabeth Burris-Chase, Sharon Pinckney, Bethany Snyder, Kristen Flynn-Comstock, Jan Barrett**

**Absent: Connie Glover, Steve Darrow**

**Call to Order**

- Public Comment -none present
- Additional Agenda Items -none
- \*Adoption of Agenda

*Motion for the adoption of Agenda*

*Moved KC, 2nd SP, approved*

**\* December 19th Minutes**

*Motion to approve Dec 19th<sup>s</sup> Minutes*

*Moved SP , 2nd BS, approved, with correction: Kristen Flynn Comstock was absent*

**Financial Review**

\*Payment of bills for December 2024

*Motion for Payment of bills for December 2024*

*Moved KC, 2nd EBC, approved*

**Library Director's Report**

*-\$100,000 moved into a money market account*

*-STLS is asking to have the annual meeting here in October, Director will check on parking lot availability for about 75 additional people.*

**Standing Committee Reports**

-Finance Committee -did not meet

-Policy Review Committee -did not meet

-Building Committee -did not meet

-Personnel Committee- Met 1/16/2025 discussing Prenatal Care leave policy

-Nominating Committee -did not meet

**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 After Hours on Wed. Feb 12th, 5pm

**New Business**

- \*Proposed Opioid Overdose Prevention Program Policy and Procedure

Motion to approve opioid policy

Moved SP, 2nd JB, approved

- \*Set Date for 2025-2026 Budget vote Hearing will be in April; 4-1, vote 4-8 from 9 am to 8 pm)

Motion to approve date for budget vote

Moved SP, 2nd JB, approved

**\*Adjourn**

*Motion to adjourn*

*Moved SP, 2nd KC, approved*

## **PYPL Executive Director's Report 2-13-25**

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

1/22 Bed Bugs in Libraries" with Nellie Brown, STLS

1/24 Ask the HR expert: New Laws in the New Year, SCLRC webinar

1/27 STLS Digital Library Advisory Group

1/27 Mango Languages training, STLS

1/29 STLS Directors Advisory Council meeting

1/29 Kanopy training, STLS

### **Happenings:**

-I submitted the New York tax cap form and the Workers Compensation Insurance Audit form on 1-22-25.

-We opened 2 hours late on 1-28 due to weather and one hour late on 2-6.

-STLS is collecting advocacy postcards.

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- 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>.
- 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(?)

## **2.16 Prenatal Leave**

All Penn Yan Public Library employees may take 20 hours of Paid Prenatal Leave each year. Employees may use Paid Prenatal Leave time in one hour, quarter day, half day or full day increments.

Employees are entitled to take Paid Prenatal Leave for prenatal health care appointments during or related to their pregnancy. Pregnancy-related health care appointments include: physical examinations, medical procedures, monitoring, testing, discussions with a health care provider needed to ensure a healthy pregnancy, end of pregnancy care, and fertility treatment.

Health care appointments after pregnancy are not covered by Paid Prenatal Leave and only the employee directly receiving prenatal health care may use Paid Prenatal Leave.

Paid Prenatal Leave is measured in 52-week periods. An employee is entitled to 20 hours beginning on the date they first utilize the leave and ending 52 weeks later. Unused benefit hours do not carry over to the following 52-week period.

checkouts	22-23		July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	22-23	23-24	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	23-24	24-25	Aug	Sept	Oct	Nov	Dec	Jan	
	total	July													total	July																				
ADPBKFC	82	78	86	67	54	39	51	44	59	26	43	32	661	47	37	43	48	31	25	60	54	53	53	53	57	561	63	61	52	64	66	41	24			
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	16	24	36	23			
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	634	529	485	578			
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	390	369	361	473			
AUDIOBKAS													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	89	62	71	66			
AV-hotspot	99	101	79	59	60	55	77	61	70	66	74	43	844	51	70	72	58	75	61	34	55	72	84	66	76	774	41	92	90	80	75	85	96			
AV-EQUIP				3									3										1	4	1	6	2	1	8	6						
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	4	1	3	9				
COMPUTER-laptops	1			2				1					4	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			2	4	4	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	7	6	5	4			
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	10	6	11	1				
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	5	7	3	2			
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	1440	1302	1335	1303			
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				2			
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	278	317	227	239			
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	9	19	11	12			
JUVPBK	5	2	1			2		2	2	2		1	17		1	1		1		1	3	5	2	2	16	2	1							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	2	2	6	2			
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	548	438	427	531			
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	90	49	97	99			
MICROFORM	8		8						16	8	8		48	16									8		8	32		8	8			16	8			
MIXEDMEDIA								2					2	8											1	9		1	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	41	25	25	6			
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	43	34	22	35			
NEW-BKFN													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	382	329	326	312			
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	123	122	97	125			
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	19	19	12	21			
NEWJUVFIC	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	106	118	101	102			
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	46	44	52	48			
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	14	7	1	7			
NEWMAGAZIN	4	8	3	6	4	7	7	3	4	2			48	3												3										
NEWMUSCD	15	4						3	9	7	13	14	65	8	3	10	5		1	5	15	10	1	1	2	61	1	5	6	8	4	13	1			
NEWSPAPER													0													0										
NEW-VIDDVD	190	45	42	113	177	235	280	225	317	287	374	418	2703	378	406	299	366	245	258	307	229	255	274	219	167	3403	180	200	163	164	167	167	202			
PGMRESOURC							8	1					9													0										
REF-BOOK	6	4				1	1	4					16				1	2	1	1	2	1		1	1	11			2							
ROTATING	3						1						26	30	26	3	1								1	31	1									
SOFTWARE		1								1	1	1	4					1	1			1	1	1		5										
STLSEQUIP													0													0										
TABLET													0													0										
TESTBOOK													0													2	2									
TOY													0														0									
UNBARCODED	5	7	4	3	3	1	1		1	1	1	1	28	2	2	1	1	1		2	1	1	1	1	1	14	2	1	4	1	1	3	1			
UNDEFINED													0													0										
VIDEO-DVD	929	1059	862	844	796	551	614	580	814	584	533	521	8687	537	662	678	733	720	595	654	786	753	739	699	557	8113	599	685	659	816	600	555	562			
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	93			
loaned to STLS	428	479	490	463	389	384	499	546	564	459	490	461	5652																							



Penn Yan Public Library  
Balance Sheet  
As of January 31, 2025

	Jan 31, 25
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1015 · Public Funds Money Market	99,995.60
1000 · Savings account	
1018 · Non designated	6,815.03
1028 · Phase IV Money	18,163.50
1000 · Savings account - Other	1,109.26
	26,087.79
1014 · Operating Acct	450,088.64
	576,172.03
<b>Accounts Receivable</b>	
1261 · Accounts Receivable	0.43
	0.43
<b>Other Current Assets</b>	
1220 · Prepaid Expenses	
1250 · Insurance	0.26
1251 · Workers Comp	2,628.59
	2,628.85
1275 · Cash Held For Friends	29,396.70
1499 · Undeposited Funds	(0.35)
1300 · Investments	
1350 · CDs	295,091.73
	295,091.73
<b>Total Other Current Assets</b>	327,116.93
<b>Total Current Assets</b>	903,289.39
<b>Fixed Assets</b>	
1500 · Land	37,775.41
1501 · Building Improvemt & 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)
	845,009.37
<b>Total Fixed Assets</b>	845,009.37
<b>TOTAL ASSETS</b>	1,748,298.76



Penn Yan Public Library  
Balance Sheet  
As of January 31, 2025

	Jan 31, 25
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
2005 · Payables	36,759.00
<b>Total Accounts Payable</b>	<b>36,759.00</b>
<b>Other Current Liabilities</b>	
1260 · Staff Receivables	(0.36)
2042 · New York Paid Family Leave	10,392.77
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	(423,535.65)
2028 · Pass Through Funds	0.23
2032 · Accrued FICA	0.04
2033 · Federal Withholding	(0.02)
2034 · NYS Withholding	0.28
2035 · Retirement	51,241.94
2036 · Sales Tax 8%	470.90
2038 · Employee Health Premiums	0.27
2046 · Voluntary Benefits	(1,702.93)
<b>Total Other Current Liabilities</b>	<b>(296,310.10)</b>
<b>Total Current Liabilities</b>	<b>(259,551.10)</b>
<b>Long Term Liabilities</b>	
2030 · Pension Liability	177,761.00
<b>Total Long Term Liabilities</b>	<b>177,761.00</b>
<b>Total Liabilities</b>	<b>(81,790.10)</b>
<b>Equity</b>	
3000 · General Fund Equity	470,674.42
<b>3100 · Restricted Funds</b>	
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>	<b>21,180.18</b>
3900 · Retained Earnings	643,985.13
Net Income	694,249.13
<b>Total Equity</b>	<b>1,830,088.86</b>

02/08/25

Penn Yan Public Library  
Balance Sheet  
As of January 31, 2025

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	<u>Jan 31, 25</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,748,298.76</u></u>

Penn Yan Public Library  
MONTHLY INCOME & EXPENSE  
January 2025

	Jan 25
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4100 · Printing Income	
4150 · Laser Printer	231.53
<b>Total 4100 · Printing Income</b>	<b>231.53</b>
4400 · Fines	106.95
4500 · Lost/Damaged Books Refund	50.90
4505 · Sale of Extraneous Materials	24.30
4525 · Cafe Receipts	29.63
4540 · Tax Income	58,873.33
4700 · Interest	1.54
4800 · NonDesignated Donations	220.11
<b>Total Income</b>	<b>59,538.29</b>
<b>Expense</b>	
<b>5000 · HUMAN RESOURCES</b>	
5100 · Salaries	
5110 · Library Director II	6,124.38
5115 · Librarian I	9,625.97
5130 · Clerical	20,232.75
<b>Total 5100 · Salaries</b>	<b>35,983.10</b>
5200 · Benefits	
5210 · Medicare/SS	2,741.24
5225 · HRA Contributions	4,143.60
5230 · Disability	2,506.98
5235 · Voluntary Benefits	(200.34)
5240 · SUTA	755.65
5250 · Workmens Compensation	3,626.00
<b>Total 5200 · Benefits</b>	<b>13,573.13</b>
5300 · Payroll Costs	447.68
<b>Total 5000 · HUMAN RESOURCES</b>	<b>50,003.91</b>
<b>5400 · ADMINISTRATION</b>	
5415 · Hotspots	958.85
5420 · Promotion	900.00
5435 · Insurance	1,035.00
5451 · Service Contract	60.00
5452 · Toshiba copier	(165.60)
5460 · Office Supplies	
5462 · White Paper	43.99
5463 · Other	89.12
<b>Total 5460 · Office Supplies</b>	<b>133.11</b>
5490 · Misc	5.00
<b>Total 5400 · ADMINISTRATION</b>	<b>2,926.36</b>
<b>5900 · BUILDINGS &amp; GROUNDS</b>	
5910 · Utilities	
5912 · Electric	512.83
5913 · Sewer & Water	97.71
5914 · Gas	33.28
<b>Total 5910 · Utilities</b>	<b>643.82</b>
5940 · Maintenance Contracts	
5943 · Trash Removal	54.75
5945 · Fire Protection	486.00
5946 · Snow Plowing	250.00

Penn Yan Public Library  
MONTHLY INCOME & EXPENSE  
January 2025

	Jan 25
Total 5940 · Maintenance Contracts	790.75
5970 · Supplies	
5972 · Custodial	289.08
5974 · Building	60.15
Total 5970 · Supplies	349.23
Total 5900 · BUILDINGS & GROUNDS	1,783.80
6000 · TECH (NETWORK AND ILS)	
6100 · New Hardware	540.28
6300 · Maintenance	262.50
Total 6000 · TECH (NETWORK AND ILS)	802.78
7300 · ADULT SERVICES	
7310 · Materials	
7315 · Print Materials	
7320 · Adult Fiction	82.64
7330 · Adult Non Fiction	99.70
Total 7315 · Print Materials	182.34
7380 · AV Materials	
7382 · Audio Books	122.97
7386 · DVD	291.62
Total 7380 · AV Materials	414.59
7310 · Materials - Other	294.00
Total 7310 · Materials	890.93
7420 · Programming	422.60
Total 7300 · ADULT SERVICES	1,313.53
7500 · YOUTH SERVICES	
7510 · Materials	
7515 · Print Materials	
7520 · E	8.39
7530 · J Fiction	56.26
7540 · J Non-Fiction	27.72
Total 7515 · Print Materials	92.37
7580 · AV Materials	
7588 · Video Games	185.33
Total 7580 · AV Materials	185.33
7510 · Materials - Other	20.00
Total 7510 · Materials	297.70
7620 · Programming	41.98
Total 7500 · YOUTH SERVICES	339.68
8100 · TECHNICAL SERVICES	
8155 · Processing Costs	7.15
Total 8100 · TECHNICAL SERVICES	7.15
Total Expense	57,177.21
Net Ordinary Income	2,361.08
Other Income/Expense	
Other Income	
9450 · Chargepoint Income	873.13

02/08/25

Penn Yan Public Library  
MONTHLY INCOME & EXPENSE  
January 2025

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	Jan 25
8400 · NON-BUDGETED DONATIONS	
8425 · Hobart/Watkins/Reiner	(42.98)
<b>Total 8400 · NON-BUDGETED DONATIONS</b>	<b>(42.98)</b>
<b>Total Other Income</b>	<b>830.15</b>
<b>Other Expense</b>	
9475 · Chargepoint Expense	164.37
<b>Total Other Expense</b>	<b>164.37</b>
<b>Net Other Income</b>	<b>665.78</b>
<b>Net Income</b>	<b>3,026.86</b>

# Profit & Loss Budget vs. Actual

02/08/25

Accrual Basis

2024-2025 Budget v actual

	Jul '24 - Jan ...	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4100 · Printing Income				
4150 · Laser Printer	1,295.93	1,350.00	(54.07)	96.0%
<b>Total 4100 · Printing Income</b>	1,295.93	1,350.00	(54.07)	96.0%
4200 · Village	0.00	1,000.00	(1,000.00)	0.0%
4400 · Fines	588.39			
4500 · Lost/Damaged Books Refund	73.15			
4505 · Sale of Extraneous Materials	196.57			
4525 · Cafe Receipts	94.45	600.00	(505.55)	15.7%
4540 · Tax Income	1,161,923.01	750,208.00	411,715.01	154.9%
4550 · Miscellaneous	5,450.84			
4600 · LLSA	4,689.00	4,560.00	129.00	102.8%
4700 · Interest	14.21	150.00	(135.79)	9.5%
4800 · NonDesignated Donations	6,608.27	3,000.00	3,608.27	220.3%
<b>Total Income</b>	1,180,933.82	760,868.00	420,065.82	155.2%
<b>Expense</b>				
9480 · Family Passes	300.00			
<b>5000 · HUMAN RESOURCES</b>				
<b>5100 · Salaries</b>				
5110 · Library Director II	47,732.87	79,617.00	(31,884.13)	60.0%
5115 · Librarian I	75,794.83	125,138.00	(49,343.17)	60.6%
5130 · Clerical	154,632.81	242,011.00	(87,378.19)	63.9%
5135 · Building Staff	0.00	26,234.00	(26,234.00)	0.0%
<b>Total 5100 · Salaries</b>	278,160.51	473,000.00	(194,839.49)	58.8%
<b>5200 · Benefits</b>				
5210 · Medicare/SS	21,193.36	36,000.00	(14,806.64)	58.9%
5225 · HRA Contributions	19,656.72	50,090.00	(30,433.28)	39.2%
5230 · Disability	2,506.98	2,700.00	(193.02)	92.9%
5235 · Voluntary Benefits	(1,502.55)			
5240 · SUTA	1,693.35	4,500.00	(2,806.65)	37.6%
5250 · Workmens Compensation	6,380.60	4,500.00	1,880.60	141.8%
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>	97,438.46	148,290.00	(50,851.54)	65.7%
5300 · Payroll Costs	2,079.93	3,300.00	(1,220.07)	63.0%
5000 · HUMAN RESOURCES - Other	316.60			
<b>Total 5000 · HUMAN RESOURCES</b>	377,995.50	624,590.00	(246,594.50)	60.5%
<b>5400 · ADMINISTRATION</b>				
5415 · Hotspots	3,335.78	3,000.00	335.78	111.2%
5420 · Promotion	1,835.88	500.00	1,335.88	367.2%
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	10,415.23	8,675.00	1,740.23	120.1%

	Jul '24 - Jan ...	Budget	\$ Over Budget	% of Budget
<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	643.27	1,000.00	(356.73)	64.3%
5452 · Toshiba copier	672.19	500.00	172.19	134.4%
<b>5460 · Office Supplies</b>				
5461 · Staff Room	29.93	150.00	(120.07)	20.0%
5462 · White Paper	193.95	300.00	(106.05)	64.7%
5463 · Other	328.58	500.00	(171.42)	65.7%
<b>Total 5460 · Office Supplies</b>	<b>552.46</b>	<b>950.00</b>	<b>(397.54)</b>	<b>58.2%</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	88.71			
<b>Total 5400 · ADMINISTRATION</b>	<b>27,998.99</b>	<b>29,775.00</b>	<b>(1,776.01)</b>	<b>94.0%</b>
<b>5900 · BUILDINGS &amp; GROUNDS</b>				
<b>5910 · Utilities</b>				
5912 · Electric	2,905.10	6,000.00	(3,094.90)	48.4%
5913 · Sewer & Water	642.83	1,000.00	(357.17)	64.3%
5914 · Gas	235.15	300.00	(64.85)	78.4%
<b>Total 5910 · Utilities</b>	<b>3,783.08</b>	<b>7,300.00</b>	<b>(3,516.92)</b>	<b>51.8%</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	363.78	550.00	(186.22)	66.1%
5945 · Fire Protection	1,275.00	1,000.00	275.00	127.5%
5946 · Snow Plowing	250.00	1,000.00	(750.00)	25.0%
5940 · Maintenance Contracts - ...	0.00			
<b>Total 5940 · Maintenance Contracts</b>	<b>1,888.78</b>	<b>2,550.00</b>	<b>(661.22)</b>	<b>74.1%</b>
<b>5970 · Supplies</b>				
5972 · Custodial	788.29	900.00	(111.71)	87.6%
5974 · Building	307.08	650.00	(342.92)	47.2%
5976 · building depreciation	0.00	1,000.00	(1,000.00)	0.0%

	<u>Jul '24 - Jan ...</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
5970 · Supplies - Other	287.07			
Total 5970 · Supplies	1,382.44	2,550.00	(1,167.56)	54.2%
Total 5900 · BUILDINGS & GROUNDS	9,827.34	21,000.00	(11,172.66)	46.8%
6000 · TECH (NETWORK AND ILS)				
6100 · New Hardware	2,426.28	2,750.00	(323.72)	88.2%
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	1,206.00	3,000.00	(1,794.00)	40.2%
6400 · ILS Software	35,733.00	36,448.00	(715.00)	98.0%
Total 6000 · TECH (NETWORK AND I...	39,365.28	42,998.00	(3,632.72)	91.6%
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	3,339.87	10000.00	(6,660.13)	33.4%
7321 · Graphic Novels	163.32	350.00	(186.68)	46.7%
7330 · Adult Non Fiction	2,594.52	5,000.00	(2,405.48)	51.9%
7370 · Periodicals	2,813.53	4,500.00	(1,686.47)	62.5%
Total 7315 · Print Materials	8,911.24	19,850.00	(10,938.76)	44.9%
7380 · AV Materials				
7382 · Audio Books	1,084.31	3,000.00	(1,915.69)	36.1%
7384 · CD Music	59.20	200.00	(140.80)	29.6%
7386 · DVD	1,713.38	4,000.00	(2,286.62)	42.8%
Total 7380 · AV Materials	2,856.89	7,200.00	(4,343.11)	39.7%
7310 · Materials - Other	294.00			
Total 7310 · Materials	12,062.13	27,050.00	(14,987.87)	44.6%
7420 · Programming	2,179.31	1,500.00	679.31	145.3%
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	14,388.08	29,600.00	(15,211.92)	48.6%
7500 · YOUTH SERVICES				
7510 · Materials				



	<u>Jul '24 - Jan ...</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>7515 · Print Materials</b>				
<b>7520 · E</b>	470.37	1,500.00	(1,029.63)	31.4%
<b>7530 · J Fiction</b>	714.92	1,500.00	(785.08)	47.7%
<b>7540 · J Non-Fiction</b>	534.13	800.00	(265.87)	66.8%
<b>7550 · YA</b>	484.76	1,200.00	(715.24)	40.4%
<b>7560 · Realia(Non-Book)</b>	46.20	300.00	(253.80)	15.4%
<b>Total 7515 · Print Materials</b>	<u>2,250.38</u>	<u>5,300.00</u>	<u>(3,049.62)</u>	<u>42.5%</u>
<b>7580 · AV Materials</b>				
<b>7582 · Audiobooks</b>	0.00	200.00	(200.00)	0.0%
<b>7584 · Music CD</b>	0.00	100.00	(100.00)	0.0%
<b>7588 · Video Games</b>	999.24	1,200.00	(200.76)	83.3%
<b>Total 7580 · AV Materials</b>	<u>999.24</u>	<u>1,500.00</u>	<u>(500.76)</u>	<u>66.6%</u>
<b>7510 · Materials - Other</b>	<u>20.00</u>			
<b>Total 7510 · Materials</b>	<u>3,269.62</u>	<u>6,800.00</u>	<u>(3,530.38)</u>	<u>48.1%</u>
<b>7620 · Programming</b>	<u>2,915.37</u>	<u>2,400.00</u>	<u>515.37</u>	<u>121.5%</u>
<b>Total 7500 · YOUTH SERVICES</b>	<u>6,184.99</u>	<u>9,200.00</u>	<u>(3,015.01)</u>	<u>67.2%</u>
<b>8100 · TECHNICAL SERVICES</b>				
<b>8155 · Processing Costs</b>	220.89	800.00	(579.11)	27.6%
<b>8161 · Tech Supplies</b>				
<b>8162 · Repair</b>	0.00	25.00	(25.00)	0.0%
<b>8163 · AV</b>	0.00	575.00	(575.00)	0.0%
<b>8165 · Disc Cleaner</b>	0.00	100.00	(100.00)	0.0%
<b>8167 · Misc</b>	67.98	750.00	(682.02)	9.1%
<b>Total 8161 · Tech Supplies</b>	<u>67.98</u>	<u>1,450.00</u>	<u>(1,382.02)</u>	<u>4.7%</u>
<b>Total 8100 · TECHNICAL SERVICES</b>	<u>288.87</u>	<u>2,250.00</u>	<u>(1,961.13)</u>	<u>12.8%</u>
<b>8200 · CIRCULATION</b>				
<b>8250 · Equipment</b>	156.00	200.00	(44.00)	78.0%
<b>8260 · Patron Cards</b>	193.50	200.00	(6.50)	96.8%
<b>8275 · Postage for Overdues</b>	138.35	300.00	(161.65)	46.1%
<b>8280 · Mailing Supplies</b>	148.55	100.00	48.55	148.6%
<b>8295 · Unique Management</b>	360.50	500.00	(139.50)	72.1%
<b>Total 8200 · CIRCULATION</b>	<u>996.90</u>	<u>1,300.00</u>	<u>(303.10)</u>	<u>76.7%</u>
<b>Total Expense</b>	<u>477,410.77</u>	<u>760,868.00</u>	<u>(283,457.23)</u>	<u>62.7%</u>
<b>Net Ordinary Income</b>	703,523.05	0.00	703,523.05	100.0%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
<b>9450 · Chargepoint Income</b>	2,205.42			
<b>8400 · NON-BUDGETED DONATIONS</b>				
<b>8415 · Friends - Materials/Equipme...</b>	(76.00)			
<b>8425 · Hobart/Watkins/Reiner</b>	140.05			

	<u>Jul '24 - Jan ...</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Total 8400 · NON-BUDGETED DONA...</b>	64.05			
<b>9000 · Landscaping Project Income</b>				
<b>9025 · Donations</b>	18.81			
<b>Total 9000 · Landscaping Project Inc...</b>	18.81			
<b>Total Other Income</b>	2,288.28			
<b>Other Expense</b>				
<b>9475 · Chargepoint Expense</b>	263.20			
<b>9126 · Master Plan Phase 1 expenses</b>	11,299.00			
<b>Total Other Expense</b>	11,562.20			
<b>Net Other Income</b>	(9,273.92)			
<b>Net Income</b>	<b>694,249.13</b>	<b>0.00</b>	<b>694,249.13</b>	<b>100.0%</b>

02/04/25

# Reconciliation Summary

1000 · Savings account, Period Ending 01/31/2025

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	<u>Jan 31, 25</u>
<b>Beginning Balance</b>	126,086.85
<b>Cleared Transactions</b>	
Checks and Payments - 1...	(100,000.00)
Deposits and Credits - 1 i...	0.94
	<u>                    </u>
<b>Total Cleared Transactions</b>	(99,999.06)
	<u>                    </u>
<b>Cleared Balance</b>	<b>26,087.79</b>
	<u>                    </u>
<b>Register Balance as of 01/31/2...</b>	26,087.79
<b>Ending Balance</b>	26,087.79

02/08/25

# Reconciliation Summary

1014 · Operating Acct, Period Ending 01/31/2025

	<u>Jan 31, 25</u>
<b>Beginning Balance</b>	517,957.75
<b>Cleared Transactions</b>	
Checks and Payments - 73...	(58,780.98)
Deposits and Credits - 5 it...	1,930.69
<b>Total Cleared Transactions</b>	<u>(56,850.29)</u>
<b>Cleared Balance</b>	<u><b>461,107.46</b></u>
<b>Uncleared Transactions</b>	
Checks and Payments - 25...	(13,634.83)
Deposits and Credits - 3 it...	109.03
<b>Total Uncleared Transactions</b>	<u>(13,525.80)</u>
<b>Register Balance as of 01/31/2025</b>	<u><b>447,581.66</b></u>
<b>New Transactions</b>	
Checks and Payments - 22...	(20,439.01)
<b>Total New Transactions</b>	<u>(20,439.01)</u>
<b>Ending Balance</b>	<u><b>427,142.65</b></u>

## **January 2025 adult services report**

I answered 38 reference questions for 38 patrons in January, much more back up to snuff compared with last month. I answered 15 tech questions, 3 local history question, and 3 legal questions. I served one Mennonite patron last month. Interesting queries: information on when Champlin Avenue became a village street, and books on Anne Frank and the Holocaust.

70 patrons attended 14 programs in January, not bad considering how many programs took a month off to get ramped up for the new year or because of the weather. Pot Luck Club was the big winner of the month, with 11 patrons participating. Most everything so far is continuing from last year, with new programs being rolled out in the next couple months.

I completed one more new Local History Guide: Yates County & Local Military History.

I finished a new Southern Tier Library System Directors' Advisory Committee (DAC) DEI newsletter article on local LGBTQ+-affirming groups for libraries to be aware of and partner with, and worked on an Everyday Advocacy flyer focused on harm reduction, which dovetails nicely with our recent overdose reversal policy adopted by the board. I expect to finish and submit that flyer in February.

Meetings attended: Penn Yan Action Coalition (both a regular monthly meeting and an emergency meeting as plans for our community read come together), PY Friends, and the DAC DEI work day in Hammondsport.

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

*JANUARY 2025 IN REVIEW*

We started off the year with two field trips by Penn Yan Middle School students who were completing an information literacy unit in their library class. I did an unconscious bias exercises with the students, showed them STLS resources like Opposing Viewpoints and Ground News, gave them tours of the building, and gave them free time to explore. They seemed to have fun, and several who did not have library cards came back to get them. The PYMS librarian and I have collaborated on a graphic novel book club for a couple years so this was a good extension of that collaboration and we hope to do it again.

A fun new program we offered to homeschoolers was Yum Club: get a glimpse into another culture by trying its snack foods! We sampled six different Greek snacks, listened to Greek music, and learned a bit about the country. One of the kids who came requested that we try Mongolia next!

*MEETINGS/TRAININGS ATTENDED*

- STLS Digital Selectors virtual meeting
- *Dinosaur Pizza: Learning Librarianship from Kids* webinar
- STLS teen services informal support group virtual meeting

*JANUARY 2025 PROGRAMS*

I am experimenting with a new program attendance tracking spreadsheet. If you have any questions about this table, please don't hesitate to ask.

Type of Program <input type="checkbox"/>	Number of Programs	Attendance
Activity	6	80
Afterschool	4	13
Homeschool	3	27
Movie	2	5
Storytime	11	249
<b>Grand Total</b>	<b>26</b>	<b>374</b>

*NOTES*

I will be going on the Advocacy Day bus trip to Albany with other STLS folks on February 5. Please feel free to pass on any messages or stories you would like me to share with our elected legislators.

*Submitted January 30, 2025 by Sarah Crevelling, Youth Services Librarian*