

AGENDA
PENN YAN PUBLIC LIBRARY
BOARD MEETING
March 20th, 2025 6:30pm

Call to Order

- Public Comment
 - Additional Agenda Items?
 - *Adoption of Agenda
- * February 13th Minutes (Present: Angela Gonzalez, Val Brechko, Connie Glover Elizabeth Burris-Chase, Sharon Pinckney, Bethany Snyder, Steve Darrow, Jan Barrett)

Financial Review

- *Payment of bills for February 2025

Library Director's Report

Standing Committee Reports

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

Old Business

- * Proposed Prenatal Leave Policy

Fundraising committee discussion

New Business

Wireless Hotspots policy

- * Poll Clerks roster

***Adjourn**

Items with * require Board action. Enclosures: February 20th, 2025 minutes, Budget and Balance sheets, Director's Report, Circulation Stats, Children's and Adult services reports, Proposed Prenatal Leave Policy, Wireless hotspots policy update , Annual Report to the Community 23-24

AGENDA
PENN YAN PUBLIC LIBRARY
BOARD MEETING
February 13th, 2025 6:30pm

Board Training with Erika Jenns from STLS 5pm

In attendance:
Kristen,
Connie

Sharon, Bethany, Steve, Jan, Val, Elizabeth

Call to Order

- Public Comment
 - Additional Agenda Items? *No Motion Sharon 2nd Jan*
 - *Adoption of Agenda *Abstention - 1 Steve Passed*
- * January 16th Minutes (Present: Angela Gonzalez, Val Brechko, Andrew Robak, Elizabeth Burris-Chase, Sharon Pinckney, Bethany Snyder, Kristen Flynn-Comstock, Jan Barrett) *Motion Jan 2nd Sharon Passed*

Financial Review

*Payment of bills for January 2025

Motion Sharon 2nd Bethany Passed

Library Director's Report

Standing Committee Reports

- Finance Committee
- Policy Review Committee
- Building Committee
- Personnel Committee- met 1-16
- Nominating Committee *- may want to meet to get someone to run for board*

Old Business

Proposed Prenatal Leave Policy

*Library closing until 1pm on Oct. 3rd for hosting the Southern Tier Library System annual meeting *Motion Sharon 2nd Kristen Passed Connie*

New Business

- * Move June Board meeting because it occurs on Juneteenth this year, Director suggested date: June 12th *Motion Bethany Jan-2nd Passed*
 - *Poll Clerks and Inspectors (Lauren Williams-Chair of Election, Laurie MacKerchar, Chief of Inspection) *Motion Sharon 2nd Connie Passed*
- *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.*
Motion Jan 2nd Sharon Passed

*Adjourn

Items with * require Board action. Enclosures: Jan 16th, 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

Motion Steve 2nd Bethany Passed

Respectfully submitted by Elizabeth Burris-Chase

PYPL Executive Director's Report 3-20-25

Professional Development and Meetings:

2/11 Tips and info from STLS ILS meetings, PYPL Staff Round table

2/13 Trustee training- Fundraising, STLS, Erika Jenns

3/6 Wellness Strategies: Dealing with Anxiety and Incivility During a Time of Uncertainty, ALA webinar

3/11 Ken Walker PYCSD Board member, PYPL Board Round table

Happenings:

-Absentee and early vote ballots were sent out on 3/11.

-The PYPL Budget Hearing will be held on Tuesday April 1st at 6:30pm-7:30pm.

-The PYPL vote will be held on Tuesday April 8th from 9am-8pm.

-Staff has put together a technology procedural document.

-Doug Sinclair from Yates County Health Dept. will be presenting NARCAN before the May 15th Board Meeting at 6pm.

-Early results of the survey are positive.

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- Construction Grant calendar:
 - We should hear from the State between December 2024 – April 2025 if there are further needed edits to the application. -Heard, doing as of today
 - 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(?)

- Phase 2 grant application Spring 2025

Penn Yan Public Library
Balance Sheet
As of February 28, 2025

| | Feb 28, 25 |
|--|--------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| 1015 · Public Funds Money Market | 100,189.04 |
| 1000 · Savings account | |
| 1018 · Non designated | 6,815.03 |
| 1028 · Phase IV Money | 18,163.50 |
| 1000 · Savings account - Other | 1,109.66 |
| | 26,088.19 |
| Total 1000 · Savings account | 26,088.19 |
| 1014 · Operating Acct | 402,442.77 |
| | 528,720.00 |
| Total Checking/Savings | 528,720.00 |
| Accounts Receivable | |
| 1261 · Accounts Receivable | 0.43 |
| | 0.43 |
| Total Accounts Receivable | 0.43 |
| Other Current Assets | |
| 1220 · Prepaid Expenses | |
| 1250 · Insurance | 0.26 |
| 1251 · Workers Comp | 2,628.59 |
| | 2,628.85 |
| Total 1220 · Prepaid Expenses | 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 |
| Total 1300 · Investments | 295,091.73 |
| Total Other Current Assets | 327,116.93 |
| Total Current Assets | 855,837.36 |
| Fixed Assets | |
| 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 |
| Total Fixed Assets | 845,009.37 |
| TOTAL ASSETS | 1,700,846.73 |

Penn Yan Public Library
Balance Sheet
As of February 28, 2025

| | Feb 28, 25 |
|--|---------------------|
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 2005 · Payables | 36,759.00 |
| Total Accounts Payable | 36,759.00 |
| Other Current Liabilities | |
| 1260 · Staff Receivables | (0.36) |
| 2042 · New York Paid Family Leave | 10,531.64 |
| 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 | (482,408.98) |
| 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% | 504.55 |
| 2038 · Employee Health Premiums | 0.27 |
| 2046 · Voluntary Benefits | (1,903.27) |
| Total Other Current Liabilities | (355,211.25) |
| Total Current Liabilities | (318,452.25) |
| Long Term Liabilities | |
| 2030 · Pension Liability | 177,761.00 |
| Total Long Term Liabilities | 177,761.00 |
| Total Liabilities | (140,691.25) |
| Equity | |
| 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 |
| Total 3100 · Restricted Funds | 21,180.18 |
| 3900 · Retained Earnings | 643,985.13 |
| Net Income | 705,698.25 |
| Total Equity | 1,841,537.98 |

03/04/25

Penn Yan Public Library
Balance Sheet
As of February 28, 2025

| | |
|----------------------------|----------------------------|
| | <u>Feb 28, 25</u> |
| TOTAL LIABILITIES & EQUITY | <u><u>1,700,846.73</u></u> |

Penn Yan Public Library
MONTHLY INCOME & EXPENSE
February 2025

| | Feb 25 |
|---|------------------|
| Ordinary Income/Expense | |
| Income | |
| 4100 · Printing Income | |
| 4150 · Laser Printer | 132.64 |
| Total 4100 · Printing Income | 132.64 |
| 4400 · Fines | 22.96 |
| 4500 · Lost/Damaged Books Refund | 1.00 |
| 4505 · Sale of Extraneous Materials | 15.97 |
| 4525 · Cafe Receipts | 12.96 |
| 4540 · Tax Income | 58,873.33 |
| 4700 · Interest | 188.84 |
| 4800 · NonDesignated Donations | 10.50 |
| Total Income | 59,258.20 |
| Expense | |
| 5000 · HUMAN RESOURCES | |
| 5100 · Salaries | |
| 5110 · Library Director II | 6,124.38 |
| 5115 · Librarian I | 9,625.98 |
| 5130 · Clerical | 20,049.72 |
| Total 5100 · Salaries | 35,800.08 |
| 5200 · Benefits | |
| 5210 · Medicare/SS | 2,727.25 |
| 5225 · HRA Contributions | 2,566.74 |
| 5235 · Voluntary Benefits | (200.34) |
| 5240 · SUTA | 751.80 |
| Total 5200 · Benefits | 5,845.45 |
| 5300 · Payroll Costs | 259.68 |
| Total 5000 · HUMAN RESOURCES | 41,905.21 |
| 5400 · ADMINISTRATION | |
| 5415 · Hotspots | 486.93 |
| 5420 · Promotion | 150.00 |
| 5425 · Internet Service | 450.00 |
| 5430 · Telephone System | 210.00 |
| 5440 · Accounting | 55.00 |
| 5451 · Service Contract | 91.98 |
| 5452 · Toshiba copier | (80.78) |
| 5455 · Staff Equipment | 199.99 |
| 5460 · Office Supplies | |
| 5462 · White Paper | 46.99 |
| 5463 · Other | 20.66 |
| Total 5460 · Office Supplies | 67.65 |
| Total 5400 · ADMINISTRATION | 1,630.77 |
| 5900 · BUILDINGS & GROUNDS | |
| 5910 · Utilities | |
| 5913 · Sewer & Water | 1,164.30 |
| 5914 · Gas | 33.28 |
| Total 5910 · Utilities | 1,197.58 |
| 5930 · Repairs & Maint | 110.00 |
| 5940 · Maintenance Contracts | |
| 5943 · Trash Removal | 52.89 |
| Total 5940 · Maintenance Contracts | 52.89 |

Penn Yan Public Library
MONTHLY INCOME & EXPENSE
February 2025

| | Feb 25 |
|---|------------------|
| 5970 · Supplies | |
| 5972 · Custodial | 99.83 |
| Total 5970 · Supplies | 99.83 |
| Total 5900 · BUILDINGS & GROUNDS | 1,460.30 |
| 6000 · TECH (NETWORK AND ILS) | |
| 6300 · Maintenance | 475.00 |
| Total 6000 · TECH (NETWORK AND ILS) | 475.00 |
| 7300 · ADULT SERVICES | |
| 7310 · Materials | |
| 7315 · Print Materials | |
| 7320 · Adult Fiction | 1,117.60 |
| 7321 · Graphic Novels | 98.58 |
| 7330 · Adult Non Fiction | 525.29 |
| Total 7315 · Print Materials | 1,741.47 |
| 7380 · AV Materials | |
| 7382 · Audio Books | 105.97 |
| 7386 · DVD | 233.39 |
| Total 7380 · AV Materials | 339.36 |
| Total 7310 · Materials | 2,080.83 |
| 7420 · Programming | 150.00 |
| 7454 · Cafe Supplies | 54.98 |
| Total 7300 · ADULT SERVICES | 2,285.81 |
| 7500 · YOUTH SERVICES | |
| 7510 · Materials | |
| 7515 · Print Materials | |
| 7520 · E | 94.79 |
| 7530 · J Fiction | (7.11) |
| 7540 · J Non-Fiction | 45.08 |
| 7550 · YA | 59.28 |
| Total 7515 · Print Materials | 192.04 |
| 7580 · AV Materials | |
| 7582 · Audiobooks | 69.70 |
| Total 7580 · AV Materials | 69.70 |
| Total 7510 · Materials | 261.74 |
| 7620 · Programming | 64.79 |
| Total 7500 · YOUTH SERVICES | 326.53 |
| 8100 · TECHNICAL SERVICES | |
| 8155 · Processing Costs | 60.70 |
| Total 8100 · TECHNICAL SERVICES | 60.70 |
| Total Expense | 48,144.32 |
| Net Ordinary Income | 11,113.88 |
| Other Income/Expense | |
| Other Income | |
| 9450 · Chargepoint Income | 330.24 |
| Total Other Income | 330.24 |
| Net Other Income | 330.24 |

03/04/25

Penn Yan Public Library
MONTHLY INCOME & EXPENSE
February 2025

| | Feb 25 |
|------------|------------------|
| Net Income | <u>11,444.12</u> |

Profit & Loss Budget vs. Actual

03/07/25

Accrual Basis

2024-2025 Budget v actual

| | Jul '24 - Feb ... | Budget | \$ Over Budget | % of Budget |
|-------------------------------------|-------------------|-------------------|---------------------|---------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| 4100 · Printing Income | | | | |
| 4150 · Laser Printer | 1,428.57 | 1,350.00 | 78.57 | 105.8% |
| Total 4100 · Printing Income | 1,428.57 | 1,350.00 | 78.57 | 105.8% |
| 4200 · Village | 0.00 | 1,000.00 | (1,000.00) | 0.0% |
| 4400 · Fines | 611.35 | | | |
| 4500 · Lost/Damaged Books Refund | 74.15 | | | |
| 4505 · Sale of Extraneous Materials | 212.54 | | | |
| 4525 · Cafe Receipts | 107.41 | 600.00 | (492.59) | 17.9% |
| 4540 · Tax Income | 470,986.64 | 750,208.00 | (279,221.36) | 62.8% |
| 4550 · Miscellaneous | 5,450.84 | | | |
| 4600 · LLSA | 4,689.00 | 4,560.00 | 129.00 | 102.8% |
| 4700 · Interest | 203.05 | 150.00 | 53.05 | 135.4% |
| 4800 · NonDesignated Donations | 6,618.77 | 3,000.00 | 3,618.77 | 220.6% |
| Total Income | 490,382.32 | 760,868.00 | (270,485.68) | 64.5% |
| Expense | | | | |
| 9480 · Family Passes | 300.00 | | | |
| 5000 · HUMAN RESOURCES | | | | |
| 5100 · Salaries | | | | |
| 5110 · Library Director II | 53,857.25 | 79,617.00 | (25,759.75) | 67.6% |
| 5115 · Librarian I | 85,420.81 | 125,138.00 | (39,717.19) | 68.3% |
| 5130 · Clerical | 174,682.53 | 242,011.00 | (67,328.47) | 72.2% |
| 5135 · Building Staff | 0.00 | 26,234.00 | (26,234.00) | 0.0% |
| Total 5100 · Salaries | 313,960.59 | 473,000.00 | (159,039.41) | 66.4% |
| 5200 · Benefits | | | | |
| 5210 · Medicare/SS | 23,920.61 | 36,000.00 | (12,079.39) | 66.4% |
| 5225 · HRA Contributions | 22,223.46 | 50,090.00 | (27,866.54) | 44.4% |
| 5230 · Disability | 2,506.98 | 2,700.00 | (193.02) | 92.9% |
| 5235 · Voluntary Benefits | (1,702.89) | | | |
| 5240 · SUTA | 2,445.15 | 4,500.00 | (2,054.85) | 54.3% |
| 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% |
| Total 5200 · Benefits | 103,283.91 | 148,290.00 | (45,006.09) | 69.6% |
| 5300 · Payroll Costs | 2,339.61 | 3,300.00 | (960.39) | 70.9% |
| 5000 · HUMAN RESOURCES - Other | 316.60 | | | |
| Total 5000 · HUMAN RESOURCES | 419,900.71 | 624,590.00 | (204,689.29) | 67.2% |
| 5400 · ADMINISTRATION | | | | |
| 5415 · Hotspots | 3,822.71 | 3,000.00 | 822.71 | 127.4% |
| 5420 · Promotion | 1,985.88 | 500.00 | 1,485.88 | 397.2% |
| 5422 · Annual Campaign Expense | 0.00 | 600.00 | (600.00) | 0.0% |
| 5425 · Internet Service | 1,350.00 | 1,800.00 | (450.00) | 75.0% |
| 5430 · Telephone System | 760.00 | 850.00 | (90.00) | 89.4% |
| 5435 · Insurance | 10,415.23 | 8,675.00 | 1,740.23 | 120.1% |

| | <u>Jul '24 - Feb ...</u> | <u>Budget</u> | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|---|--------------------------|------------------|-----------------------|--------------------|
| 5440 · Accounting | | | | |
| 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 | 176.65 | | | |
| Total 5440 · Accounting | 7,832.63 | 6,700.00 | 1,132.63 | 116.9% |
| 5450 · Equipment | 0.00 | 500.00 | (500.00) | 0.0% |
| 5451 · Service Contract | 735.25 | 1,000.00 | (264.75) | 73.5% |
| 5452 · Toshiba copier | 591.41 | 500.00 | 91.41 | 118.3% |
| 5455 · Staff Equipment | 199.99 | | | |
| 5460 · Office Supplies | | | | |
| 5461 · Staff Room | 29.93 | 150.00 | (120.07) | 20.0% |
| 5462 · White Paper | 240.94 | 300.00 | (59.06) | 80.3% |
| 5463 · Other | 349.24 | 500.00 | (150.76) | 69.8% |
| Total 5460 · Office Supplies | 620.11 | 950.00 | (329.89) | 65.3% |
| 5470 · Training/Travel | 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 | | | |
| Total 5400 · ADMINISTRATION | 29,624.76 | 29,775.00 | (150.24) | 99.5% |
| 5900 · BUILDINGS & GROUNDS | | | | |
| 5910 · Utilities | | | | |
| 5912 · Electric | 2,905.10 | 6,000.00 | (3,094.90) | 48.4% |
| 5913 · Sewer & Water | 1,807.13 | 1,000.00 | 807.13 | 180.7% |
| 5914 · Gas | 268.43 | 300.00 | (31.57) | 89.5% |
| Total 5910 · Utilities | 4,980.66 | 7,300.00 | (2,319.34) | 68.2% |
| 5920 · New Equipmnt | 0.00 | 300.00 | (300.00) | 0.0% |
| 5930 · Repairs & Maint | | | | |
| 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 | 2,353.91 | | | |
| Total 5930 · Repairs & Maint | 2,883.04 | 8,300.00 | (5,416.96) | 34.7% |
| 5940 · Maintenance Contracts | | | | |
| 5943 · Trash Removal | 416.67 | 550.00 | (133.33) | 75.8% |
| 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 | | | |
| Total 5940 · Maintenance Contracts | 1,941.67 | 2,550.00 | (608.33) | 76.1% |
| 5970 · Supplies | | | | |
| 5972 · Custodial | 888.12 | 900.00 | (11.88) | 98.7% |
| 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 - Feb ...</u> | <u>Budget</u> | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|---|--------------------------|---------------|-----------------------|--------------------|
| 5970 · Supplies - Other | 287.07 | | | |
| Total 5970 · Supplies | 1,482.27 | 2,550.00 | (1,067.73) | 58.1% |
| Total 5900 · BUILDINGS & GROUNDS | 11,287.64 | 21,000.00 | (9,712.36) | 53.8% |
| 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 | 1,681.00 | 3,000.00 | (1,319.00) | 56.0% |
| 6400 · ILS Software | 35,733.00 | 36,448.00 | (715.00) | 98.0% |
| Total 6000 · TECH (NETWORK AND I... | 39,840.28 | 42,998.00 | (3,157.72) | 92.7% |
| 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 | 4,457.47 | 10000.00 | (5,542.53) | 44.6% |
| 7321 · Graphic Novels | 261.90 | 350.00 | (88.10) | 74.8% |
| 7330 · Adult Non Fiction | 3,119.81 | 5,000.00 | (1,880.19) | 62.4% |
| 7370 · Periodicals | 2,813.53 | 4,500.00 | (1,686.47) | 62.5% |
| Total 7315 · Print Materials | 10,652.71 | 19,850.00 | (9,197.29) | 53.7% |
| 7380 · AV Materials | | | | |
| 7382 · Audio Books | 1,190.28 | 3,000.00 | (1,809.72) | 39.7% |
| 7384 · CD Music | 59.20 | 200.00 | (140.80) | 29.6% |
| 7386 · DVD | 1,946.77 | 4,000.00 | (2,053.23) | 48.7% |
| Total 7380 · AV Materials | 3,196.25 | 7,200.00 | (4,003.75) | 44.4% |
| 7310 · Materials - Other | 294.00 | | | |
| Total 7310 · Materials | 14,142.96 | 27,050.00 | (12,907.04) | 52.3% |
| 7420 · Programming | 2,329.31 | 1,500.00 | 829.31 | 155.3% |
| 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 | 201.62 | 850.00 | (648.38) | 23.7% |
| Total 7300 · ADULT SERVICES | 16,673.89 | 29,600.00 | (12,926.11) | 56.3% |
| 7500 · YOUTH SERVICES | | | | |
| 7510 · Materials | | | | |

| | <u>Jul '24 - Feb ...</u> | <u>Budget</u> | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|--|--------------------------|-------------------|-----------------------|--------------------|
| 7515 · Print Materials | | | | |
| 7520 · E | 565.16 | 1,500.00 | (934.84) | 37.7% |
| 7530 · J Fiction | 707.81 | 1,500.00 | (792.19) | 47.2% |
| 7540 · J Non-Fiction | 579.21 | 800.00 | (220.79) | 72.4% |
| 7550 · YA | 544.04 | 1,200.00 | (655.96) | 45.3% |
| 7560 · Realia(Non-Book) | 46.20 | 300.00 | (253.80) | 15.4% |
| Total 7515 · Print Materials | <u>2,442.42</u> | <u>5,300.00</u> | <u>(2,857.58)</u> | <u>46.1%</u> |
| 7580 · AV Materials | | | | |
| 7582 · Audiobooks | 69.70 | 200.00 | (130.30) | 34.9% |
| 7584 · Music CD | 0.00 | 100.00 | (100.00) | 0.0% |
| 7588 · Video Games | 999.24 | 1,200.00 | (200.76) | 83.3% |
| Total 7580 · AV Materials | <u>1,068.94</u> | <u>1,500.00</u> | <u>(431.06)</u> | <u>71.3%</u> |
| 7510 · Materials - Other | <u>20.00</u> | | | |
| Total 7510 · Materials | <u>3,531.36</u> | <u>6,800.00</u> | <u>(3,268.64)</u> | <u>51.9%</u> |
| 7620 · Programming | <u>2,980.16</u> | <u>2,400.00</u> | <u>580.16</u> | <u>124.2%</u> |
| Total 7500 · YOUTH SERVICES | <u>6,511.52</u> | <u>9,200.00</u> | <u>(2,688.48)</u> | <u>70.8%</u> |
| 8100 · TECHNICAL SERVICES | | | | |
| 8155 · Processing Costs | 281.59 | 800.00 | (518.41) | 35.2% |
| 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 | 67.98 | 750.00 | (682.02) | 9.1% |
| Total 8161 · Tech Supplies | <u>67.98</u> | <u>1,450.00</u> | <u>(1,382.02)</u> | <u>4.7%</u> |
| Total 8100 · TECHNICAL SERVICES | <u>349.57</u> | <u>2,250.00</u> | <u>(1,900.43)</u> | <u>15.5%</u> |
| 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% |
| Total 8200 · CIRCULATION | <u>996.90</u> | <u>1,300.00</u> | <u>(303.10)</u> | <u>76.7%</u> |
| Total Expense | <u>525,550.09</u> | <u>760,868.00</u> | <u>(235,317.91)</u> | <u>69.1%</u> |
| Net Ordinary Income | <u>(35,167.77)</u> | <u>0.00</u> | <u>(35,167.77)</u> | <u>100.0%</u> |
| Other Income/Expense | | | | |
| Other Income | | | | |
| 9450 · Chargepoint Income | 2,535.66 | | | |
| 8400 · NON-BUDGETED DONATIONS | | | | |
| 8415 · Friends - Materials/Equipme... | (76.00) | | | |
| 8425 · Hobart/Watkins/Reiner | 140.05 | | | |

| | <u>Jul '24 - Feb ...</u> | <u>Budget</u> | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|--|--------------------------|---------------|-----------------------|--------------------|
| Total 8400 · NON-BUDGETED DONA... | 64.05 | | | |
| 9000 · Landscaping Project Income | | | | |
| 9025 · Donations | 18.81 | | | |
| Total 9000 · Landscaping Project Inc... | 18.81 | | | |
| Total Other Income | 2,618.52 | | | |
| Other Expense | | | | |
| 9475 · Chargepoint Expense | 263.20 | | | |
| 9126 · Master Plan Phase 1 expenses | 11,299.00 | | | |
| Total Other Expense | 11,562.20 | | | |
| Net Other Income | (8,943.68) | | | |
| Net Income | (44,111.45) | 0.00 | (44,111.45) | 100.0% |

03/04/25

Reconciliation Summary

1014 · Operating Acct, Period Ending 02/28/2025

| | <u>Feb 28, 25</u> |
|--|--------------------------|
| Beginning Balance | 461,107.46 |
| Cleared Transactions | |
| Checks and Payments - 60... | (48,605.15) |
| Deposits and Credits - 4 it... | 818.90 |
| Total Cleared Transactions | <u>(47,786.25)</u> |
| Cleared Balance | <u>413,321.21</u> |
| Uncleared Transactions | |
| Checks and Payments - 25... | (10,987.47) |
| Deposits and Credits - 3 it... | 109.03 |
| Total Uncleared Transactions | <u>(10,878.44)</u> |
| Register Balance as of 02/28/2025 | <u>402,442.77</u> |
| New Transactions | |
| Checks and Payments - 24... | (22,654.66) |
| Total New Transactions | <u>(22,654.66)</u> |
| Ending Balance | <u>379,788.11</u> |

03/04/25

Reconciliation Summary

1015 · Public Funds Money Market, Period Ending 02/28/2025

| | <u>Feb 28, 25</u> |
|--|--------------------------|
| Beginning Balance | 100,000.60 |
| Cleared Transactions | |
| Deposits and Credits - 1 item | <u>188.44</u> |
| Total Cleared Transactions | <u>188.44</u> |
| Cleared Balance | <u>100,189.04</u> |
| Register Balance as of 02/28/2025 | 100,189.04 |
| Ending Balance | 100,189.04 |

03/04/25

Reconciliation Summary

1000 · Savings account, Period Ending 02/28/2025

| | <u>Feb 28, 25</u> |
|--|-------------------------|
| Beginning Balance | 26,087.79 |
| Cleared Transactions | |
| Deposits and Credits - 1 item | <u>0.40</u> |
| Total Cleared Transactions | <u>0.40</u> |
| Cleared Balance | <u>26,088.19</u> |
| Register Balance as of 02/28/2025 | 26,088.19 |
| Ending Balance | 26,088.19 |

3.1 Wireless hotspots

Kits Include:

- 1 Wireless Hotspot
- 1 Hotspot Case
- 1 USB Cable
- 1 Wall Adapter
- Internet Use Policy
- Circulation Policy
- Quick startup guide
- Service area map

Patron Eligibility:

- Patrons may check Wireless Hotspots out from the Library.
- Juvenile card holders under 16 must have internet permission signed by parent or legal guardian in order to check out a Hotspot. (See Appendix H: Public Access Internet Policy Permission Form for Child Library Card Holders)
- Library card holder must be in good standing and must be present at time of Checkout (See Section 4.2). Patron may not have outstanding fines or blocks on their account of any kind.
- Borrowers are required to sign a Borrowing Terms Form (see Appendix L) at the time of checkout and to be aware of the terms it stipulates.

Loan Period:

- Loan period – 1 week. Hotspots cannot be renewed.
- Devices must be returned to a staff member at the circulation desk.
- Returns can only take place at circulation desk.
- Holds can be placed on wireless hotspots.
- Patrons may not place a hold on a hotspot until they have returned a previously checked out one.
- Devices will not be loaned to other libraries (no ILL).

Lost or damaged devices:

- Users are responsible for lost or damaged devices or device accessories. Charges will be based on replacement costs. (See Appendix L: Wireless Hotspot Borrowing Terms Form)

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.

February 2025 adult services report

I answered 32 reference questions for 33 patrons in February. I answered 13 tech questions, 1 local history question, and no legal questions. I served one Mennonite patron last month. Interesting queries: how to access Libby abroad; a book on the birds of Costa Rica; and what case management means.

125 patrons attended 16 programs in February. Family Research Group welcomed Tricia Noel from the History Center to present on breaking down barriers in research. Pot Luck Club explored Amish cooking. French Table de Conversation visited the Casa Mescal restaurant. Knit Together, Gentle Chair Yoga, Keuka Writes, and both Alzheimer's Association events all continued successfully.

The library welcomed Child and Family Resources for a Valentine's Day event and, during youth service's Pancake Day, folks from Public Health to educate on cancer screening. We also held our first Mycology 101 session with licensed mycologist Samuel Warren, who shared a lot with an eager crowd about the biology, identification, and uses of mushrooms. We are excited for his next three visits, and are grateful to the Friends of PY Library for funding his programs!

I completed several design projects: one more new Local History Guide on Yates County & Local Military History; a new Everyday Advocacy flyer on harm reduction as part of my work with the DAC DEI committee; and the printable version of the library's annual report to the community.

Sarah and I designed and launched a patron survey focusing on the library's collection and services. So far we have had 24 respondents and will continue to disperse it.

Library advocacy work has been underway throughout February. All of the advocacy postcards we received from STLS have been distributed.

Meetings attended: Choose Health Yates.

At the end of the month, I co-facilitated the DAC DEI discussion program with Sally Murphy from the Hammondsport library. We held a good conversation on immigration issues in libraries with Brian and a few other staff members from STLS and around the system.

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

FEBRUARY 2025 IN REVIEW

I started the month with the annual Advocacy Day bus trip to Albany. While this is always a long day, it feels important to put in the effort to see legislators face-to-face. STLS folks were able to meet in person with Assemblymen Friend and Palmesano, along with State Senator O'Mara. The next week, Alex and I were able to cross a goal off our to-do lists when we finished writing and posting the patron survey. Results continue to trickle in.

February break was a fairly quiet week at the library, probably due to the frigid weather, but I capped it off by giving away books and painting faces at Penn Yan Rotary's first Winter Carnival, which was attended by over 200 people.

MEETINGS/TRAININGS ATTENDED

- Library Advocacy Day bus trip
- *Color Our World with Citizen Science* webinar
- STLS Youth Services Advisory Group virtual meeting
- *Libraries Working with Vulnerable Patrons* webinar

FEBRUARY 2025 PROGRAMS

| Program Type ▼ | Number of Programs | Attendance |
|-----------------------|---------------------------|-------------------|
| Activity | 8 | 180 |
| Afterschool | 3 | 16 |
| Homeschool | 2 | 20 |
| Movie | 1 | 4 |
| Storytime | 15 | 269 |
| Outreach | 1 | 200 |
| Maker | 1 | 8 |
| Grand Total | 31 | 697 |

Note: The Pancake Truck and Winter Carnival were both events attended by over 100 people—big boosts to our attendance in a normally-slow month!

Submitted February 28, 2025 by Sarah Crevelling, Youth Services Librarian