

AGENDA
PENN YAN PUBLIC LIBRARY
BOARD MEETING
April 10th, 2025 6:30pm

Call to Order

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

* March 20th Minutes (Present: Angela Gonzalez, Val Brechko, Andrew Robak, Elizabeth Burris-Chase, Sharon Pinckney, Bethany Snyder, Kristen Flynn-Comstock, Jan Barrett, Steve Darrow)

Financial Review

*Payment of bills for March 2025

Library Director's Report

Standing Committee Reports

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

Old Business

*Wireless Hotspots policy update

Proaction overnight parking

New Business

* October Board meeting date 10-23

***Adjourn**

Items with * require Board action. Enclosures: March 20th, 2025 minutes, Budget and Balance sheets, Director's Report, Circulation Stats, Children's and Adult services reports, Wireless hotspots policy update

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

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

Absent: Connie Glover

Call to Order

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

Motion for the adoption of Agenda
Moved JB, 2nd SD, approved

* February 13th Minutes

Motion for the approval of the minutes
Moved SP, 2nd JB, approved

Financial Review

*Payment of bills for February 2025

Motion for Payment of bills for February 2025
Moved BS, 2nd KFC, approved

Library Director's Report

Budget hearing will be April 1st 6:30-7:30, Vote will be April 8th 9am-8pm.

New PC's on order

Narcan demo for the board will be May 15th

Feedback from proposed grant for library renovation: needed to check to make sure we are not asking for something that hadn't already been requested in the last 15 years. Director looked at a 2009 STLS grant for vestibule work to make sure it doesn't disqualify PYPL. Discussion is ongoing to make sure the new request complies.

Discussion about conversation with grant writer about raising \$300K for renovation phase 3. Discussion continued, could possibly borrow money if fundraising doesn't reach goals.

Mail campaign will be in the Fall

Standing Committee Reports

- Policy Review Committee -did not meet
- Building Committee -met with grant writer
- Personnel Committee -did not meet

Write in candidate for trustee committee: Kelley Walker

- Nominating Committee -did not meet
- Finance Committee - did not meet

Old Business

- * Proposed Prenatal Leave Policy

Motion to approve addition of prenatal leave policy
Moved JB, 2nd SP, approved

Fundraising committee discussion

New Business

Wireless Hotspots policy

- * Poll Clerks roster

Motion to approve the Poll clerks roster
Moved KFC, 2nd JB, approved

***Adjourn**

Motion to adjourn
Moved SP , 2nd EBC , approved

PYPL Executive Director's Report 4-10-25

Professional Development and Meetings:

3/20 Emma Goldman webinar, New York State Library

3/26 STLS DAC meeting

3/26 Her Space, Her Time: How Trailblazing Women Scientists Decoded the Hidden Universe, New York State Library

3/27 ALA virtual Member Townhall

Happenings:

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

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

-I met with Jeff Ayers, Yates County Planner about the Proposed County Solid Waste Plan.

-The staff is scheduled to meet with the BOCES Tutoring Coordinator to brainstorm proposed updates to the PYPL tutoring policy to bring to the Policy committee.

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

Uses of STLS Digital resources by our patrons in March, first month of provided Kanopy, Mango and Jobnow statistics

	Kanopy	Mango	Jobnow	Libby	magazines
Penn Yan	31	5	28	1570	353

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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

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)

NEW-VIDDVD	378	406	299	366	245	258	307	229	255	274	219	167	3403	180	200	163	164	167	167	202	173	188
PGMRESOURCE													0									
REF-BOOK			1	2	1	1	2	1		1	1	1	11			2					1	
ROTATING	26	3	1									1	31	1								
SOFTWARE					1	1			1	1	1		5								1	2
STLSEQUIP													0									
TABLET													0									
TESTBOOK										2			2									
TOY													0		1							
UNBARCODED	2	2	1	1	1		2	1	1	1	1	1	14	2	1	4	1	1	3	1	1	
UNDEFINED													0									
VIDEO-DVD	537	662	678	733	720	595	654	786	753	739	699	557	8113	599	685	659	816	600	555	562	627	565
VID-GAME	132	132	98	90	70	75	96	107	163	147	124	72	1306	124	95	76	75	89	84	93	77	82
loaned to STLS	524	470	405	407	395	373	476	416	421	487	427	395	5196	423	406	482	441	440	400	479	451	505
Borrowed from STLS	562	567	519	498	426	391	592	494	500	538	493	487	6067	573	555	579	536	471	436	476	547	546
Total material circ	7440	7509	6502	6649	6149	5221	6445	6390	6550	6922	6431	5792	78000	7058	7144	6627	6493	5747	5520	5944	6078	6211
Digital resources	1326	1267	1259	1262	1198	1294	1321	1278	1406	1305	1230	1345	15491	1375	1394	1343	1393	1369	1408	1651	1488	1634
overdrive magazines	112	100	196	515	485	572	642	481	332	310	322	285	4352	273	253	281	303	307	319	368	340	353
Freegal													0									
PAC	340	314	279	244	205	171	174	185	221	214	237	240	2824	279	247	235	266	209	223	229	233	265
Total circ with digital,PAC	9218	9190	8236	8670	8037	7258	8582	8334	8509	8751	8220	7662	100667	8985	9038	8486	8455	7632	7470	8192	8139	8463
website visits	1305	1213	1005		984	982	1813	1529		1502	1312	1088	12733	1677	1508	1238	1317	1188	1174	1150	1103	1105
visits	4350	4648	5530	5294	5294	3891	4073	4772	5176	4844	5081	5638	58591	5324	5029	4871	5126	4502	4435	4483	4371	
wireless	334	338	400	367	318	321	322	333	369	379	372	365	4218	478	376	409	441	415	470	455	468	486
													0									
new regist. Res	31	41	26	25		23	26	36	32	35	16	37	328	29	38	39	37	29	18	21	25	21
non res	9	7	6	2		10	5	8	5	11	6	8	77	12	14	9	7	1	3	1	4	4
additions to holdings													0									
cat books	80	115	144	105	103	88	105	120	105	75	114	115	1269	140	105	135	125	88	32	124	71	113
all other print	58	70	61	47	44	49	46	58	47	45	60	62	647	48	39	51	47	40	27	24	71	59
audiobooks CDs	8	10	8	4	3		13	7	2	2	5	11	73	3	9	3	3	8	3	4	10	9
DVDs	16	8	23	13	15	20	5	8	19	11	8	8	154	7	9	11	6	16	10	4	15	16
vid games	2	2	3	1		6	1	1		1		4	21	4		3	3	2	6			4
electronic													0									
kit													0				3	1				
microform													0									
av													0									
toy													0									

04/03/25

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

	Mar 31, 25
ASSETS	
Current Assets	
Checking/Savings	
1015 · Public Funds Money Market	100,423.04
1000 · Savings account	
1018 · Non designated	6,815.03
1028 · Phase IV Money	18,163.50
1000 · Savings account - Other	1,110.10
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Total 1000 · Savings account	26,088.63
1014 · Operating Acct	347,770.38
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Total Checking/Savings	474,282.05
Accounts Receivable	
1261 · Accounts Receivable	0.43
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Total Accounts Receivable	0.43
Other Current Assets	
1220 · Prepaid Expenses	
1250 · Insurance	0.26
1251 · Workers Comp	2,628.59
	<hr/>
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
	<hr/>
Total 1300 · Investments	295,091.73
	<hr/>
Total Other Current Assets	327,116.93
	<hr/>
Total Current Assets	801,399.41
Fixed Assets	
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)
	<hr/>
Total Fixed Assets	845,009.37
	<hr/>
TOTAL ASSETS	1,646,408.78
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Penn Yan Public Library
Balance Sheet
As of March 31, 2025

	Mar 31, 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	10,670.17
2045 · Deferred Compensation	(261.69)
2010 · Accrued Payroll & Employee Ben	36,707.87
2020 · Cash Held for Library (Friends)	29,396.70
2027 · Deferred Tax	267,400.72
2028 · Pass Through Funds	0.23
2032 · Accrued FICA	0.04
2033 · Federal Withholding	(0.02)
2034 · NYS Withholding	0.28
2035 · Retirement	51,241.95
2036 · Sales Tax 8%	123.95
2038 · Employee Health Premiums	0.27
2046 · Voluntary Benefits	(1,903.27)
Total Other Current Liabilities	393,376.84
Total Current Liabilities	430,135.84
Long Term Liabilities	
2030 · Pension Liability	177,761.00
Total Long Term Liabilities	177,761.00
Total Liabilities	607,896.84
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	(97,327.79)
Total Equity	1,038,511.94

04/03/25

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

	Mar 31, 25
TOTAL LIABILITIES & EQUITY	<u>1,646,408.78</u>

Penn Yan Public Library
MONTHLY INCOME & EXPENSE
March 2025

	Mar 25
Ordinary Income/Expense	
Income	
4100 · Printing Income	
4150 · Laser Printer	101.94
Total 4100 · Printing Income	101.94
4400 · Fines	75.93
4500 · Lost/Damaged Books Refund	4.00
4505 · Sale of Extraneous Materials	24.09
4525 · Cafe Receipts	12.96
4700 · Interest	234.44
4800 · NonDesignated Donations	42.80
Total Income	496.16
Expense	
5000 · HUMAN RESOURCES	
5100 · Salaries	
5110 · Library Director II	6,124.38
5115 · Librarian I	9,625.98
5130 · Clerical	19,958.43
Total 5100 · Salaries	35,708.79
5200 · Benefits	
5210 · Medicare/SS	2,720.27
5225 · HRA Contributions	6,999.22
5235 · Voluntary Benefits	(200.34)
5240 · SUTA	564.01
5250 · Workmens Compensation	927.00
Total 5200 · Benefits	11,010.16
5300 · Payroll Costs	334.52
Total 5000 · HUMAN RESOURCES	47,053.47
5400 · ADMINISTRATION	
5415 · Hotspots	500.33
5420 · Promotion	150.00
5451 · Service Contract	75.99
5452 · Toshiba copier	29.22
5460 · Office Supplies	
5463 · Other	105.92
Total 5460 · Office Supplies	105.92
5480 · Dues	125.00
5486 · Vote Expense	418.07
Total 5400 · ADMINISTRATION	1,404.53
5900 · BUILDINGS & GROUNDS	
5910 · Utilities	
5912 · Electric	1,127.70
5913 · Sewer & Water	105.85
5914 · Gas	28.11
Total 5910 · Utilities	1,261.66
5940 · Maintenance Contracts	
5943 · Trash Removal	53.10
5946 · Snow Plowing	375.00
Total 5940 · Maintenance Contracts	428.10
Total 5900 · BUILDINGS & GROUNDS	1,689.76
6000 · TECH (NETWORK AND ILS)	

Penn Yan Public Library
MONTHLY INCOME & EXPENSE
March 2025

	Mar 25
6300 · Maintenance	225.00
Total 6000 · TECH (NETWORK AND ILS)	225.00
7300 · ADULT SERVICES	
7310 · Materials	
7315 · Print Materials	
7320 · Adult Fiction	691.00
7321 · Graphic Novels	19.43
7330 · Adult Non Fiction	168.62
Total 7315 · Print Materials	879.05
7380 · AV Materials	
7382 · Audio Books	355.92
7384 · CD Music	17.98
7386 · DVD	306.21
Total 7380 · AV Materials	680.11
Total 7310 · Materials	1,559.16
7420 · Programming	717.92
Total 7300 · ADULT SERVICES	2,277.08
7500 · YOUTH SERVICES	
7510 · Materials	
7515 · Print Materials	
7520 · E	64.69
7530 · J Fiction	93.39
7540 · J Non-Fiction	15.08
7550 · YA	65.33
Total 7515 · Print Materials	238.49
Total 7510 · Materials	238.49
7620 · Programming	362.15
Total 7500 · YOUTH SERVICES	600.64
8100 · TECHNICAL SERVICES	
8155 · Processing Costs	37.53
8161 · Tech Supplies	
8162 · Repair	19.78
8167 · Misc	222.90
Total 8161 · Tech Supplies	242.68
Total 8100 · TECHNICAL SERVICES	280.21
8200 · CIRCULATION	
8250 · Equipment	217.70
8295 · Unique Management	61.80
Total 8200 · CIRCULATION	279.50
Total Expense	53,810.19
Net Ordinary Income	(53,314.03)
Other Income/Expense	
Other Income	
9450 · Chargepoint Income	256.59
8400 · NON-BUDGETED DONATIONS	
8425 · Hobart/Watkins/Reiner	(16.79)
Total 8400 · NON-BUDGETED DONATIONS	(16.79)

04/03/25

Penn Yan Public Library
MONTHLY INCOME & EXPENSE
March 2025

	Mar 25
Total Other Income	239.80
Other Expense	
9475 - Chargepoint Expense	142.11
Total Other Expense	142.11
Net Other Income	97.69
Net Income	(53,216.34)

04/03/25

Accrual Basis

Profit & Loss Budget vs. Actual

2024-2025 Budget v actual

	Jul '24 - Mar ...	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4100 · Printing Income				
4150 · Laser Printer	1,530.51	1,350.00	180.51	113.4%
Total 4100 · Printing Income	1,530.51	1,350.00	180.51	113.4%
4200 · Village	0.00	1,000.00	(1,000.00)	0.0%
4400 · Fines	687.28			
4500 · Lost/Damaged Books Refund	78.15			
4505 · Sale of Extraneous Materials	236.63			
4525 · Cafe Receipts	120.37	600.00	(479.63)	20.1%
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	437.49	150.00	287.49	291.7%
4800 · NonDesignated Donations	6,661.57	3,000.00	3,661.57	222.1%
Total Income	490,878.48	760,868.00	(269,989.52)	64.5%
Expense				
9480 · Family Passes	300.00			
5000 · HUMAN RESOURCES				
5100 · Salaries				
5110 · Library Director II	59,981.63	79,617.00	(19,635.37)	75.3%
5115 · Librarian I	95,046.79	125,138.00	(30,091.21)	76.0%
5130 · Clerical	194,640.96	242,011.00	(47,370.04)	80.4%
5135 · Building Staff	0.00	26,234.00	(26,234.00)	0.0%
Total 5100 · Salaries	349,669.38	473,000.00	(123,330.62)	73.9%
5200 · Benefits				
5210 · Medicare/SS	26,640.88	36,000.00	(9,359.12)	74.0%
5225 · HRA Contributions	29,222.68	50,090.00	(20,867.32)	58.3%
5230 · Disability	2,506.98	2,700.00	(193.02)	92.9%
5235 · Voluntary Benefits	(1,903.23)			
5240 · SUTA	3,009.16	4,500.00	(1,490.84)	66.9%
5250 · Workmens Compensation	7,307.60	4,500.00	2,807.60	162.4%
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	114,294.07	148,290.00	(33,995.93)	77.1%
5300 · Payroll Costs	2,674.13	3,300.00	(625.87)	81.0%
5000 · HUMAN RESOURCES - Other	316.60			
Total 5000 · HUMAN RESOURCES	466,954.18	624,590.00	(157,635.82)	74.8%
5400 · ADMINISTRATION				
5415 · Hotspots	4,323.04	3,000.00	1,323.04	144.1%
5420 · Promotion	2,135.88	500.00	1,635.88	427.2%
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%

	Jul '24 - Mar ...	Budget	\$ Over Budget	% of Budget
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	811.24	1,000.00	(188.76)	81.1%
5452 · Toshiba copier	620.63	500.00	120.63	124.1%
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	455.16	500.00	(44.84)	91.0%
Total 5460 · Office Supplies	726.03	950.00	(223.97)	76.4%
5470 · Training/Travel	507.83	1,200.00	(692.17)	42.3%
5475 · Legal	0.00	800.00	(800.00)	0.0%
5480 · Dues	835.00	900.00	(65.00)	92.8%
5485 · Postage	10.01	300.00	(289.99)	3.3%
5486 · Vote Expense	418.07	1,500.00	(1,081.93)	27.9%
5490 · Misc	83.71			
Total 5400 · ADMINISTRATION	31,029.29	29,775.00	1,254.29	104.2%
5900 · BUILDINGS & GROUNDS				
5910 · Utilities				
5912 · Electric	4,032.80	6,000.00	(1,967.20)	67.2%
5913 · Sewer & Water	1,912.98	1,000.00	912.98	191.3%
5914 · Gas	296.54	300.00	(3.46)	98.8%
Total 5910 · Utilities	6,242.32	7,300.00	(1,057.68)	85.5%
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	469.77	550.00	(80.23)	85.4%
5945 · Fire Protection	1,275.00	1,000.00	275.00	127.5%
5946 · Snow Plowing	625.00	1,000.00	(375.00)	62.5%
5940 · Maintenance Contracts - ...	0.00			
Total 5940 · Maintenance Contracts	2,369.77	2,550.00	(180.23)	92.9%
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%

	Jul '24 - Mar ...	Budget	\$ Over Budget	% of Budget
5970 · Supplies - Other	287.07			
Total 5970 · Supplies	1,482.27	2,550.00	(1,067.73)	58.1%
Total 5900 · BUILDINGS & GROUNDS	12,977.40	21,000.00	(8,022.60)	61.8%
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	1,906.00	3,000.00	(1,094.00)	63.5%
6400 · ILS Software	35,733.00	36,448.00	(715.00)	98.0%
Total 6000 · TECH (NETWORK AND I...	40,065.28	42,998.00	(2,932.72)	93.2%
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	5,148.47	10000.00	(4,851.53)	51.5%
7321 · Graphic Novels	281.33	350.00	(68.67)	80.4%
7330 · Adult Non Fiction	3,288.43	5,000.00	(1,711.57)	65.8%
7370 · Periodicals	2,813.53	4,500.00	(1,686.47)	62.5%
Total 7315 · Print Materials	11,531.76	19,850.00	(8,318.24)	58.1%
7380 · AV Materials				
7382 · Audio Books	1,546.20	3,000.00	(1,453.80)	51.5%
7384 · CD Music	77.18	200.00	(122.82)	38.6%
7386 · DVD	2,252.98	4,000.00	(1,747.02)	56.3%
Total 7380 · AV Materials	3,876.36	7,200.00	(3,323.64)	53.8%
7310 · Materials - Other	294.00			
Total 7310 · Materials	15,702.12	27,050.00	(11,347.88)	58.0%
7420 · Programming	3,047.23	1,500.00	1,547.23	203.1%
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	201.62	850.00	(648.38)	23.7%
Total 7300 · ADULT SERVICES	18,950.97	29,600.00	(10,649.03)	64.0%
7500 · YOUTH SERVICES				
7510 · Materials				

	<u>Jul '24 - Mar ...</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
7515 · Print Materials				
7520 · E	629.85	1,500.00	(870.15)	42.0%
7530 · J Fiction	801.20	1,500.00	(698.80)	53.4%
7540 · J Non-Fiction	594.29	800.00	(205.71)	74.3%
7550 · YA	609.37	1,200.00	(590.63)	50.8%
7560 · Realia(Non-Book)	46.20	300.00	(253.80)	15.4%
Total 7515 · Print Materials	<u>2,680.91</u>	<u>5,300.00</u>	<u>(2,619.09)</u>	<u>50.6%</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>3,769.85</u>	<u>6,800.00</u>	<u>(3,030.15)</u>	<u>55.4%</u>
7620 · Programming	<u>3,342.31</u>	<u>2,400.00</u>	<u>942.31</u>	<u>139.3%</u>
Total 7500 · YOUTH SERVICES	<u>7,112.16</u>	<u>9,200.00</u>	<u>(2,087.84)</u>	<u>77.3%</u>
8100 · TECHNICAL SERVICES				
8155 · Processing Costs	319.12	800.00	(480.88)	39.9%
8161 · Tech Supplies				
8162 · Repair	19.78	25.00	(5.22)	79.1%
8163 · AV	0.00	575.00	(575.00)	0.0%
8165 · Disc Cleaner	0.00	100.00	(100.00)	0.0%
8167 · Misc	290.88	750.00	(459.12)	38.8%
Total 8161 · Tech Supplies	<u>310.66</u>	<u>1,450.00</u>	<u>(1,139.34)</u>	<u>21.4%</u>
Total 8100 · TECHNICAL SERVICES	<u>629.78</u>	<u>2,250.00</u>	<u>(1,620.22)</u>	<u>28.0%</u>
8200 · CIRCULATION				
8250 · Equipment	373.70	200.00	173.70	186.9%
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	422.30	500.00	(77.70)	84.5%
Total 8200 · CIRCULATION	<u>1,276.40</u>	<u>1,300.00</u>	<u>(23.60)</u>	<u>98.2%</u>
Total Expense	<u>579,360.28</u>	<u>760,868.00</u>	<u>(181,507.72)</u>	<u>76.1%</u>
Net Ordinary Income	<u>(88,481.80)</u>	<u>0.00</u>	<u>(88,481.80)</u>	<u>100.0%</u>
Other Income/Expense				
Other Income				
9450 · Chargepoint Income	2,792.25			
8400 · NON-BUDGETED DONATIONS				
8415 · Friends - Materials/Equipme...	(76.00)			
8425 · Hobart/Watkins/Reiner	123.26			

	<u>Jul '24 - Mar ...</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total 8400 · NON-BUDGETED DONA...	47.26			
9000 · Landscaping Project Income				
9025 · Donations	18.81			
Total 9000 · Landscaping Project Inc...	18.81			
Total Other Income	2,858.32			
Other Expense				
9475 · Chargepoint Expense	405.31			
9126 · Master Plan Phase 1 expenses	11,299.00			
Total Other Expense	11,704.31			
Net Other Income	(8,845.99)			
Net Income	<u>(97,327.79)</u>	<u>0.00</u>	<u>(97,327.79)</u>	<u>100.0%</u>

04/03/25

Reconciliation Summary

1014 · Operating Acct, Period Ending 03/31/2025

	Mar 31, 25
Beginning Balance	413,321.21
Cleared Transactions	
Checks and Payments - 70...	(50,019.54)
Deposits and Credits - 4 it...	868.87
Total Cleared Transactions	(49,150.67)
Cleared Balance	364,170.54
Uncleared Transactions	
Checks and Payments - 28...	(16,509.19)
Deposits and Credits - 3 it...	109.03
Total Uncleared Transactions	(16,400.16)
Register Balance as of 03/31/2025	347,770.38
New Transactions	
Checks and Payments - 23...	(20,515.20)
Total New Transactions	(20,515.20)
Ending Balance	327,255.18

04/03/25

Reconciliation Summary

1000 · Savings account, Period Ending 03/31/2025

	Mar 31, 25
Beginning Balance	
Cleared Transactions	
Deposits and Credits - 1 item	
Total Cleared Transactions	
Cleared Balance	26,088.63
Register Balance as of 03/31/2025	
Ending Balance	

04/03/25

Reconciliation Summary

1015 · Public Funds Money Market, Period Ending 03/31/2025

	Mar 31, 25
Beginning Balance	100,189.04
Cleared Transactions	
Deposits and Credits - 1 item	234.00
Total Cleared Transactions	234.00
Cleared Balance	100,423.04
Register Balance as of 03/31/2025	100,423.04
Ending Balance	100,423.04

March 2025 adult services report

I answered 17 reference questions for 17 patrons in March, which is low. I answered 11 tech questions, no local history questions, and no legal questions.

Interesting queries: finding a book about the breakup of the company International Harvester (ooh!).

294 patrons attended 20 programs in March. The Mycology 101 series continued to be popular, and we welcomed Maggie Young from Chemung County Library at Family Research Group to tackle cemetery research. Jeannette was back for the first time this year with her Arts and Drafts program, demonstrating silverware windchimes, and for the first time, Pot Luck Club was allowed to choose their own favorite recipes, resulting in a meal that included delicious items like mushroom soup, deviled eggs, ham sliders, and chocolate pie.

The Friends of the Library held their annual meeting and welcomed guests to a presentation about women in aviation history by a presenter from the Museum of Women's History.

PYPL was a co-sponsor of the Penn Yan Action Coalition Community Read of *Immigrant* by Marcos Antil. In addition to a pre-recorded interview with eminent scholar and author Sr. Zeke Hernandez, PYAC also welcomed entrepreneur Antil himself as the capstone of the event. Many great memories and connections were made. PYAC also hosted Professor Charlie Domahidi, Cassandra Bocanegra of New York Immigration Coalition, and Mary Jo Dudley of the Cornell Farmworker Program. The sessions with Dr. Hernandez and Mr. Antil were recorded and are available on the library's YouTube channel.

The library's Experience Library collection grew with the addition of a pass to the Museum of the Earth in Ithaca.

March was Library Advocacy Month. We sent in numerous postcards signed by patrons supporting our services and mission, and Sarah and Sue attended Advocacy Day in Albany. Library advocacy is increasingly crucial as the attacks on our profession increase.

Our patron survey is still in the field and has garnered about 50 responses so far.

Penn Yan Public Library Monthly Youth Services Report to Board

MARCH 2025 IN REVIEW

Continuing our series of programs promoting early literacy skills to caregivers (one of my strategic plan goals), on March 7 I hosted the library's first sensory play night. I called it 'Messy Monday' and it certainly was messy—but fun for those who attended! I will explore offering more sensory programs, with the caveat that I will look for ones that are easier to cleanup or can be held outdoors.

I have begun a weeding project in the Young Adult stacks to make room for more Tween titles. Anecdotally, Young Adult circulation is down system-wide. Afternoons, which in previous years have been bustling, have continued to be quiet all winter. I am not sure where all the middle schoolers are going after school, since the Living Well's afterschool program is struggling to attract them, too. The quiet afternoons have given me time to chip away at summer planning, and I hope to complete the weeding/shifting project before July.

MEETINGS/TRAININGS ATTENDED

- *Color Our World Teen Summer Learning* webinar
- STLS Teen Services support chat virtual meeting
- *Empathetic Listening* webinar

MARCH 2025 YOUTH & FAMILY PROGRAMS

Program Type ▼	Number of Programs Attendance	
Activity	5	48
Afterschool	5	7
Homeschool	2	4
Storytime	9	150
Outreach	8	164
Grand Total	29	373

MARCH 2025 COMMUNITY PARTNERS

Safe Harbors of the Finger Lakes, Penn Yan Community Health, Penn Yan Elementary School, St Michael School, Head Start, Keuka College DRIVE Program

Submitted April 1, 2025 by Sarah Crevelling, Youth Services Librarian