

AGENDA
PENN YAN PUBLIC LIBRARY
BOARD MEETING
THURSDAY January 20th, 2022 6:30 PM

Call to Order

- Public Comment
- Additional Agenda Items?
- *Adoption of Agenda
- December 16th 2021 Minutes
- Financial Review
 - *Payment of bills for December 2021
- Library Director's Report

Standing Committee Reports

- Finance Committee
- Policy Review Committee (*staff is starting to go over gen. pol. for needed updates and will present flex-time policy next month*)
- Building Committee
- Nominating Committee
- Personnel Committee

Old Business

- Outside trim painting and glass pane replacement update-quotes

New Business

- Appoint new part-time clerk Jamie Jenson
- Sexual Harassment Training 2022

***Adjourn**

- Items with * require Board action. Enclosures: December 2021 Minutes, Budget and Balance sheets, Director's Report, Circulation Stats, Children's and Adult services reports, Sexual Harassment Training Acknowledgement Form

PYPL Executive Director's Report 1-20-22

Professional Development and Meetings:

- 12-20 Workflows processing training, STLS
- 1-5 Yates County Law Library annual meeting
- 1-10 STLS Digital Library Advisory Group meeting

Happenings:

- All the chairs have been upholstered. The Friends spent \$3078 total on the project. Now they are working on arranging for two matching coffee tables to be crafted locally. The friends are also purchasing a plaque in honor of Pat Selwood to place in the HK room.
- The Friends also donated 3000.00 towards hotspots for 2022.
- I have ordered 8 new desktop and 3 new laptop computers from STLS at half price, totaling \$4679. (Federal Recovery Act funds pay for the other half of the cost) They should arrive in late spring. STLS will be responsible for purchasing, configuring and maintaining the computers. Maintenance will last 3 years from the time of installation.
- SCT is giving us NYS price quotes for a new server, a wireless display unit, and an in-house projector and a loanable projector. STLS will reimburse half the cost of these items using the same funding. These funds can't be used toward hotspot costs.
- We have been distributing free N96 masks provided by Yates County Health to community members. Brian at STLS arranged for the libraries to be distribution locations.
- On Wednesday 1/12 we will distributing free Covid test kits provided by Yates County Health. Libraries in other counties have already done so, and they were very popular. I am interested to see how it will go in Penn Yan and plan to do the handing out myself, promoting the library with pencils at the same time. I called the village police to check for any traffic issues.
- Staff has been receiving training on Adverse Childhood Events and self-care from our EAP provider Family Counseling of the Finger Lakes.
- I have advertised for new board members on our website, do I need to submit an Item to the paper?
- It looks like the sharpie marker has worn off the cement out front.
- Coming up- Annual report and Tax Cap form

MINUTES
PENN YAN PUBLIC LIBRARY
BOARD MEETING
THURSDAY December 16, 2021

Present: Peter Gamba, Diane Krans, Martha (Marty) Roberts, Deb Connelly, Val Brechko, Elizabeth Burris-Chase, Connie Glover, Angela Gonzalez

Absent: Kristen Flynn-Comstock

Guest: Crystal Minor

Meeting was held via Zoom due to COVID-19 restrictions

Call to Order

1. **Public Comment:**

2. ***Resolution to approve the following:**

1. Adoption of 12/16/21 Agenda:

Moved: Marty Roberts Seconded: Val Brechko
Approved: 7-0 Abstentions: 0

1. November 18th, 2021 minutes as submitted:

Moved: Marty Roberts Seconded: Val Brechko
Approved: 6-0 Abstentions: 1 (Peter Gamba)

1. Payment of bills for November 2021:

Moved: Elizabeth Burris-Chase Seconded: Marty Roberts
Approved: 7-0 Abstentions:

1. **Library Director's Report:** see attached

1. **Standing Committee Reports**

1. Finance Committee: Did not meet.
2. Policy Review Committee: Did not meet.
3. Building Committee: Did not meet.
4. Nominating Committee: Did not meet. Peter will set up a meeting in January.
5. Personnel Committee: Did not meet

1. **Old Business**

1. Outside trim painting and glass pane replacement update: Have gotten quotes and still working on it.

2. ***Resolution to approve the following:**

1. 2022-2023 Finance Committee Proposed Budget:
Moved: Marty Roberts Seconded: Diane Krans
Approved: 7-0 Abstentions:

1. **New Business**

1. ***Resolution to approve the following:**

1. Lauren Williams \$2.00/hr raise effective 1/3/22:
Moved: Marty Roberts Seconded: Valerie Brechko
Approved: 7-0 Abstentions:
1. 20-21 990 Form and 2021 AUD form
Moved: Diane Krans Seconded: Marty Roberts
Approved: 7-0 Abstentions:

1. ***Adjourn:**

Moved: Marty Roberts Seconded: Val Brechko
Approved: 7-0 Abstentions:

01/03/22

Penn Yan Public Library
Balance Sheet
As of December 31, 2021

	Dec 31, 21
ASSETS	
Current Assets	
Checking/Savings	
1000 · Savings account	
1018 · Non designated	6,815.03
1028 · Phase IV Money	18,163.50
1000 · Savings account - Other	101,032.70
Total 1000 · Savings account	126,011.23
1014 · Operating Acct	394,174.79
Total Checking/Savings	520,186.02
Accounts Receivable	
1261 · Accounts Receivable	1,300.29
Total Accounts Receivable	1,300.29
Other Current Assets	
1220 · Prepaid Expenses	
1250 · Insurance	(2,268.06)
1251 · Workers Comp	6,611.00
Total 1220 · Prepaid Expenses	4,342.94
1275 · Cash Held For Friends	13,707.70
1499 · Undeposited Funds	2,800.65
1300 · Investments	
1350 · CDs	269,720.31
Total 1300 · Investments	269,720.31
Total Other Current Assets	290,571.60
Total Current Assets	812,057.91
Fixed Assets	
1500 · Land	37,775.41
1501 · Building Improvemt & Renovation	1,354,597.30
1502 · Office Equipment	94,508.27
1503 · Furniture & Fixtures	15,702.00
1510 · Accum Depreciatn - Fixed Assets	(628,161.61)
Total Fixed Assets	874,421.37
TOTAL ASSETS	1,686,479.28
LIABILITIES & EQUITY	
Liabilities	

Penn Yan Public Library
Balance Sheet
As of December 31, 2021

	Dec 31, 21
Current Liabilities	
Accounts Payable	
2005 · Payables	27,350.00
Total Accounts Payable	27,350.00
Other Current Liabilities	
1260 · Staff Receivables	(0.36)
2042 · New York Paid Family Leave	4,343.15
2045 · Deferred Compensation	865.08
2010 · Accrued Payroll & Employee Ben	32,506.87
2020 · Cash Held for Library (Friends)	13,707.70
2027 · Deferred Tax	297,277.60
2028 · Pass Through Funds	0.23
2032 · Accrued FICA	(1,003.96)
2033 · Federal Withholding	26.98
2034 · NYS Withholding	6.28
2035 · Retirement	(39,109.58)
2036 · Sales Tax 8%	325.80
2038 · Employee Health Premiums	0.27
Total Other Current Liabilities	308,946.06
Total Current Liabilities	336,296.06
Total Liabilities	336,296.06
Equity	
3000 · General Fund Equity	470,674.42
3100 · Restricted Funds	
3101 · Watkins/Reiner	2,905.13
3102 · Hobart	13,674.85
3103 · Underwood	5,700.34
Total 3100 · Restricted Funds	22,280.32
3900 · Retained Earnings	810,836.26
Net Income	46,392.22
Total Equity	1,350,183.22
TOTAL LIABILITIES & EQUITY	1,686,479.28

Budget vs. Actual

01/03/22

Accrual Basis

2021/2022 Budget

	<u>Jul - Dec 21</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
4100 · Printing Income				
4150 · Laser Printer	442.15	500.00	(57.85)	88.4%
4160 · Other Copies	241.00	1,000.00	(759.00)	24.1%
Total 4100 · Printing Income	<u>683.15</u>	<u>1,500.00</u>	<u>(816.85)</u>	<u>45.5%</u>
4200 · Village	0.00	1,000.00	(1,000.00)	0.0%
4400 · Fines	173.07			
4500 · Lost/Damaged Books Refu...	121.44			
4505 · Sale of Extraneous Materials	107.21			
4540 · Tax Income	353,239.98	706,480.00	(353,240.02)	50.0%
4550 · Miscellaneous	2,672.20			
4600 · LLSA	4,375.41	3,500.00	875.41	125.0%
4700 · Interest	12.71	150.00	(137.29)	8.5%
4800 · NonDesignated Donations	8,489.17	3,000.00	5,489.17	283.0%
Total Income	<u>369,874.34</u>	<u>715,630.00</u>	<u>(345,755.66)</u>	<u>51.7%</u>
Expense				
5000 · HUMAN RESOURCES				
5100 · Salaries				
5110 · Library Director II	40,281.97	71,466.00	(31,184.03)	56.4%
5115 · Librarian I	64,083.83	112,328.00	(48,244.17)	57.1%
5125 · Network Tech	0.00	61,287.00	(61,287.00)	0.0%
5130 · Clerical	111,679.84	192,328.00	(80,648.16)	58.1%
5135 · Building Staff	0.00	21,953.00	(21,953.00)	0.0%
Total 5100 · Salaries	<u>216,045.64</u>	<u>459,362.00</u>	<u>(243,316.36)</u>	<u>47.0%</u>
5200 · Benefits				
5210 · Medicare/SS	16,447.26	30,000.00	(13,552.74)	54.8%
5225 · HRA Contributions	12,542.95	38,200.00	(25,657.05)	32.8%
5230 · Disability	0.00	1,800.00	(1,800.00)	0.0%
5235 · Voluntary Benefits	(901.53)			
5240 · SUTA	1,033.50	1,500.00	(466.50)	68.9%
5250 · Workmens Compensati...	0.00	4,500.00	(4,500.00)	0.0%
5255 · Employee Assistance P...	500.00			
5260 · Retirement	0.00	55,980.00	(55,980.00)	0.0%
5200 · Benefits - Other	801.36			
Total 5200 · Benefits	<u>30,423.54</u>	<u>131,980.00</u>	<u>(101,556.46)</u>	<u>23.1%</u>
5300 · Payroll Costs	<u>1,424.67</u>	<u>3,000.00</u>	<u>(1,575.33)</u>	<u>47.5%</u>
Total 5000 · HUMAN RESOURCES	<u>247,893.85</u>	<u>594,342.00</u>	<u>(346,448.15)</u>	<u>41.7%</u>
5400 · ADMINISTRATION				
5415 · Hotspots	3,142.53	3,250.00	(107.47)	96.7%
5420 · Promotion	0.00	500.00	(500.00)	0.0%
5425 · Internet Service	900.00	1,800.00	(900.00)	50.0%
5430 · Telephone System	1,019.19	2,300.00	(1,280.81)	44.3%
5435 · Insurance	8,408.13	6,500.00	1,908.13	129.4%
5440 · Accounting				

	Jul - Dec 21	Budget	\$ Over Bud...	% of Budget
5442 · Review/Audit	4,700.00	4,000.00	700.00	117.5%
5444 · Supplies	15.99	150.00	(134.01)	10.7%
5440 · Accounting - Other	16.98			
Total 5440 · Accounting	4,732.97	4,150.00	582.97	114.0%
5450 · Equipment	0.00	500.00	(500.00)	0.0%
5451 · Service Contract	67.92	450.00	(382.08)	15.1%
5452 · Toshiba copier	189.06			
5460 · Office Supplies				
5461 · Staff Room	59.52	250.00	(190.48)	23.8%
5462 · White Paper	83.04	250.00	(166.96)	33.2%
5463 · Other	145.11	500.00	(354.89)	29.0%
5460 · Office Supplies - Other	217.63			
Total 5460 · Office Supplies	505.30	1,000.00	(494.70)	50.5%
5470 · Training/Travel	893.68			
5475 · Legal	0.00	800.00	(800.00)	0.0%
5480 · Dues	620.00	1,000.00	(380.00)	62.0%
5485 · Postage	63.50	300.00	(236.50)	21.2%
Total 5400 · ADMINISTRATION	20,542.28	22,550.00	(2,007.72)	91.1%
5900 · BUILDINGS & GROUNDS				
5910 · Utilities				
5912 · Electric	2,762.96	5,500.00	(2,737.04)	50.2%
5913 · Sewer & Water	344.35	850.00	(505.65)	40.5%
5914 · Gas	0.00	2,500.00	(2,500.00)	0.0%
Total 5910 · Utilities	3,107.31	8,850.00	(5,742.69)	35.1%
5920 · New Equipmnt	0.00	300.00	(300.00)	0.0%
5930 · Repairs & Maint				
5932 · Equipment	0.00	1,300.00	(1,300.00)	0.0%
5934 · Blding & Ground	539.83	1,400.00	(860.17)	38.6%
5930 · Repairs & Maint - Other	97.95			
Total 5930 · Repairs & Maint	637.78	2,700.00	(2,062.22)	23.6%
5940 · Maintenance Contracts				
5943 · Trash Removal	218.94	550.00	(331.06)	39.8%
5945 · Fire Protection	553.00	950.00	(397.00)	58.2%
5946 · Snow Plowing	0.00	850.00	(850.00)	0.0%
Total 5940 · Maintenance Contr...	771.94	2,350.00	(1,578.06)	32.8%
5970 · Supplies				
5972 · Custodial	460.70	550.00	(89.30)	83.8%
5974 · Building	132.70	650.00	(517.30)	20.4%
5976 · building depreciation	0.00	1,000.00	(1,000.00)	0.0%
5970 · Supplies - Other	18.17			
Total 5970 · Supplies	611.57	2,200.00	(1,588.43)	27.8%

	<u>Jul - Dec 21</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
Total 5900 · BUILDINGS & GROU...	5,128.60	16,400.00	(11,271.40)	31.3%
6000 · TECH (NETWORK AND ILS)				
6100 · New Hardware	1,945.00	3,000.00	(1,055.00)	64.8%
6150 · Parts for Repair & Maint	299.00	150.00	149.00	199.3%
6200 · New Software	0.00	500.00	(500.00)	0.0%
6300 · Maintenance	692.21	1,000.00	(307.79)	69.2%
6400 · ILS Software	<u>32,301.00</u>	<u>33,538.00</u>	<u>(1,237.00)</u>	<u>96.3%</u>
Total 6000 · TECH (NETWORK AN...	35,237.21	38,188.00	(2,950.79)	92.3%
7100 · REFERENCE				
7110 · Materials				
7120 · Reference Books	<u>0.00</u>	<u>500.00</u>	<u>(500.00)</u>	<u>0.0%</u>
Total 7110 · Materials	<u>0.00</u>	<u>500.00</u>	<u>(500.00)</u>	<u>0.0%</u>
Total 7100 · REFERENCE	0.00	500.00	(500.00)	0.0%
7300 · ADULT SERVICES				
7310 · Materials				
7315 · Print Materials				
7320 · Adult Fiction	4,993.61	11500.00	(6,506.39)	43.4%
7321 · Graphic Novels	26.47	350.00	(323.53)	7.6%
7330 · Adult Non Fiction	2,062.55	5,000.00	(2,937.45)	41.3%
7370 · Periodicals	<u>3,230.45</u>	<u>4,000.00</u>	<u>(769.55)</u>	<u>80.8%</u>
Total 7315 · Print Materials	10,313.08	20,850.00	(10,536.92)	49.5%
7380 · AV Materials				
7382 · Audio Books	1,379.61	3,500.00	(2,120.39)	39.4%
7384 · CD Music	66.03	350.00	(283.97)	18.9%
7386 · DVD	<u>2,025.69</u>	<u>4,500.00</u>	<u>(2,474.31)</u>	<u>45.0%</u>
Total 7380 · AV Materials	<u>3,471.33</u>	<u>8,350.00</u>	<u>(4,878.67)</u>	<u>41.6%</u>
Total 7310 · Materials	13,784.41	29,200.00	(15,415.59)	47.2%
7420 · Programming	837.72	1,500.00	(662.28)	55.8%
7450 · Equipment				
7451 · Laser Printer	172.04			
7452 · Other Equipment	42.98	200.00	(157.02)	21.5%
7450 · Equipment - Other	<u>95.95</u>			
Total 7450 · Equipment	310.97	200.00	110.97	155.5%
7454 · Cafe Supplies				
7456 · Virus Supplies	96.99			
7454 · Cafe Supplies - Other	<u>16.29</u>			
Total 7454 · Cafe Supplies	<u>113.28</u>			
Total 7300 · ADULT SERVICES	15,046.38	30,900.00	(15,853.62)	48.7%
7500 · YOUTH SERVICES				
7510 · Materials				

	<u>Jul - Dec 21</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
7515 · Print Materials				
7520 · E	529.21	1,800.00	(1,270.79)	29.4%
7530 · J Fiction	1,099.38	1,100.00	(0.62)	99.9%
7540 · J Non-Fiction	328.66	600.00	(271.34)	54.8%
7550 · YA	568.92	1,250.00	(681.08)	45.5%
7560 · Realia(Non-Book)	0.00	300.00	(300.00)	0.0%
Total 7515 · Print Materials	<u>2,526.17</u>	<u>5,050.00</u>	<u>(2,523.83)</u>	<u>50.0%</u>
7580 · AV Materials				
7582 · Audiobooks	112.17	300.00	(187.83)	37.4%
7584 · Music CD	276.52	100.00	176.52	276.5%
7588 · Video Games	1,072.71	1,000.00	72.71	107.3%
Total 7580 · AV Materials	<u>1,461.40</u>	<u>1,400.00</u>	<u>61.40</u>	<u>104.4%</u>
Total 7510 · Materials	<u>3,987.57</u>	<u>6,450.00</u>	<u>(2,462.43)</u>	<u>61.8%</u>
7620 · Programming	<u>2,235.86</u>	<u>2,400.00</u>	<u>(164.14)</u>	<u>93.2%</u>
Total 7500 · YOUTH SERVICES	<u>6,223.43</u>	<u>8,850.00</u>	<u>(2,626.57)</u>	<u>70.3%</u>
8100 · TECHNICAL SERVICES				
8155 · Processing Costs	292.08	800.00	(507.92)	36.5%
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	61.05	750.00	(688.95)	8.1%
8161 · Tech Supplies - Other	272.42			
Total 8161 · Tech Supplies	<u>333.47</u>	<u>1,450.00</u>	<u>(1,116.53)</u>	<u>23.0%</u>
Total 8100 · TECHNICAL SERVICES	<u>625.55</u>	<u>2,250.00</u>	<u>(1,624.45)</u>	<u>27.8%</u>
8200 · CIRCULATION				
8250 · Equipment	0.00	200.00	(200.00)	0.0%
8260 · Patron Cards	490.00	200.00	290.00	245.0%
8275 · Postage for Overdues	0.00	450.00	(450.00)	0.0%
8280 · Mailing Supplies	55.93	300.00	(244.07)	18.6%
8295 · Unique Management	134.25	500.00	(365.75)	26.9%
Total 8200 · CIRCULATION	<u>680.18</u>	<u>1,650.00</u>	<u>(969.82)</u>	<u>41.2%</u>
195 · MISC. EXPENSES				
199 · MISCELLANEOUS-OTHER	<u>(84.00)</u>			
Total 195 · MISC. EXPENSES	<u>(84.00)</u>			
Total Expense	<u>331,293.48</u>	<u>715,630.00</u>	<u>(384,336.52)</u>	<u>46.3%</u>
Net Ordinary Income	<u>38,580.86</u>	<u>0.00</u>	<u>38,580.86</u>	<u>100.0%</u>
Other Income/Expense				
Other Income				
9150 · HVAC Project Income	<u>20,900.00</u>			

	<u>Jul - Dec 21</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
Total Other Income	20,900.00			
Other Expense				
9401 · Resilient Communities Sti...	32.98			
8470 · Food Education Grant	224.06			
9175 · HVAC Project Expense	12,831.60			
Total Other Expense	13,088.64			
Net Other Income	7,811.36			
Net Income	<u>46,392.22</u>	<u>0.00</u>	<u>46,392.22</u>	<u>100.0%</u>

Penn Yan Public Library
MONTHLY INCOME & EXPENSE
December 2021

	Dec 21
Ordinary Income/Expense	
Income	
4100 · Printing Income	
4150 · Laser Printer	84.97
Total 4100 · Printing Income	84.97
4400 · Fines	14.80
4500 · Lost/Damaged Books Refund	16.00
4505 · Sale of Extraneous Materials	16.72
4540 · Tax Income	58,873.33
4550 · Miscellaneous	1,225.00
4600 · LLSA	4,375.41
4700 · Interest	2.14
4800 · NonDesignated Donations	5,950.95
Total Income	70,559.32
Expense	
5000 · HUMAN RESOURCES	
5100 · Salaries	
5110 · Library Director II	8,246.14
5115 · Librarian I	12,960.82
5130 · Clerical	22,614.68
Total 5100 · Salaries	43,821.64
5200 · Benefits	
5210 · Medicare/SS	3,335.15
5225 · HRA Contributions	943.86
5235 · Voluntary Benefits	(300.51)
5240 · SUTA	135.39
5200 · Benefits - Other	200.34
Total 5200 · Benefits	4,314.23
5300 · Payroll Costs	303.64
Total 5000 · HUMAN RESOURCES	48,439.51
5400 · ADMINISTRATION	
5415 · Hotspots	545.30
5430 · Telephone System	168.59
5435 · Insurance	853.00
5440 · Accounting	
5442 · Review/Audit	1,200.00
Total 5440 · Accounting	1,200.00
5451 · Service Contract	16.98
5452 · Toshiba copier	125.23
5460 · Office Supplies	
5462 · White Paper	83.04
Total 5460 · Office Supplies	83.04
5470 · Training/Travel	510.52
5480 · Dues	295.00
Total 5400 · ADMINISTRATION	3,797.66
5900 · BUILDINGS & GROUNDS	
5910 · Utilities	
5912 · Electric	531.46
5913 · Sewer & Water	63.98
Total 5910 · Utilities	595.44
5930 · Repairs & Maint	

Penn Yan Public Library
MONTHLY INCOME & EXPENSE
December 2021

	Dec 21
5934 · Blding & Ground	26.37
Total 5930 · Repairs & Maint	26.37
5940 · Maintenance Contracts	
5943 · Trash Removal	36.94
5945 · Fire Protection	171.00
Total 5940 · Maintenance Contracts	207.94
5970 · Supplies	
5972 · Custodial	233.91
Total 5970 · Supplies	233.91
Total 5900 · BUILDINGS & GROUNDS	1,063.66
6000 · TECH (NETWORK AND ILS)	
6100 · New Hardware	1,850.00
6300 · Maintenance	166.00
Total 6000 · TECH (NETWORK AND ILS)	2,016.00
7300 · ADULT SERVICES	
7310 · Materials	
7315 · Print Materials	
7320 · Adult Fiction	592.61
7330 · Adult Non Fiction	424.81
Total 7315 · Print Materials	1,017.42
7380 · AV Materials	
7382 · Audio Books	79.98
7384 · CD Music	66.03
7386 · DVD	161.28
Total 7380 · AV Materials	307.29
Total 7310 · Materials	1,324.71
7420 · Programming	232.30
7450 · Equipment	
7451 · Laser Printer	172.04
Total 7450 · Equipment	172.04
7454 · Cafe Supplies	
7456 · Virus Supplies	46.99
Total 7454 · Cafe Supplies	46.99
Total 7300 · ADULT SERVICES	1,776.04
7500 · YOUTH SERVICES	
7510 · Materials	
7515 · Print Materials	
7520 · E	43.49
7530 · J Fiction	264.52
7540 · J Non-Fiction	103.03
7550 · YA	9.58
Total 7515 · Print Materials	420.62
7580 · AV Materials	
7582 · Audiobooks	21.99
7588 · Video Games	159.75
Total 7580 · AV Materials	181.74
Total 7510 · Materials	602.36

01/03/22

Penn Yan Public Library
MONTHLY INCOME & EXPENSE
December 2021

	Dec 21
7620 · Programming	167.89
Total 7500 · YOUTH SERVICES	770.25
8100 · TECHNICAL SERVICES	
8155 · Processing Costs	20.23
Total 8100 · TECHNICAL SERVICES	20.23
Total Expense	57,883.35
Net Ordinary Income	12,675.97
Other Income/Expense	
Other Income	
9150 · HVAC Project Income	6,900.00
Total Other Income	6,900.00
Other Expense	
9175 · HVAC Project Expense	6,972.60
Total Other Expense	6,972.60
Net Other Income	(72.60)
Net Income	12,603.37

Account QuickReport

01/03/22

Accrual Basis

All Transactions

Type	Date	Num	Name	Amount
9175 · HVAC Project Expense				
Check	08/16/2018	13306	Taitem En...	26,946.70
Bill	11/15/2018	1894...	Quill .com	63.98
Check	11/15/2018	13397	The Nation...	150.00
General J...	11/25/2019	AJE73		(27,161.00)
Check	03/19/2020	13829	Taitem En...	7,804.80
Check	03/19/2020	13829	Taitem En...	0.00
Check	03/19/2020	13831	The Nation...	822.50
Check	06/18/2020	13883	Taitem	1,424.50
Check	08/20/2020	13935	Sure Temp...	93,071.70
Check	09/17/2020	13957	Sure Temp...	21,900.78
Check	10/15/2020	13982	Taitem	3,907.20
Check	11/19/2020	14025	Chronicle ...	34.52
Check	12/17/2020	14027	Sure Temp...	25,998.12
Check	12/17/2020	14028	Taitem	9,116.80
Check	02/10/2021	8084...	Sure Temp...	15,663.40
Check	04/15/2021	14100	Sure Temp...	34,200.00
Check	06/17/2021	14139	Sure Temp...	22,694.40
Check	07/15/2021	14162	Sure Temp...	5,859.00
Check	12/16/2021	14279	Sure Temp...	6,972.60
Total 9175 · HVAC Project Expense				249,470.00
TOTAL				249,470.00

Account QuickReport

01/03/22

Accrual Basis

All Transactions

Type	Date	Split	Amount
9150 · HVAC Project Income			
Deposit	08/10/2018	1014 · Opera...	500.00
Deposit	09/07/2018	1014 · Opera...	10,000.00
Deposit	11/08/2018	1014 · Opera...	1,735.00
Deposit	11/20/2018	1014 · Opera...	3,215.00
Deposit	11/27/2018	1014 · Opera...	2,440.00
Deposit	12/11/2018	1014 · Opera...	625.00
Deposit	12/21/2018	1014 · Opera...	85.00
Deposit	12/28/2018	1014 · Opera...	1,345.00
Deposit	01/11/2019	1014 · Opera...	2,870.00
Deposit	01/24/2019	1014 · Opera...	3,100.00
Deposit	01/25/2019	1014 · Opera...	10,000.00
Deposit	02/15/2019	1014 · Opera...	250.00
Deposit	03/01/2019	1014 · Opera...	100.00
Deposit	03/19/2019	1014 · Opera...	200.00
Deposit	03/29/2019	1014 · Opera...	100.00
Deposit	06/20/2019	1014 · Opera...	500.00
Deposit	06/28/2019	1014 · Opera...	50.00
Deposit	09/23/2019	1014 · Opera...	126,000.00
Deposit	11/11/2020	1014 · Opera...	62,100.00
Deposit	10/07/2021	1014 · Opera...	14,000.00
Deposit	12/23/2021	1014 · Opera...	6,900.00
Total 9150 · HVAC Project Income			246,115.00
TOTAL			246,115.00

01/03/22

Reconciliation Summary

1000 · Savings account, Period Ending 12/31/2021

	<u>Dec 31, 21</u>
Beginning Balance	126,009.09
Cleared Transactions	
Deposits and Credits - 1 item	<u>2.14</u>
Total Cleared Transactions	<u>2.14</u>
Cleared Balance	<u>126,011.23</u>
Register Balance as of 12/31/2021	126,011.23
Ending Balance	126,011.23

01/03/22

Reconciliation Summary

1014 · Operating Acct, Period Ending 12/31/2021

	<u>Dec 31, 21</u>
Beginning Balance	446,863.83
Cleared Transactions	
Checks and Payments - 79...	(63,612.91)
Deposits and Credits - 5 it...	18,757.06
	<u> </u>
Total Cleared Transactions	(44,855.85)
Cleared Balance	<u><u>402,007.98</u></u>
Uncleared Transactions	
Checks and Payments - 13...	(7,942.22)
Deposits and Credits - 3 it...	109.03
	<u> </u>
Total Uncleared Transactions	(7,833.19)
Register Balance as of 12/31/2021	<u><u>394,174.79</u></u>
New Transactions	
Checks and Payments - 3 i...	(1,617.34)
	<u> </u>
Total New Transactions	(1,617.34)
Ending Balance	<u><u>392,557.45</u></u>

Penn Yan Public Library
Monthly Youth Services Report to Board

DECEMBER 2021 IN REVIEW

As in-person programs wound down for the winter Covid surge, we brought back Relax & Read, a pick-up-and-take-home program for teens. Six youth are registered so far and returning very positive feedback. I will try to increase enrollment in that by asking the English teachers at the Academy to help spread the word.

I kicked off 2022 with a week of vacation and was happy to do so. While Pod Storytimes are paused due to my vacation and Covid, several of the grownups have been in touch and are eager for the pods to resume. I will most likely bring them back closer to the end of the month, out of an abundance of caution. We did offer another StoryWalk before and after Christmas and New Years and will continue to put them out once a month until warmer weather returns.

DECEMBER 2021 PROGRAMS

Virtual programs: 0

Attendance at virtual programs: NA

In-person programs: 18

Attendance at in-person programs: 81

JANUARY/FEBRUARY 2022 OUTLOOK

We are bringing back the Kids' Night To Cook take-home program this month, giving away kits to make fancy hot cocoa. To try something new that allows for social distancing, we purchased a table-sized coloring sheet that the afterschool crowd can work on whenever they like, solo or in a small group. We also have two outside agencies interested in offering support to our tweens and teens (Safe Harbors of the Finger Lakes and Yates INSYGHT) on a regular basis and I'm working on scheduling those programs with them. Two teen focus groups facilitated by Yates INSYGHT have concluded that kids are most interested in having a fun place to hang out after school with minimal adult supervision. (Surprise, surprise!)

Our older kids are still quite insistent that they are not interested in virtual programming, but we will try and make some new storytime videos for our youngest patrons. Last year's storytime recorded on the Keuka Lake ice was our most popular video to date, with nearly 600 views.

Submitted January 11, 2022 by Sarah Crevelling, Youth Services Librarian

December 2021 adult services report

31 patrons made 20 reference requests in December, including 6 tech questions and 1 legal question. Of interest: how to uninstall phone apps, books on local lore, and how to find your own email address.

385 patrons attended 13 programs in December, which is especially good considering how many programs were superseded by holidays! A large proportion came from the annual holiday prize drawing. We finished another Building Community, Building Understanding series focused on gender. Diverse Voices Matter explored the contributions of people of color to Broadway. Exploring America's Founding Documents took a wider view with a look at the Universal Declaration of Rights. And Jeannette McDunnah returned to share her printmaking skills in a fun holiday card project. All these plus the usual fun with Family Research Group, Apple Group, and more.

I'm looking forward to a productive new year in which I help deepen the library's commitment to our stated goals around justice and equity. I am also looking forward to some new programming, some tied to past efforts (the Joy of French Cinema combines the premises of past separate programs on French language and film appreciation) and some brand new (Sondheim Salon will dig into the recently deceased composer-lyricist's deeply meaningful and historic body of work). Would love to see y'all at any or all of my programs, or to hear from new participants, "my pal the board member sent me!" Don't be shy.

AGENDA
PENN YAN PUBLIC LIBRARY
BOARD MEETING
THURSDAY February 17th, 2022 6:30 PM

Call to Order

- Public Comment
- Additional Agenda Items?
- *Adoption of Agenda
- January 20th, 2021 Minutes
- Financial Review
 - *Payment of bills for January 2022
- Library Director's Report

Standing Committee Reports

- Finance Committee
- Policy Review Committee
- Building Committee
- Nominating Committee (met 1-26 and 2-10)
- Personnel Committee

Old Business

- Outside trim painting and glass pane replacement update-quotes
- Masks

New Business

- *2020-2021 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 2-17-22.*
- Proposed Flexible Scheduling policy

***Adjourn**

- Items with * require Board action. Enclosures: January 2022 Minutes, Budget and Balance sheets, Director's Report, Circulation Stats, Children's and Adult services reports, Sexual Harassment Training Acknowledgement Form, 2020-2021 Annual Report, Organizational chart.

PYPL Executive Director's Report 02-17-22

Professional Development and Meetings:

1-24 NYLA PLS meeting

1-26 STLS DAC meeting

1-26 Lobby Day Advocacy Training

2-14 NYLA PLS Annual Meeting

2-15 Aspire Agency information session, PYPL Staff Roundtable

Happenings:

-SCT gave us NYS price quotes for a new server, a wireless display unit, and an in-house projector and a loanable projector. STLS will reimburse half the cost of these items using the same funding. These funds can't be used toward hotspot costs. I accepted the quote for the portable and in-house projectors so far.

- We continue to distribute free N96 masks and free at-home Covid tests provided by Yates County Health to community members.

- I submitted the NYS Tax Cap form on 2-7-22

-We have taken on our first volunteer from ARC since before 3-2020

-We are in the midst of interviewing and hiring 2 more part-time clerks, and one part-time clerk has left.

-Kristen and I are planning to meet with Yates county officials to discuss expanding the charging station.

-We finished the NYS Annual Report.

MINUTES
PENN YAN PUBLIC LIBRARY
BOARD MEETING
THURSDAY January 20, 2022

Present: Peter Gamba, Diane Krans, Martha (Marty) Roberts, Deb Connelly, Elizabeth Burris-Chase, Angela Gonzalez

Absent: Kristen Flynn-Comstock, Val Brechko, Connie Glover

Meeting was held via Zoom due to COVID-19 restrictions

Call to Order

1. Public Comment:

2. *Resolution to approve the following:

- a. Adoption of 1/20/22 Agenda as amended:

Moved: Marty Roberts Seconded: Deb Connelly
Approved: 5-0 Abstentions: 0

- b. December 16th, 2021 minutes as submitted:

Moved: Marty Roberts Seconded: Diane Krans
Approved: 5-0 Abstentions:

- c. Payment of bills for December 2021:

Moved: Marty Roberts Seconded: Elizabeth Burris-Chase
Approved: 5-0 Abstentions:

3. Library Director's Report: see attached

4. Standing Committee Reports

- a. Finance Committee: Did not meet.
- b. Policy Review Committee: staff is starting to go over general policies for needed updates and will present flex-time policy next month
- c. Building Committee: Did not meet.
- d. Nominating Committee: Discussion regarding upcoming vacancies. Meeting to be scheduled in the next couple of weeks. There are at least 2 openings, with one potentially interested candidate.
- e. Personnel Committee: Did not meet.

5. Old Business

- a. Outside trim painting and glass pane replacement update-quotes: Committee was sent a quote, Marbles has not responded with a quote yet, and cold weather is impacting their ability to complete work. Will continue to update us.

6. New Business

a. ***Resolution to approve the following:**

Appointment of part time clerk Jamie Jenson effective 12/21/21
Moved: Marty Roberts Seconded: Elizabeth Burris-Chase
Approved: 5-0 Abstentions:

- b. Sexual Harassment Training 2022: Board members need to complete and submit the confirmation of completion form, which Angela will resend via email.

- c. Mandatory Training for Board Members: Question was asked if we are required to complete additional trainings as Board members, beyond the sexual harassment trainings. Angela will confirm that additional trainings are required and resend information to Board members. May update Board member job description for additional requirements for new members.

7. *Adjourn:

Moved: Diane Krans Seconded: Marty Roberts
Approved: 5-0 Abstentions:

- Items with * require Board action. Enclosures: December 2021 Minutes, Budget and Balance Sheets, Director's Report, Circulation Stats, Children's and Adult Services Reports, Sexual Harassment Training Acknowledgement Form

Penn Yan Public Library
Monthly Youth Services Report to Board

JANUARY 2022 IN REVIEW

January was a relatively quiet month, program-wise. I focused on rectifying the delayed acquisitions and cataloging situation and visited the Elementary School to make water bead stress balls with a few of the fifth-grade classrooms. We also began hosting Yates INSYGHT Office Hours. (“INSYGHT” stands for “Inclusive Network Supporting Youth and families toward Growth, Health and Teamwork.” While it’s been forming in the background for a few years, Yates INSYGHT [formerly known as Yates County Tier II, as in ‘second responders’ to crisis] is beginning to offer programming in the County.) The INSYGHT Office Hours and the Young Voices programs offered by Safe Harbors of the Finger Lakes are both aimed squarely at tweens and teens. Like me, the organizers of these sessions are finding that age group less excited about organized activities than their peers were before the pandemic. So, we are all learning how to help these kids feel safe and supported while still respecting their need for space and informal-feeling activities (which nonetheless still require planning and execution on the organizer’s part).

DECEMBER 2021 PROGRAMS

In-person programs: 10

Attendance at in-person programs: 167

FEBRUARY/MARCH 2022 OUTLOOK

In March we will welcome the Center for Dispute Settlement for one of their Youth Talking Circles. This is a program they generally bring into the schools but are looking to expand into non-school locations. We’re starting with just one circle (focused on non-violence) and will see how it goes. We’ll also be collaborating with the Academy Drama Department on promoting their spring show, which is an adaptation of the young adult novel *Percy Jackson and the Lightning Thief*. I’m also planning on bringing Pod Storytimes back, and on launching a Youth Services User Survey to help gauge the needs and desires of patrons of all ages.

Submitted February 9, 2022 by Sarah Crevelling, Youth Services Librarian

Penn Yan Public Library
Balance Sheet
As of January 31, 2022

	Jan 31, 22
ASSETS	
Current Assets	
Checking/Savings	
1000 · Savings account	
1018 · Non designated	6,815.03
1028 · Phase IV Money	18,163.50
1000 · Savings account - Other	101,034.84
Total 1000 · Savings account	126,013.37
1014 · Operating Acct	350,990.60
Total Checking/Savings	477,003.97
Accounts Receivable	
1261 · Accounts Receivable	1,300.29
Total Accounts Receivable	1,300.29
Other Current Assets	
1220 · Prepaid Expenses	
1250 · Insurance	(2,268.06)
1251 · Workers Comp	6,611.00
Total 1220 · Prepaid Expenses	4,342.94
1275 · Cash Held For Friends	13,707.70
1499 · Undeposited Funds	2,800.65
1300 · Investments	
1350 · CDs	269,720.31
Total 1300 · Investments	269,720.31
Total Other Current Assets	290,571.60
Total Current Assets	768,875.86
Fixed Assets	
1500 · Land	37,775.41
1501 · Building Improvemt & Renovation	1,354,597.30
1502 · Office Equipment	94,508.27
1503 · Furniture & Fixtures	15,702.00
1510 · Accum Depreciatn - Fixed Assets	(628,161.61)
Total Fixed Assets	874,421.37
TOTAL ASSETS	1,643,297.23
LIABILITIES & EQUITY	
Liabilities	

Penn Yan Public Library
Balance Sheet
As of January 31, 2022

	Jan 31, 22
Current Liabilities	
Accounts Payable	
2005 · Payables	27,350.00
Total Accounts Payable	27,350.00
Other Current Liabilities	
1260 · Staff Receivables	(0.36)
2042 · New York Paid Family Leave	4,494.01
2045 · Deferred Compensation	865.08
2010 · Accrued Payroll & Employee Ben	32,506.87
2020 · Cash Held for Library (Friends)	13,707.70
2027 · Deferred Tax	238,404.27
2028 · Pass Through Funds	0.23
2032 · Accrued FICA	(1,003.96)
2033 · Federal Withholding	26.98
2034 · NYS Withholding	6.28
2035 · Retirement	(39,109.58)
2036 · Sales Tax 8%	336.53
2038 · Employee Health Premiums	0.27
Total Other Current Liabilities	250,234.32
Total Current Liabilities	277,584.32
Total Liabilities	277,584.32
Equity	
3000 · General Fund Equity	470,674.42
3100 · Restricted Funds	
3101 · Watkins/Reiner	2,905.13
3102 · Hobart	13,674.85
3103 · Underwood	5,700.34
Total 3100 · Restricted Funds	22,280.32
3900 · Retained Earnings	810,836.26
Net Income	61,921.91
Total Equity	1,365,712.91
TOTAL LIABILITIES & EQUITY	1,643,297.23

Budget vs. Actual

02/01/22

Accrual Basis

2021/2022 Budget

	Jul '21 - Jan...	Budget	\$ Over Bud...	% of Budget
Ordinary Income/Expense				
Income				
4100 · Printing Income				
4150 · Laser Printer	459.28	500.00	(40.72)	91.9%
4160 · Other Copies	241.00	1,000.00	(759.00)	24.1%
Total 4100 · Printing Income	700.28	1,500.00	(799.72)	46.7%
4200 · Village	0.00	1,000.00	(1,000.00)	0.0%
4400 · Fines	290.91			
4500 · Lost/Damaged Books Refu...	124.44			
4505 · Sale of Extraneous Materials	120.17			
4540 · Tax Income	412,113.31	706,480.00	(294,366.69)	58.3%
4550 · Miscellaneous	2,672.20			
4600 · LLSA	4,375.41	3,500.00	875.41	125.0%
4700 · Interest	14.85	150.00	(135.15)	9.9%
4800 · NonDesignated Donations	11,492.42	3,000.00	8,492.42	383.1%
Total Income	431,903.99	715,630.00	(283,726.01)	60.4%
Expense				
5000 · HUMAN RESOURCES				
5100 · Salaries				
5110 · Library Director II	45,779.39	71,466.00	(25,686.61)	64.1%
5115 · Librarian I	72,724.35	112,328.00	(39,603.65)	64.7%
5125 · Network Tech	0.00	61,287.00	(61,287.00)	0.0%
5130 · Clerical	127,062.39	192,328.00	(65,265.61)	66.1%
5135 · Building Staff	0.00	21,953.00	(21,953.00)	0.0%
Total 5100 · Salaries	245,566.13	459,362.00	(213,795.87)	53.5%
5200 · Benefits				
5210 · Medicare/SS	18,694.12	30,000.00	(11,305.88)	62.3%
5225 · HRA Contributions	13,302.18	38,200.00	(24,897.82)	34.8%
5230 · Disability	2,358.62	1,800.00	558.62	131.0%
5235 · Voluntary Benefits	(1,101.87)			
5240 · SUTA	1,653.45	1,500.00	153.45	110.2%
5250 · Workmens Compensati...	3,981.00	4,500.00	(519.00)	88.5%
5255 · Employee Assistance P...	500.00			
5260 · Retirement	0.00	55,980.00	(55,980.00)	0.0%
5200 · Benefits - Other	1,101.87			
Total 5200 · Benefits	40,489.37	131,980.00	(91,490.63)	30.7%
5300 · Payroll Costs	1,830.23	3,000.00	(1,169.77)	61.0%
Total 5000 · HUMAN RESOURCES	287,885.73	594,342.00	(306,456.27)	48.4%
5400 · ADMINISTRATION				
5415 · Hotspots	3,710.87	3,250.00	460.87	114.2%
5420 · Promotion	0.00	500.00	(500.00)	0.0%
5425 · Internet Service	1,350.00	1,800.00	(450.00)	75.0%
5430 · Telephone System	1,185.95	2,300.00	(1,114.05)	51.6%
5435 · Insurance	8,408.13	6,500.00	1,908.13	129.4%
5440 · Accounting				

	<u>Jul '21 - Jan...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
5442 · Review/Audit	5,600.00	4,000.00	1,600.00	140.0%
5444 · Supplies	62.93	150.00	(87.07)	42.0%
5440 · Accounting - Other	16.98			
Total 5440 · Accounting	5,679.91	4,150.00	1,529.91	136.9%
5450 · Equipment	0.00	500.00	(500.00)	0.0%
5451 · Service Contract	67.92	450.00	(382.08)	15.1%
5452 · Toshiba copier	250.59			
5460 · Office Supplies				
5461 · Staff Room	59.52	250.00	(190.48)	23.8%
5462 · White Paper	83.04	250.00	(166.96)	33.2%
5463 · Other	202.29	500.00	(297.71)	40.5%
5460 · Office Supplies - Other	217.63			
Total 5460 · Office Supplies	562.48	1,000.00	(437.52)	56.2%
5470 · Training/Travel	893.68			
5475 · Legal	0.00	800.00	(800.00)	0.0%
5480 · Dues	620.00	1,000.00	(380.00)	62.0%
5485 · Postage	63.50	300.00	(236.50)	21.2%
Total 5400 · ADMINISTRATION	22,793.03	22,550.00	243.03	101.1%
5900 · BUILDINGS & GROUNDS				
5910 · Utilities				
5912 · Electric	3,244.51	5,500.00	(2,255.49)	59.0%
5913 · Sewer & Water	400.80	850.00	(449.20)	47.2%
5914 · Gas	254.00	2,500.00	(2,246.00)	10.2%
Total 5910 · Utilities	3,899.31	8,850.00	(4,950.69)	44.1%
5920 · New Equipmnt	0.00	300.00	(300.00)	0.0%
5930 · Repairs & Maint				
5932 · Equipment	0.00	1,300.00	(1,300.00)	0.0%
5934 · Blding & Ground	543.53	1,400.00	(856.47)	38.8%
5930 · Repairs & Maint - Other	248.66			
Total 5930 · Repairs & Maint	792.19	2,700.00	(1,907.81)	29.3%
5940 · Maintenance Contracts				
5943 · Trash Removal	218.94	550.00	(331.06)	39.8%
5945 · Fire Protection	553.00	950.00	(397.00)	58.2%
5946 · Snow Plowing	0.00	850.00	(850.00)	0.0%
Total 5940 · Maintenance Contr...	771.94	2,350.00	(1,578.06)	32.8%
5970 · Supplies				
5972 · Custodial	530.99	550.00	(19.01)	96.5%
5974 · Building	155.05	650.00	(494.95)	23.9%
5976 · building depreciation	0.00	1,000.00	(1,000.00)	0.0%
5970 · Supplies - Other	18.17			
Total 5970 · Supplies	704.21	2,200.00	(1,495.79)	32.0%

	<u>Jul '21 - Jan...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
Total 5900 · BUILDINGS & GROU...	6,167.65	16,400.00	(10,232.35)	37.6%
6000 · TECH (NETWORK AND ILS)				
6100 · New Hardware	1,945.00	3,000.00	(1,055.00)	64.8%
6150 · Parts for Repair & Maint	299.00	150.00	149.00	199.3%
6200 · New Software	0.00	500.00	(500.00)	0.0%
6300 · Maintenance	849.19	1,000.00	(150.81)	84.9%
6400 · ILS Software	<u>32,301.00</u>	<u>33,538.00</u>	<u>(1,237.00)</u>	<u>96.3%</u>
Total 6000 · TECH (NETWORK AN...	35,394.19	38,188.00	(2,793.81)	92.7%
7100 · REFERENCE				
7110 · Materials				
7120 · Reference Books	<u>16.22</u>	<u>500.00</u>	<u>(483.78)</u>	<u>3.2%</u>
Total 7110 · Materials	<u>16.22</u>	<u>500.00</u>	<u>(483.78)</u>	<u>3.2%</u>
Total 7100 · REFERENCE	16.22	500.00	(483.78)	3.2%
7300 · ADULT SERVICES				
7310 · Materials				
7315 · Print Materials				
7320 · Adult Fiction	5,360.30	11500.00	(6,139.70)	46.6%
7321 · Graphic Novels	26.47	350.00	(323.53)	7.6%
7330 · Adult Non Fiction	2,280.60	5,000.00	(2,719.40)	45.6%
7370 · Periodicals	<u>3,255.45</u>	<u>4,000.00</u>	<u>(744.55)</u>	<u>81.4%</u>
Total 7315 · Print Materials	<u>10,922.82</u>	<u>20,850.00</u>	<u>(9,927.18)</u>	<u>52.4%</u>
7380 · AV Materials				
7382 · Audio Books	1,861.50	3,500.00	(1,638.50)	53.2%
7384 · CD Music	119.56	350.00	(230.44)	34.2%
7386 · DVD	<u>2,567.06</u>	<u>4,500.00</u>	<u>(1,932.94)</u>	<u>57.0%</u>
Total 7380 · AV Materials	<u>4,548.12</u>	<u>8,350.00</u>	<u>(3,801.88)</u>	<u>54.5%</u>
Total 7310 · Materials	<u>15,470.94</u>	<u>29,200.00</u>	<u>(13,729.06)</u>	<u>53.0%</u>
7420 · Programming	837.72	1,500.00	(662.28)	55.8%
7450 · Equipment				
7451 · Laser Printer	172.04			
7452 · Other Equipment	42.98	200.00	(157.02)	21.5%
7450 · Equipment - Other	<u>95.95</u>			
Total 7450 · Equipment	<u>310.97</u>	<u>200.00</u>	<u>110.97</u>	<u>155.5%</u>
7454 · Cafe Supplies				
7456 · Virus Supplies	96.99			
7454 · Cafe Supplies - Other	<u>16.29</u>			
Total 7454 · Cafe Supplies	<u>113.28</u>			
Total 7300 · ADULT SERVICES	16,732.91	30,900.00	(14,167.09)	54.2%
7500 · YOUTH SERVICES				
7510 · Materials				

	<u>Jul '21 - Jan...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
7515 · Print Materials				
7520 · E	736.94	1,800.00	(1,063.06)	40.9%
7530 · J Fiction	1,260.81	1,100.00	160.81	114.6%
7540 · J Non-Fiction	432.94	600.00	(167.06)	72.2%
7550 · YA	659.76	1,250.00	(590.24)	52.8%
7560 · Realia(Non-Book)	0.00	300.00	(300.00)	0.0%
Total 7515 · Print Materials	<u>3,090.45</u>	<u>5,050.00</u>	<u>(1,959.55)</u>	<u>61.2%</u>
7580 · AV Materials				
7582 · Audiobooks	156.16	300.00	(143.84)	52.1%
7584 · Music CD	315.45	100.00	215.45	315.5%
7588 · Video Games	1,147.69	1,000.00	147.69	114.8%
Total 7580 · AV Materials	<u>1,619.30</u>	<u>1,400.00</u>	<u>219.30</u>	<u>115.7%</u>
Total 7510 · Materials	<u>4,709.75</u>	<u>6,450.00</u>	<u>(1,740.25)</u>	<u>73.0%</u>
7620 · Programming	<u>2,717.87</u>	<u>2,400.00</u>	<u>317.87</u>	<u>113.2%</u>
Total 7500 · YOUTH SERVICES	<u>7,427.62</u>	<u>8,850.00</u>	<u>(1,422.38)</u>	<u>83.9%</u>
8100 · TECHNICAL SERVICES				
8155 · Processing Costs	298.99	800.00	(501.01)	37.4%
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	61.05	750.00	(688.95)	8.1%
8161 · Tech Supplies - Other	393.02			
Total 8161 · Tech Supplies	<u>454.07</u>	<u>1,450.00</u>	<u>(995.93)</u>	<u>31.3%</u>
Total 8100 · TECHNICAL SERVICES	<u>753.06</u>	<u>2,250.00</u>	<u>(1,496.94)</u>	<u>33.5%</u>
8200 · CIRCULATION				
8250 · Equipment	0.00	200.00	(200.00)	0.0%
8260 · Patron Cards	490.00	200.00	290.00	245.0%
8275 · Postage for Overdues	0.00	450.00	(450.00)	0.0%
8280 · Mailing Supplies	55.93	300.00	(244.07)	18.6%
8295 · Unique Management	161.10	500.00	(338.90)	32.2%
Total 8200 · CIRCULATION	<u>707.03</u>	<u>1,650.00</u>	<u>(942.97)</u>	<u>42.9%</u>
195 · MISC. EXPENSES				
199 · MISCELLANEOUS-OTHER	<u>(84.00)</u>			
Total 195 · MISC. EXPENSES	<u>(84.00)</u>			
Total Expense	<u>377,793.44</u>	<u>715,630.00</u>	<u>(337,836.56)</u>	<u>52.8%</u>
Net Ordinary Income	<u>54,110.55</u>	<u>0.00</u>	<u>54,110.55</u>	<u>100.0%</u>
Other Income/Expense				
Other Income				
9150 · HVAC Project Income	<u>20,900.00</u>			

	<u>Jul '21 - Jan...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
Total Other Income	20,900.00			
Other Expense				
9401 · Resilient Communities Sti...	32.98			
8470 · Food Education Grant	224.06			
9175 · HVAC Project Expense	12,831.60			
Total Other Expense	13,088.64			
Net Other Income	7,811.36			
Net Income	<u>61,921.91</u>	<u>0.00</u>	<u>61,921.91</u>	<u>100.0%</u>

Penn Yan Public Library
MONTHLY INCOME & EXPENSE
January 2022

	Jan 22
Ordinary Income/Expense	
Income	
4100 · Printing Income	
4150 · Laser Printer	17.13
Total 4100 · Printing Income	17.13
4400 · Fines	117.84
4500 · Lost/Damaged Books Refund	3.00
4505 · Sale of Extraneous Materials	12.96
4540 · Tax Income	58,873.33
4700 · Interest	2.14
4800 · NonDesignated Donations	3,003.25
Total Income	62,029.65
Expense	
5000 · HUMAN RESOURCES	
5100 · Salaries	
5110 · Library Director II	5,497.42
5115 · Librarian I	8,640.52
5130 · Clerical	15,382.55
Total 5100 · Salaries	29,520.49
5200 · Benefits	
5210 · Medicare/SS	2,246.86
5225 · HRA Contributions	759.23
5230 · Disability	2,358.62
5235 · Voluntary Benefits	(200.34)
5240 · SUTA	619.95
5250 · Workmens Compensation	3,981.00
5200 · Benefits - Other	300.51
Total 5200 · Benefits	10,065.83
5300 · Payroll Costs	405.56
Total 5000 · HUMAN RESOURCES	39,991.88
5400 · ADMINISTRATION	
5415 · Hotspots	568.34
5425 · Internet Service	450.00
5430 · Telephone System	166.76
5440 · Accounting	
5442 · Review/Audit	900.00
5444 · Supplies	46.94
Total 5440 · Accounting	946.94
5452 · Toshiba copier	61.53
5460 · Office Supplies	
5463 · Other	57.18
Total 5460 · Office Supplies	57.18
Total 5400 · ADMINISTRATION	2,250.75
5900 · BUILDINGS & GROUNDS	
5910 · Utilities	
5912 · Electric	481.55
5913 · Sewer & Water	56.45
5914 · Gas	254.00
Total 5910 · Utilities	792.00
5930 · Repairs & Maint	
5934 · Blding & Ground	3.70
5930 · Repairs & Maint - Other	150.71
	150.71

Penn Yan Public Library
MONTHLY INCOME & EXPENSE
January 2022

	Jan 22
Total 5930 · Repairs & Maint	154.41
5970 · Supplies	
5972 · Custodial	70.29
5974 · Building	22.35
	92.64
Total 5970 · Supplies	92.64
Total 5900 · BUILDINGS & GROUNDS	1,039.05
6000 · TECH (NETWORK AND ILS)	
6300 · Maintenance	156.98
	156.98
Total 6000 · TECH (NETWORK AND ILS)	156.98
7100 · REFERENCE	
7110 · Materials	
7120 · Reference Books	16.22
	16.22
Total 7110 · Materials	16.22
Total 7100 · REFERENCE	16.22
7300 · ADULT SERVICES	
7310 · Materials	
7315 · Print Materials	
7320 · Adult Fiction	366.69
7330 · Adult Non Fiction	218.05
7370 · Periodicals	25.00
	609.74
Total 7315 · Print Materials	609.74
7380 · AV Materials	
7382 · Audio Books	481.89
7384 · CD Music	53.53
7386 · DVD	541.37
	1,076.79
Total 7380 · AV Materials	1,076.79
Total 7310 · Materials	1,686.53
7420 · Programming	0.00
	0.00
Total 7300 · ADULT SERVICES	1,686.53
7500 · YOUTH SERVICES	
7510 · Materials	
7515 · Print Materials	
7520 · E	207.73
7530 · J Fiction	161.43
7540 · J Non-Fiction	104.28
7550 · YA	90.84
	564.28
Total 7515 · Print Materials	564.28
7580 · AV Materials	
7582 · Audiobooks	43.99
7584 · Music CD	38.93
7588 · Video Games	74.98
	157.90
Total 7580 · AV Materials	157.90
Total 7510 · Materials	722.18
7620 · Programming	482.01
	482.01
Total 7500 · YOUTH SERVICES	1,204.19
8100 · TECHNICAL SERVICES	
8155 · Processing Costs	6.91

02/01/22

Penn Yan Public Library
MONTHLY INCOME & EXPENSE
January 2022

	Jan 22
8161 · Tech Supplies	120.60
Total 8100 · TECHNICAL SERVICES	127.51
8200 · CIRCULATION	
8295 · Unique Management	26.85
Total 8200 · CIRCULATION	26.85
Total Expense	46,499.96
Net Ordinary Income	15,529.69
Net Income	15,529.69

02/01/22

Reconciliation Summary

1014 · Operating Acct, Period Ending 01/31/2022

	<u>Jan 31, 22</u>
Beginning Balance	402,007.98
Cleared Transactions	
Checks and Payments - 63...	(46,817.63)
Deposits and Credits - 3 it...	3,269.04
Total Cleared Transactions	<u>(43,548.59)</u>
Cleared Balance	<u>358,459.39</u>
Uncleared Transactions	
Checks and Payments - 15...	(7,577.82)
Deposits and Credits - 3 it...	109.03
Total Uncleared Transactions	<u>(7,468.79)</u>
Register Balance as of 01/31/2022	<u>350,990.60</u>
New Transactions	
Checks and Payments - 1 i...	(574.00)
Total New Transactions	<u>(574.00)</u>
Ending Balance	<u>350,416.60</u>

02/01/22

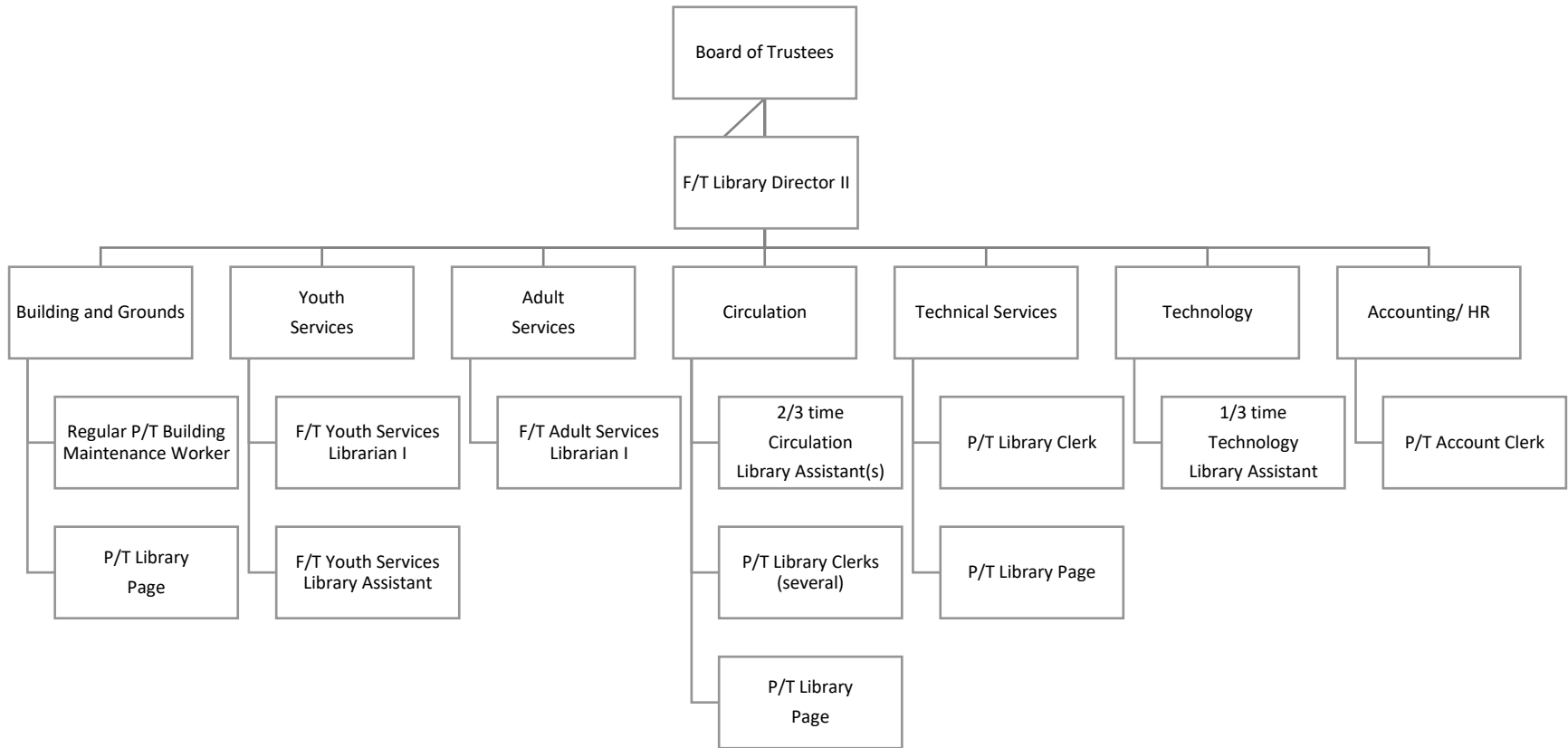
Reconciliation Summary

1000 · Savings account, Period Ending 01/31/2022

	<u>Jan 31, 22</u>
Beginning Balance	126,011.23
Cleared Transactions	
Deposits and Credits - 1 item	<u>2.14</u>
Total Cleared Transactions	<u>2.14</u>
Cleared Balance	<u>126,013.37</u>
Uncleared Transactions	
Deposits and Credits - 1 item	<u>138.39</u>
Total Uncleared Transactions	<u>138.39</u>
Register Balance as of 01/31/2022	<u>126,151.76</u>
Ending Balance	126,151.76

checkouts	19-20	curb	curb											20-21	21-22						
	total	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	june	Total	July	Aug	Sept	Oct	Nov	Dec	Jan
ADPBKFC	401	22	32	36	36	24	44	46	44	62	49	36	42	473	66	69	77	61	57	49	43
ADPBKNF	204	12	15	12	15	10	13	15	31	21	26	16	27	213	21	11	16	17	14	20	21
ADULTFC	5124	219	268	417	451	436	525	552	533	511	453	491	534	5390	630	645	587	566	620	513	544
ADULTNF	4312	172	153	278	392	417	347	486	382	500	415	406	316	4264	446	422	384	389	412	360	417
AUDIOBKCAS	3													0		4	1				
AUDIOBKCD	1506	50	50	67	110	97	115	123	89	99	128	108	105	1141	86	100	122	92	105	100	105
AV-hotspot	142	21	27	67	77	88	85	69	76	65	86	84	109	854	96	90	93	90	98	76	70
AV-EQUIP	0			2										2							
BOOK	32	2	4	5	1		1						5	18	7	4	3	5	2	3	1
COMPUTER-laptops	145			1						1	2			4			2				
playaways	39													0							
EAUDIOBOOK	0													0							
ED-VID-DVD	65	1		3	5	1	2	1	3	1	3	5	2	27	5		2	3	3	2	1
EPHEMERAL	1													0							
EQUIPMENT	1	2											1	3			2			1	
HOLIDAY	24			4	8	5	1							18			4	3	3	4	
ILL-BOOK	57													0	4	3	4	15	6	6	8
JUVDVD (new 5-1-19)	99	7	11	8	6	3	5	8	4	3	13	18	7	93	17	8	11	18	22	19	7
JUVAUDIOBK	28	1		2	3	2	1	7	8		5	7	5	41	8	2	5	5	2	2	
JUVFIC	13963	609	463	1306	1540	1354	1447	1234	1459	1755	1303	1260	1508	15238	1914	1674	1578	1385	1626	1408	1297
JUVMAGAZIN	29			1	1		17	19	14	20	6		1	79	2	11	5	4	4		4
JUVMUSICCD	0		2									2		4							
JUVNF	2514	76	95	284	309	301	212	228	287	285	283	256	273	2889	345	263	221	175	234	214	227
JUVPBFC	250	6	14	22	27	20	74	55	40	38	29	22	23	370	33	19	24	24	34	29	46
JUVPBK	29		1		4		9	8	5	7	3		1	38	2	2		2	1		6
JUVREF	2													0							
KIT	56	1											2	3	6	6	5	7	10	16	8
LARGETYPE	6280	370	321	492	643	565	704	660	630	693	632	645	700	7055	762	822	746	686	666	553	684
MAGAZINE	834	15	9	100	93	81	78	67	99	102	71	98	84	897	105	104	48	78	72	80	74
MICROFORM	0							4	4		16			24					18		
MIXEDMEDIA	5		2							1		2	1	6	1				1		1
MUSICCD	389	11	9	38	68	73	80	56	37	42	44	20	47	525	40	43	41	45	53	38	42
NEWAUDBKCD	591	19	34	69	74	73	60	39	35	57	63	58	75	656	54	79	53	51	57	52	61
NEW-BKNF	0													0							
NEW-BOOK	1997	61	68	165	235	194	188	135	143	193	191	221	243	2037	313	341	305	326	269	215	234
NEW-BOOKNF	1170	39	33	117	104	117	139	97	100	123	114	117	136	1236	147	126	108	96	105	113	103
NEW JUVDVD-new	23	1	4			1	1				1	3	7	18	12	5	4	2		1	
NEWJUJVIC	940	46	26	73	81	105	88	82	65	94	86	73	79	898	116	120	116	126	100	84	92
NEW-JUVNF	291	12	7	20	22	24	34	26	20	42	34	21	46	308	58	56	32	18	25	12	32
NEW-LP	2782	86	94	279	291	308		171	143	136	117	87	85	1797	89	94	60	67	43	28	56
NEWMAGAZIN	50	6		2	1	3		5	5	11	9	4	1	47	4	6		5	2	11	48
NEWMUSCD	93						10	4	4	5	34	55	38	150	20	13	14	19	15	6	10
NEWSPAPER	0													0							
NEW-VIDDVD	3958	75	112	292	341	346	255	203	208	376	365	361	457	3391	410	483	341	312	347	312	387
PGMRESOURC	5													0							
REF-BOOK	5				1						1			2		11	1	1			
ROTATING	9									1	1		31	33	65	16	3	2	1		
SOFTWARE	0													0	1	1	1		1		1
STLSEQUIP	0													0							
TABLET	0													0							
TESTBOOK	4	2		1	2	3				1				9					2		
TOY	4													0							

Penn Yan Public Library Organizational Chart 2-2020



Proposed PYPL Policy 2-17-2022

3.2.1 Flexible Scheduling

Salaried Staff

Salaried staff may work modified schedules including flexible hours, condensed work weeks and partial remote hours after consultation with and approval by the Executive Director. Prior to implementing any flexible schedule, adequate steps must be taken to ensure that onsite Library operations will continue without interruption.

Current minimum staffing requirements:

- Between the hours of 9am and 4:30pm Monday through Friday there should be a minimum of 3 staff persons stationed on the public floors
- Between 4:30pm and 7:30 Monday through Friday there should be a minimum of 2 staff persons stationed on the public floors
- On Saturdays hours, there should be a minimum of 2 staff persons stationed on the public floors

Possible Salaried Staff Flexible Work Arrangements

Flexible hours involve modifying starting and ending times of regular daily hours.

- Schedule start times must be between 7am-1:30pm
- Schedule end times must be between 3pm-7:30pm

Condensed work week involves working the same number of hours per workweek or per pay period as required but in fewer days.

- Condensed work week (37.5-hour week over a minimum of 4 days (with varying days off to cover evening and Saturday shifts)

Remote working

PYPL may permit a full-time salaried employee to work remotely for up to 8 hours during a regular workweek. The Director will determine if the individual's primary function can be effectively performed remotely. Access to necessary hardware and systems is also a factor in determining if a remote arrangement can be granted. Those granted a remote work arrangement will be subject to the same performance standards for their position that were in place prior to the remote arrangement.

Regular Part-time and Full-time Hourly Staff

Regular part-time and full-time hourly staff may work flexible hours after consultation with and approval by the Executive Director. Prior to implementing any flexible schedule, adequate steps must be taken to ensure that onsite Library operations will continue without interruption.

Flexible hours involve modifying starting and ending times of regular daily hours.

- Schedule start times must be between 7am-1:30pm
- Schedule end times must be between 3pm-7:30pm

AGENDA
PENN YAN PUBLIC LIBRARY
BOARD MEETING
THURSDAY March 17th, 2022 6:30 PM

Call to Order

- Public Comment
- Additional Agenda Items?
- *Adoption of Agenda
- February 17, 2022 Minutes
- Financial Review
 - *Payment of bills for February 2022
- Library Director's Report

Standing Committee Reports

- Finance Committee
- Policy Review Committee
- Building Committee
- Nominating Committee (met 1-26 and 2-10)
- Personnel Committee

Old Business

- *Proposed Flexible Scheduling policy
- Outside trim painting and glass pane replacement update-quotes

New Business

- *Appointment of Sandy Siwak and Amanda Hayes as part-time clerks
- *Creation of a Regular Part-time Page Position
- Appoint new Board member

***Adjourn**

- Items with * require Board action. Enclosures: February 2022 Minutes, Budget and Balance sheets, Director's Report, Circulation Stats, Children's and Adult services reports, Flexible scheduling proposed policy, Spring Friends Calendar

PYPL Executive Director's Report 03-17-22

Professional Development and Meetings:

2-15 Law library training, PYPL Staff Roundtable

3-1 STLS ILS meeting

3-4 Facing the Challenge: Intellectual Freedom in Libraries

3-8 NYS Sexual Harassment training videos

Happenings:

- I sent in a National Library Week press release to the Chronicle

-SCT delivered and installed the in-house projector. We also purchased a new portable projector to loan out.

- We continue to distribute free N96 masks and free at-home Covid tests provided by Yates County Health to community members.

-Kristen and I are meeting with Yates county officials tomorrow to discuss expanding the charging station offerings.

-I was on vacation 2-22 through 2-25.

Report from County on Charge Station

For the year 2021 the County collected fees for charging electric vehicles at the Library. These fees are meant to cover the operational cost of providing the station.

2021 revenue and expenses

Gross Revenue for 2021 \$1001

Expenses:

Payment processing 10% \$101

Wireless Connection \$455

Electric Charges from PYMUB \$305

Maintenance Plan \$615

Net Revenue **-\$475**

The County must operate the station for four years this was required by the state so the County could get the grant.

Option going forward at the end of the four-year contract (10/23).

1. The maintenance plan be dropped but the County maintain a small reserve for repairs as they arise.
2. The Library take over the station and cost then the Library can set the rate as they see fit.
3. County continues operation adjusting the fee to maintain a net \$0 operation cost to the County.

Friends of PYPL Spring/Summer 2022 calendar

*Thursday May 5th 4pm, **Friends Annual Meeting** with Tricia Noel from the Yates History Center Presenting Historical Buildings of Penn Yan on Zoom.*

*June Fridays 9am-2pm 6-3, 6-10, 6-17, 6-24 **Friends of PYPL Book Sale** (outside, no rain dates)*

*Saturday June 4th time TBD **Friends of PYPL Book Sale** (special date in conjunction with Penn Yan Rotary Main St. anniversary event)*

*Saturday June 25th 10am-12pm **Books and Bikes Summer Reading Program Kick-off***

*Thursday July 7th Friends meeting **Yates County Fair kids gift bag assembly line***

*Wednesday-Saturday July 13-16th **Yates County Fair PYPL table***

MINUTES
PENN YAN PUBLIC LIBRARY
BOARD MEETING
THURSDAY February 17, 2022

Present: Peter Gamba, Diane Krans, Martha (Marty) Roberts, Deb Connelly, Elizabeth Burris-Chase, Kristen Flynn-Comstock, Val Brechko, Connie Glover, Angela Gonzalez

Absent:

Meeting was held via Zoom due to COVID-19 restrictions

Call to Order

1. Public Comment:

2. *Resolution to approve the following:

- a. Adoption of 2/17/22 Agenda as amended:

Moved: Marty Roberts

Seconded: Diane Krans

Approved: 8-0

Abstentions: 0

- b. January 20, 2022 minutes as submitted:

Moved: Marty Roberts

Seconded: Diane Krans

Approved: 5 -0 Abstentions: 3 (Kristen Flynn-Comstock, Val Brechko, Connie Glover)

- c. Payment of bills for January 2022:

Moved: Marty Roberts

Seconded: Kristen Flynn Comstock

Approved: 8-0

Abstentions:

3. Library Director's Report: see attached

4. Standing Committee Reports

- a. Finance Committee: Did not meet.
- b. Policy Review Committee: Did not meet.
- c. Building Committee: Did not meet.
- d. Nominating Committee: Met 1/26 and 2/10. Potential new members were discussed and contacts are being made.
- e. Personnel Committee: Discussed changing a staffing position, will provide additional details next month.

5. Old Business

- a. Outside trim painting and glass pane replacement update-quotes: We have one quote, still waiting for Marble's. Need one more quote. May work on a construction grant for next year due to the potential cost.
- b. Masks: STLS recommends that libraries follow state mandates in school districts or CDC guidelines, whichever comes first. Will add a statement to the pandemic operations policy in case of future public health concerns, that the PYPL will follow the PYCSD policies regarding masking.

6. New Business

a. *Resolution to approve the following:

- i. 2020-2021 Annual Report - Wording: *The Library operated in accordance with all the 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 2/17/22.

Moved: Kristen Flynn-Comstock Seconded: Diane Krans

Approved: 8-0 Abstentions: 0

ii. Appointment of new board member: deferred until next meeting.

b. Proposed Flexible Scheduling policy: See attached.

7. *Adjourn:

Moved: Marty Roberts Seconded: Kristen Flynn- Comstock

Approved: 8-0 Abstentions: 0

- Items with * require Board action. Enclosures: January 2022 minutes, Budget and Balance Sheets, Director's Report, Circulation Stats, Children's and Adult Services Reports, Sexual Harassment Training Acknowledgement Form, 2020-2021 Annual Report, Organizational Chart

Proposed PYPL Policy 2-17-2022

3.2.1 Flexible Scheduling

Salaried Staff

Salaried staff may work modified schedules including flexible hours, condensed work weeks and partial remote hours after consultation with and approval by the Executive Director. Prior to implementing any flexible schedule, adequate steps must be taken to ensure that onsite Library operations will continue without interruption.

Current minimum staffing requirements:

- Between the hours of 9am and 4:30pm Monday through Friday there should be a minimum of 3 staff persons stationed on the public floors
- Between 4:30pm and 7:30 Monday through Friday there should be a minimum of 2 staff persons stationed on the public floors
- On Saturdays hours, there should be a minimum of 2 staff persons stationed on the public floors

Possible Salaried Staff Flexible Work Arrangements

Flexible hours involve modifying starting and ending times of regular daily hours.

- Schedule start times must be between 7am-1:30pm
- Schedule end times must be between 3pm-7:30pm

Condensed work week involves working the same number of hours per workweek or per pay period as required but in fewer days.

- Condensed work week (37.5-hour week over a minimum of 4 days (with varying days off to cover evening and Saturday shifts)

Remote working

PYPL may permit a full-time salaried employee to work remotely for up to 8 hours during a regular workweek. The Director will determine if the individual's primary function can be effectively performed remotely. Access to necessary hardware and systems is also a factor in determining if a remote arrangement can be granted. Those granted a remote work arrangement will be subject to the same performance standards for their position that were in place prior to the remote arrangement.

Regular Part-time and Full-time Hourly Staff

Regular part-time and full-time hourly staff may work flexible hours after consultation with and approval by the Executive Director. Prior to implementing any flexible schedule, adequate steps must be taken to ensure that onsite Library operations will continue without interruption.

Flexible hours involve modifying starting and ending times of regular daily hours.

- Schedule start times must be between 7am-1:30pm
- Schedule end times must be between 3pm-7:30pm

Penn Yan Public Library
Balance Sheet
As of February 28, 2022

	Feb 28, 22
ASSETS	
Current Assets	
Checking/Savings	
1000 · Savings account	
1018 · Non designated	6,815.03
1028 · Phase IV Money	18,163.50
1000 · Savings account - Other	101,036.77
Total 1000 · Savings account	126,015.30
1014 · Operating Acct	314,099.71
Total Checking/Savings	440,115.01
Accounts Receivable	
1261 · Accounts Receivable	1,300.29
Total Accounts Receivable	1,300.29
Other Current Assets	
1220 · Prepaid Expenses	
1250 · Insurance	(2,268.06)
1251 · Workers Comp	6,611.00
Total 1220 · Prepaid Expenses	4,342.94
1275 · Cash Held For Friends	13,707.70
1499 · Undeposited Funds	2,800.65
1300 · Investments	
1350 · CDs	269,720.31
Total 1300 · Investments	269,720.31
Total Other Current Assets	290,571.60
Total Current Assets	731,986.90
Fixed Assets	
1500 · Land	37,775.41
1501 · Building Improvemt & Renovation	1,354,597.30
1502 · Office Equipment	94,508.27
1503 · Furniture & Fixtures	15,702.00
1510 · Accum Depreciatn - Fixed Assets	(628,161.61)
Total Fixed Assets	874,421.37
TOTAL ASSETS	1,606,408.27
LIABILITIES & EQUITY	
Liabilities	

Penn Yan Public Library
Balance Sheet
As of February 28, 2022

	Feb 28, 22
Current Liabilities	
Accounts Payable	
2005 · Payables	27,350.00
Total Accounts Payable	27,350.00
Other Current Liabilities	
1260 · Staff Receivables	(0.36)
2042 · New York Paid Family Leave	4,643.38
2045 · Deferred Compensation	865.08
2010 · Accrued Payroll & Employee Ben	32,506.87
2020 · Cash Held for Library (Friends)	13,707.70
2027 · Deferred Tax	238,404.27
2028 · Pass Through Funds	0.23
2032 · Accrued FICA	(1,003.96)
2033 · Federal Withholding	26.98
2034 · NYS Withholding	6.28
2035 · Retirement	(39,109.58)
2036 · Sales Tax 8%	358.76
2038 · Employee Health Premiums	0.27
Total Other Current Liabilities	250,405.92
Total Current Liabilities	277,755.92
Total Liabilities	277,755.92
Equity	
3000 · General Fund Equity	470,674.42
3100 · Restricted Funds	
3101 · Watkins/Reiner	2,905.13
3102 · Hobart	13,674.85
3103 · Underwood	5,700.34
Total 3100 · Restricted Funds	22,280.32
3900 · Retained Earnings	810,836.26
Net Income	24,861.35
Total Equity	1,328,652.35
TOTAL LIABILITIES & EQUITY	1,606,408.27

Budget vs. Actual

03/05/22

Accrual Basis

2021/2022 Budget

	Jul '21 - Feb...	Budget	\$ Over Bud...	% of Budget
Ordinary Income/Expense				
Income				
4100 · Printing Income				
4150 · Laser Printer	529.65	500.00	29.65	105.9%
4160 · Other Copies	241.00	1,000.00	(759.00)	24.1%
Total 4100 · Printing Income	770.65	1,500.00	(729.35)	51.4%
4200 · Village	0.00	1,000.00	(1,000.00)	0.0%
4400 · Fines	317.51			
4500 · Lost/Damaged Books Refu...	131.44			
4505 · Sale of Extraneous Materials	135.68			
4540 · Tax Income	412,113.31	706,480.00	(294,366.69)	58.3%
4550 · Miscellaneous	2,712.20			
4600 · LLSA	4,375.41	3,500.00	875.41	125.0%
4700 · Interest	16.78	150.00	(133.22)	11.2%
4800 · NonDesignated Donations	12,685.92	3,000.00	9,685.92	422.9%
Total Income	433,258.90	715,630.00	(282,371.10)	60.5%
Expense				
5000 · HUMAN RESOURCES				
5100 · Salaries				
5110 · Library Director II	51,276.82	71,466.00	(20,189.18)	71.7%
5115 · Librarian I	81,364.89	112,328.00	(30,963.11)	72.4%
5125 · Network Tech	0.00	61,287.00	(61,287.00)	0.0%
5130 · Clerical	142,151.99	192,328.00	(50,176.01)	73.9%
5135 · Building Staff	0.00	21,953.00	(21,953.00)	0.0%
Total 5100 · Salaries	274,793.70	459,362.00	(184,568.30)	59.8%
5200 · Benefits				
5210 · Medicare/SS	20,918.55	30,000.00	(9,081.45)	69.7%
5225 · HRA Contributions	14,580.40	38,200.00	(23,619.60)	38.2%
5230 · Disability	2,358.62	1,800.00	558.62	131.0%
5235 · Voluntary Benefits	(1,302.21)			
5240 · SUTA	2,267.21	1,500.00	767.21	151.1%
5250 · Workmens Compensati...	3,981.00	4,500.00	(519.00)	88.5%
5255 · Employee Assistance P...	500.00			
5260 · Retirement	0.00	55,980.00	(55,980.00)	0.0%
5200 · Benefits - Other	1,302.21			
Total 5200 · Benefits	44,605.78	131,980.00	(87,374.22)	33.8%
5300 · Payroll Costs	2,092.19	3,000.00	(907.81)	69.7%
Total 5000 · HUMAN RESOURCES	321,491.67	594,342.00	(272,850.33)	54.1%
5400 · ADMINISTRATION				
5415 · Hotspots	4,284.87	3,250.00	1,034.87	131.8%
5420 · Promotion	50.00	500.00	(450.00)	10.0%
5425 · Internet Service	1,350.00	1,800.00	(450.00)	75.0%
5430 · Telephone System	1,278.54	2,300.00	(1,021.46)	55.6%
5435 · Insurance	8,408.13	6,500.00	1,908.13	129.4%
5440 · Accounting				

	<u>Jul '21 - Feb...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
5442 · Review/Audit	5,600.00	4,000.00	1,600.00	140.0%
5444 · Supplies	411.96	150.00	261.96	274.6%
5440 · Accounting - Other	66.98			
Total 5440 · Accounting	6,078.94	4,150.00	1,928.94	146.5%
5450 · Equipment	0.00	500.00	(500.00)	0.0%
5451 · Service Contract	84.90	450.00	(365.10)	18.9%
5452 · Toshiba copier	58.70			
5460 · Office Supplies				
5461 · Staff Room	132.72	250.00	(117.28)	53.1%
5462 · White Paper	166.08	250.00	(83.92)	66.4%
5463 · Other	325.72	500.00	(174.28)	65.1%
5460 · Office Supplies - Other	217.63			
Total 5460 · Office Supplies	842.15	1,000.00	(157.85)	84.2%
5470 · Training/Travel	893.68			
5475 · Legal	0.00	800.00	(800.00)	0.0%
5480 · Dues	620.00	1,000.00	(380.00)	62.0%
5485 · Postage	122.50	300.00	(177.50)	40.8%
5490 · Misc	86.99			
Total 5400 · ADMINISTRATION	24,159.40	22,550.00	1,609.40	107.1%
5900 · BUILDINGS & GROUNDS				
5910 · Utilities				
5912 · Electric	3,859.58	5,500.00	(1,640.42)	70.2%
5913 · Sewer & Water	455.37	850.00	(394.63)	53.6%
5914 · Gas	284.66	2,500.00	(2,215.34)	11.4%
Total 5910 · Utilities	4,599.61	8,850.00	(4,250.39)	52.0%
5920 · New Equipmnt	0.00	300.00	(300.00)	0.0%
5930 · Repairs & Maint				
5932 · Equipment	0.00	1,300.00	(1,300.00)	0.0%
5934 · Blding & Ground	543.53	1,400.00	(856.47)	38.8%
5930 · Repairs & Maint - Other	248.66			
Total 5930 · Repairs & Maint	792.19	2,700.00	(1,907.81)	29.3%
5940 · Maintenance Contracts				
5943 · Trash Removal	376.65	550.00	(173.35)	68.5%
5945 · Fire Protection	553.00	950.00	(397.00)	58.2%
5946 · Snow Plowing	100.00	850.00	(750.00)	11.8%
Total 5940 · Maintenance Contr...	1,029.65	2,350.00	(1,320.35)	43.8%
5970 · Supplies				
5972 · Custodial	638.73	550.00	88.73	116.1%
5974 · Building	155.05	650.00	(494.95)	23.9%
5976 · building depreciation	0.00	1,000.00	(1,000.00)	0.0%
5970 · Supplies - Other	18.17			
Total 5970 · Supplies	811.95	2,200.00	(1,388.05)	36.9%

	<u>Jul '21 - Feb...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
Total 5900 · BUILDINGS & GROU...	7,233.40	16,400.00	(9,166.60)	44.1%
6000 · TECH (NETWORK AND ILS)				
6100 · New Hardware	1,945.00	3,000.00	(1,055.00)	64.8%
6150 · Parts for Repair & Maint	299.00	150.00	149.00	199.3%
6200 · New Software	0.00	500.00	(500.00)	0.0%
6300 · Maintenance	935.19	1,000.00	(64.81)	93.5%
6400 · ILS Software	<u>32,301.00</u>	<u>33,538.00</u>	<u>(1,237.00)</u>	<u>96.3%</u>
Total 6000 · TECH (NETWORK AN...	35,480.19	38,188.00	(2,707.81)	92.9%
7100 · REFERENCE				
7110 · Materials				
7120 · Reference Books	<u>16.22</u>	<u>500.00</u>	<u>(483.78)</u>	<u>3.2%</u>
Total 7110 · Materials	<u>16.22</u>	<u>500.00</u>	<u>(483.78)</u>	<u>3.2%</u>
Total 7100 · REFERENCE	16.22	500.00	(483.78)	3.2%
7300 · ADULT SERVICES				
7310 · Materials				
7315 · Print Materials				
7320 · Adult Fiction	5,683.58	11500.00	(5,816.42)	49.4%
7321 · Graphic Novels	26.47	350.00	(323.53)	7.6%
7330 · Adult Non Fiction	2,422.06	5,000.00	(2,577.94)	48.4%
7370 · Periodicals	<u>3,255.45</u>	<u>4,000.00</u>	<u>(744.55)</u>	<u>81.4%</u>
Total 7315 · Print Materials	<u>11,387.56</u>	<u>20,850.00</u>	<u>(9,462.44)</u>	<u>54.6%</u>
7380 · AV Materials				
7382 · Audio Books	2,182.42	3,500.00	(1,317.58)	62.4%
7384 · CD Music	155.54	350.00	(194.46)	44.4%
7386 · DVD	<u>3,079.79</u>	<u>4,500.00</u>	<u>(1,420.21)</u>	<u>68.4%</u>
Total 7380 · AV Materials	<u>5,417.75</u>	<u>8,350.00</u>	<u>(2,932.25)</u>	<u>64.9%</u>
Total 7310 · Materials	<u>16,805.31</u>	<u>29,200.00</u>	<u>(12,394.69)</u>	<u>57.6%</u>
7420 · Programming	879.50	1,500.00	(620.50)	58.6%
7450 · Equipment				
7451 · Laser Printer	172.04			
7452 · Other Equipment	42.98	200.00	(157.02)	21.5%
7450 · Equipment - Other	<u>95.95</u>			
Total 7450 · Equipment	<u>310.97</u>	<u>200.00</u>	<u>110.97</u>	<u>155.5%</u>
7454 · Cafe Supplies				
7456 · Virus Supplies	295.59			
7454 · Cafe Supplies - Other	<u>16.29</u>			
Total 7454 · Cafe Supplies	<u>311.88</u>			
Total 7300 · ADULT SERVICES	18,307.66	30,900.00	(12,592.34)	59.2%
7500 · YOUTH SERVICES				
7510 · Materials				

	<u>Jul '21 - Feb...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
7515 · Print Materials				
7520 · E	736.94	1,800.00	(1,063.06)	40.9%
7530 · J Fiction	1,411.25	1,100.00	311.25	128.3%
7540 · J Non-Fiction	454.53	600.00	(145.47)	75.8%
7550 · YA	693.77	1,250.00	(556.23)	55.5%
7560 · Realia(Non-Book)	0.00	300.00	(300.00)	0.0%
Total 7515 · Print Materials	<u>3,296.49</u>	<u>5,050.00</u>	<u>(1,753.51)</u>	<u>65.3%</u>
7580 · AV Materials				
7582 · Audiobooks	156.16	300.00	(143.84)	52.1%
7584 · Music CD	315.45	100.00	215.45	315.5%
7588 · Video Games	1,202.68	1,000.00	202.68	120.3%
Total 7580 · AV Materials	<u>1,674.29</u>	<u>1,400.00</u>	<u>274.29</u>	<u>119.6%</u>
Total 7510 · Materials	<u>4,970.78</u>	<u>6,450.00</u>	<u>(1,479.22)</u>	<u>77.1%</u>
7620 · Programming	<u>2,936.30</u>	<u>2,400.00</u>	<u>536.30</u>	<u>122.3%</u>
Total 7500 · YOUTH SERVICES	<u>7,907.08</u>	<u>8,850.00</u>	<u>(942.92)</u>	<u>89.3%</u>
8100 · TECHNICAL SERVICES				
8155 · Processing Costs	298.99	800.00	(501.01)	37.4%
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	61.05	750.00	(688.95)	8.1%
8161 · Tech Supplies - Other	544.37			
Total 8161 · Tech Supplies	<u>605.42</u>	<u>1,450.00</u>	<u>(844.58)</u>	<u>41.8%</u>
Total 8100 · TECHNICAL SERVICES	<u>904.41</u>	<u>2,250.00</u>	<u>(1,345.59)</u>	<u>40.2%</u>
8200 · CIRCULATION				
8250 · Equipment	0.00	200.00	(200.00)	0.0%
8260 · Patron Cards	490.00	200.00	290.00	245.0%
8275 · Postage for Overdues	0.00	450.00	(450.00)	0.0%
8280 · Mailing Supplies	114.93	300.00	(185.07)	38.3%
8295 · Unique Management	187.95	500.00	(312.05)	37.6%
Total 8200 · CIRCULATION	<u>792.88</u>	<u>1,650.00</u>	<u>(857.12)</u>	<u>48.1%</u>
195 · MISC. EXPENSES				
199 · MISCELLANEOUS-OTHER	<u>(84.00)</u>			
Total 195 · MISC. EXPENSES	<u>(84.00)</u>			
Total Expense	<u>416,208.91</u>	<u>715,630.00</u>	<u>(299,421.09)</u>	<u>58.2%</u>
Net Ordinary Income	<u>17,049.99</u>	<u>0.00</u>	<u>17,049.99</u>	<u>100.0%</u>
Other Income/Expense				
Other Income				
9150 · HVAC Project Income	<u>20,900.00</u>			

	<u>Jul '21 - Feb...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
Total Other Income	20,900.00			
Other Expense				
9401 · Resilient Communities Sti...	32.98			
8470 · Food Education Grant	224.06			
9175 · HVAC Project Expense	12,831.60			
Total Other Expense	13,088.64			
Net Other Income	7,811.36			
Net Income	<u>24,861.35</u>	<u>0.00</u>	<u>24,861.35</u>	<u>100.0%</u>

Penn Yan Public Library
MONTHLY INCOME & EXPENSE
February 2022

	Feb 22
Ordinary Income/Expense	
Income	
4100 · Printing Income	
4150 · Laser Printer	70.37
Total 4100 · Printing Income	70.37
4400 · Fines	26.60
4500 · Lost/Damaged Books Refund	7.00
4505 · Sale of Extraneous Materials	15.51
4550 · Miscellaneous	40.00
4700 · Interest	1.93
4800 · NonDesignated Donations	1,193.50
Total Income	1,354.91
Expense	
5000 · HUMAN RESOURCES	
5100 · Salaries	
5110 · Library Director II	5,497.43
5115 · Librarian I	8,640.54
5130 · Clerical	15,089.60
Total 5100 · Salaries	29,227.57
5200 · Benefits	
5210 · Medicare/SS	2,224.43
5225 · HRA Contributions	1,278.22
5235 · Voluntary Benefits	(200.34)
5240 · SUTA	613.76
5200 · Benefits - Other	200.34
Total 5200 · Benefits	4,116.41
5300 · Payroll Costs	261.96
Total 5000 · HUMAN RESOURCES	33,605.94
5400 · ADMINISTRATION	
5415 · Hotspots	574.00
5420 · Promotion	50.00
5430 · Telephone System	92.59
5440 · Accounting	
5444 · Supplies	349.03
5440 · Accounting - Other	50.00
Total 5440 · Accounting	399.03
5451 · Service Contract	16.98
5452 · Toshiba copier	(191.89)
5460 · Office Supplies	
5461 · Staff Room	73.20
5462 · White Paper	83.04
5463 · Other	123.43
Total 5460 · Office Supplies	279.67
5485 · Postage	59.00
5490 · Misc	86.99
Total 5400 · ADMINISTRATION	1,366.37
5900 · BUILDINGS & GROUNDS	
5910 · Utilities	
5912 · Electric	615.07
5913 · Sewer & Water	54.57
5914 · Gas	30.66
Total 5910 · Utilities	700.30

Penn Yan Public Library
MONTHLY INCOME & EXPENSE
February 2022

	Feb 22
5940 · Maintenance Contracts	
5943 · Trash Removal	157.71
5946 · Snow Plowing	100.00
	257.71
Total 5940 · Maintenance Contracts	257.71
5970 · Supplies	
5972 · Custodial	107.74
	107.74
Total 5970 · Supplies	107.74
Total 5900 · BUILDINGS & GROUNDS	1,065.75
6000 · TECH (NETWORK AND ILS)	
6300 · Maintenance	86.00
	86.00
Total 6000 · TECH (NETWORK AND ILS)	86.00
7300 · ADULT SERVICES	
7310 · Materials	
7315 · Print Materials	
7320 · Adult Fiction	323.28
7330 · Adult Non Fiction	141.46
	464.74
Total 7315 · Print Materials	464.74
7380 · AV Materials	
7382 · Audio Books	320.92
7384 · CD Music	35.98
7386 · DVD	512.73
	869.63
Total 7380 · AV Materials	869.63
Total 7310 · Materials	1,334.37
7420 · Programming	41.78
7454 · Cafe Supplies	
7456 · Virus Supplies	198.60
	198.60
Total 7454 · Cafe Supplies	198.60
Total 7300 · ADULT SERVICES	1,574.75
7500 · YOUTH SERVICES	
7510 · Materials	
7515 · Print Materials	
7530 · J Fiction	150.44
7540 · J Non-Fiction	21.59
7550 · YA	34.01
	206.04
Total 7515 · Print Materials	206.04
7580 · AV Materials	
7588 · Video Games	54.99
	54.99
Total 7580 · AV Materials	54.99
Total 7510 · Materials	261.03
7620 · Programming	218.43
	218.43
Total 7500 · YOUTH SERVICES	479.46
8100 · TECHNICAL SERVICES	
8161 · Tech Supplies	151.35
	151.35
Total 8100 · TECHNICAL SERVICES	151.35
8200 · CIRCULATION	
8280 · Mailing Supplies	59.00

03/05/22

Penn Yan Public Library
MONTHLY INCOME & EXPENSE
February 2022

	Feb 22
8295 · Unique Management	<u>26.85</u>
Total 8200 · CIRCULATION	<u>85.85</u>
Total Expense	<u>38,415.47</u>
Net Ordinary Income	<u>(37,060.56)</u>
Net Income	<u><u>(37,060.56)</u></u>

03/02/22

Reconciliation Summary

1000 · Savings account, Period Ending 02/28/2022

	<u>Feb 28, 22</u>
Beginning Balance	126,013.37
Cleared Transactions	
Deposits and Credits - 1 item	<u>1.93</u>
Total Cleared Transactions	<u>1.93</u>
Cleared Balance	<u>126,015.30</u>
Register Balance as of 02/28/2022	126,015.30
Ending Balance	126,015.30

03/05/22

Reconciliation Summary

1014 · Operating Acct, Period Ending 02/28/2022

	<u>Feb 28, 22</u>
Beginning Balance	358,459.39
Cleared Transactions	
Checks and Payments - 59...	(37,441.69)
Deposits and Credits - 4 it...	1,567.10
Total Cleared Transactions	<u>(35,874.59)</u>
Cleared Balance	<u>322,584.80</u>
Uncleared Transactions	
Checks and Payments - 20...	(8,594.12)
Deposits and Credits - 3 it...	109.03
Total Uncleared Transactions	<u>(8,485.09)</u>
Register Balance as of 02/28/2022	<u>314,099.71</u>
New Transactions	
Deposits and Credits - 1 it...	312.45
Total New Transactions	<u>312.45</u>
Ending Balance	<u>314,412.16</u>

Penn Yan Public Library
Monthly Youth Services Report to Board

FEBRUARY 2022 IN REVIEW

Continued bad weather and pandemic issues led to a quiet month program-wise. I also took a much-needed week of vacation and came back to eighty of the 120 delayed youth items waiting on my desk. We are slowly getting them out into circulation. Melissa and I continue to juggle behavioral issues with large groups of afterschool kids, and even a parent who was upset with library disciplinary actions. On a more positive note, we had a good turnout for the return of Take Your Child To The Library Day, and lots of fun reactions to our continuing Absurd Questions display and community coloring sheets.

JANUARY 2022 PROGRAMS

In-person programs: 7

Attendance at in-person programs: 182

MARCH/APRIL 2022 OUTLOOK

On March 21 we will host a live virtual session from NY Project Hope all about “Coping with Covid” and the mental health challenges caused by constant change. The weekly Youth Empowerment Group hosted by Safe Harbors has really picked up in attendance and will continue for the foreseeable future. The Youth Bureau has reserved the Hicks-Kimball Room for every Wednesday after school for the rest of the school year, and the Living Well also wants it once a week after school for dates still to be determined, so that puts a bit of a squeeze on program planning as the room will be busy four days a week. I am still leery of large group programs due to the low vaccination rate in the county and so will probably do more drop-in style programs until we can move back outside. Once Angela approves it, I will launch the Youth Services user survey. I’m still planning April programs, but am looking forward to attending the NYLA Youth Services Section conference in Schenectady in April, as Angela suggested. It will be good to get some inspiration from an in-person conference for the first time since fall 2019.

Submitted March 9, 2022 by Sarah Crevelling, Youth Services Librarian

February 2022 adult services report

48 patrons made 38 reference requests in February, including 15 tech questions, 1 legal question and 1 local history question. None were made by Mennonite patrons last month. Of interest: books on antique clocks; a child looking for info on the legend of the Lady in Granite; how to locate official photos of military service members; books about heroes of the Civil Rights movement; and help with a telehealth appointment, which I was very gratified to be able to provide. Of course, many tax forms were requested.

726 patrons engaged with 18 programs in February. Not as many as last month, but still a lot! The demand for COVID-19 tests and PPE was down but still a significant portion of our patron engagement during the month. In other news: my Sondheim Salon program, celebrating the work of the recently-departed master of musical theater, began with a nice core group that I hope to cultivate in coming months. The month's take-and-make of oatmeal with special mix-ins was also a success, with a small handful of leftover kits going to the St Mark's sharing shed. The Joy of French Cinema saw another great conversation, this time around Marcel Carne's *Enfants du paradis*, which was remarkable for being created under difficult conditions during the Nazi occupation of France. I am most jazzed about the first Resilient Penn Yan session of the year, for which Marisa Lansing of Sustainable Finger Lakes presented on the Finger Lakes Climate Fund. We had an amazing discussion with a variety of community members about the Fund's work offsetting carbon by investing in local green energy projects, as well as ways that people in Yates County can get involved. It was truly inspiring and has already led to some upcoming programming efforts I'll be rolling out in coming months. You can watch the recording of the program on the library's YouTube channel (found on the right-hand side of our main website).

Last month, a partnership for accessing ebooks across library systems via Libby went into effect. I helped several patrons navigate the addition of the OWWL and Finger Lakes systems to their apps, and we made sure to advertise this new development on social media.

For Black History Month, I developed a daily display of titles on various themes, like African Americans in science or Black-led film and television productions. For each day's display, I created a social media post reflecting that day's covers, sometimes with a few words about the experience of searching for relevant titles in the library. I thought it was an effective way to showcase underutilized elements of our collection, draw attention to important and sometimes under-appreciated writers, artists, and other figures, and to personally reflect on the difficulties librarians still deal with in accurately representing and lifting up Black voices and stories in our society. I am currently undertaking a similar project for Women's History Month.

The second work group I have established, focused on environmental sustainability, delayed its first meeting because we didn't quite have the membership numbers I would like yet. I'm excited to note that we have welcomed a new community member since then, though, so I am hopeful we can get rolling in April!

AGENDA
PENN YAN PUBLIC LIBRARY
BOARD MEETING
THURSDAY April 21st, 2022 6:30 PM

Call to Order

- Public Comment
- Additional Agenda Items?
- *Adoption of Agenda
- March 17, 2022 Minutes
- Financial Review
 - *Payment of bills for March 2022
- Library Director's Report

Standing Committee Reports

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

Old Business

- Outside trim painting and glass pane replacement update-quotes

New Business

- General Policy revisions Sections: 0.1, 4, 5, and 8.

***Adjourn**

- Items with * require Board action. Enclosures: March 2022 Minutes, Budget and Balance sheets, Director's Report, Circulation Stats, Children's and Adult services reports, policy revisions, updated 21-22 Board Members listing

PYPL Executive Director's Report 04-21-22

Professional Development and Meetings:

3-14 STLS Digital Advisory Meeting

3-16 Penn Yan After School Coalition Meeting

3-21 NYLA Intellectual Freedom Committee Meeting

3-21 NYLA PLS meeting

3-22 PYPL Roundtable, Snap-Ed from Coop. Extension

3-30 STLS DAC meeting

4-4 Classics in Spirituality, PYPL, 1619 Project

4-5 PYPL Roundtable, managing youth behaviors with Sarah

Happenings:

-The HVAC computer system seems to be fixed for now. The computer was updated by LG.

-As of 4-5 we have the new computers from STLS and we are planning for the STLS technicians to come back to install them with help from SCT this week.

-We are starting up the Mobile Library Service after a long hiatus. I sent out 40 new brochures with Meals on wheels and we have dropped off more at St. Marks. We already have our first customer.

- I was on vacation last week.

-I handed out National Library Workers Day flowers to staff on 4-5 and LNB brought in goodies on 4-6 for everyone.

-I will be distributing volunteer sign-up sheets for the Arts Festival and the Fair to Board members and Friends members in May.

-We will be back at the PY farmers market this year every other Saturday.

Friends of PYPL Spring/Summer 2022 calendar

*Thursday May 5th 4pm, **Friends Annual Meeting** with Tricia Noel from the Yates History Center Presenting Historical Buildings of Penn Yan on Zoom.*

*June Fridays 9am-2pm 6-3, 6-10, 6-17, 6-24 **Friends of PYPL Book Sale** (outside, no rain dates)*

*Saturday June 4th time TBD **Friends of PYPL Book Sale** (special date in conjunction with Penn Yan Rotary Main St. anniversary event)*

*Saturday June 25th 10am-12pm **Books and Bikes Summer Reading Program Kick-off***

*Thursday July 7th Friends meeting **Yates County Fair kids gift bag assembly line***

*Wednesday-Saturday July 13-16th **Yates County Fair PYPL table***

MINUTES
PENN YAN PUBLIC LIBRARY
BOARD MEETING
THURSDAY March 17, 2022

Present: Peter Gamba, Diane Krans, Martha (Marty) Roberts, Deb Connelly, Elizabeth Burris-Chase, Kristen Flynn-Comstock, Val Brechko, Connie Glover, Angela Gonzalez

Absent:

Guests: Jan Barrett, Steve Darrow

Meeting was held via Zoom due to COVID-19 restrictions

Call to Order

1. Public Comment:

2. *Resolution to approve the following:

a. Adoption of 3/17/22 Agenda:

Moved: Diane Krans Seconded: Marty Roberts
Approved: 8-0 Abstentions: 0

b. February 17, 2022 minutes as submitted:

Moved: Marty Roberts Seconded: Connie Glover
Approved: 8 -0 Abstentions:

c. Payment of bills for February 2022:

Moved: Marty Roberts Seconded: Val Brechko
Approved: 8-0 Abstentions:

3. Library Director's Report: see attached

4. Standing Committee Reports

- a. Finance Committee: Did not meet.
- b. Policy Review Committee: Did not meet.
- c. Building Committee: Did not meet.
- d. Nominating Committee: Did not meet.
- e. Personnel Committee: Did not meet.

5. Old Business

a. *Resolution to approve the following:

i. Proposed Flexible Spending policy:

Moved: Marty Roberts Seconded: Diane Krans
Approved: 8-0 Abstentions: 0

b. Outside trim painting and glass pane replacement update-quotes: Continue to wait on Marble's for their quote.

6. New Business

a. *Resolution to approve the following:

i. Appointment of Sandy Siwak and Amanda Hayes as part time clerks

Moved: Marty Roberts Seconded: Diane Krans
Approved: 8-0 Abstentions: 0

ii. Creation of a Regular Part-time Page Position

Moved: Kristen Flynn-Comstock Seconded: Marty Roberts

- Approved: 8-0 Abstentions: 0
iii. Appoint new Board Member, Jan Barrett
Moved: Val Brechko Seconded: Marty Roberts
Approved: 8-0 Abstentions: 0
iv. Appoint new Board Member, Steve Darrow, effective July 1, 2022
Moved: Marty Roberts Seconded: Kristen Flynn-Comstock
Approved: 8-0 Abstentions: 0

7. *Adjourn:

Moved: Marty Roberts Seconded: Diane Krans
Approved: 8-0 Abstentions: 0

- Items with * require Board action. Enclosures: February 2022 minutes, Budget and Balance Sheets, Director's Report, Circulation Stats, Children's and Adult Services Reports, SFlexible scheduling proposed policy, Spring Friends Calendar

Penn Yan Public Library
Balance Sheet
As of March 31, 2022

	Mar 31, 22
ASSETS	
Current Assets	
Checking/Savings	
1000 · Savings account	
1018 · Non designated	6,815.03
1028 · Phase IV Money	18,163.50
1000 · Savings account - Other	101,038.91
Total 1000 · Savings account	126,017.44
1014 · Operating Acct	515,584.94
Total Checking/Savings	641,602.38
Accounts Receivable	
1261 · Accounts Receivable	(1,500.36)
Total Accounts Receivable	(1,500.36)
Other Current Assets	
1220 · Prepaid Expenses	
1250 · Insurance	(2,268.06)
1251 · Workers Comp	6,611.00
Total 1220 · Prepaid Expenses	4,342.94
1275 · Cash Held For Friends	13,707.70
1499 · Undeposited Funds	2,800.65
1300 · Investments	
1350 · CDs	19,592.53
Total 1300 · Investments	19,592.53
Total Other Current Assets	40,443.82
Total Current Assets	680,545.84
Fixed Assets	
1500 · Land	37,775.41
1501 · Building Improvemt & Renovation	1,354,597.30
1502 · Office Equipment	94,508.27
1503 · Furniture & Fixtures	15,702.00
1510 · Accum Depreciatn - Fixed Assets	(628,161.61)
Total Fixed Assets	874,421.37
TOTAL ASSETS	1,554,967.21
LIABILITIES & EQUITY	
Liabilities	

Penn Yan Public Library
Balance Sheet
As of March 31, 2022

	Mar 31, 22
Current Liabilities	
Accounts Payable	
2005 · Payables	27,350.00
Total Accounts Payable	27,350.00
Other Current Liabilities	
1260 · Staff Receivables	(0.36)
2042 · New York Paid Family Leave	4,797.42
2045 · Deferred Compensation	865.08
2010 · Accrued Payroll & Employee Ben	32,506.87
2020 · Cash Held for Library (Friends)	13,707.70
2027 · Deferred Tax	120,657.61
2028 · Pass Through Funds	0.23
2032 · Accrued FICA	(1,003.96)
2033 · Federal Withholding	26.98
2034 · NYS Withholding	6.28
2035 · Retirement	12,116.42
2036 · Sales Tax 8%	90.80
2038 · Employee Health Premiums	0.27
Total Other Current Liabilities	183,771.34
Total Current Liabilities	211,121.34
Total Liabilities	211,121.34
Equity	
3000 · General Fund Equity	470,674.42
3100 · Restricted Funds	
3101 · Watkins/Reiner	2,905.13
3102 · Hobart	13,674.85
3103 · Underwood	5,700.34
Total 3100 · Restricted Funds	22,280.32
3900 · Retained Earnings	808,035.61
Net Income	42,855.52
Total Equity	1,343,845.87
TOTAL LIABILITIES & EQUITY	1,554,967.21

Penn Yan Public Library
MONTHLY INCOME & EXPENSE
March 2022

	Mar 22
Ordinary Income/Expense	
Income	
4100 · Printing Income	
4150 · Laser Printer	78.24
4160 · Other Copies	4.63
Total 4100 · Printing Income	82.87
4400 · Fines	88.90
4500 · Lost/Damaged Books Refund	10.00
4505 · Sale of Extraneous Materials	20.83
4540 · Tax Income	58,873.33
4550 · Miscellaneous	14.57
4700 · Interest	2.14
4800 · NonDesignated Donations	568.90
Total Income	59,661.54
Expense	
5000 · HUMAN RESOURCES	
5100 · Salaries	
5110 · Library Director II	5,497.44
5115 · Librarian I	8,640.54
5130 · Clerical	16,001.04
Total 5100 · Salaries	30,139.02
5200 · Benefits	
5210 · Medicare/SS	2,294.20
5225 · HRA Contributions	3,366.86
5235 · Voluntary Benefits	(200.34)
5240 · SUTA	498.24
5200 · Benefits - Other	200.34
Total 5200 · Benefits	6,159.30
5300 · Payroll Costs	364.36
Total 5000 · HUMAN RESOURCES	36,662.68
5400 · ADMINISTRATION	
5415 · Hotspots	601.33
5430 · Telephone System	236.38
5440 · Accounting	
5444 · Supplies	31.18
Total 5440 · Accounting	31.18
5451 · Service Contract	36.41
5452 · Toshiba copier	208.10
5460 · Office Supplies	
5461 · Staff Room	14.99
5463 · Other	39.98
Total 5460 · Office Supplies	54.97
5470 · Training/Travel	135.00
5480 · Dues	260.00
Total 5400 · ADMINISTRATION	1,563.37
5900 · BUILDINGS & GROUNDS	
5910 · Utilities	
5912 · Electric	794.99
5913 · Sewer & Water	63.98
Total 5910 · Utilities	858.97
5940 · Maintenance Contracts	
5943 · Trash Removal	40.98

Penn Yan Public Library
MONTHLY INCOME & EXPENSE
March 2022

	Mar 22
5946 · Snow Plowing	800.00
Total 5940 · Maintenance Contracts	840.98
Total 5900 · BUILDINGS & GROUNDS	1,699.95
6000 · TECH (NETWORK AND ILS)	
6100 · New Hardware	6,136.15
6300 · Maintenance	695.00
Total 6000 · TECH (NETWORK AND ILS)	6,831.15
7300 · ADULT SERVICES	
7310 · Materials	
7315 · Print Materials	
7320 · Adult Fiction	302.20
7330 · Adult Non Fiction	133.60
Total 7315 · Print Materials	435.80
7380 · AV Materials	
7382 · Audio Books	134.96
7386 · DVD	276.12
Total 7380 · AV Materials	411.08
Total 7310 · Materials	846.88
7420 · Programming	306.76
Total 7300 · ADULT SERVICES	1,153.64
7500 · YOUTH SERVICES	
7510 · Materials	
7515 · Print Materials	
7520 · E	115.74
7530 · J Fiction	269.82
7540 · J Non-Fiction	139.22
7550 · YA	296.63
Total 7515 · Print Materials	821.41
7580 · AV Materials	
7582 · Audiobooks	11.90
7588 · Video Games	66.98
Total 7580 · AV Materials	78.88
Total 7510 · Materials	900.29
7620 · Programming	32.94
Total 7500 · YOUTH SERVICES	933.23
8100 · TECHNICAL SERVICES	
8161 · Tech Supplies	
8167 · Misc	541.90
Total 8161 · Tech Supplies	541.90
Total 8100 · TECHNICAL SERVICES	541.90
8200 · CIRCULATION	
8295 · Unique Management	30.90
Total 8200 · CIRCULATION	30.90
Total Expense	49,416.82
Net Ordinary Income	10,244.72
Other Income/Expense	

04/04/22

Penn Yan Public Library
MONTHLY INCOME & EXPENSE
March 2022

	<u>Mar 22</u>
Other Income	
8400 · NON-BUDGETED DONATIONS	
8425 · Hobart/Watkins/Reiner	102.12
Total 8400 · NON-BUDGETED DONATIONS	<u>102.12</u>
Total Other Income	<u>102.12</u>
Net Other Income	<u>102.12</u>
Net Income	<u><u>10,346.84</u></u>

Budget vs. Actual

04/04/22

Accrual Basis

2021/2022 Budget

	<u>Jul '21 - Mar...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
4100 · Printing Income				
4150 · Laser Printer	607.89	500.00	107.89	121.6%
4160 · Other Copies	245.63	1,000.00	(754.37)	24.6%
Total 4100 · Printing Income	853.52	1,500.00	(646.48)	56.9%
4200 · Village	0.00	1,000.00	(1,000.00)	0.0%
4400 · Fines	406.41			
4500 · Lost/Damaged Books Refund	141.44			
4505 · Sale of Extraneous Materials	156.51			
4540 · Tax Income	529,859.97	706,480.00	(176,620.03)	75.0%
4550 · Miscellaneous	2,726.77			
4600 · LLSA	4,375.41	3,500.00	875.41	125.0%
4700 · Interest	18.92	150.00	(131.08)	12.6%
4800 · NonDesignated Donations	13,254.82	3,000.00	10,254.82	441.8%
Total Income	551,793.77	715,630.00	(163,836.23)	77.1%
Expense				
5000 · HUMAN RESOURCES				
5100 · Salaries				
5110 · Library Director II	56,774.26	71,466.00	(14,691.74)	79.4%
5115 · Librarian I	90,005.43	112,328.00	(22,322.57)	80.1%
5125 · Network Tech	0.00	61,287.00	(61,287.00)	0.0%
5130 · Clerical	158,153.03	192,328.00	(34,174.97)	82.2%
5135 · Building Staff	0.00	21,953.00	(21,953.00)	0.0%
Total 5100 · Salaries	304,932.72	459,362.00	(154,429.28)	66.4%
5200 · Benefits				
5210 · Medicare/SS	23,212.75	30,000.00	(6,787.25)	77.4%
5225 · HRA Contributions	17,947.26	38,200.00	(20,252.74)	47.0%
5230 · Disability	2,358.62	1,800.00	558.62	131.0%
5235 · Voluntary Benefits	(1,502.55)			
5240 · SUTA	2,765.45	1,500.00	1,265.45	184.4%
5250 · Workmens Compensation	3,981.00	4,500.00	(519.00)	88.5%
5255 · Employee Assistance Plan	500.00	0.00	500.00	100.0%
5260 · Retirement	51,226.00	55,980.00	(4,754.00)	91.5%
5200 · Benefits - Other	1,502.55			
Total 5200 · Benefits	101,991.08	131,980.00	(29,988.92)	77.3%
5300 · Payroll Costs	2,456.55	3,000.00	(543.45)	81.9%
Total 5000 · HUMAN RESOURCES	409,380.35	594,342.00	(184,961.65)	68.9%
5400 · ADMINISTRATION				
5415 · Hotspots	4,886.20	3,250.00	1,636.20	150.3%
5420 · Promotion	50.00	500.00	(450.00)	10.0%
5425 · Internet Service	1,350.00	1,800.00	(450.00)	75.0%
5430 · Telephone System	1,514.92	2,300.00	(785.08)	65.9%
5435 · Insurance	8,408.13	6,500.00	1,908.13	129.4%
5440 · Accounting				

	<u>Jul '21 - Mar...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
5442 · Review/Audit	5,600.00	4,000.00	1,600.00	140.0%
5444 · Supplies	443.14	150.00	293.14	295.4%
5440 · Accounting - Other	66.98			
Total 5440 · Accounting	6,110.12	4,150.00	1,960.12	147.2%
5450 · Equipment	0.00	500.00	(500.00)	0.0%
5451 · Service Contract	121.31	450.00	(328.69)	27.0%
5452 · Toshiba copier	266.80	0.00	266.80	100.0%
5460 · Office Supplies				
5461 · Staff Room	147.71	250.00	(102.29)	59.1%
5462 · White Paper	166.08	250.00	(83.92)	66.4%
5463 · Other	365.70	500.00	(134.30)	73.1%
5460 · Office Supplies - Other	217.63			
Total 5460 · Office Supplies	897.12	1,000.00	(102.88)	89.7%
5470 · Training/Travel	1,028.68	0.00	1,028.68	100.0%
5475 · Legal	0.00	800.00	(800.00)	0.0%
5480 · Dues	880.00	1,000.00	(120.00)	88.0%
5485 · Postage	122.50	300.00	(177.50)	40.8%
5490 · Misc	86.99			
Total 5400 · ADMINISTRATION	25,722.77	22,550.00	3,172.77	114.1%
5900 · BUILDINGS & GROUNDS				
5910 · Utilities				
5912 · Electric	4,654.57	5,500.00	(845.43)	84.6%
5913 · Sewer & Water	519.35	850.00	(330.65)	61.1%
5914 · Gas	284.66	2,500.00	(2,215.34)	11.4%
Total 5910 · Utilities	5,458.58	8,850.00	(3,391.42)	61.7%
5920 · New Equipmnt	0.00	300.00	(300.00)	0.0%
5930 · Repairs & Maint				
5932 · Equipment	0.00	1,300.00	(1,300.00)	0.0%
5934 · Blding & Ground	543.53	1,400.00	(856.47)	38.8%
5930 · Repairs & Maint - Other	248.66			
Total 5930 · Repairs & Maint	792.19	2,700.00	(1,907.81)	29.3%
5940 · Maintenance Contracts				
5943 · Trash Removal	417.63	550.00	(132.37)	75.9%
5945 · Fire Protection	553.00	950.00	(397.00)	58.2%
5946 · Snow Plowing	900.00	850.00	50.00	105.9%
Total 5940 · Maintenance Contracts	1,870.63	2,350.00	(479.37)	79.6%
5970 · Supplies				
5972 · Custodial	638.73	550.00	88.73	116.1%
5974 · Building	155.05	650.00	(494.95)	23.9%
5976 · building depreciation	0.00	1,000.00	(1,000.00)	0.0%
5970 · Supplies - Other	18.17			
Total 5970 · Supplies	811.95	2,200.00	(1,388.05)	36.9%

	<u>Jul '21 - Mar...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
Total 5900 · BUILDINGS & GROUNDS	8,933.35	16,400.00	(7,466.65)	54.5%
6000 · TECH (NETWORK AND ILS)				
6100 · New Hardware	8,081.15	3,000.00	5,081.15	269.4%
6150 · Parts for Repair & Maint	299.00	150.00	149.00	199.3%
6200 · New Software	0.00	500.00	(500.00)	0.0%
6300 · Maintenance	1,630.19	1,000.00	630.19	163.0%
6400 · ILS Software	32,301.00	33,538.00	(1,237.00)	96.3%
Total 6000 · TECH (NETWORK AND I...	42,311.34	38,188.00	4,123.34	110.8%
7100 · REFERENCE				
7110 · Materials				
7120 · Reference Books	16.22	500.00	(483.78)	3.2%
Total 7110 · Materials	16.22	500.00	(483.78)	3.2%
Total 7100 · REFERENCE	16.22	500.00	(483.78)	3.2%
7300 · ADULT SERVICES				
7310 · Materials				
7315 · Print Materials				
7320 · Adult Fiction	5,985.78	11500.00	(5,514.22)	52.1%
7321 · Graphic Novels	26.47	350.00	(323.53)	7.6%
7330 · Adult Non Fiction	2,555.66	5,000.00	(2,444.34)	51.1%
7370 · Periodicals	3,255.45	4,000.00	(744.55)	81.4%
Total 7315 · Print Materials	11,823.36	20,850.00	(9,026.64)	56.7%
7380 · AV Materials				
7382 · Audio Books	2,317.38	3,500.00	(1,182.62)	66.2%
7384 · CD Music	155.54	350.00	(194.46)	44.4%
7386 · DVD	3,355.91	4,500.00	(1,144.09)	74.6%
Total 7380 · AV Materials	5,828.83	8,350.00	(2,521.17)	69.8%
Total 7310 · Materials	17,652.19	29,200.00	(11,547.81)	60.5%
7420 · Programming	1,186.26	1,500.00	(313.74)	79.1%
7450 · Equipment				
7451 · Laser Printer	172.04			
7452 · Other Equipment	42.98	200.00	(157.02)	21.5%
7450 · Equipment - Other	95.95			
Total 7450 · Equipment	310.97	200.00	110.97	155.5%
7454 · Cafe Supplies				
7456 · Virus Supplies	295.59			
7454 · Cafe Supplies - Other	16.29			
Total 7454 · Cafe Supplies	311.88			
Total 7300 · ADULT SERVICES	19,461.30	30,900.00	(11,438.70)	63.0%
7500 · YOUTH SERVICES				
7510 · Materials				

	<u>Jul '21 - Mar...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
7515 · Print Materials				
7520 · E	852.68	1,800.00	(947.32)	47.4%
7530 · J Fiction	1,681.07	1,100.00	581.07	152.8%
7540 · J Non-Fiction	593.75	600.00	(6.25)	99.0%
7550 · YA	990.40	1,250.00	(259.60)	79.2%
7560 · Realia(Non-Book)	0.00	300.00	(300.00)	0.0%
Total 7515 · Print Materials	<u>4,117.90</u>	<u>5,050.00</u>	<u>(932.10)</u>	<u>81.5%</u>
7580 · AV Materials				
7582 · Audiobooks	168.06	300.00	(131.94)	56.0%
7584 · Music CD	315.45	100.00	215.45	315.5%
7588 · Video Games	1,269.66	1,000.00	269.66	127.0%
Total 7580 · AV Materials	<u>1,753.17</u>	<u>1,400.00</u>	<u>353.17</u>	<u>125.2%</u>
Total 7510 · Materials	<u>5,871.07</u>	<u>6,450.00</u>	<u>(578.93)</u>	<u>91.0%</u>
7620 · Programming	<u>2,969.24</u>	<u>2,400.00</u>	<u>569.24</u>	<u>123.7%</u>
Total 7500 · YOUTH SERVICES	<u>8,840.31</u>	<u>8,850.00</u>	<u>(9.69)</u>	<u>99.9%</u>
8100 · TECHNICAL SERVICES				
8155 · Processing Costs	298.99	800.00	(501.01)	37.4%
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	602.95	750.00	(147.05)	80.4%
8161 · Tech Supplies - Other	544.37			
Total 8161 · Tech Supplies	<u>1,147.32</u>	<u>1,450.00</u>	<u>(302.68)</u>	<u>79.1%</u>
Total 8100 · TECHNICAL SERVICES	<u>1,446.31</u>	<u>2,250.00</u>	<u>(803.69)</u>	<u>64.3%</u>
8200 · CIRCULATION				
8250 · Equipment	0.00	200.00	(200.00)	0.0%
8260 · Patron Cards	490.00	200.00	290.00	245.0%
8275 · Postage for Overdues	0.00	450.00	(450.00)	0.0%
8280 · Mailing Supplies	114.93	300.00	(185.07)	38.3%
8295 · Unique Management	218.85	500.00	(281.15)	43.8%
8200 · CIRCULATION - Other	0.00	0.00	0.00	0.0%
Total 8200 · CIRCULATION	<u>823.78</u>	<u>1,650.00</u>	<u>(826.22)</u>	<u>49.9%</u>
195 · MISC. EXPENSES				
199 · MISCELLANEOUS-OTHER	<u>(84.00)</u>			
Total 195 · MISC. EXPENSES	<u>(84.00)</u>			
Total Expense	<u>516,851.73</u>	<u>715,630.00</u>	<u>(198,778.27)</u>	<u>72.2%</u>
Net Ordinary Income	<u>34,942.04</u>	<u>0.00</u>	<u>34,942.04</u>	<u>100.0%</u>
Other Income/Expense				
Other Income				

	<u>Jul '21 - Mar...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
8400 · NON-BUDGETED DONATIONS				
8425 · Hobart/Watkins/Reiner	102.12			
Total 8400 · NON-BUDGETED DONA...	102.12			
9150 · HVAC Project Income	20,900.00			
Total Other Income	21,002.12			
Other Expense				
9401 · Resilient Communities Stipend	32.98			
8470 · Food Education Grant	224.06			
9175 · HVAC Project Expense	12,831.60			
Total Other Expense	13,088.64			
Net Other Income	7,913.48			
Net Income	42,855.52	0.00	42,855.52	100.0%

04/04/22

Reconciliation Summary

1000 · Savings account, Period Ending 03/31/2022

	<u>Mar 31, 22</u>
Beginning Balance	126,015.30
Cleared Transactions	
Deposits and Credits - 1 item	<u>2.14</u>
Total Cleared Transactions	<u>2.14</u>
Cleared Balance	<u>126,017.44</u>
Register Balance as of 03/31/2022	126,017.44
Ending Balance	126,017.44

04/04/22

Reconciliation Summary

1014 · Operating Acct, Period Ending 03/31/2022

	<u>Mar 31, 22</u>
Beginning Balance	322,584.80
Cleared Transactions	
Checks and Payments - 76...	(51,437.10)
Deposits and Credits - 6 it...	251,213.50
	<u>199,776.40</u>
Total Cleared Transactions	<u>199,776.40</u>
Cleared Balance	<u>522,361.20</u>
Uncleared Transactions	
Checks and Payments - 12...	(6,885.29)
Deposits and Credits - 3 it...	109.03
	<u>(6,776.26)</u>
Total Uncleared Transactions	<u>(6,776.26)</u>
Register Balance as of 03/31/2022	<u>515,584.94</u>
New Transactions	
Checks and Payments - 21...	(16,422.69)
	<u>(16,422.69)</u>
Total New Transactions	<u>(16,422.69)</u>
Ending Balance	<u>499,162.25</u>

March 2022 adult services report

55 patrons made 50 reference requests in February, including 21 tech questions, no legal questions and no local history questions. Four were made by Mennonite patrons last month. That's quite a reference bonanza! Of interest: how to start a petition to support people in Ukraine; where to find publishers for writing projects; how to use Google Sheets; and books on dealing with depression. I also found an obituary for someone's relative despite being given almost all incorrect information, with many thanks to the New York State Historic Newspapers site for helping me to do that.

209 patrons engaged with 21 programs in February. Demand for COVID supplies was way down again, so now we are getting back into the normal range for a month's activities. Arts & Drafts with Jeannette McDunnah returned, and aside from that, most other programs this month were my ongoing: Keuka Writes, Family Research, Diverse Voices Matter, Sondheim Salon, Apple User Group, Tech Basics, French Film, Justice & Equity Basics. My Building Community, Building Understanding group did meet three times for a special mini-series on class, and was as productive as ever. Outside groups presenting via the library included Classics in Spirituality, Knit Together, and the Alzheimer's Association.

I continued my practice of spotlighting relevant books for special observance months in March with a rotating display on Women's History Month. This was well-received in person and on social media, and a number of items circulated throughout the weeks. I now have a display featuring sustainability-focused titles up for Earth Month.

The justice/equity work group met via email this month. Our discussion focused on ways to bring the concept of mutual aid into adult services practices; it is already embedded in a number of ways just due to the nature of library service, with materials and experiences offered freely to all, but we discussed ways to bring in even more in this regard. A meeting with the staff of the CCE's nutrition-focused group offered further support; I am looking into how to offer "pantry staple" giveaway kits, among other projects. In the future, I would like to begin promoting the library's eco-kit collection again, and look into establishing a loanable tool kit.

I currently have a survey in the field to assess how the community views our adult offerings. If you would like to take the survey, you can find it at <https://bit.ly/pysurvey22>

Penn Yan Public Library
Monthly Youth Services Report to Board

MARCH 2022 IN REVIEW

As a response to the continued behavioral issues with afterschool kids, I invited a mediator from the Center for Dispute Settlement to drop by, first to present one of their Talking Circles and then to facilitate a conversation around the Youth Code of Conduct. The reaction to both these conversations was very positive and it seems to me that the behavior issues are settling down a bit. In speaking with other teen-serving staff in STLS libraries, they are dealing with the same things. The pandemic's effects continue to ripple outward.

The Youth Services user survey was launched in mid-March and has a low response rate so far. If you use the department, please feel free to take the survey at <https://tinyurl.com/PYPLSurvey>.

MARCH 2022 PROGRAMS

In-person programs: 31

Attendance at in-person programs: 281

APRIL/MAY 2022 OUTLOOK

Pod Storytimes continue; they have been consolidated into three pods that range from eight people to twelve people. I hope to bring back large group storytimes outdoors at the Community Garden in May, along with Toddler Dance Party out on the Main Street side of the library. We will offer two in-person programs during the school's April break, as well as another StoryWalk on the Outlet Trail. The first is a drop-in program of LEGO challenges and the second is Spin Art using our home-built machine. The Center for Dispute Settlement will be back to help facilitate a discussion with the afterschool crowd around usage of personal devices in the library. We will begin summer planning in earnest. Our goal this year is to use no single-use plastic in summer programs (the overall summer reading theme is 'Oceans of Possibilities') so we need to start collecting things way ahead of time!

Submitted April 5, 2022 by Sarah Crevelling, Youth Services Librarian

checkouts	19-20 total	curb July	curb Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	june	20-21 Total	21-22 July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
ADPBKFC	401	22	32	36	36	24	44	46	44	62	49	36	42	473	66	69	77	61	57	49	43	48	50
ADPBKNF	204	12	15	12	15	10	13	15	31	21	26	16	27	213	21	11	16	17	14	20	21	20	24
ADULTFC	5124	219	268	417	451	436	525	552	533	511	453	491	534	5390	630	645	587	566	620	513	544	508	616
ADULTNF	4312	172	153	278	392	417	347	486	382	500	415	406	316	4264	446	422	384	389	412	360	417	426	532
AUDIOBKCAS	3													0		4	1						
AUDIOBKCD	1506	50	50	67	110	97	115	123	89	99	128	108	105	1141	86	100	122	92	105	100	105	78	88
AV-hotspot	142	21	27	67	77	88	85	69	76	65	86	84	109	854	96	90	93	90	98	76	70	87	103
AV-EQUIP	0			2										2									
BOOK	32	2	4	5	1		1						5	18	7	4	3	5	2	3	1	2	2
COMPUTER-laptops playaways	145 39			1						1	2			4			2					3	
EAUDIOBOOK	0													0									
ED-VID-DVD	65	1		3	5	1	2	1	3	1	3	5	2	27	5		2	3	3	2	1	1	3
EPHEMERAL	1													0									
EQUIPMENT	1	2											1	3			2			1			
HOLIDAY	24				4	8	5	1						18				4	3	3	4	2	2
ILL-BOOK	57													0	4	3	4	15	6	6	8	7	8
JUVDVD (new 5-1-19)	99	7	11	8	6	3	5	8	4	3	13	18	7	93	17	8	11	18	22	19	7	2	21
JUVAUDIOBK	28	1		2	3	2	1	7	8		5	7	5	41	8	2	5	5	2	2	2	2	2
JUVFIC	13963	609	463	1306	1540	1354	1447	1234	1459	1755	1303	1260	1508	15238	1914	1674	1578	1385	1626	1408	1297	1520	1801
JUVMAGAZIN	29			1	1		17	19	14	20	6		1	79	2	11	5	4	4		4	7	7
JUVMUSICCD	0		2									2		4									
JUVNF	2514	76	95	284	309	301	212	228	287	285	283	256	273	2889	345	263	221	175	234	214	227	257	293
JUVPBFC	250	6	14	22	27	20	74	55	40	38	29	22	23	370	33	19	24	24	34	29	46	20	28
JUVPBK	29		1			4		9	8	5	7		1	38	2	2		2	1		6	6	3
JUVREF	2													0									
KIT	56	1											2	3	6	6	5	7	10	16	8	9	9
LARGETYPE	6280	370	321	492	643	565	704	660	630	693	632	645	700	7055	762	822	746	686	666	553	684	549	715
MAGAZINE	834	15	9	100	93	81	78	67	99	102	71	98	84	897	105	104	48	78	72	80	74	63	74
MICROFORM	0							4	4		16			24					18				
MIXEDMEDIA	5		2							1		2	1	6	1				1		1	1	
MUSICCD	389	11	9	38	68	73	80	56	37	42	44	20	47	525	40	43	41	45	53	38	42	25	37
NEWAUDBKCD	591	19	34	69	74	73	60	39	35	57	63	58	75	656	54	79	53	51	57	52	61	61	63
NEW-BKNF	0													0									
NEW-BOOK	1997	61	68	165	235	194	188	135	143	193	191	221	243	2037	313	341	305	326	269	215	234	235	258
NEW-BOOKNF	1170	39	33	117	104	117	139	97	100	123	114	117	136	1236	147	126	108	96	105	113	103	102	101
NEW JUVDVD-new	23	1	4			1	1				1	3	7	18	12	5	4	2		1		2	12
NEWJUVPBK	940	46	26	73	81	105	88	82	65	94	86	73	79	898	116	120	116	126	100	84	92	85	134
NEW-JUVNF	291	12	7	20	22	24	34	26	20	42	34	21	46	308	58	56	32	18	25	12	32	30	45
NEW-LP	2782	86	94	279	291	308		171	143	136	117	87	85	1797	89	94	60	67	43	28	56	54	62
NEWMAGAZIN	50	6		2	1	3		5	5	11	9	4	1	47	4	6		5	2	11	48	46	11
NEWMUSCD	93						10	4	4	5	34	55	38	150	20	13	14	19	15	6	10	4	8
NEWSPAPER	0													0									
NEW-VIDDVD	3958	75	112	292	341	346	255	203	208	376	365	361	457	3391	410	483	341	312	347	312	387	327	389
PGMRESOURC	5													0									
REF-BOOK	5					1					1			2		11	1	1				1	1
ROTATING	9									1	1		31	33	65	16	3	2	1				
SOFTWARE	0													0	1	1	1		1		1	1	5
STLSEQUIP	0													0									
TABLET	0													0									
TESTBOOK	4	2		1	2	3				1				9					2				
TOY	4													0									
UNBARCODED	31	2				3	5	1	1		1	3	1	17	7	3	2	5	4	1	3	1	3
UNDEFINED	0													0									
VIDEO-DVD	13052	436	321	1078	1151	1288	1373	1340	1130	1337	984	724	748	11910	953	1062	951	809	887	880	863	860	898
VID-GAME	857	41	20	75	74	84	72	62	75	111	86	65	88	853	161	138	144	134	102	113	116	92	141
loaned to STLS	4853	112	454	531	408	342	408	528	436	547	474	451	409	5100	489	564	514	447	478	428	457	418	468

Penn Yan Public Library General Policy

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All instances of the use of the word Library in this document refer to Penn Yan Public Library.

0.1 Temporary ~~Covid Reopening~~ Pandemic Policies

Due to the continued impact of ~~the Covid-19 virus~~ pandemics, the following ~~policies are in effect until further notice~~ temporary policies may be instituted or suspended by the Executive Director according to governmental mandates (See Penn Yan Public Library Pandemic Operations Plan)

- While present in the library building, any individual who is not vaccinated and

able to medically tolerate a face covering is required to cover their nose and mouth with a mask or cloth face covering when unable to maintain, or when not maintaining, social distance.

- Anyone who is unable to maintain social distance while unsupervised must be accompanied by someone who can supervise them.
- ~~The accrual of all overdue fines is suspended.~~
- All library services and operations, such as circulation of materials, in person programming, public computer use, etc., are limited at staff discretion based on safety restrictions imposed by ~~the ongoing Covid-19~~ pandemics. These services and operations are subject to temporary modification to continue meeting patron needs.
- Groups that wish to use the Meeting Room must limit their participation to no more than 10 people, and must disinfect tables and chairs after use (disinfectant to be provided by the library). Participants must wear a face covering while in the Meeting Room, regardless of vaccination status.

1. Mission and Philosophy

1.1 Mission Statement

Penn Yan Public Library's mission is to awaken and satisfy curiosity in the individual, thus enriching the community.

The Penn Yan Public Library Board of Trustees endorses the following statements.

1.2 American Library Association Freedom To Read Statement (See Appendix A)

1.3 American Library Association Freedom To View Statement (See Appendix B)

1.4 American Library Association Library Bill Of Rights Statement (See Appendix C)

1.5 American Library Association Code of Ethics Statement (See Appendix D)

2.1 Library Hours

The Library will be open from 9 AM to 7:30 PM, Monday through Friday, and from 9 AM to 4 PM on Saturdays.

2.2 Holiday Closings

The Library will be closed on the following:

- New Year's Day (January 1)
- Martin Luther King Jr. Day (Monday)
- President's Day (Monday)
- Memorial Day (Monday)

- Juneteenth
- July 4
- Labor Day (Monday)
- Columbus Day/Indigenous People Day (Monday)
- Veteran's Day (November 11)
- Thanksgiving Day
- 1 PM on Christmas Eve (December 24)
- Christmas (December 25)
- New Year's Eve (December 31)

When July 4, Veteran's Day (November 11), Christmas (December 25), or New Year's Day (January 1) fall on a Sunday, the Library will close on the following Monday.

3. Confidentiality Policy

3.1 NYS Civil Practice & Rules Section 4509 Confidentiality Law for Library Records

The Penn Yan Public Library respects the right of privacy of all its customers regarding the use of this Library.

The Penn Yan Public Library follows the New York State Civil Practices & Rules - Confidentiality Law for Library Records as stated below:

New York State Civil Practice & Rules Section 4509 Confidentiality Law for Library records S 4509. Library Records.

Library records, which contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and Library systems of this state, including but not limited to records related to the circulation of Library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of Library materials, title reserve requests, or the use of audio-visual materials, films or records, shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such Library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.

3.2 Access to Personal Information

When Library personnel are served with a subpoena, search warrant, or other order from a court of competent jurisdiction, they should immediately notify the Executive Director or, if the Director is not available, the Adult Services Librarian. Counsel should be notified and presence requested. The Board President, Secretary, or Treasurer should be notified and presence requested. An internal incident report must be filed whenever official investigations are undertaken on Library premises.

3.3 Confidentiality of Library Records Statement

The ethical responsibilities of librarians, as well as statutes in most states and the

District of Columbia, protect the privacy of Library users. Confidentiality extends to “information sought or received, and materials consulted, borrowed, acquired,” and includes database search records, interlibrary loan records, and other personally identifiable uses of Library materials, facilities, or services.

The American Library Association recognizes that law enforcement agencies and officers may occasionally believe that Library records contain information which may be helpful to the investigation of criminal activity. If there is a reasonable basis to believe such records are necessary to the progress of an investigation or prosecution, the American judicial system provides mechanism for seeking release of such confidential records: the issuance of a court order, following a showing of good cause based on specific facts, by a court of competent jurisdiction.

3.4 Breach in Security of Information held by the Library

The Library is obligated to protect this sensitive information by providing up-to-date and continually monitored deterrents to the rapidly increasing threat of identity theft. All digital patron information collected is housed by the Southern Tier Library System (STLS). STLS has, and will continue to strengthen the security of patron information and records in the shared integrated databases by restricting access to libraries with secure telecommunications connections. This is accomplished by either data circuitry or virtual private networks or other means, and by maintaining internal firewalls and other protections on its servers and equipment. Neither the Library nor STLS collects or stores library user social security numbers.

Should there be any sort of breach in security of information held by STLS, that could result in harm to a person or business, STLS will immediately notify local authorities and any other agencies or people that may be affected by the compromise.

4. Circulation

4.1 Patron Registration Requirements (Patron Account)

- Special First Library Cards (ages 0-5) require the signature of a parent or guardian and an ID which may be the parents to prove address. These cards may only be used to check out children's materials.
- Juvenile cards (age 6-17) require the signature of a parent or guardian and an ID which may be the parents to prove address.
- Adult cards (18 or older or emancipated minor) require ID with name and current mailing address.
- Library materials may be checked out on PYPL cards.
- A fee of \$1 will be required for the replacement of a lost or damaged Library card.

4.2 Card Holder Limitations

To check out the following Library materials a patron may not have any outstanding fines or blocks [on their account](#) of any kind, must have their card in hand and must be present at time of checkout:

- ~~iPads~~
- ~~Tablets and e-Readers~~
- ~~Pedometers~~
- Laptops
- Eco-kits
- Wireless Hotspots

To check out all other Library materials a cardholding patron must be 'in good standing' which means:

- No 'Lost' materials (42 days overdue)
- ~~No outstanding fines over \$5.00 (fines alone do not prevent computer usage)~~
- Not sent to collection agency (if sent, must have \$0 balance to use card again)

All other Library materials may be checked out by patrons with or without their Library card in hand at the staff's discretion, or by a person who has the patron's card in hand. Patrons without a card in hand who are unknown to staff must provide valid ID or state their address and phone number. Parents may checkout items on their children's cards if they have their children's cards in hand or if their children are present at checkout.

4.3 Loan Periods

- Books 3 weeks
- Audiobooks 3 weeks
- Periodicals 3 weeks
- Music CDs 1 week
- DVDs 1 week
- ~~Tablets 1 week~~
- Wireless Hotspots 1 week
- ~~E-Readers 3 weeks~~
- Video Games 1 week
- ~~Flannelboards 1 week~~
- Storytime Kits (puppet and book bags) 3 weeks
- Equipment (projector, pedometers, eco-kits) 1 week
- ~~iPads and~~ laptops 2 hours in-Library only
- ~~Pedometers 3 weeks~~
- Reference, Local History and related materials do not circulate

4.4 Renewals

Two renewals of loan periods per item are granted dependent upon: material type and the presence of a request for the material by another patron (a hold). The first renewal will be automatic for all materials except new items, those with holds and DVDs. More renewals may be granted upon staff discretion.

4.5 Item Transaction Limitations

Some materials are subject to item check out limits per Library card.

- Music CDs 5
- Audio Books 5
- Books 50
- Kits 1
- Flannelboards 10
- Periodicals 10
- DVDs or Blu-Rays 5
- ~~Tablets, eReaders, iPads, Laptops, pedometers,~~ 1 (See Sections 4.10-4.15)
eco-kits, wireless hotspots

4.6 Return of Multi-piece Items

If any part of a Storytime Kit, Flannelboard, eco-kit, hotspot or multipart A/V material or ~~board game~~ are missing or damaged when returned, the patron will be charged the replacement cost of the part if it can be replaced separately, or the replacement cost of the entire item if it cannot.

4.7 Holds

Borrowing: Patrons may put holds on all Southern Tier Library System catalog materials that are available to be borrowed through the holds system. Patrons are notified when the materials become available for them to pick up. If an email address is provided by the patron, notification of holds available for pick up will be emailed.

Hold materials may be checked out by the person who requested the hold, with or without their card if staff can verify their identity, or by another person who has the requester's Library card in hand. Library card holder must be in good standing.

Holds awaiting patron pickup are kept at the circulation desk for 1 week. If an item is not picked up within 1 week, the hold is canceled and the patron is charged a \$1.00 non-pickup fine.

Lending: The Library will not lend through the Southern Tier Library System the following: eReaders, tablets, equipment, pedometers, wireless hotspots, reference and local history materials. Items classified as new will not be loaned to patrons with cards from non-reciprocal borrowing libraries.

4.8 Interlibrary Loan (ILL)

Borrowing: Patrons must have a Library card 'in good standing' to ILL any materials from libraries outside of the Southern Tier Library System. (See Section 4.2) No more than 3 items may be requested at one time. All ILL materials should be picked up promptly as loan periods are set by the lending Library and may be short. ILL materials awaiting patron pickup are kept at the circulation desk for 1 week. If an item is not picked up within 1 week, it is returned to the lending Library, and the patron is charged a \$1.00 non-pickup fine.

ILL materials may be checked out by the person who requested the ILL, with or without their card if staff can verify their identity, or by another person who has the requester's card in hand.

The Library will not request through ILL the following: items available from Southern Tier Library System member libraries, items from out of system libraries that are less than one year old, books on CD and DVD's.

Lending: The Library will not lend through ILL, eReaders, tablets, video games, equipment, pedometers, wireless hotspots, reference and local history materials and items classified as new. All materials lent by ILL from Penn Yan Public Library are done so at our discretion.

4.9 In-Library Equipment available for public use, self-serve or with assistance

- ~~Scanpro micro film reader-printer~~
- Copier
- Flatbed Scanner
- E-mail 15 minute computer
- Public access computers

- Laptops
- ~~iPads~~
- Wi-Fi (wireless internet) access is available 24 hours on Library grounds
- ~~Youth area early literacy computer~~
- ~~Board games~~
- ~~Hearing Assist Appliances~~

When using in-house equipment printing costs are: Black & White \$.25, color \$.50. Wireless printing is available to WI-FI users at the same cost per print-out.

4.10 iPads

Kits Include:

- ~~1 iPad~~
- ~~1 Case~~
- ~~1 Zipper Bag~~
- ~~1 USB Cable~~
- ~~1 Wall Adapter~~
- ~~1 iPad holder for Tripod~~
- ~~Circulation Policy~~
- ~~Optional: tripod and attachments~~

Patron Eligibility:

- ~~Patrons may use the iPad in the Library only.~~
- ~~Child Patrons under 16 must have internet permission signed by parent or legal guardian in order to check out the iPad on their card.~~
- ~~Library card holder must be in good standing and must be present at time of checkout.~~
- ~~Borrowers are required to sign a Borrowing Terms Form (see Appendix G) at the time of checkout and to be aware of the terms it stipulates.~~

Loan Period:

- ~~Loan period: 2 hours. The borrower may continue to use the iPad for an indefinite amount of time during open hours if no other cardholder requests the usage of the iPad.~~
- ~~Devices must be returned to a staff member at the circulation desk.~~
- ~~Patrons cannot return device to the inside drop box.~~
- ~~Returns can only take place at circulation desk.~~
- ~~Devices will not be loaned to other libraries (no interlibrary loan).~~

Lost or damaged devices:

- ~~Users are responsible for lost or damaged devices or device accessories. Charges will be based on replacement costs.~~
- ~~The borrower is restricted from downloading any apps or other prohibited e-content to the iPad. Deleting e-content preloaded on the iPad is also restricted. The borrower is responsible for deleting any photos or videos he or she does not want other borrowers to see. (See Appendix G: iPad Borrowing Terms Form)~~

4.11 Tablets and eReaders

Kits Include:

- 1 eReader or Tablet Computer
- 1 Case
- 1 Zipper Bag
- 1 USB Cable
- 1 Wall Adapter
- Circulation Policy

Patron Eligibility:

- Patrons may check eReaders and Tablets out from the Library.
- Children's cards holders under 16 must have internet permission signed by parent or legal guardian in order to check out a Tablet. (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 of any kind.
- Borrowers are required to sign a Borrowing Terms Form (see Appendix E) at the time of checkout and to be aware of the terms it stipulates.

Loan Period:

- Loan period adults — 3 Weeks for eReaders.
- 1 Week for Tablets
- Devices must be returned to a staff member at the circulation desk.
- Patrons cannot return devices to the outside or inside drop box.
- Patrons cannot return devices to other libraries.
- Returns can only take place at circulation desk during regular business hours
- Late fees are \$1.00 per day.
- 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 E: eReader Borrowing Terms Form)

4.12 Pedometers

Kits include:

- 1 Pedometer (pedometer in gray belt clip and attached tether with small clip)
- 1 Pedometer manual

Patron eligibility:

- 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 of any kind.

Loan Period

- ~~3 week loan period~~
- ~~Late fees are \$0.15 per day~~
- ~~Pedometers will not be loaned to other libraries (no ILL)~~
- ~~Holds can be placed on pedometers.~~

Lost or damaged devices:

- ~~Users are responsible for lost or damaged pedometers or device accessories. Charges will be based on replacement costs up to a maximum of \$35.00. Users are not responsible for battery replacement costs.~~

4.13 Laptops

Kits Include:

- 1 laptop
- 1 power cord
- Optional ear buds
- Optional mouse and mouse pad

Patron Eligibility:

- 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.

Loan Period:

- 2 hours, in-Library use
- The borrower may continue to use the laptop for an indefinite amount of time during open hours if no other cardholder requests the usage of a laptop
- Laptops must be returned to a staff member at the circulation desk
- Patrons cannot return any device to the drop box
- Devices will not be loaned to other libraries (no ILL)

Lost or Damaged Laptops

- Users are responsible for lost or damaged laptops and laptop accessories

4.14 Eco-kits

Kits include:

- 1 Black & Decker Thermal Leak Detector with 9 volt battery (included)
- 1 P3 International Kill-a-Watt energy usage meter
- 1 Save-a-Drop water meter
- Instructions for use plus Black & Decker Home Energy Repair Guide
- 1 kit carrying case

Patron eligibility:

- Eco-kits are available to Adult (16 and over) card holders only.
- 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.

Loan Period

- 1 week loan period
- ~~Late fees are \$1.00 per day~~
- Eco-kits will not be loaned to other libraries (no ILL)
- Holds can be placed on eco-kits.
- Users may renew eco-kits once provided they are not already on hold.

Lost or damaged devices:

- Users are responsible for lost or damaged eco-kit components or device accessories. Charges will be based on replacement costs up to a maximum of \$85.00. Users are not responsible for battery replacement costs.

4.15 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.
- ~~Late fees are \$1.00 per day.~~

- Holds can be placed on wireless hotspots.
- 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)

4.16 Empire Passes

Sets Include:

- 1 Empire Pass
- 1 sleeve with lanyard
- 1 (copied) guidelines pamphlet
- Circulation policy

Patron Eligibility:

- Patrons may check Empire Passes out from the Library.
- Adult cardholders (aged 18 and over) may check out an Empire Pass.
- The cardholder must be present at time of checkout.
- The card must be in good standing at time of checkout (See section 4.2). The Patron may not have outstanding fines or blocks [on their account](#) of any kind.
- Holds cannot be placed on Empire Passes, and they may not be transferred to other libraries for pickup. They are available at PYPL only on a first-come, first-served basis.
- Only one pass may be checked out per library card, per household in a 30-day period.
- Staff will initial and date the Empire Pass usage register (see appendix O).

Loan Period:

- Loan period – 1 week
- Passes must be returned to a staff member at the circulation desk.
- Returns can only take place at circulation desk.
- No renewals are permitted.
- ~~Late fees are \$5.00 per day.~~

Lost or damaged devices:

- Users are responsible for lost or damaged passes. The cost to replace a lost or damaged pass is \$85.00.

5. Overdue Items

5.1 Fines

- ~~Overdue fines for most 3-week items are \$.15 per day with a maximum allowable fine of \$5.00. Exceptions: are Storytime Kits and E-Readers which have a \$1.00 per day fine with a maximum allowable fine of \$10.00.~~
- ~~Overdue fines for all 1-week items are \$1.00 per day with a maximum allowable fine of \$10.00~~
- ~~To check out any Library materials, a card holder must be 'in good standing'. (See section 4.2)~~
- ~~As of 7/2/19 the following items are fine-free.~~

J-fic
 J-new fic
 J-nonfic
 J-new-nonfic
 J-mag
 J-new-mag
 J-kits
 J-audio

• Books	\$.15 per day	3-weeks
• Audiobooks	\$.15 per day	3-weeks
• Periodicals	\$.15 per day	3-weeks
• Music CDs	\$.15 per day	1-week
• DVDs	\$1.00 per day	1-week
• Tablets	\$1.00 per day	1-week
• Video Games	\$1.00 per day	1-week
• Equipment (ex: projector, eco-kits)	\$1.00 per day	1-week
• Storytime Kits (puppet and book bags)	\$1.00 per day	3-weeks
• Pedometers	\$.15 per day	3-weeks
• E-Readers	\$1.00 per day	3-weeks
• Wireless Hotspots	\$1.00 per day	1-week
• iPads and laptops (in library only)	no fines	2-hours

5.2 Overdue Notification Schedule

- At 3 days before items are due, an e-mail reminder will be sent to patrons who wish to be notified.
- At 3 days overdue, a reminder will be mailed or e-mailed with the titles of overdue materials
- At 10 days overdue, a reminder will be mailed or e-mailed with the titles of overdue materials.
- At 42 days overdue, a bill will be mailed with the titles of overdue materials and the replacement cost of those materials. This bill will further inform the

patron that if the materials are not returned by the time they are 60 days overdue a \$10 fee will be added to the account and the account will be sent to a collection agency.

- Once a patron account has been sent to the collection agency, all outstanding ~~fin~~es and/or fees must be paid to Library in order to clear the patrons account.

5.3 Lost items

- If an item, which has been paid for is found and returned within 60 days of the payment date, the Library will reimburse the replacement cost. Reimbursement will be in the form of a check, mailed at a later date.
- The Library will only take monetary reimbursements for lost items.

5.4 Damaged items

- Replacement costs must be paid for damaged items, which are no longer usable. The Library will make the decision as to whether an item is still usable. When a damaged item is paid for, the patron may keep the damaged item.
- The Library will only take monetary reimbursements for damaged items.

5.5 Replacement Cost

- The replacement cost equals the full price of the item as listed in the catalog record plus \$3.00.
- As periodicals are irreplaceable, they have a flat \$6.00 replacement cost.

5.6 Fine Forgiveness

- Library staff may forgive ~~fin~~es replacement costs and fees at their discretion for various reasons such as but not limited to: doing so when weeding materials from the collection, fine amnesty and donation programs, and negotiated patron fine balance reductions.

6. Collection Development

6.1 Selection Philosophy

The Library Board subscribes to the American Library Association's Library Bill of Rights, Freedom to Read and Freedom to View statements as a basis for selection of materials for the collection. (See Appendices A, B and C) Selection is further based in part on professional reviewing sources, consideration of the needs of the community, the state of the collection, the merit of individual items, and the availability of other library materials in the area.

6.2 Selection Responsibility

The authority and responsibility for the selection of Library materials are delegated by the Library Board to the Executive Director and, under his/her/their direction, to staff members who are qualified for this activity.

AGENDA
PENN YAN PUBLIC LIBRARY
BOARD MEETING
THURSDAY May 19th, 2022 6:30 PM

Call to Order

- Public Comment
- Additional Agenda Items?
- *Adoption of Agenda
- April 21st, 2022 Minutes
- Financial Review
 - *Payment of bills for April 2022
- Library Director's Report

Standing Committee Reports

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

Old Business

- Outside trim painting and glass pane replacement update-quotes

New Business

- *General Policy revisions Sections: 0.1, 4, 5, and 8
- Reconsideration of Materials 6.10

***Adjourn**

- Items with * require Board action. Enclosures: April 2022 Minutes, Budget and Balance sheets, Director's Report, Circulation Stats, Children's and Adult services reports, policy revisions, updated policy document

PYPL Executive Director's Report 05-19-22

Professional Development and Meetings:

- 4-19 Privacy to Pornography: What staff need to know about Intellectual Freedom, Freedom to read foundation and ALA Office for Intellectual Freedom
Community Dialogues to Support Equitable Programming Access, StarNet
Crash course: Narrative Nonfiction. NOVELIST and libraryreads.org
- 4-30 Yates County Community Resource Fair
- 5-3 STLS NY Library Construction Grant webinar
- 5-12 Article Discussion Group: "The Battle for the Soul of the Library", SCLRC
- 5-16 Libraries.today online conference

Happenings:

-We used the new projector for the first time at the Friends annual meeting.

-As of 5-9* we have the new computers from STLS and we are planning for the STLS technicians to come back to install them with help from SCT in the near future.

-I will be distributing volunteer sign-up sheets for the Arts Festival and the Fair to Board members and Friends members in May. As of 5-10 we need Sunday May 12th volunteers.

-A new server is on order with SCT as of 4-21.

Friends of PYPL Spring/Summer 2022 calendar

*Thursday May 5th 4pm, **Friends Annual Meeting** with Tricia Noel from the Yates History Center Presenting Historical Buildings of Penn Yan on Zoom.*

*June Fridays 9am-2pm 6-3, 6-10, 6-17, 6-24 **Friends of PYPL Book Sale** (outside, no rain dates)*

*Saturday June 4th time TBD **Friends of PYPL Book Sale** (special date in conjunction with Penn Yan Rotary Main St. anniversary event)*

*Saturday June 25th 10am-12pm **Books and Bikes Summer Reading Program Kick-off***

*Thursday July 7th Friends meeting **Yates County Fair kids gift bag assembly line***

*Wednesday-Saturday July 13-16th **Yates County Fair PYPL table***

MINUTES
PENN YAN PUBLIC LIBRARY
BOARD MEETING
THURSDAY April 21, 2022

Present: Peter Gamba, Diane Krans, Martha (Marty) Roberts, Deb Connelly, Elizabeth Burris-Chase, Kristen Flynn-Comstock, Val Brechko, Connie Glover, Jan Barrett, Angela Gonzalez

Absent:

Guests: Steve Darrow

Meeting was held via Zoom due to COVID-19 restrictions

Call to Order

1. Public Comment:

2. *Resolution to approve the following:

- a. Adoption of 4/21/22 Agenda, as amended:

Moved: Marty Roberts Seconded: Elizabeth Burris-Chase
Approved: 9-0 Abstentions: 0

- b. March 17, 2022 minutes as submitted:

Moved: Marty Roberts Seconded: Diane Krans
Approved: 9 -0 Abstentions: 0

- c. Payment of bills for March 2022:

Moved: Marty Roberts Seconded: Kristen Flynn-Comstock
Approved: 9-0 Abstentions: 0

3. Library Director's Report: see attached

4. Standing Committee Reports

- a. Finance Committee: Did not meet.
- b. Policy Review Committee: Reviewed revisions of general policy. Will need to meet, based on information received from Brian form STLS.
- c. Building Committee: Did not meet. Should meet regarding painting and windows before July.
- d. Nominating Committee: Did not meet.
- e. Personnel Committee: Did not meet.

5. Old Business

- a. Outside trim painting and glass pane replacement update-quotes: Marble's estimated they are available in the beginning of May. Will contact Marble's again if they do not show up or call to schedule.

6. New Business

- a. Policy revisions that have been reviewed by the Policy Review Committee will be included in the May documents for approval. The request for consideration of materials policy will also be included for review.
- b. Potential for meeting in person: Angela will look into the potential for returning to in-person meetings. Many board members continue to be comfortable with Zoom meetings rather than in person.

7. *Adjourn:

Moved: Marty Roberts Seconded: Elizabeth Burris-Chase
Approved: 9-0 Abstentions: 0

- Items with * require Board action. Enclosures: March 2022 minutes, Budget and Balance Sheets, Director's Report, Circulation Stats, Children's and Adult Services Reports, policy revisions, updated 2021-22 Board Members listing

April 2022 adult services report

39 patrons made 36 reference requests in April, including 8 tech questions, no legal questions and 1 local history question. One was made by a Mennonite patron. Of interest: how to get back to Alaska to finish an interrupted cruise; books on outboard motor repair; how to find a missing desktop shortcut (it was in the trash folder); where to find apps to help youth with DIY projects; and information regarding what a graphic novel is. I also helped a patron with a telehealth appointment.

319 patrons engaged with 20 programs in April. Covid supplies ticked up slightly in that period due to increased cases of the latest variant, but I'm proud to report that most of that number – 279 – comes purely from program attendance. The biggest drivers to attendance were two major new programs that started in April: my Close Reads series looking at *The 1619 Project*, which garnered 48 participants across two sessions; and No Shop Stuff Swap, which pulled in a total of 68 participants despite being delayed by a week due to weather. If any of you have closets to clear out and useful, usable “stuff” that you no longer want, but don't want to send to a landfill – consider bringing it to the next Stuff Swap! It will be Saturday, May 21 at 9:30 am.

I was also very pleased to welcome Jeannette Frank to speak at last month's Apple User Support Group to discuss the concept of digital legacy – planning what to do about our online accounts when we pass away. Jeannette drew from personal experience managing her late husband Jim Wilson's digital assets, and I can't thank her enough for offering her insights on this difficult subject. Other programs included Diverse Voices Matter (on Earth Month poetry), Keuka Writes, Classics in Spirituality, Family Research Support Group (on German ancestry), a fantastic Resilient Penn Yan session featuring a visit from HeatSmart FLX, Sondheim Salon (on connection), The Joy of French Cinema (on the fantastic classic *Lola Montes*), and the return of Graphic Novel Book Club.

I attended a webinar on the phenomenon of “first amendment audits,” wherein politically-motivated folks enter a library claiming that they are free to film whomever and whatever they want, and learned a great deal of legal reality – primarily, that they are incorrect that they have that right. It was very eye-opening, offering great strategies for defusing such situations/refusing to give the filmer the rise he's after. I intend to draft a policy on filming in the library for your consideration in future weeks and months.

Finally, it's not too late to take our adult services survey: <https://bit.ly/pysurvey22>

Penn Yan Public Library
Balance Sheet
As of April 30, 2022

	Apr 30, 22
ASSETS	
Current Assets	
Checking/Savings	
1000 · Savings account	
1018 · Non designated	6,815.03
1028 · Phase IV Money	18,163.50
1000 · Savings account - Other	101,040.98
Total 1000 · Savings account	126,019.51
1014 · Operating Acct	477,935.08
Total Checking/Savings	603,954.59
Accounts Receivable	
1261 · Accounts Receivable	(1,500.36)
Total Accounts Receivable	(1,500.36)
Other Current Assets	
1220 · Prepaid Expenses	
1250 · Insurance	(3,200.47)
1251 · Workers Comp	6,517.00
Total 1220 · Prepaid Expenses	3,316.53
1275 · Cash Held For Friends	13,707.70
1499 · Undeposited Funds	2,800.65
1300 · Investments	
1350 · CDs	19,592.53
Total 1300 · Investments	19,592.53
Total Other Current Assets	39,417.41
Total Current Assets	641,871.64
Fixed Assets	
1500 · Land	37,775.41
1501 · Building Improvemnt & Renovation	1,354,597.30
1502 · Office Equipment	94,508.27
1503 · Furniture & Fixtures	15,702.00
1510 · Accum Depreciatn - Fixed Assets	(628,161.61)
Total Fixed Assets	874,421.37
TOTAL ASSETS	1,516,293.01
LIABILITIES & EQUITY	
Liabilities	

Penn Yan Public Library
Balance Sheet
As of April 30, 2022

	Apr 30, 22
Current Liabilities	
Accounts Payable	
2005 · Payables	27,350.00
Total Accounts Payable	27,350.00
Other Current Liabilities	
1260 · Staff Receivables	(0.36)
2042 · New York Paid Family Leave	4,947.50
2045 · Deferred Compensation	865.08
2010 · Accrued Payroll & Employee Ben	32,506.87
2020 · Cash Held for Library (Friends)	13,707.70
2027 · Deferred Tax	61,784.28
2028 · Pass Through Funds	0.23
2032 · Accrued FICA	(1,003.96)
2033 · Federal Withholding	26.98
2034 · NYS Withholding	6.28
2035 · Retirement	12,116.42
2036 · Sales Tax 8%	109.29
2038 · Employee Health Premiums	0.27
Total Other Current Liabilities	125,066.58
Total Current Liabilities	152,416.58
Total Liabilities	152,416.58
Equity	
3000 · General Fund Equity	470,674.42
3100 · Restricted Funds	
3101 · Watkins/Reiner	2,905.13
3102 · Hobart	13,674.85
3103 · Underwood	5,700.34
Total 3100 · Restricted Funds	22,280.32
3900 · Retained Earnings	808,035.61
Net Income	62,886.08
Total Equity	1,363,876.43
TOTAL LIABILITIES & EQUITY	1,516,293.01

Budget vs. Actual

05/04/22

Accrual Basis

2021/2022 Budget

	<u>Jul '21 - Apr...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
4100 · Printing Income				
4150 · Laser Printer	728.72	500.00	228.72	145.7%
4160 · Other Copies	245.63	1,000.00	(754.37)	24.6%
Total 4100 · Printing Income	974.35	1,500.00	(525.65)	65.0%
4200 · Village	0.00	1,000.00	(1,000.00)	0.0%
4400 · Fines	428.41			
4500 · Lost/Damaged Books Refund	148.44			
4505 · Sale of Extraneous Materials	165.07			
4525 · Cafe Receipts	1.85			
4540 · Tax Income	588,733.30	706,480.00	(117,746.70)	83.3%
4550 · Miscellaneous	2,726.77			
4600 · LLSA	4,375.41	3,500.00	875.41	125.0%
4700 · Interest	20.99	150.00	(129.01)	14.0%
4800 · NonDesignated Donations	13,307.37	3,000.00	10,307.37	443.6%
Total Income	610,881.96	715,630.00	(104,748.04)	85.4%
Expense				
5000 · HUMAN RESOURCES				
5100 · Salaries				
5110 · Library Director II	62,271.69	71,466.00	(9,194.31)	87.1%
5115 · Librarian I	98,645.97	112,328.00	(13,682.03)	87.8%
5125 · Network Tech	0.00	61,287.00	(61,287.00)	0.0%
5130 · Clerical	173,381.96	192,328.00	(18,946.04)	90.1%
5135 · Building Staff	0.00	21,953.00	(21,953.00)	0.0%
Total 5100 · Salaries	334,299.62	459,362.00	(125,062.38)	72.8%
5200 · Benefits				
5210 · Medicare/SS	25,447.87	30,000.00	(4,552.13)	84.8%
5225 · HRA Contributions	20,383.70	38,200.00	(17,816.30)	53.4%
5230 · Disability	2,358.62	1,800.00	558.62	131.0%
5235 · Voluntary Benefits	(1,702.89)			
5240 · SUTA	3,050.23	1,500.00	1,550.23	203.3%
5250 · Workmens Compensation	3,981.00	4,500.00	(519.00)	88.5%
5255 · Employee Assistance Plan	500.00	0.00	500.00	100.0%
5260 · Retirement	51,226.00	55,980.00	(4,754.00)	91.5%
5200 · Benefits - Other	1,702.89			
Total 5200 · Benefits	106,947.42	131,980.00	(25,032.58)	81.0%
5300 · Payroll Costs	2,670.91	3,000.00	(329.09)	89.0%
Total 5000 · HUMAN RESOURCES	443,917.95	594,342.00	(150,424.05)	74.7%
5400 · ADMINISTRATION				
5415 · Hotspots	5,488.90	3,250.00	2,238.90	168.9%
5420 · Promotion	50.00	500.00	(450.00)	10.0%
5425 · Internet Service	1,800.00	1,800.00	0.00	100.0%
5430 · Telephone System	1,609.49	2,300.00	(690.51)	70.0%
5435 · Insurance	8,408.13	6,500.00	1,908.13	129.4%

	<u>Jul '21 - Apr...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
5440 · Accounting				
5442 · Review/Audit	5,600.00	4,000.00	1,600.00	140.0%
5444 · Supplies	443.14	150.00	293.14	295.4%
5440 · Accounting - Other	66.98			
Total 5440 · Accounting	6,110.12	4,150.00	1,960.12	147.2%
5450 · Equipment	0.00	500.00	(500.00)	0.0%
5451 · Service Contract	150.59	450.00	(299.41)	33.5%
5452 · Toshiba copier	359.70	0.00	359.70	100.0%
5460 · Office Supplies				
5461 · Staff Room	147.71	250.00	(102.29)	59.1%
5462 · White Paper	166.08	250.00	(83.92)	66.4%
5463 · Other	435.67	500.00	(64.33)	87.1%
5460 · Office Supplies - Other	246.69			
Total 5460 · Office Supplies	996.15	1,000.00	(3.85)	99.6%
5470 · Training/Travel	1,028.68	0.00	1,028.68	100.0%
5475 · Legal	0.00	800.00	(800.00)	0.0%
5480 · Dues	880.00	1,000.00	(120.00)	88.0%
5485 · Postage	122.50	300.00	(177.50)	40.8%
5490 · Misc	86.99			
Total 5400 · ADMINISTRATION	27,091.25	22,550.00	4,541.25	120.1%
5900 · BUILDINGS & GROUNDS				
5910 · Utilities				
5912 · Electric	5,400.68	5,500.00	(99.32)	98.2%
5913 · Sewer & Water	592.74	850.00	(257.26)	69.7%
5914 · Gas	284.66	2,500.00	(2,215.34)	11.4%
Total 5910 · Utilities	6,278.08	8,850.00	(2,571.92)	70.9%
5920 · New Equipmnt	0.00	300.00	(300.00)	0.0%
5930 · Repairs & Maint				
5932 · Equipment	0.00	1,300.00	(1,300.00)	0.0%
5934 · Blding & Ground	543.53	1,400.00	(856.47)	38.8%
5930 · Repairs & Maint - Other	248.66			
Total 5930 · Repairs & Maint	792.19	2,700.00	(1,907.81)	29.3%
5940 · Maintenance Contracts				
5943 · Trash Removal	461.08	550.00	(88.92)	83.8%
5945 · Fire Protection	724.00	950.00	(226.00)	76.2%
5946 · Snow Plowing	1,000.00	850.00	150.00	117.6%
Total 5940 · Maintenance Contracts	2,185.08	2,350.00	(164.92)	93.0%
5970 · Supplies				
5972 · Custodial	668.58	550.00	118.58	121.6%
5974 · Building	155.05	650.00	(494.95)	23.9%
5976 · building depreciation	0.00	1,000.00	(1,000.00)	0.0%
5970 · Supplies - Other	18.17			

	<u>Jul '21 - Apr...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
Total 5970 · Supplies	841.80	2,200.00	(1,358.20)	38.3%
Total 5900 · BUILDINGS & GROUNDS	10,097.15	16,400.00	(6,302.85)	61.6%
6000 · TECH (NETWORK AND ILS)				
6100 · New Hardware	8,081.15	3,000.00	5,081.15	269.4%
6150 · Parts for Repair & Maint	299.00	150.00	149.00	199.3%
6200 · New Software	0.00	500.00	(500.00)	0.0%
6300 · Maintenance	1,690.98	1,000.00	690.98	169.1%
6400 · ILS Software	32,301.00	33,538.00	(1,237.00)	96.3%
Total 6000 · TECH (NETWORK AND I...	42,372.13	38,188.00	4,184.13	111.0%
7100 · REFERENCE				
7110 · Materials				
7120 · Reference Books	16.22	500.00	(483.78)	3.2%
Total 7110 · Materials	16.22	500.00	(483.78)	3.2%
Total 7100 · REFERENCE	16.22	500.00	(483.78)	3.2%
7300 · ADULT SERVICES				
7310 · Materials				
7315 · Print Materials				
7320 · Adult Fiction	6,477.82	11500.00	(5,022.18)	56.3%
7321 · Graphic Novels	26.47	350.00	(323.53)	7.6%
7330 · Adult Non Fiction	2,869.57	5,000.00	(2,130.43)	57.4%
7370 · Periodicals	3,504.45	4,000.00	(495.55)	87.6%
Total 7315 · Print Materials	12,878.31	20,850.00	(7,971.69)	61.8%
7380 · AV Materials				
7382 · Audio Books	2,581.31	3,500.00	(918.69)	73.8%
7384 · CD Music	155.54	350.00	(194.46)	44.4%
7386 · DVD	3,419.63	4,500.00	(1,080.37)	76.0%
Total 7380 · AV Materials	6,156.48	8,350.00	(2,193.52)	73.7%
Total 7310 · Materials	19,034.79	29,200.00	(10,165.21)	65.2%
7420 · Programming	1,186.26	1,500.00	(313.74)	79.1%
7450 · Equipment				
7451 · Laser Printer	172.04			
7452 · Other Equipment	42.98	200.00	(157.02)	21.5%
7450 · Equipment - Other	95.95			
Total 7450 · Equipment	310.97	200.00	110.97	155.5%
7454 · Cafe Supplies				
7456 · Virus Supplies	295.59			
7454 · Cafe Supplies - Other	16.29			
Total 7454 · Cafe Supplies	311.88			
Total 7300 · ADULT SERVICES	20,843.90	30,900.00	(10,056.10)	67.5%

	<u>Jul '21 - Apr...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
7500 · YOUTH SERVICES				
7510 · Materials				
7515 · Print Materials				
7520 · E	961.71	1,800.00	(838.29)	53.4%
7530 · J Fiction	1,722.37	1,100.00	622.37	156.6%
7540 · J Non-Fiction	697.89	600.00	97.89	116.3%
7550 · YA	1,000.84	1,250.00	(249.16)	80.1%
7560 · Realia(Non-Book)	0.00	300.00	(300.00)	0.0%
Total 7515 · Print Materials	<u>4,382.81</u>	<u>5,050.00</u>	<u>(667.19)</u>	<u>86.8%</u>
7580 · AV Materials				
7582 · Audiobooks	168.06	300.00	(131.94)	56.0%
7584 · Music CD	315.45	100.00	215.45	315.5%
7588 · Video Games	1,324.65	1,000.00	324.65	132.5%
Total 7580 · AV Materials	<u>1,808.16</u>	<u>1,400.00</u>	<u>408.16</u>	<u>129.2%</u>
Total 7510 · Materials	<u>6,190.97</u>	<u>6,450.00</u>	<u>(259.03)</u>	<u>96.0%</u>
7620 · Programming	<u>3,020.10</u>	<u>2,400.00</u>	<u>620.10</u>	<u>125.8%</u>
Total 7500 · YOUTH SERVICES	<u>9,211.07</u>	<u>8,850.00</u>	<u>361.07</u>	<u>104.1%</u>
8100 · TECHNICAL SERVICES				
8155 · Processing Costs	298.99	800.00	(501.01)	37.4%
8161 · Tech Supplies				
8162 · Repair	21.94	25.00	(3.06)	87.8%
8163 · AV	0.00	575.00	(575.00)	0.0%
8165 · Disc Cleaner	0.00	100.00	(100.00)	0.0%
8167 · Misc	672.21	750.00	(77.79)	89.6%
8161 · Tech Supplies - Other	544.37			
Total 8161 · Tech Supplies	<u>1,238.52</u>	<u>1,450.00</u>	<u>(211.48)</u>	<u>85.4%</u>
Total 8100 · TECHNICAL SERVICES	<u>1,537.51</u>	<u>2,250.00</u>	<u>(712.49)</u>	<u>68.3%</u>
8200 · CIRCULATION				
8250 · Equipment	0.00	200.00	(200.00)	0.0%
8260 · Patron Cards	490.00	200.00	290.00	245.0%
8275 · Postage for Overdues	0.00	450.00	(450.00)	0.0%
8280 · Mailing Supplies	114.93	300.00	(185.07)	38.3%
8295 · Unique Management	301.25	500.00	(198.75)	60.3%
8200 · CIRCULATION - Other	0.00	0.00	0.00	0.0%
Total 8200 · CIRCULATION	<u>906.18</u>	<u>1,650.00</u>	<u>(743.82)</u>	<u>54.9%</u>
195 · MISC. EXPENSES				
199 · MISCELLANEOUS-OTHER	<u>(84.00)</u>			
Total 195 · MISC. EXPENSES	<u>(84.00)</u>			
Total Expense	<u>555,909.36</u>	<u>715,630.00</u>	<u>(159,720.64)</u>	<u>77.7%</u>
Net Ordinary Income	<u>54,972.60</u>	<u>0.00</u>	<u>54,972.60</u>	<u>100.0%</u>

	<u>Jul '21 - Apr...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
Other Income/Expense				
Other Income				
8400 · NON-BUDGETED DONATIONS				
8425 · Hobart/Watkins/Reiner	<u>102.12</u>			
Total 8400 · NON-BUDGETED DONA...	<u>102.12</u>			
9150 · HVAC Project Income	<u>20,900.00</u>			
Total Other Income	<u>21,002.12</u>			
Other Expense				
9401 · Resilient Communities Stipend	<u>32.98</u>			
8470 · Food Education Grant	<u>224.06</u>			
9175 · HVAC Project Expense	<u>12,831.60</u>			
Total Other Expense	<u>13,088.64</u>			
Net Other Income	<u>7,913.48</u>			
Net Income	<u>62,886.08</u>	<u>0.00</u>	<u>62,886.08</u>	<u>100.0%</u>

Penn Yan Public Library
MONTHLY INCOME & EXPENSE
April 2022

	Apr 22
Ordinary Income/Expense	
Income	
4100 · Printing Income	
4150 · Laser Printer	120.83
Total 4100 · Printing Income	120.83
4400 · Fines	22.00
4500 · Lost/Damaged Books Refund	7.00
4505 · Sale of Extraneous Materials	8.56
4525 · Cafe Receipts	1.85
4540 · Tax Income	58,873.33
4700 · Interest	2.07
4800 · NonDesignated Donations	52.55
Total Income	59,088.19
Expense	
5000 · HUMAN RESOURCES	
5100 · Salaries	
5110 · Library Director II	5,497.43
5115 · Librarian I	8,640.54
5130 · Clerical	15,228.93
Total 5100 · Salaries	29,366.90
5200 · Benefits	
5210 · Medicare/SS	2,235.12
5225 · HRA Contributions	2,436.44
5235 · Voluntary Benefits	(200.34)
5240 · SUTA	284.78
5200 · Benefits - Other	200.34
Total 5200 · Benefits	4,956.34
5300 · Payroll Costs	214.36
Total 5000 · HUMAN RESOURCES	34,537.60
5400 · ADMINISTRATION	
5415 · Hotspots	602.70
5425 · Internet Service	450.00
5430 · Telephone System	94.57
5451 · Service Contract	29.28
5452 · Toshiba copier	92.90
5460 · Office Supplies	
5463 · Other	69.97
5460 · Office Supplies - Other	29.06
Total 5460 · Office Supplies	99.03
Total 5400 · ADMINISTRATION	1,368.48
5900 · BUILDINGS & GROUNDS	
5910 · Utilities	
5912 · Electric	746.11
5913 · Sewer & Water	73.39
Total 5910 · Utilities	819.50
5940 · Maintenance Contracts	
5943 · Trash Removal	43.45
5945 · Fire Protection	171.00
5946 · Snow Plowing	100.00
Total 5940 · Maintenance Contracts	314.45
5970 · Supplies	
5972 · Custodial	29.85
	29.85

Penn Yan Public Library
MONTHLY INCOME & EXPENSE
April 2022

	Apr 22
Total 5970 · Supplies	29.85
Total 5900 · BUILDINGS & GROUNDS	1,163.80
6000 · TECH (NETWORK AND ILS)	
6300 · Maintenance	60.79
Total 6000 · TECH (NETWORK AND ILS)	60.79
7300 · ADULT SERVICES	
7310 · Materials	
7315 · Print Materials	
7320 · Adult Fiction	492.04
7330 · Adult Non Fiction	313.91
7370 · Periodicals	249.00
Total 7315 · Print Materials	1,054.95
7380 · AV Materials	
7382 · Audio Books	263.93
7386 · DVD	63.72
Total 7380 · AV Materials	327.65
Total 7310 · Materials	1,382.60
Total 7300 · ADULT SERVICES	1,382.60
7500 · YOUTH SERVICES	
7510 · Materials	
7515 · Print Materials	
7520 · E	109.03
7530 · J Fiction	41.30
7540 · J Non-Fiction	104.14
7550 · YA	10.44
Total 7515 · Print Materials	264.91
7580 · AV Materials	
7588 · Video Games	54.99
Total 7580 · AV Materials	54.99
Total 7510 · Materials	319.90
7620 · Programming	50.86
Total 7500 · YOUTH SERVICES	370.76
8100 · TECHNICAL SERVICES	
8161 · Tech Supplies	
8162 · Repair	21.94
8167 · Misc	69.26
Total 8161 · Tech Supplies	91.20
Total 8100 · TECHNICAL SERVICES	91.20
8200 · CIRCULATION	
8295 · Unique Management	82.40
Total 8200 · CIRCULATION	82.40
Total Expense	39,057.63
Net Ordinary Income	20,030.56
Net Income	20,030.56

05/04/22

Reconciliation Summary

1014 · Operating Acct, Period Ending 04/30/2022

	Apr 30, 22
Beginning Balance	522,361.20
Cleared Transactions	
Checks and Payments - 59...	(38,032.75)
Deposits and Credits - 3 it...	1,357.46
Total Cleared Transactions	(36,675.29)
Cleared Balance	<u>485,685.91</u>
Uncleared Transactions	
Checks and Payments - 16...	(7,859.86)
Deposits and Credits - 3 it...	109.03
Total Uncleared Transactions	(7,750.83)
Register Balance as of 04/30/2022	<u>477,935.08</u>
New Transactions	
Checks and Payments - 20...	(16,132.26)
Deposits and Credits - 1 it...	209.60
Total New Transactions	(15,922.66)
Ending Balance	<u>462,012.42</u>

05/04/22

Reconciliation Detail

1000 · Savings account, Period Ending 04/30/2022

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						126,017.44
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	04/30/2022			X	2.07	2.07
Total Deposits and Credits					2.07	2.07
Total Cleared Transactions					2.07	2.07
Cleared Balance					2.07	126,019.51
Register Balance as of 04/30/2022					2.07	126,019.51
Ending Balance					2.07	126,019.51

Penn Yan Public Library General Policy

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All instances of the use of the word Library in this document refer to Penn Yan Public Library.

0.1 Pandemic Policies

Due to the continued impact of pandemics, the following policies may be instituted or suspended by the Executive Director according to governmental mandates (See Penn Yan Public Library Pandemic Operations Plan)

- While present in the library building, any individual who is not vaccinated and able to medically tolerate a face covering is required to cover their nose and mouth with a mask or cloth face covering when unable to maintain, or when not maintaining, social distance.
- Anyone who is unable to maintain social distance while unsupervised must be accompanied by someone who can supervise them.
- All library services and operations, such as circulation of materials, in person programming, public computer use, etc., are limited at staff discretion based on safety restrictions imposed by pandemics. These services and operations are subject to temporary modification to continue meeting patron needs.
- Groups that wish to use the Meeting Room must limit their participation to no more than 10 people, and must disinfect tables and chairs after use (disinfectant to be provided by the library). Participants must wear a face covering while in the Meeting Room, regardless of vaccination status.

1. Mission and Philosophy

1.1 Mission Statement

Penn Yan Public Library's mission is to awaken and satisfy curiosity in the individual, thus enriching the community.

The Penn Yan Public Library Board of Trustees endorses the following statements.

1.2 American Library Association Freedom To Read Statement (See Appendix A)

1.3 American Library Association Freedom To View Statement (See Appendix B)

1.4 American Library Association Library Bill Of Rights Statement (See Appendix C)

1.5 American Library Association Code of Ethics Statement (See Appendix D)

2.1 Library Hours

The Library will be open from 9 AM to 7:30 PM, Monday through Friday, and from 9 AM to 4 PM on Saturdays.

2.2 Holiday Closings

The Library will be closed on the following:

- New Year's Day (January 1)
- Martin Luther King Jr. Day (Monday)
- President's Day (Monday)
- Memorial Day (Monday)
- Juneteenth

- July 4
- Labor Day (Monday)
- Columbus Day/Indigenous People Day (Monday)
- Veteran's Day (November 11)
- Thanksgiving Day
- 1 PM on Christmas Eve (December 24)
- Christmas (December 25)
- New Year's Eve (December 31)

When July 4, Veteran's Day (November 11), Christmas (December 25), or New Year's Day (January 1) fall on a Sunday, the Library will close on the following Monday.

3. Confidentiality Policy

3.1 NYS Civil Practice & Rules Section 4509 Confidentiality Law for Library Records

The Penn Yan Public Library respects the right of privacy of all its customers regarding the use of this Library.

The Penn Yan Public Library follows the New York State Civil Practices & Rules - Confidentiality Law for Library Records as stated below:

New York State Civil Practice & Rules Section 4509 Confidentiality Law for Library records S 4509. Library Records.

Library records, which contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and Library systems of this state, including but not limited to records related to the circulation of Library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of Library materials, title reserve requests, or the use of audio-visual materials, films or records, shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such Library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.

3.2 Access to Personal Information

When Library personnel are served with a subpoena, search warrant, or other order from a court of competent jurisdiction, they should immediately notify the Executive Director or, if the Director is not available, the Adult Services Librarian. Counsel should be notified and presence requested. The Board President, Secretary, or Treasurer should be notified and presence requested. An internal incident report must be filed whenever official investigations are undertaken on Library premises.

3.3 Confidentiality of Library Records Statement

The ethical responsibilities of librarians, as well as statutes in most states and the District of Columbia, protect the privacy of Library users. Confidentiality extends to

“information sought or received, and materials consulted, borrowed, acquired,” and includes database search records, interlibrary loan records, and other personally identifiable uses of Library materials, facilities, or services.

The American Library Association recognizes that law enforcement agencies and officers may occasionally believe that Library records contain information which may be helpful to the investigation of criminal activity. If there is a reasonable basis to believe such records are necessary to the progress of an investigation or prosecution, the American judicial system provides mechanism for seeking release of such confidential records: the issuance of a court order, following a showing of good cause based on specific facts, by a court of competent jurisdiction.

3.4 Breach in Security of Information held by the Library

The Library is obligated to protect this sensitive information by providing up-to-date and continually monitored deterrents to the rapidly increasing threat of identity theft. All digital patron information collected is housed by the Southern Tier Library System (STLS). STLS has, and will continue to strengthen the security of patron information and records in the shared integrated databases by restricting access to libraries with secure telecommunications connections. This is accomplished by either data circuitry or virtual private networks or other means, and by maintaining internal firewalls and other protections on its servers and equipment. Neither the Library nor STLS collects or stores library user social security numbers.

Should there be any sort of breach in security of information held by STLS, that could result in harm to a person or business, STLS will immediately notify local authorities and any other agencies or people that may be affected by the compromise.

4. Circulation

4.1 Patron Registration Requirements (Patron Account)

- Special First Library Cards (ages 0-5) require the signature of a parent or guardian and an ID which may be the parents to prove address. These cards may only be used to check out children’s materials.
- Juvenile cards (age 6-17) require the signature of a parent or guardian and an ID which may be the parents to prove address.
- Adult cards (18 or older or emancipated minor) require ID with name and current mailing address.
- Library materials may be checked out on PYPL cards.
- A fee of \$1 will be required for the replacement of a lost or damaged Library card.

4.2 Card Holder Limitations

To check out the following Library materials a patron may not have any outstanding fines or blocks on their account of any kind, must have their card in

hand and must be present at time of checkout:

- Pedometers
- Laptops
- Eco-kits
- Wireless Hotspots

To check out all other Library materials a cardholding patron must be 'in good standing' which means:

- No 'Lost' materials (42 days overdue)
- Not sent to collection agency (if sent, must have \$0 balance to use card again)

All other Library materials may be checked out by patrons with or without their Library card in hand at the staff's discretion, or by a person who has the patron's card in hand. Patrons without a card in hand who are unknown to staff must provide valid ID or state their address and phone number. Parents may checkout items on their children's cards if they have their children's cards in hand or if their children are present at checkout.

4.3 Loan Periods

- Books 3 weeks
- Audiobooks 3 weeks
- Periodicals 3 weeks
- Music CDs 1 week
- DVDs 1 week
- Wireless Hotspots 1 week
- Video Games 1 week
- Storytime Kits (puppet and book bags) 3 weeks
- Equipment (projector, pedometers, eco-kits) 1 week
- laptops 2 hours in-Library only
- Pedometers 3 weeks
- Reference, Local History and related materials do not circulate

4.4 Renewals

Two renewals of loan periods per item are granted dependent upon: material type and the presence of a request for the material by another patron (a hold). The first renewal will be automatic for all materials except new items, those with holds and DVDs. More renewals may be granted upon staff discretion.

4.5 Item Transaction Limitations

Some materials are subject to item check out limits per Library card.

- Music CDs 5
- Audio Books 5
- Books 50
- Kits 1

- DVDs or Blu-Rays 5
- Laptops 1
- Eco-kits, wireless hotspots 1

4.6 Return of Multi-piece Items

If any part of a kit, eco-kit, hotspot or multipart A/V material are missing or damaged when returned, the patron will be charged the replacement cost of the part if it can be replaced separately, or the replacement cost of the entire item if it cannot.

4.7 Holds

Borrowing: Patrons may put holds on all Southern Tier Library System catalog materials that are available to be borrowed through the holds system. Patrons are notified when the materials become available for them to pick up. If an email address is provided by the patron, notification of holds available for pick up will be emailed.

Hold materials may be checked out by the person who requested the hold, with or without their card if staff can verify their identity, or by another person who has the requester’s Library card in hand. Library card holder must be in good standing.

Holds awaiting patron pickup are kept at the circulation desk for 1 week. If an item is not picked up within 1 week, the hold is canceled and the patron is charged a \$1.00 non-pickup fine.

Lending: The Library will not lend through the Southern Tier Library System the following: equipment, pedometers, wireless hotspots, reference and local history materials. Items classified as new will not be loaned to patrons with cards from non-reciprocal borrowing libraries.

4.8 Interlibrary Loan (ILL)

Borrowing: Patrons must have a Library card ‘in good standing’ to ILL any materials from libraries outside of the Southern Tier Library System. (See Section 4.2) No more than 3 items may be requested at one time. All ILL materials should be picked up promptly as loan periods are set by the lending Library and may be short. ILL materials awaiting patron pickup are kept at the circulation desk for 1 week. If an item is not picked up within 1 week, it is returned to the lending Library, and the patron is charged a \$1.00 non-pickup fine.

ILL materials may be checked out by the person who requested the ILL, with or without their card if staff can verify their identity, or by another person who has the requester’s card in hand.

The Library will not request through ILL the following: items available from Southern Tier Library System member libraries, items from out of system libraries that are less than one year old, books on CD and DVD’s.

Lending: The Library will not lend through ILL, video games, equipment, pedometers, wireless hotspots, reference and local history materials and items classified as new. All

materials lent by ILL from Penn Yan Public Library are done so at our discretion.

4.9 In-Library Equipment available for public use, self-serve or with assistance

- Copier
- Scanner
- E-mail 15-minute computer
- Public access computers
- Laptops
- Wi-Fi (wireless internet) access is available 24 hours on Library grounds

When using in-house equipment printing costs are: Black & White \$.25, color \$.50. Wireless printing is available to WI-FI users at the same cost per print-out.

4.10 iPads removed 5/19/22

4.11 Tablets and eReaders removed 5/19/22

4.12 Pedometers

Kits include:

- 1 Pedometer (pedometer in gray belt clip and attached tether with small clip)
- 1 Pedometer manual

Patron eligibility:

- 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 of any kind. Loan Period
- 3 week loan period
- Late fees are \$0.15 per day
- Pedometers will not be loaned to other libraries (no ILL)
- Holds can be placed on pedometers.

Lost or damaged devices:

- Users are responsible for lost or damaged pedometers or device accessories. Charges will be based on replacement costs up to a maximum of \$35.00. Users are not responsible for battery replacement costs.

4.13 Laptops

Kits Include:

- 1 laptop
- 1 power cord
- Optional ear buds
- Optional mouse and mouse pad

Patron Eligibility:

- 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.

Loan Period:

- 2 hours, in-Library use
- The borrower may continue to use the laptop for an indefinite amount of time during open hours if no other cardholder requests the usage of a laptop
- Laptops must be returned to a staff member at the circulation desk
- Patrons cannot return any device to the drop box
- Devices will not be loaned to other libraries (no ILL)

Lost or Damaged Laptops

- Users are responsible for lost or damaged laptops and laptop accessories

4.14 Eco-kits

Kits include:

- 1 Black & Decker Thermal Leak Detector with 9-volt battery (included)
- 1 P3 International Kill-a-Watt energy usage meter
- 1 Save-a-Drop water meter
- Instructions for use plus Black & Decker Home Energy Repair Guide
- 1 kit carrying case

Patron eligibility:

- Eco-kits are available to Adult (16 and over) card holders only.
- 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.

Loan Period

- 1 week loan period
- Eco-kits will not be loaned to other libraries (no ILL)
- Holds can be placed on eco-kits.
- Users may renew eco-kits once provided they are not already on hold.

Lost or damaged devices:

- Users are responsible for lost or damaged eco-kit components or device accessories. Charges will be based on replacement costs up to a maximum of \$85.00. Users are not responsible for battery replacement costs.

4.15 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.
- 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)

4.16 Empire Passes

Sets Include:

- 1 Empire Pass
- 1 sleeve with lanyard
- 1 (copied) guidelines pamphlet
- Circulation policy

Patron Eligibility:

- Patrons may check Empire Passes out from the Library.
- Adult cardholders (aged 18 and over) may check out an Empire Pass.
- The cardholder must be present at time of checkout.
- The card must be in good standing at time of checkout (See section 4.2). The Patron may not have outstanding fines or blocks on their account of any kind.

- Holds cannot be placed on Empire Passes, and they may not be transferred to other libraries for pickup. They are available at PYPL only on a first-come, first-served basis.
- Only one pass may be checked out per library card, per household in a 30-day period.
- Staff will initial and date the Empire Pass usage register (see appendix O).

Loan Period:

- Loan period – 1 week
- Passes must be returned to a staff member at the circulation desk.
- Returns can only take place at circulation desk.
- No renewals are permitted.

Lost or damaged devices:

- Users are responsible for lost or damaged passes. The cost to replace a lost or damaged pass is \$85.00.

5. Overdue Items

5.1 Fines removed 5/19/22

5.2 Overdue Notification Schedule

- At 3 days before items are due, an e-mail reminder will be sent to patrons who wish to be notified.
- At 3 days overdue, a reminder will be mailed or e-mailed with the titles of overdue materials
- At 10 days overdue, a reminder will be mailed or e-mailed with the titles of overdue materials.
- At 42 days overdue, a bill will be mailed with the titles of overdue materials and the replacement cost of those materials. This bill will further inform the patron that if the materials are not returned by the time they are 60 days overdue a \$10 fee will be added to the account and the account will be sent to a collection agency.
- Once a patron account has been sent to the collection agency, all outstanding fees must be paid to Library in order to clear the patrons account.

5.3 Lost items

- If an item, which has been paid for is found and returned within 60 days of the payment date, the Library will reimburse the replacement cost. Reimbursement will be in the form of a check, mailed at a later date.
- The Library will only take monetary reimbursements for lost items.

5.4 Damaged items

- Replacement costs must be paid for damaged items, which are no longer usable. The Library will make the decision as to whether an item is still usable. When a damaged item is paid for, the patron may keep the damaged item.
- The Library will only take monetary reimbursements for damaged items.

5.5 Replacement Cost

- The replacement cost equals the full price of the item as listed in the catalog record plus \$3.00.
- As periodicals are irreplaceable, they have a flat \$6.00 replacement cost.

5.6 Fee Forgiveness

- Library staff may forgive replacement costs and fees at their discretion for various reasons such as but not limited to: doing so when weeding materials from the collection, fine amnesty and donation programs, and negotiated patron fine balance reductions.

6. Collection Development

6.1 Selection Philosophy

The Library Board subscribes to the American Library Association's Library Bill of Rights, Freedom to Read and Freedom to View statements as a basis for selection of materials for the collection. (See Appendices A, B and C) Selection is further based in part on professional reviewing sources, consideration of the needs of the community, the state of the collection, the merit of individual items, and the availability of other library materials in the area.

6.2 Selection Responsibility

The authority and responsibility for the selection of Library materials are delegated by the Library Board to the Executive Director and, under his/her/their direction, to staff members who are qualified for this activity.

6.3 General Selection Criteria

Items are considered for inclusion in the collection in terms of the following standards. Not all the criteria will apply to each item. The evaluation is made with regard to the work as a whole and not necessarily to its individual parts. Each item is evaluated in terms of its own merits, its intended audience, and its relation to the collection.

- Timely value of the material
- Purpose or intent of the material
- Accuracy of content
- Authenticity of content

- Reputation and significance of author, illustrator, editor, artist or performer
- Popularity and demand
- Local interest
- Price
- Format
- Availability

6.4 Selection Aids

Professional reviews (when available), bibliographies, lists of new materials, and other professional resources are be used as selection aids.

6.5 Scope of the Collection

Formats – The Library provides materials and services that reflect the diverse educational, information, and recreational needs of its users. Therefore, PYPL provides materials in a variety of formats, including but not limited to:

- Print – hardcovers, paperbacks, magazines, and newspapers
- Non-print – audio and video formats, puzzles, video games, board games, microfilm, and a variety of equipment
- Digital resources – databases, digital materials available for download, and a variety of equipment with pre-selected works and future platforms

The Library considers all types and formats of media to be in the realm of human expression and part of the human record. Because the Library functions in a rapidly changing society, it is flexible about changes in communicative material, both in form and style of expression. The Library does not reject materials for acquisition solely on the basis of medium. Materials in alternative formats are judged in terms of the General Selection Criteria. (See Section 6.3)

6.6 Local History Collection

The local history collection is intended to provide a core collection of basic materials to facilitate Yates County family history, genealogy, community, and regional research. It will complement the holdings of other area collections in carefully selected topical areas without substantial duplication. Materials relating to areas outside the county are collected in diminishing detail as their distance from Yates increases. Major geographic

concentrations are as follows: Yates County, Finger Lakes area, New York State. The Library maintains as complete a collection of Yates county newspapers on microfilm as possible, and a reader-printer to facilitate their use. The local history collection includes as complete a collection as possible of government documents relating to hazardous waste sites, land use planning, and similar issues relating to Yates County.

6.7 Gifts and Memorials

All gifts and memorials are judged in terms of the General Selection Criteria. (See Section 6.3) Items not of interest to the Library will be sold and disposed of via various methods.

6.8 Weeding and Repair

The collection will be kept up-to-date, useful, and attractive through continual additions of new materials, repair of old materials where appropriate, and removal of materials no longer relevant. Any materials subject to weeding from the collection may fall in the following categories:

- Usage: Has the item been checked out frequently or recently?
- Physical condition: Can a damaged item be repaired? Should it be replaced?
- Duplication: Is demand sufficient for multiple copies of the item?
- Uniqueness: Is the item held only by PYPL?
- Accuracy: Does it continue to be factually accurate?
- Edition: Is the edition of an item held by the Library superseded by a newer edition?
- Completeness: Is the item part of a set or series of which the Library does not have a complete set?
- Relevancy: Has it proved relevant to the needs and interests of the Library's community?

6.9 Discards

Items no longer useful to the collection or in poor repair will be discarded in a manner deemed suitable.

6.10 Reconsideration of Materials

Requests to remove materials will be considered within the context of the policies set forth in the Collection Development Policy, (See Section 6).

Anyone who wishes to request that a specific item be reconsidered for inclusion in the Library collection of materials should complete and sign the Request for Reconsideration of Library Materials form. The completed form will be forwarded to the Executive Director. (See Appendix F: Request for Reconsideration of Library Materials form)

The Executive Director will consider the request in a timely fashion, reviewing the questioned material in its entirety and conducting the necessary research in order to reconsider the item's appropriateness for inclusion in the Library's collection.

Once a decision has been made regarding the retention or removal of the material, a letter explaining the decision, and the reasons for it, will be sent to the person who submitted the Request for Reconsideration of Library Materials form.

If the person indicates dissatisfaction with the resolution, he/she may appeal to the Library Board. The Library Board will consider the decision based on whether or not the particular item conforms to the General Selection Criteria outlined in the Board approved Collection Development Policy.

7. Computer Use

7.1 Public Access Computer (PAC) Use

By using a public access computer at Penn Yan Public Library the patron agrees to the Internet Policy and the following guidelines. (See Section 7.2)

Signing In:

- Patrons may use their PYPL cards and pin numbers to sign in at a computer independently.
- Users must accept the Internet Use policy statement on the screen to start a session.

Allotted Sessions: One per patron per day

Session Length: 1 hr.

Reservations: The reservation list is first come first serve. Library staff will create a reservation list when necessary.

Guest Passes: Staff will issue one public access computer guest pass per day to anyone who wants to use a computer and:

- does not have a Library card
- does not have a Library card in good standing

Session Extensions: A staff person may extend a session at his/her/their discretion. A patron must ask for an extension before their one-hour session is over in order to keep working on a computer project without interruption.

Internet Permission:

- Children under 6 must have a parent or guardian present with them at the PACs.
- Children under 16 who wish to use the PAC independently must have a Library card and a permission form on file signed by a parent or guardian. A staff person may issue a guest pass to a minor whose Library card is not in good standing if the permission form is on file. (See Appendix H)

Printing:

- Black and white prints \$.25 per page
- Color \$.50 per page.

Computer Use Patron Behavior

- Respect should be shown to other Library users and staff.
- Noise levels should be kept down.
- Use of bandwidth should not affect others' ability to use the Internet.
- Respect for the privacy and sensibility of others should be shown by not displaying content which is likely to prove objectionable.
- Patrons are responsible for saving their work. Saving files on PAC hard drives is not allowed.
- All work will be erased permanently when patrons exit sessions or when sessions automatically end.

7.2 Internet Policy

The Internet is one of the tools that the Library can offer to fulfill its mission of providing up-to-date information to the public. The Internet is a global electronic network, which expands the resources of the Library beyond the local collection.

The Internet is a constantly changing and unregulated medium. The Library cannot guarantee the accuracy, quality or suitability of information found on the Internet.

The Library affirms the Library Bill of Rights (See Appendix A), which supports the right of all individuals to constitutionally, protected materials. Each user is responsible for what s/he chooses to access via the Internet.

The Library recognizes the right and responsibility of parents to determine and monitor their own children's use of all Library materials. Parents/guardians are encouraged to work with their children in using the Internet in a way which is consistent with parental and family values.

All Internet users are expected to comply with copyright and all other applicable state and federal laws.

All Internet users are expected to follow the Library Use Policy, and specifically to respect the rights of others by not publicly displaying content which is likely to prove objectionable to others. (See Section 8)

All Internet users are expected to follow the Public Access Computer Use Policy. (See Section 7.1)

Computer hardware and software configurations may not be altered in any way.

Failure to follow this policy may result in revocation of Internet access privileges and/or other actions.

7.3 Wireless Internet Access

Use of the Library's wireless Internet access constitutes acceptance of the Public Access and Internet Policy. (See Sections 7.1 and 7.2)

- Wireless users are responsible for configuring their own equipment.
- The parents or guardians of children with Internet accessible devices are responsible for supervising their child's proper and safe use of the Internet.
- The Library's wireless network is not secure, requiring users to take their own measures to protect their personal devices.

7.4 Wireless Internet Access via Wireless Hotspots

Use of the Library's circulating Wireless Hotspots constitutes acceptance of the Internet Policy, whether on library grounds or otherwise. (See Section 7.2)

- Wireless users are responsible for configuring their own equipment.
- The parents or guardians of children with Internet accessible devices are responsible for supervising their child's proper and safe use of the Internet.

8. Library Use

8.1 Code of Conduct

The Penn Yan Public Library offers a welcoming and comfortable environment for everyone. The Board of Trustees has established the Library Code of Conduct to protect the right of all patrons and staff members to enjoy a safe space. All Library patrons are expected to behave in a way which respects the Library building, grounds, and materials. Patrons are expected to adhere to all established Library policies and to respect the rights of other patrons by not interfering with others' use of the Library.

- Cell phones and other portable computing and communications devices must be used in a way that does not interfere with other patrons' Library use.
- Patrons shall use Library parking areas, sidewalks and grounds properly and safely.
- Patrons are expected to promptly leave the building at closing time or in an emergency.
- Patrons are expected to attend to personal belongings. The Library is not responsible for personal belongings left in or on Library property.
- Patrons will not bring weapons onto Library grounds
- Patrons are expected to check out all Library materials using a valid Library card before removing them from the building
- The Library property is a tobacco and drug free zone.
- Vaping of any sort is not allowed on Library property.
- Any conduct that alarms or harasses another patron or staff member is prohibited.
- Patrons are not permitted to enter or stay in the building without shirts or footwear.
- Patrons whose bodily hygiene interferes with the use of the Library by other patrons may be asked to leave the building.
- Patrons will not bring pets or animals into the Library, other than service animals or animals used in Library programs.
- The Library parking lot is intended for use by Library patrons and employees only while engaged in Library activities. All other uses are unauthorized.

- Out of concern for the safety of young patrons, adults who are in the children's area of the Library and unaccompanied by a child or children may be asked to move to another area of the Library.

Library employees reserve the right to intervene and to clarify rules when the comfort and safety of our patrons and/or the integrity of the Library facility are compromised. Any person not abiding by the Code of Conduct may be required to leave the Library premises. (See Section 8.3)

8.2 Children's Use and Unattended and Disruptive Children

Penn Yan Public Library welcomes and encourages children to use materials and services. As libraries are essential to the lives of children, we strive to provide useful, safe and inviting spaces for youth.

However, neither the Library nor its staff members act in loco parentis (in place of parents). The Library is a public facility which is open to everyone and parents and caregivers are expected to accompany children in need of supervision on Library visits to ensure the safety and well-being of the children. At all times, parents or caregivers are responsible for their child's behavior, safety and supervision.

If an unattended child in need of supervision appears to be lost, is waiting for a parent or caregiver at closing, is being disruptive, or if in the judgment of Library staff, his or her safety or that of others is jeopardized, then Library staff will make an attempt to locate the parent or caregiver. If the parents or caregivers cannot be located, the child may be placed in the care of the local law enforcement agency.

The Library and its staff will not, under any circumstances, be responsible for determining whether an apparent caregiver, custodian or parent is a legally authorized caregiver, custodian or custodial parent of the child.

The Penn Yan Public Library is released from any and all liability with regard to this policy. Parents, guardians, and caregivers acknowledge the risk of leaving a child unattended in the Library and release Penn Yan Public Library from all claims which they may have or which they may have on behalf of their child/ward.

8.3 Suspension of Library Privileges

If an individual Library patron does not comply with staff direction or repeatedly violates the Code of Conduct and or the Computer Use Policy, the individual may have their Library privileges suspended. (See Sections 8.1 and 7) The Executive Director, or the department director on duty, or their designee may restrict access to Library facilities with immediate dismissal from the premises for one day if an individual does not heed 3 verbal warnings.

First Violation: An initial oral warning will be given.

Second Violation: An oral or written warning along with a copy of the relevant section of the Library Use or Computer Use Policy will be given to the patron if necessary.

Third Violation: Library privileges may be suspended for one day.

Fourth Violation: Library privileges may be suspended for up to one year depending on the severity of the noncompliance. A written notification of the suspension will be sent by certified mail to address on record for the patron.

The Executive Director may suspend patron privileges for longer than one day. The Executive Director will inform a patron or a child patron's parent or guardian in writing if their Library privileges have been suspended for a longer set period of time than one day. The suspension period shall be reasonably related to the severity of the Library Use or Computer Use Policy violation. (See Appendix I)

If the suspended patron chooses to return to the Library once the suspension period has expired, he or she must abide by the Code of Conduct and the Computer Use policies. Any future violations may result in a progressively longer suspension.

Patrons have the right to appeal a suspension of Library privileges to the Library Board in writing within 10 days of the written notification of the suspension being sent by certified mail. The Library Board will consider the suspension decision based on whether or not the suspension conforms to the criteria set forth in this policy at their next regular meeting.

8.4 Hicks Kimball Room Use

The Hicks Kimball Room (HKR) is available for public use when not required for Library programs.

Guidelines

- Individuals using the HKR must abide by the Library Use Policy. (See Section 8)
- Groups may reserve the HKR.
- The HKR must be used during regular Library hours except for Library programs.
- HKR reservations must be made for specific hours.
- Groups must leave promptly when their reserved time ends.
- No admission fees may be charged, donations solicited or materials/services sold, with the exception of Library programs.
- Light refreshments may be served.
- Groups are responsible for setting up and taking down tables and chairs.
- Groups using the Room will assume full responsibility for any damages and additional cleaning fees.
- The HKR Room Use Agreement (See Appendix J) must be signed by:
 - Groups intending to serve refreshments and
 - Groups reserving the room for multiple scheduled sessions.
- The Library does not endorse the policies or beliefs of groups permitted to use the HKR.

8.5 Tutoring

As part of its mission, the Library permits tutoring on the premises.

Guidelines

- Tutors and students must sign-in at the front desk. (See Appendix K)
- Tutors and students will leave contact information with the Library.
- Tutors, students, and parents/guardians will return signed Tutor letter to the Library.
- Tutoring sessions will be kept as quiet as possible. The Library Use Policy (See Section 8) applies to tutors and students.
- Parents and guardians are responsible for the behavior of the students being tutored before, during, and after the tutoring session held at the Library. (See Section 8.2)
- Tutors and students must bring their own supplies.
- If the Hicks-Kimball room is available, it must be used before the limited tables on the Library's main floor.

9. Reference Services

9.1 Reference Services Philosophy

The delivery of reference and information service is central to the Penn Yan Public Library's mission and commitment to serving the needs of its community.

This policy is intended to provide broad overall guidance to those who deliver reference service. The delivery of reference service requires Library staff to be knowledgeable, approachable, sensitive, courteous, and efficient. Quality reference service depends upon effective interviewing, attentive listening, and connecting customers with resources that will answer their information needs. Every request for reference assistance is considered legitimate.

This policy recognizes the need to maintain flexibility in the delivery of reference service. It is appropriate to adapt service to meet individual customer needs. Penn Yan Public Library reference and information services should satisfy customer's information needs either by using sources on hand, or by referral to resources located elsewhere. Personal opinions are not a part of reference assistance.

9.2 Reference Transactions Defined

Reference transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs. Reference transactions do not include formal instruction or exchanges that provide assistance with locations, schedules, equipment, supplies, or policy statements.

Reference includes providing help with the catalog, computers, reader's advisory service, database and online assistance, bibliographic verification, ILL, referral services,

research assistance, school assignments, consumer information, individual and group instruction.

9.3 Access to Reference Services

The Penn Yan Public Library will provide reference service to all its customers on an equal, nondiscriminatory, and nonjudgmental basis without regard to the race, national origin, age, gender, sexual orientation, background, appearance, or personal view of the customer making the inquiry or the subject matter being researched. (See Section 3) With few exceptions, customers do not need to be registered Penn Yan Public Library cardholders to use Library facilities or reference materials and services.

9.4 Confidentiality of Reference Queries

The Library recognizes that its records identifying the names of library users with specific materials, computer database searches, interlibrary loan transactions, reference queries, requests, or other specific uses of the library are confidential in nature. (See Section 3)

10. Programming

10.1 Programming Philosophy

The Penn Yan Public Library conducts programs to fulfill its mission in the community. Selection of library program topics, speakers, courses, classes, and resource materials is made by library staff on the basis of the interests and needs of library users and the community. All library programs are open to the general public, but some may be designed with specific audiences in mind, i.e., children's programs, toddler and parenting programs. Programs targeted toward specific audiences will be publicized as such. Library-initiated programming is a library resource that provides information, education, and recreation to library users. Library-initiated programming utilizes library staff, books, library and community resources, displays and media presentations.

10.2 Topics

The Library often incorporates programming with other agencies, organizations, and educational institutions. Library programming will not exclude topics, books, speakers, media and other resources because they might be controversial. Acceptance of a program topic by the library does not constitute an endorsement by the library of the group's or individual's policies or beliefs. The Library does not allow programming that is solely for commercial purposes, is solely religious in nature or is designed to recruit members without the permission of the Executive director.

10.3 Costs and Solicitation

Any sales of products (i.e. books or CDs) at the Library programs must be approved by the Library and benefit the Library or affiliated groups. No solicitation of products or services is permitted. Registration and fees may be required if space or materials are limited.

10.4 Virtual Programming

- Virtual programming selection mirrors the guidelines established in the general programming policy. Programs are chosen and executed in order to fulfill the library's mission and strategic plan goals. PYPL is dedicated to open access to ideas and information, an ethos that will be reflected in virtual program selection.
- Virtual program platforms will be selected by library staff according to the needs of each program (i.e. whether public interaction is required, the need for screen sharing, etc.). The primary platforms for virtual programs will be Zoom and Facebook Live, but library staff reserve the right to introduce other platforms as need and program design dictate. Library staff will take responsibility for understanding digital security and privacy risks associated with digital platforms and for communicating those to attendees, if necessary.
- Attendees at virtual programs are expected to abide by the library code of conduct; behavior at virtual events should be no different from expected behavior on library premises. Attendees and presenters are expected to treat others with respect. While attendees may interact with each other, staff, and presenters via live audio or chat within program platforms, sharing inappropriate speech, images and links will not be tolerated, and participants using them may be removed from programs via the means available on the digital platform in use. What constitutes "inappropriate" speech, images and links is at the discretion of library staff. Attendees may not share their screens unless invited to do so by staff or presenters.
- Library staff recognize the unique advantages afforded by virtual programming. This programming is able to reach patrons regardless of patrons' mobility and geographic location. At the same time, virtual programming presents unique access issues relating to technology and physical disabilities. PYPL may offer a variety of programs on multiple platforms in order to best reach and serve patrons with a variety of needs. Where possible, PYPL will record and post virtual programs for later access; make available closed captioning on recorded programs; broadcast images with the best, clearest quality possible; offer technology trouble-shooting for attendees, and request feedback from patrons on desired accessibility accommodations.

11. Public Relations

11.1 Public Relations Philosophy

The public relations goal of the Penn Yan Public Library is to promote the Library's objectives and services among the general public, governing officials, and civic leaders, and to spark interest in the library and its services in the surrounding community. The Library will maintain good public relations by providing consistent, accurate and pertinent information to the community. For that purpose the Board recognizes that public relations involve every person connected with the library. The Board urges its own members and every staff member to recognize that he or she represents the library in every public contact. Good service supports good public relations.

11.2 Public Relations Guidelines

- The Board will designate a spokesperson and alternate to speak on Board policy and decisions. If neither is available, the Executive Director may speak for the Board. Board members, the Executive Director, or designated employees may speak for the library on library activities and programs.
- The Executive Director, designated staff members and Board spokespersons will make presentations and will participate in community activities to promote library services. Materials to be used: press, radio, television, or other media will be approved by the Executive Director; some topics will be reviewed by the Board.
- The Board of Trustees and the Executive Director will use the local media and the PYPL website to the fullest extent possible to keep the community informed of Library activities and upcoming events and meetings. The Executive Director or their designee will have the responsibility for coordinating the Library's public relations and public information activities.
- The Library may sponsor programs, classes, exhibits, and other activities and will cooperate with other groups in organizing these to promote a good understanding of the Library's objectives and services.
- In the event of an emergency, the Library spokesperson is the Executive Director. The Library will make every effort to contact the media in the event of an unanticipated closing.

12. Social Media

12.1 Definition of Social Media

“Social media” is a term describing Internet-based tools for information sharing.

12.2 Social Media Interactions on behalf of Penn Yan Public Library

Library employees will conduct themselves according to the following guidelines when using social media on behalf of Penn Yan Public Library:

- Library patron privacy and respect are paramount;
- Every effort will be made to keep interactions factual and accurate;
- Strive for transparency and openness in interactions;
- Be honest about relationships, opinions, and identity

12.3 Public posts on Library sponsored social networking sites

Posts containing specific and imminent threats will be reported to the authorities.

Posts containing the following will be deleted.

- Copyright violations
- Off topic comments
- Commercial material/spam
- Duplicated posts from the same individual
- Obscenities
- Libelous comments
- Inappropriate images

12.4 Use of Social Media by Library Staff

- When an employee intends to create a new social networking site or service to conduct Library business, the Executive Director must be notified.
- Employees will not use social media for personal purposes during scheduled work time.

The Library is not responsible or liable for the content of postings by third parties on any Library sponsored social media site, and postings do not reflect the opinions or positions of the Penn Yan Public Library, its employees, or Board of Trustees.

13. Exhibit and Display

13.1 Exhibit and Display Philosophy: The purpose of this policy is to assure that exhibit and display space is made available on an equitable and neutral basis.

13.2 Exhibit and Display Guidelines

The kiosk, brochure racks, and any other display space are primarily intended for library related information and materials under the discretion of the Executive Director. The following areas are regularly reserved exclusively for promotion of library offerings:

- The two panels of the kiosk that face the entry door,
- The top two rows of the freestanding brochure rack

- The front row of all tabletop brochure racks.

For public notices of community interest, the two non-door facing sides of the kiosk, and the Youth Services section bulletin board are available to groups sponsoring events in the public interest.

- All materials must be authorized by the Executive Director before being displayed.
- Notices may remain posted for as long as information is current.
- Priority will be given to dated events of local interest.
- Pamphlets will be displayed according to the same criteria.
- Notices posted become Library property and will be discarded at the discretion of the Executive Director.
- Items to be posted and pamphlets must be neat and clearly readable.
- Any materials posted or displayed without authorization will be discarded.
- Community information displays may be placed in other areas of the Library at the discretion of the Executive Director.

The library neither sanctions nor endorses the viewpoints of materials displayed.

14. Photos

Library staff may take photographs at library events for library promotional purposes. These photos may be published in various forms of the media. No identifying information about individuals will be used without written permission.

Individuals must advise library staff if they do not want their picture taken.

15. Policy Review and Revision Statement

The Library Board of Trustees is responsible for the currency and efficacy of the Library's policy.

This general policy document shall be subject to review and needed revision at least every five years as set forward in New York State Division of Library Development Guidelines.

16. Video Surveillance

The Penn Yan Public Library strives to maintain a safe and secure environment for its patrons and staff. Section 226.10 of the New York State Education Law authorizes the Library Board of Trustees to adopt regulations to insure the safety of all Library staff and patrons, protect the Library's property, and maintain order in the Library. The Library's video security system is used only for the protection and safety of patrons and employees and Library assets and property.

16.1 Patron and Employee Privacy

Reasonable efforts will be made to safeguard the privacy of patrons and employees. Video cameras will not be positioned in restrooms. Cameras will not be positioned in any manner to identify a person's reading, viewing or listening activities in the Library. Images will not be routinely monitored in real-time, nor reviewed by Library staff, except when specifically authorized by the Director. (See Section 3 Confidentiality)

16.2 Camera Placement

Selected public areas of the Library building and grounds are equipped with video cameras that detect and record all movement in those areas. Camera locations will not be changed or added without the permission of the Director. Cameras are positioned to record only those areas specified by the Director.

16.3 Signage

Signage will be posted at the Library entrance stating: "This area is under video surveillance".

16.4 Access to Video Records

A designated employee is assigned by the Director to verify that the system is operating properly and records are being stored on a regular basis.

Only the Director and employees and/or service providers designated by the Director will be authorized to operate the video security system.

Access to video records shall be limited to designated employees and service providers who may only access such records during the course of their assigned duties.

Access to stored video records is password protected.

16.4 Use and Disclosure of Video Records

Video records may be used to identify the person or persons responsible for or involved in violations of the Library Use Policy and alleged illegal conduct on Library premises.
(See Section 8)

Video records may be used to assist law enforcement agencies in accordance with applicable state and federal law. Only the Director is authorized to release any video record to anyone other than a designated employee, including, but not limited to, law enforcement personnel or service personnel.

In no event – unless required by an enforceable legal process – will any video records be released to the media or other persons.

16.5 Video Record Retention

Images from the Library video surveillance system are stored digitally on hardware in the Library. The Library retains all recorded images for 14 days. Video records of incidents can be retained and reviewed as long as considered necessary by the Director.

Appendices

- A. American Library Association Freedom To Read Statement
- B. American Library Association Freedom To View Statement
- C. American Library Association Library Bill Of Rights Statement
- D. American Library Association Code of Ethics Statement
- E. eReader Borrowing Terms Form
- F. Request for Re-evaluation of Library Materials form
- G. iPad Borrowing Terms Form
- H. Internet Permission Form
- I. Suspension Letter
- J. Hicks Kimball Room Use Agreement
- K. Tutor Agreement Letter
- L. Wireless Hotspot Borrowing Terms Form
- M. Statute of Limitations on Library Fines & Fees

Appendix A

American Library Association Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority. Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated. Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author. No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression. To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one. The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

Appendix B

American Library Association Freedom To View Statement

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

Appendix C

American Library Association Library Bill Of Rights Statement

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other Library resources should be provided for the interest, information, and enlightenment of all people of the community the Library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

- V. A person's right to use a Library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Appendix D

American Library Association Code of Ethics Statement

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, Library trustees and Library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. We provide the highest level of service to all Library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor Library resources.
- III. We protect each Library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
- V. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- VI. We do not advance private interests at the expense of Library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

Appendix E

eReader Borrowing Terms Form

By Borrowing This Item You Agree to the Terms and Conditions Below.

eReader & Tablet Kits Include:

- 1 eReader or Tablet Computer
- 1 Case
- 1 Zipper Bag
- 1 USB Cable
- 1 wall adapter
- Circulation Policy

Circulation Rules:

- Loan period
- 3 weeks for ereaders (Nook Simple Touch, for example)
- 1 Week for Tablets (Google Nexus 7, for example)
- Renew once if no other patron has requested the item.
- Devices must be returned to a staff member at the circulation desk.
- Do not put this device in the indoor or outdoor drop box.
- Do not return to other libraries.
- Returns can ONLY take place at the Penn Yan Public Library circulation desk during regular business hours.
- Failure to adhere to the return rules will result in a \$5 charge and a ban from borrowing digital devices in the future.
- If device is damaged during incorrect return procedure patron will be charged for all damages to the device and/or accessories.
- Late fees are \$1.00 / day.
- Devices will not be loaned to other libraries.

Lost or Damaged devices:

Users are responsible for loss or damage to the device or its accessories. Charges will be based on replacement costs of the items.

Disclaimer:

The Library is not responsible for any liability, damages or expense resulting from use or misuse of the eReader or Tablet computer, connection of it to other electronic devices, or data loss resulting from use of it. The Library is not responsible for downloaded content on the device. Any use of this device for illegal purposes, unauthorized copying of copyright-protected material in any format, or transmission of threatening, harassing, defamatory or obscene materials is strictly prohibited.

I understand and agree to the terms and conditions for borrowing e-books and tablet computers described above.

Sign

Print Name

Date

Device Name and Number

Appendix F

Request for Reconsideration of Library Materials

PENN YAN PUBLIC LIBRARY

Title: _____

Author / Performer: _____

Format: _____

Publisher: _____

Complainant represents Self _____ or Organization _____

If organization,

Name: _____

Contact Address: _____

1. Have you read / heard / seen the material in its entirety: _____

2. To what do you specifically object:

3. What action would you recommend be taken regarding the use of this material in the Library?

Signature: _____ Date: _____

Address: _____

Reviewed by Director on (Date) _____

If, necessary, action by Board (Date) _____

Appendix G

iPad Borrowing Terms Form

By Borrowing This iPad You Agree to the Terms and Conditions Below.

iPad Kits Include:

- 1 iPad
- 1 Case
- 1 Zipper Bag
- 1 USB Cable
- 1 Wall Adapter
- 1 iPad holder for Tripod
- Circulation Policy
- Optional: tripod and attachments.

Circulation Rules:

- Loan period 2 hours in house only
- You may continue use after 2 hours if no other patron has requested the item.
- Devices must be returned to a staff member at the circulation desk.
- Do not put this device in the drop box. You must hand it to Library staff to return it.
- Returns can ONLY take place at the Penn Yan Public Library circulation desk during regular business hours.
- Failure to adhere to the return rules may result in a ban from borrowing digital devices in the future.
- If device is damaged during incorrect return procedure patron will be charged for all damages to the device and/or accessories.
- Devices will not be loaned to other libraries.

Lost or Damaged devices:

Users are responsible for loss or damage to the device or its accessories. Charges will be based on replacement costs of the items up to a maximum of \$750. The borrower is restricted from downloading any apps or other e-content to the iPad. Deleting e-content preloaded on the iPad is also restricted. The borrower is responsible for deleting any photos or video he or she does not want other borrowers to see.

Disclaimer:

The Library is not responsible for any liability, damages or expense resulting from use or misuse of the iPad, connection of it to other electronic devices, or data loss resulting from use of it. The Library is not responsible for downloaded content on the device. Any use of this device for illegal purposes, unauthorized copying of copyright-protected material in any format, or transmission of threatening, harassing, defamatory or obscene materials is strictly prohibited.

I understand and agree to the terms and conditions for borrowing e-books and tablet computers described above.

Sign

Print Name

Date

Device Name and Number

Appendix H

Public Access Internet Policy Permission Form for Child Library Card Holders

The Internet is one of the tools that the Library can offer to fulfill its mission of providing up-to-date information to the public. The Internet is a global electronic network, which expands the resources of the Library beyond the local collection.

The Internet is a constantly changing and unregulated medium. The Library cannot guarantee the accuracy, quality or suitability of information found on the Internet.

The Library affirms the Library Bill of Rights that supports the right of all individuals to constitutionally protected materials. Each user is responsible for what they choose to access via the Internet.

The Library recognizes the right and responsibility of parents to determine and monitor their own children's use of all Library materials. Parents/guardians are encouraged to work with their children in using the Internet in a way, which is consistent with parental and family values.

All Internet users are expected to comply with copyright and all other applicable state and federal laws.

All Internet users are expected to follow the Library Use Policy, and specifically to respect the rights of others by not publicly displaying content, which are likely to prove objectionable to others.

All Internet users are expected to follow the Public Access Computer Procedures.

Computer hardware and software configurations may not be altered in any way.

Failure to follow this policy may result in revocation of Internet access privileges and/or other actions.

Internet Permission:

- Children under 6 must have a parent or guardian present with them at the PACs.
- Children under 16 who wish to use the PAC independently must have a Library card and a permission form on file signed by a parent or guardian. A staff person may issue a guest pass to a minor whose Library card is not in good standing if the permission form is on file.

I have read the Penn Yan Public Library Internet policy. I have discussed these with my child. I realize that I am responsible for what my child views on the Internet and that the Penn Yan Public Library will not monitor the Internet use of any individual. I give my permission for (child's name) _____ to use the Internet on a Library device; yes or no _____, on her/his/their own; or a tablet to bring home; yes or no _____.

Parent/Guardian signature _____

Date _____

Child's signature _____

Date _____

Appendix I

Suspension Letter

Name of patron
Address
Date of letter

Dear _____ :

Due to your violation of the Penn Yan Public Library Use Policy on _____, your Library privileges are suspended for a period of (____days, weeks, months, years). The suspension begins upon the issue date of this letter and ends on_____.

(Describe in detail the misconduct which violated the Library Use Policy).

If you choose to return to the Library once the suspension period has expired, you must abide by the Library Use Policy. Any future rule or policy violations may result in a progressively longer suspension.

You may appeal your Suspension of Library Privileges to the Library Board in writing within 10 days of the written notification of the suspension being sent to you by certified mail. The Library Board will consider the suspension decision based on whether or not the suspension conforms to the criteria set forth in the policy at its next regular meeting.

Sincerely,

Penn Yan Public Library Executive Director

Enc. Section 8 of PYPL General Policy

Cc. Penn Yan Public Library Board President
Penn Yan Village Police Department

Appendix K

Tutor Agreement Letter

Dear Student and Parent or Guardian and Tutor:

Penn Yan Public Library is meant to be a welcoming location and hub of varied peaceful activity. Our Mission is to awaken and satisfy curiosity in the individual, thus enriching the community. Our Board of Trustees and staff are committed to providing access to high-quality library services for all of our patrons.

Should you choose to hold your tutoring sessions at PYPL, it is important to remember that students, tutors and all patrons are subject to the Tutor Policy and the Library Use Policy. This allows everyone to use the library without any kind of hindrance to his, her, or their or her enjoyment.

As part of its mission, the Library permits tutoring on the premises.

Library Use Policy

8.5 Tutoring

Guidelines

- Tutors and students must sign-in at the front desk. (See Appendix K.)
- Tutors and students will leave contact information with the Library.
- Tutors, students, and parents/guardians will return signed Tutor letter to the Library.
- Tutoring sessions will be kept as quiet as possible. The Library Use Policy (See Section 8.) applies to tutors and students.
- Parents and guardians are responsible for the behavior of the students being tutored before, during, and after the tutoring session held at the Library. (See Section 8.2.)
- Tutors and students must bring their own supplies.
- If the Hicks-Kimball room is available, it must be used before the limited tables on our main floor.

8.1 Code of Conduct

The Penn Yan Public Library offers a welcoming and comfortable environment for everyone. The Board of Trustees has established the Library Code of Conduct to protect the right of all patrons and staff members to enjoy a safe space. All Library patrons are expected to behave in a way which respects the Library building, grounds, and materials. Patrons are expected to adhere to all established Library policies and to respect the rights of other patrons by not interfering with others' use of the Library.

- Cell phones and other portable computing and communications devices must be used in a way that does not interfere with other patrons' Library use.
- Patrons shall use Library parking areas, sidewalks and lawns properly and safely.
- Patrons are expected to promptly leave the building at closing time or in an emergency.
- Patrons are expected to attend to personal belongings. The Library is not responsible for personal belongings left in or on Library property.
- Patrons will not bring weapons onto Library grounds
- Patrons are expected to check out all Library materials using a valid Library card before removing them from the building
- The Library property is a tobacco and drug free zone.
- Any conduct that alarms or harasses another patron or staff member is prohibited.
- Patrons are not permitted to enter or stay in the building without shirts or footwear.
- Patrons whose bodily hygiene interferes with the use of the Library by other patrons may be asked to leave the building.
- Patrons will not bring pets or animals into the Library, other than assistance animals for the disabled or animals used in Library programs.
- The Library parking lot is intended for use by Library patrons and employees only while engaged in Library activities. All other uses are unauthorized.
- Out of concern for the safety of young patrons, adults who are in the children's area of the Library and unaccompanied by a child or children may be asked to move to another area of the Library.

Library employees reserve the right to intervene and to clarify rules when the comfort and safety of our patrons and/or the integrity of the Library facility are compromised. Any person not abiding by the Code of Conduct may be required to leave the Library premises. (See Section 8.3.)

8.2 Children’s Use and Unattended and Disruptive Children

Penn Yan Public Library welcomes and encourages children to use materials and services. As libraries are essential to the lives of children, we strive to provide useful, safe and inviting spaces for youth.

However, neither the Library nor its staff members act in loco parentis (in place of parents). The Library is a public facility which is open to everyone and parents and caregivers are expected to accompany children in need of supervision on Library visits to ensure the safety and well-being of the children. At all times, parents or caregivers are responsible for their child's behavior, safety and supervision.

If an unattended child in need of supervision appears to be lost, is waiting for a parent or caregiver at closing, is being disruptive, or if in the judgment of Library staff, his/her or their safety or that of others is jeopardized, then Library staff will make an attempt to locate the parent or caregiver. If the parents or caregivers cannot be located, the child may be placed in the care of the local law enforcement agency.

The Library and its staff will not, under any circumstances, be responsible for determining whether an apparent caregiver, custodian or parent is a legally authorized caregiver, custodian or custodial parent of the child.

The Penn Yan Public Library is released from any and all liability with regard to this policy. Parents, guardians, and caregivers acknowledge the risk of leaving a child unattended in the Library and release Penn Yan Public Library from all claims which they may have or which they may have on behalf of their child/ward.

Tutor Procedure

- Tutors must provide contact information both for themselves and their students.
- Tutors and students must check in at our circulation desk at the start of each tutoring session.
- If the Hicks-Kimball meeting room is available, it must be used before the limited tables on our main floor.
- There is space for multiple sessions to take place simultaneously in the meeting room.

Thank you for your help in making PYPL a safe and comfortable place for everyone.

Sincerely,

Angela Gonzalez
Executive Director

I, _____, Tutor, phone _____

and I, _____, Student

and I, _____, Parent or Guardian, phone _____

have read and agree to abide by the Penn Yan Public Library Use and Tutoring policies. _____ (date)

Appendix L

Wireless Hotspot Borrowing Terms Form

By Borrowing This Item You Agree to the Terms and Conditions Below.

Wireless Hotspot 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

Circulation Rules:

- Loan period: 1 week.
- Wireless Hot Spots may not be renewed.
- Holds can be placed on wireless hotspots.
- Patrons must use their own card to borrow these items.
- Juvenile card holders must have internet permission signed by parent or legal guardian in order to check out a Hotspot.
- Library card holders must be in good standing at the time of checkout with no fines of any kind.
- Devices must be returned to a staff member at the circulation desk.
- If the device is damaged, the patron will be charged for all damages to the device and/or accessories.
- Late fees are \$1.00 / day.
- Devices will not be loaned to other libraries.

Lost or Damaged devices:

Users are responsible for loss or damage to the device or its accessories. Charges will be based on replacement costs of the items.

Disclaimer:

The Library is not responsible for any liability, damages or expense resulting from use or misuse of the Wireless Hotspot, connection of it to other electronic devices, or data loss resulting from use of it. The Library is not responsible for downloaded content on the device. Any use of this device for illegal purposes, unauthorized copying of copyright-protected material in any format, or transmission of threatening, harassing, defamatory or obscene materials is strictly prohibited. Please be advised that wireless service varies by location; the library cannot guarantee coverage in all locations.

I understand and agree to the terms and conditions for borrowing wireless hotspots described above.

Sign

Print Name

Date

Device Name and Number

RETURNED (staff initial & date): _____

Appendix M

Statute of Limitations on Library Fines & Fees Policy Statement on Financial Waiver for Patron Debts Approved by the Directors Advisory Council of STLS May 29, 2019

New York State Civil Practice Laws and Rules are specific about an institution's ability to collect debt on an open ended account. These laws apply to library patron accounts and the debts they accrue for overdue fines and lost material fees as well as other charges attached to their account for library specific services. The statute of limitations for these debts in New York State are six years.

In the interests of providing exceptional library services, allowing for a user-friendly database and ensuring unabridged access to library materials, Southern Tier Library System (STLS) will assist member libraries in complying with these statutes by automatically removing all debts incurred by a library patron within the library system's Integrated Library System (ILS). STLS will remove debts based on their encumbrance date. Any debts incurred after the six year statute of limitations will remain on the library patron's account based on local circulation rules of member libraries.

If all outstanding debts are removed from a library patron's account taking into consideration the six year statute of limitations, the library patron's account will be removed from the library system's Integrated Library System (ILS) rendering the patron's issued account number and library card unidentifiable. The library patron may register for a new library account and card at any member library within the Southern Tier Library System.

Removal of patron debts or accounts will take place daily on a schedule set by the library system in partnership with the Directors Advisory Council of STLS (DAC). The schedule will remain unless the DAC recommends a revision taking into account member library needs. STLS will furnish a current schedule to member libraries anytime revisions occur.

Reference: New York State Civil Practice Laws and Rules – Section 213(2)

Appendix N.

U.S. Department of Justice
Civil Rights Division
Disability Rights Section



Service Animals

The Department of Justice published revised final regulations implementing the Americans with Disabilities Act (ADA) for title II (State and local government services) and title III (public accommodations and commercial facilities) on September 15, 2010, in the Federal Register. These requirements, or rules, clarify and refine issues that have arisen over the past 20 years and contain new, and updated, requirements, including the 2010 Standards for Accessible Design (2010 Standards).

Overview

This publication provides guidance on the term "service animal" and the service animal provisions in the Department's new regulations.

- Beginning on March 15, 2011, only dogs are recognized as service animals under titles II and III of the ADA.
- A service animal is a dog that is individually trained to do work or perform tasks for a person with a disability.

- Generally, title II and title III entities must permit service animals to accompany people with disabilities in all areas where members of the public are allowed to go.

How “Service Animal” Is Defined

Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person’s disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.

This definition does not affect or limit the broader definition of “assistance animal” under the Fair Housing Act or the broader definition of “service animal” under the Air Carrier Access Act.

Some State and local laws also define service animal more broadly than the ADA does. Information about such laws can be obtained from the State attorney general’s office.

Where Service Animals Are Allowed

Under the ADA, State and local governments, businesses, and nonprofit organizations that serve the public generally must allow service animals to accompany people with disabilities in all areas of the facility where the public is normally allowed to go. For example, in a hospital it would be inappropriate to exclude a service animal from areas such as patient rooms, clinics, cafeterias, or examination rooms. However, it may be appropriate to exclude a service animal from operating rooms or burn units where the animal’s presence may compromise a sterile environment.

Service Animals Must Be Under Control

Under the ADA, service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal’s work or the individual’s disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls.

Inquiries, Exclusions, Charges, and Other Specific Rules Related to Service Animals

- When it is not obvious what service an animal provides, only limited inquiries are allowed. Staff may ask two questions: (1) is the dog a service animal required because of a disability, and (2) what work or task has the dog been trained to perform. Staff cannot ask about the person’s disability, require medical documentation, require a special identification card or training documentation for the dog, or ask that the dog demonstrate its ability to perform the work or task.
- Allergies and fear of dogs are not valid reasons for denying access or refusing service to people using service animals. When a person who is allergic to dog dander and a person who uses a service animal must spend time in the same room or facility, for example, in a school classroom or at a homeless shelter, they both should be accommodated by assigning them, if possible, to different locations within the room or different rooms in the facility.
- A person with a disability cannot be asked to remove his/her/their service animal from the premises unless: (1) the dog is out of control and the handler does not take effective action to control it or (2) the dog is not housebroken. When there is a legitimate reason to ask that a service animal be removed, staff must offer the person with the disability the opportunity to obtain goods or services without the animal’s presence.
- Establishments that sell or prepare food must allow service animals in public areas even if state or local health codes prohibit animals on the premises.

- People with disabilities who use service animals cannot be isolated from other patrons, treated less favorably than other patrons, or charged fees that are not charged to other patrons without animals. In addition, if a business requires a deposit or fee to be paid by patrons with pets, it must waive the charge for service animals.
- If a business such as a hotel normally charges guests for damage that they cause, a customer with a disability may also be charged for damage caused by him/her/their self or his/her/their service animal.
- Staff are not required to provide care or food for a service animal.

Miniature Horses

In addition to the provisions about service dogs, the Department’s revised ADA regulations have a new, separate provision about miniature horses that have been individually trained to do work or perform tasks for people with disabilities. (Miniature horses generally range in height from 24 inches to 34 inches measured to the shoulders and generally weigh between 70 and 100 pounds.) Entities covered by the ADA must modify their policies to permit miniature horses where reasonable. The regulations set out four assessment factors to assist entities in determining whether miniature horses can be accommodated in their facility. The assessment factors are (1) whether the miniature horse is housebroken; (2) whether the miniature horse is under the owner’s control; (3) whether the facility can accommodate the miniature horse’s type, size, and weight; and (4) whether the miniature horse’s presence will not compromise legitimate safety requirements necessary for safe operation of the facility.

For more information about the ADA, please visit our website or call our toll-free number.

ADA Website

www.ADA.gov

To receive e-mail notifications when new ADA information is available, visit the ADA Website’s home page and click the [link](#) near the top of the middle column.

[ADA Information Line](#)

800-514-0301 (Voice) and 800-514-0383 (TTY)

24 hours a day to order publications by mail.

M-W, F 9:30 a.m. – 5:30 p.m., Th 12:30 p.m. – 5:30 p.m. (Eastern Time)

to speak with an ADA Specialist. All calls are confidential.

For persons with disabilities, this publication is available in alternate formats.

Duplication of this document is encouraged. July 2011

[PDF Version of this Document](#)

July 12, 2011

Empire Pass Patron Use Record

Empire Passes may only be checked out once per household per 30-day period. Please date and sign below to provide a record of use for this item.

Date – month, day	Pass #	Borrower Name	Staff initials
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
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21			
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25			
26			
27			
28			

6.10 Reconsideration of Materials

Requests to remove materials will be considered within the context of the policies set forth in the Collection Development Policy, (see Section 6).

Anyone who wishes to request that a specific item be reconsidered in the Library collection of materials should complete and sign the Request for Reconsideration of Library Materials form. The completed form can be hand delivered to the Library or mailed to: Penn Yan Public Library, 214 Main St., Penn Yan NY 14527, and will be forwarded to the Executive Director. (See Appendix F: Request for Reconsideration of Library Materials form). Items will not be automatically removed from the collection upon receipt of a completed form.

Upon receipt of the signed form, the Library Director will convene a committee that will include the President of the Board of Trustees and two department directors not involved in the selection of the material.

The Committee will consider the request within a timely fashion-reviewing the questioned material in its entirety and conducting any research necessary to determine the item's appropriateness for inclusion in the Library's collection.

The Library Director will notify the American Library Association (<http://www.ala.org/bbooks/online-challenge-reporting-form>) and the New York Library Association (director@nyla.org) of any challenges.

Once a decision has been made regarding the retention or removal of the material, a letter explaining the decision, and the reasons for it, will be sent to the person who submitted the Request for Reconsideration of Library Materials form.

An appeal of the decision may be made to the Library Board. The Library Board will consider the decision, based on whether or not the particular item conforms to the General Selection Criteria outlined in the Board approved Collection Development Policy, within 90 days and will respond to the person as soon as possible after such review. Any further appeal must be made to the Commissioner of Education in Albany, NY.



PENN YAN PUBLIC LIBRARY
AMAZE YOURSELF.

Request for Reconsideration of Library Materials

Please fill out following form completely and return it to the PYPL Library Director, 214 Main St., Penn Yan, NY 14527.

Name: _____ Date _____

Address: _____

City: _____ State _____ ZIP _____

Phone: _____ E-Mail _____

Do you represent yourself? _____ An Organization? _____

Resource on which you are commenting:

Book ____ Video/DVD ____ Audiobook ____ Multi-media Kit ____ e-Book ____ Electronic
information/network (please specify) _____ Other (please specify) _____

Title: _____

Author/Producer: _____

Library owning this title: _____

What brought this title to your attention?

Did you read, view, or listen to the entire work? If no, what parts?

What do you believe is the theme of this title?

What specifically concerns you about this title? Please cite pages, scenes, items, etc.

Are there, in your judgment, any positive elements in this title? Please describe:

Will you share any reviews of this title that support your point of view? _____

Are there resources you suggest to provide additional information and/or other viewpoints on this topic?

Signature: _____

Reconsideration action:

Date request received: _____

Findings of Reconsideration Committee: _____

Date response sent to patron: _____

AGENDA
PENN YAN PUBLIC LIBRARY
BOARD MEETING
THURSDAY June 16th, 2022 6:30 PM

Call to Order

- Public Comment
- Additional Agenda Items?
- *Adoption of Agenda
- May 19th Minutes
- Financial Review
 - *Payment of bills for May 2022
- Library Director's Report

Standing Committee Reports

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

Old Business

- Outside trim painting and glass pane replacement update-quotes

New Business

- *Temporary appointment of Board Members for 2022-2023 fiscal year: Connie Glover, Deb Connelly, Jan Barrett, Elizabeth Burris-Chase and Steve Darrow
- 8.6 Patron Photography and Filming Policy

***Adjourn**

- Items with * require Board action. Enclosures: May 2022 Minutes, Budget and Balance sheets, Director's Report, Circulation Stats, Children's and Adult services reports, proposed Patron Photography and Filming Policy

PYPL Executive Director's Report 06-16-22

Professional Development and Meetings:

5/19 Yates Office for the Aging Advisory Committee

5/24 Pro Action's 2022 Resiliency Symposium

6/9 Ingram Books grid system training

Happenings:

-The new server is in at SCT and will be installed in July

-On 5-26 STLS started installing the new computers

-On 5-31 I met with the building inspector hired by our building insurer, Utica

-On 5-19 I met with Jim from WBR Painting

-The carpets were cleaned on Sunday June 5th

-We had a table at the Keuka Arts festival in conjunction with Ontario Yates June 11th and 12th.

-I was out of the office 6/1, 6/2, and 6/3.

Friends of PYPL Spring/Summer 2022 calendar

*Thursday May 5th 4pm, **Friends Annual Meeting** with Tricia Noel from the Yates History Center Presenting Historical Buildings of Penn Yan on Zoom.*

*June Fridays 9am-2pm 6-3, 6-10, 6-17, 6-24 **Friends of PYPL Book Sale** (outside, no rain dates)*

*Saturday June 4th time TBD **Friends of PYPL Book Sale** (special date in conjunction with Penn Yan Rotary Main St. anniversary event)*

*Saturday June 25th 10am-12pm **Books and Bikes Summer Reading Program Kick-off***

*Thursday July 7th Friends meeting **Yates County Fair kids gift bag assembly line***

*Wednesday-Saturday July 13-16th **Yates County Fair PYPL table***

7. *Adjourn:

Moved: Jan Barrett

Seconded: Deb Connelly

Approved: 6-0

Abstentions: 0

- Items with * require Board action. Enclosures: April 2022 minutes, Budget and Balance Sheets, Director's Report, Circulation Stats, Children's and Adult Services Reports, policy revisions, updated policy document

8.6 Patron Photography & Filming Policy

The library is considered a limited public forum in accordance with legal precedent. Staff and patron confidentiality are protected (see Section 3, NYS Civil Practice & Rules Section 4509 Confidentiality Law for Library Records). Therefore, photography and filming inside the library are subject to restrictions.

Photography

Limited, casual photography is permitted without the need for prior permission. Added equipment such as lighting or tripods is not permitted. Patrons wishing to take photographs inside the library should take care not to infringe upon others' privacy and confidentiality, and should inform other patrons in the areas they are photographing and obtain their consent if they are likely to be captured in any images. Patrons observed or reported as not complying with these measures will be asked to refrain from taking photographs and, if they fail to comply, may be subject to Suspension of Library Privileges (see Section 8.3).

Filming

Filming by members of the general public is not permitted anywhere inside the library building without prior written permission of library staff. To obtain written permission, apply to the library director or other designated employee expressing the purpose of the filming. Requests to film in the library can be denied at staff's discretion. With written staff consent, filming is permitted only with the consent of patrons present in the area of the library where filming is to occur. Filming must not disrupt or impede regular library services and procedures or threaten patron safety and confidentiality. Patrons observed or reported as not complying with these measures will be asked to refrain from filming and, if they fail to comply, may be subject to Suspension of Library Privileges (see Section 8.3).

Minor children cannot consent to be photographed or filmed. Photography or filming of children in one's own care is permitted, provided all other measures are observed; photography and filming of children not in one's care is prohibited.

Photography or filming by accredited news media must be approved by the library director or other designated employee. Requests should be made a reasonable amount of time before the photography or filming is to occur. All other measures outlined in this policy must also be observed.

Photography or filming for commercial purposes is prohibited.

Penn Yan Public Library
Balance Sheet
As of May 31, 2022

	May 31, 22
ASSETS	
Current Assets	
Checking/Savings	
1000 · Savings account	
1018 · Non designated	6,815.03
1028 · Phase IV Money	18,163.50
1000 · Savings account - Other	101,043.12
Total 1000 · Savings account	126,021.65
1014 · Operating Acct	439,888.21
Total Checking/Savings	565,909.86
Accounts Receivable	
1261 · Accounts Receivable	(1,500.36)
Total Accounts Receivable	(1,500.36)
Other Current Assets	
1220 · Prepaid Expenses	
1250 · Insurance	(3,200.47)
1251 · Workers Comp	6,517.00
Total 1220 · Prepaid Expenses	3,316.53
1275 · Cash Held For Friends	13,707.70
1499 · Undeposited Funds	2,800.65
1300 · Investments	
1350 · CDs	19,592.53
Total 1300 · Investments	19,592.53
Total Other Current Assets	39,417.41
Total Current Assets	603,826.91
Fixed Assets	
1500 · Land	37,775.41
1501 · Building Improvemnt & Renovation	1,354,597.30
1502 · Office Equipment	94,508.27
1503 · Furniture & Fixtures	15,702.00
1510 · Accum Depreciatn - Fixed Assets	(628,161.61)
Total Fixed Assets	874,421.37
TOTAL ASSETS	1,478,248.28
LIABILITIES & EQUITY	
Liabilities	

Penn Yan Public Library
Balance Sheet
As of May 31, 2022

	May 31, 22
Current Liabilities	
Accounts Payable	
2005 · Payables	27,350.00
Total Accounts Payable	27,350.00
Other Current Liabilities	
1260 · Staff Receivables	(0.36)
2042 · New York Paid Family Leave	5,096.33
2045 · Deferred Compensation	865.08
2010 · Accrued Payroll & Employee Ben	32,506.87
2020 · Cash Held for Library (Friends)	13,707.70
2027 · Deferred Tax	61,784.28
2028 · Pass Through Funds	0.23
2032 · Accrued FICA	(1,003.96)
2033 · Federal Withholding	26.98
2034 · NYS Withholding	6.28
2035 · Retirement	12,116.42
2036 · Sales Tax 8%	136.76
2038 · Employee Health Premiums	0.27
Total Other Current Liabilities	125,242.88
Total Current Liabilities	152,592.88
Total Liabilities	152,592.88
Equity	
3000 · General Fund Equity	470,674.42
3100 · Restricted Funds	
3101 · Watkins/Reiner	2,905.13
3102 · Hobart	13,674.85
3103 · Underwood	5,700.34
Total 3100 · Restricted Funds	22,280.32
3900 · Retained Earnings	808,035.61
Net Income	24,665.05
Total Equity	1,325,655.40
TOTAL LIABILITIES & EQUITY	1,478,248.28

Penn Yan Public Library
MONTHLY INCOME & EXPENSE
May 2022

	May 22
Ordinary Income/Expense	
Income	
4100 · Printing Income	
4150 · Laser Printer	125.37
Total 4100 · Printing Income	125.37
4400 · Fines	10.51
4500 · Lost/Damaged Books Refund	25.00
4505 · Sale of Extraneous Materials	22.69
4700 · Interest	2.14
4800 · NonDesignated Donations	268.22
Total Income	453.93
Expense	
5000 · HUMAN RESOURCES	
5100 · Salaries	
5110 · Library Director II	5,497.42
5115 · Librarian I	8,640.54
5130 · Clerical	14,983.47
Total 5100 · Salaries	29,121.43
5200 · Benefits	
5210 · Medicare/SS	2,216.32
5225 · HRA Contributions	1,278.22
5235 · Voluntary Benefits	(200.34)
5240 · SUTA	192.50
5200 · Benefits - Other	200.34
Total 5200 · Benefits	3,687.04
5300 · Payroll Costs	209.56
Total 5000 · HUMAN RESOURCES	33,018.03
5400 · ADMINISTRATION	
5415 · Hotspots	563.63
5430 · Telephone System	165.74
5440 · Accounting	
5444 · Supplies	4.78
Total 5440 · Accounting	4.78
5451 · Service Contract	155.98
5452 · Toshiba copier	(24.65)
5460 · Office Supplies	
5463 · Other	81.47
5460 · Office Supplies - Other	62.73
Total 5460 · Office Supplies	144.20
5470 · Training/Travel	413.62
Total 5400 · ADMINISTRATION	1,423.30
5900 · BUILDINGS & GROUNDS	
5910 · Utilities	
5912 · Electric	549.76
5913 · Sewer & Water	73.39
Total 5910 · Utilities	623.15
5940 · Maintenance Contracts	
5943 · Trash Removal	43.45
Total 5940 · Maintenance Contracts	43.45
5970 · Supplies	

Penn Yan Public Library
MONTHLY INCOME & EXPENSE
May 2022

	May 22
5972 · Custodial	263.22
5970 · Supplies - Other	219.33
Total 5970 · Supplies	482.55
Total 5900 · BUILDINGS & GROUNDS	1,149.15
6000 · TECH (NETWORK AND ILS)	
6300 · Maintenance	238.00
Total 6000 · TECH (NETWORK AND ILS)	238.00
7300 · ADULT SERVICES	
7310 · Materials	
7315 · Print Materials	
7320 · Adult Fiction	473.95
7330 · Adult Non Fiction	351.95
Total 7315 · Print Materials	825.90
7380 · AV Materials	
7382 · Audio Books	367.91
7386 · DVD	388.58
Total 7380 · AV Materials	756.49
7310 · Materials - Other	51.45
Total 7310 · Materials	1,633.84
7420 · Programming	302.51
Total 7300 · ADULT SERVICES	1,936.35
7500 · YOUTH SERVICES	
7510 · Materials	
7515 · Print Materials	
7520 · E	85.42
7530 · J Fiction	132.64
7540 · J Non-Fiction	47.04
7550 · YA	47.00
Total 7515 · Print Materials	312.10
7580 · AV Materials	
7588 · Video Games	59.99
Total 7580 · AV Materials	59.99
Total 7510 · Materials	372.09
7620 · Programming	224.44
Total 7500 · YOUTH SERVICES	596.53
8100 · TECHNICAL SERVICES	
8161 · Tech Supplies	
8167 · Misc	2.29
Total 8161 · Tech Supplies	2.29
Total 8100 · TECHNICAL SERVICES	2.29
8200 · CIRCULATION	
8295 · Unique Management	30.90
Total 8200 · CIRCULATION	30.90
Total Expense	38,394.55
Net Ordinary Income	(37,940.62)

06/06/22

Penn Yan Public Library
MONTHLY INCOME & EXPENSE
May 2022

	<u>May 22</u>
Other Income/Expense	
Other Income	
8400 · NON-BUDGETED DONATIONS	
8430 · Underwood-Materials	
8430E · Purchase	<u>(280.41)</u>
Total 8430 · Underwood-Materials	<u>(280.41)</u>
Total 8400 · NON-BUDGETED DONATIONS	<u>(280.41)</u>
Total Other Income	<u>(280.41)</u>
Net Other Income	<u>(280.41)</u>
Net Income	<u><u>(38,221.03)</u></u>

Budget vs. Actual

06/06/22

Accrual Basis

2021/2022 Budget

	<u>Jul '21 - Ma...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
4100 · Printing Income				
4150 · Laser Printer	854.09	500.00	354.09	170.8%
4160 · Other Copies	245.63	1,000.00	(754.37)	24.6%
Total 4100 · Printing Income	1,099.72	1,500.00	(400.28)	73.3%
4200 · Village	0.00	1,000.00	(1,000.00)	0.0%
4400 · Fines	438.92			
4500 · Lost/Damaged Books Refund	173.44			
4505 · Sale of Extraneous Materials	189.61			
4540 · Tax Income	588,733.30	706,480.00	(117,746.70)	83.3%
4550 · Miscellaneous	2,726.77			
4600 · LLSA	4,375.41	3,500.00	875.41	125.0%
4700 · Interest	23.13	150.00	(126.87)	15.4%
4800 · NonDesignated Donations	13,575.59	3,000.00	10,575.59	452.5%
Total Income	611,335.89	715,630.00	(104,294.11)	85.4%
Expense				
5000 · HUMAN RESOURCES				
5100 · Salaries				
5110 · Library Director II	67,769.11	71,466.00	(3,696.89)	94.8%
5115 · Librarian I	107,286.51	112,328.00	(5,041.49)	95.5%
5125 · Network Tech	0.00	61,287.00	(61,287.00)	0.0%
5130 · Clerical	188,365.43	192,328.00	(3,962.57)	97.9%
5135 · Building Staff	0.00	21,953.00	(21,953.00)	0.0%
Total 5100 · Salaries	363,421.05	459,362.00	(95,940.95)	79.1%
5200 · Benefits				
5210 · Medicare/SS	27,664.19	30,000.00	(2,335.81)	92.2%
5225 · HRA Contributions	21,661.92	38,200.00	(16,538.08)	56.7%
5230 · Disability	2,358.62	1,800.00	558.62	131.0%
5235 · Voluntary Benefits	(1,903.23)			
5240 · SUTA	3,242.73	1,500.00	1,742.73	216.2%
5250 · Workmens Compensation	3,981.00	4,500.00	(519.00)	88.5%
5255 · Employee Assistance Plan	500.00	0.00	500.00	100.0%
5260 · Retirement	51,226.00	55,980.00	(4,754.00)	91.5%
5200 · Benefits - Other	1,903.23			
Total 5200 · Benefits	110,634.46	131,980.00	(21,345.54)	83.8%
5300 · Payroll Costs	2,880.47	3,000.00	(119.53)	96.0%
Total 5000 · HUMAN RESOURCES	476,935.98	594,342.00	(117,406.02)	80.2%
5400 · ADMINISTRATION				
5415 · Hotspots	6,052.53	3,250.00	2,802.53	186.2%
5420 · Promotion	50.00	500.00	(450.00)	10.0%
5425 · Internet Service	1,800.00	1,800.00	0.00	100.0%
5430 · Telephone System	1,775.23	2,300.00	(524.77)	77.2%
5435 · Insurance	8,408.13	6,500.00	1,908.13	129.4%
5440 · Accounting				

	<u>Jul '21 - Ma...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
5442 · Review/Audit	5,600.00	4,000.00	1,600.00	140.0%
5444 · Supplies	447.92	150.00	297.92	298.6%
5440 · Accounting - Other	66.98			
Total 5440 · Accounting	6,114.90	4,150.00	1,964.90	147.3%
5450 · Equipment	0.00	500.00	(500.00)	0.0%
5451 · Service Contract	306.57	450.00	(143.43)	68.1%
5452 · Toshiba copier	335.05	0.00	335.05	100.0%
5460 · Office Supplies				
5461 · Staff Room	147.71	250.00	(102.29)	59.1%
5462 · White Paper	166.08	250.00	(83.92)	66.4%
5463 · Other	517.14	500.00	17.14	103.4%
5460 · Office Supplies - Other	309.42			
Total 5460 · Office Supplies	1,140.35	1,000.00	140.35	114.0%
5470 · Training/Travel	1,442.30	0.00	1,442.30	100.0%
5475 · Legal	0.00	800.00	(800.00)	0.0%
5480 · Dues	880.00	1,000.00	(120.00)	88.0%
5485 · Postage	122.50	300.00	(177.50)	40.8%
5490 · Misc	86.99			
Total 5400 · ADMINISTRATION	28,514.55	22,550.00	5,964.55	126.5%
5900 · BUILDINGS & GROUNDS				
5910 · Utilities				
5912 · Electric	5,950.44	5,500.00	450.44	108.2%
5913 · Sewer & Water	666.13	850.00	(183.87)	78.4%
5914 · Gas	284.66	2,500.00	(2,215.34)	11.4%
Total 5910 · Utilities	6,901.23	8,850.00	(1,948.77)	78.0%
5920 · New Equipmnt	0.00	300.00	(300.00)	0.0%
5930 · Repairs & Maint				
5932 · Equipment	0.00	1,300.00	(1,300.00)	0.0%
5934 · Blding & Ground	543.53	1,400.00	(856.47)	38.8%
5930 · Repairs & Maint - Other	248.66			
Total 5930 · Repairs & Maint	792.19	2,700.00	(1,907.81)	29.3%
5940 · Maintenance Contracts				
5943 · Trash Removal	504.53	550.00	(45.47)	91.7%
5945 · Fire Protection	724.00	950.00	(226.00)	76.2%
5946 · Snow Plowing	1,000.00	850.00	150.00	117.6%
Total 5940 · Maintenance Contracts	2,228.53	2,350.00	(121.47)	94.8%
5970 · Supplies				
5972 · Custodial	931.80	550.00	381.80	169.4%
5974 · Building	155.05	650.00	(494.95)	23.9%
5976 · building depreciation	0.00	1,000.00	(1,000.00)	0.0%
5970 · Supplies - Other	237.50			
Total 5970 · Supplies	1,324.35	2,200.00	(875.65)	60.2%

	<u>Jul '21 - Ma...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
Total 5900 · BUILDINGS & GROUNDS	11,246.30	16,400.00	(5,153.70)	68.6%
6000 · TECH (NETWORK AND ILS)				
6100 · New Hardware	8,081.15	3,000.00	5,081.15	269.4%
6150 · Parts for Repair & Maint	299.00	150.00	149.00	199.3%
6200 · New Software	0.00	500.00	(500.00)	0.0%
6300 · Maintenance	1,928.98	1,000.00	928.98	192.9%
6400 · ILS Software	32,301.00	33,538.00	(1,237.00)	96.3%
Total 6000 · TECH (NETWORK AND I...	42,610.13	38,188.00	4,422.13	111.6%
7100 · REFERENCE				
7110 · Materials				
7120 · Reference Books	16.22	500.00	(483.78)	3.2%
Total 7110 · Materials	16.22	500.00	(483.78)	3.2%
Total 7100 · REFERENCE	16.22	500.00	(483.78)	3.2%
7300 · ADULT SERVICES				
7310 · Materials				
7315 · Print Materials				
7320 · Adult Fiction	6,951.77	11500.00	(4,548.23)	60.5%
7321 · Graphic Novels	26.47	350.00	(323.53)	7.6%
7330 · Adult Non Fiction	3,221.52	5,000.00	(1,778.48)	64.4%
7370 · Periodicals	3,504.45	4,000.00	(495.55)	87.6%
Total 7315 · Print Materials	13,704.21	20,850.00	(7,145.79)	65.7%
7380 · AV Materials				
7382 · Audio Books	2,949.22	3,500.00	(550.78)	84.3%
7384 · CD Music	155.54	350.00	(194.46)	44.4%
7386 · DVD	3,808.21	4,500.00	(691.79)	84.6%
Total 7380 · AV Materials	6,912.97	8,350.00	(1,437.03)	82.8%
7310 · Materials - Other	51.45			
Total 7310 · Materials	20,668.63	29,200.00	(8,531.37)	70.8%
7420 · Programming	1,488.77	1,500.00	(11.23)	99.3%
7450 · Equipment				
7451 · Laser Printer	172.04			
7452 · Other Equipment	42.98	200.00	(157.02)	21.5%
7450 · Equipment - Other	95.95			
Total 7450 · Equipment	310.97	200.00	110.97	155.5%
7454 · Cafe Supplies				
7456 · Virus Supplies	295.59			
7454 · Cafe Supplies - Other	16.29			
Total 7454 · Cafe Supplies	311.88			
Total 7300 · ADULT SERVICES	22,780.25	30,900.00	(8,119.75)	73.7%

	<u>Jul '21 - Ma...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
7500 · YOUTH SERVICES				
7510 · Materials				
7515 · Print Materials				
7520 · E	1,047.13	1,800.00	(752.87)	58.2%
7530 · J Fiction	1,855.01	1,100.00	755.01	168.6%
7540 · J Non-Fiction	744.93	600.00	144.93	124.2%
7550 · YA	1,047.84	1,250.00	(202.16)	83.8%
7560 · Realia(Non-Book)	0.00	300.00	(300.00)	0.0%
Total 7515 · Print Materials	<u>4,694.91</u>	<u>5,050.00</u>	<u>(355.09)</u>	<u>93.0%</u>
7580 · AV Materials				
7582 · Audiobooks	168.06	300.00	(131.94)	56.0%
7584 · Music CD	315.45	100.00	215.45	315.5%
7588 · Video Games	1,384.64	1,000.00	384.64	138.5%
Total 7580 · AV Materials	<u>1,868.15</u>	<u>1,400.00</u>	<u>468.15</u>	<u>133.4%</u>
Total 7510 · Materials	<u>6,563.06</u>	<u>6,450.00</u>	<u>113.06</u>	<u>101.8%</u>
7620 · Programming	<u>3,244.54</u>	<u>2,400.00</u>	<u>844.54</u>	<u>135.2%</u>
Total 7500 · YOUTH SERVICES	<u>9,807.60</u>	<u>8,850.00</u>	<u>957.60</u>	<u>110.8%</u>
8100 · TECHNICAL SERVICES				
8155 · Processing Costs	298.99	800.00	(501.01)	37.4%
8161 · Tech Supplies				
8162 · Repair	21.94	25.00	(3.06)	87.8%
8163 · AV	0.00	575.00	(575.00)	0.0%
8165 · Disc Cleaner	0.00	100.00	(100.00)	0.0%
8167 · Misc	674.50	750.00	(75.50)	89.9%
8161 · Tech Supplies - Other	544.37			
Total 8161 · Tech Supplies	<u>1,240.81</u>	<u>1,450.00</u>	<u>(209.19)</u>	<u>85.6%</u>
Total 8100 · TECHNICAL SERVICES	<u>1,539.80</u>	<u>2,250.00</u>	<u>(710.20)</u>	<u>68.4%</u>
8200 · CIRCULATION				
8250 · Equipment	0.00	200.00	(200.00)	0.0%
8260 · Patron Cards	490.00	200.00	290.00	245.0%
8275 · Postage for Overdues	0.00	450.00	(450.00)	0.0%
8280 · Mailing Supplies	114.93	300.00	(185.07)	38.3%
8295 · Unique Management	332.15	500.00	(167.85)	66.4%
8200 · CIRCULATION - Other	0.00	0.00	0.00	0.0%
Total 8200 · CIRCULATION	<u>937.08</u>	<u>1,650.00</u>	<u>(712.92)</u>	<u>56.8%</u>
195 · MISC. EXPENSES				
199 · MISCELLANEOUS-OTHER	<u>(84.00)</u>			
Total 195 · MISC. EXPENSES	<u>(84.00)</u>			
Total Expense	<u>594,303.91</u>	<u>715,630.00</u>	<u>(121,326.09)</u>	<u>83.0%</u>
Net Ordinary Income	<u>17,031.98</u>	<u>0.00</u>	<u>17,031.98</u>	<u>100.0%</u>

	<u>Jul '21 - Ma...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
Other Income/Expense				
Other Income				
8400 · NON-BUDGETED DONATIONS				
8425 · Hobart/Watkins/Reiner	102.12			
8430 · Underwood-Materials				
8430E · Purchase	(280.41)			
Total 8430 · Underwood-Materials	<u>(280.41)</u>			
Total 8400 · NON-BUDGETED DONA...	<u>(178.29)</u>			
9150 · HVAC Project Income	20,900.00			
Total Other Income	<u>20,721.71</u>			
Other Expense				
9401 · Resilient Communities Stipend	32.98			
8470 · Food Education Grant	224.06			
9175 · HVAC Project Expense	12,831.60			
Total Other Expense	<u>13,088.64</u>			
Net Other Income	<u>7,633.07</u>			
Net Income	<u>24,665.05</u>	<u>0.00</u>	<u>24,665.05</u>	<u>100.0%</u>

06/06/22

Reconciliation Summary

1014 · Operating Acct, Period Ending 05/31/2022

	<u>May 31, 22</u>
Beginning Balance	485,685.91
Cleared Transactions	
Checks and Payments - 62...	(38,976.07)
Deposits and Credits - 4 it...	674.58
Total Cleared Transactions	<u>(38,301.49)</u>
Cleared Balance	<u>447,384.42</u>
Uncleared Transactions	
Checks and Payments - 12...	(7,605.24)
Deposits and Credits - 3 it...	109.03
Total Uncleared Transactions	<u>(7,496.21)</u>
Register Balance as of 05/31/2022	<u>439,888.21</u>
New Transactions	
Checks and Payments - 22...	(17,767.82)
Deposits and Credits - 1 it...	113.95
Total New Transactions	<u>(17,653.87)</u>
Ending Balance	<u>422,234.34</u>

06/06/22

Reconciliation Summary

1000 · Savings account, Period Ending 05/31/2022

	<u>May 31, 22</u>
Beginning Balance	126,019.51
Cleared Transactions	
Deposits and Credits - 1 item	<u>2.14</u>
Total Cleared Transactions	<u>2.14</u>
Cleared Balance	<u>126,021.65</u>
Register Balance as of 05/31/2022	126,021.65
Ending Balance	126,021.65

May 2022 adult services report

29 patrons made 27 reference requests in May, including 9 tech questions. There were no legal or local history questions. One request was made by a Mennonite patron. Of interest: books on applying for US citizenship; a crash course on the free OpenOffice software; and books to identify trees.

448 patrons engaged with 21 programs in May, without including covid supply numbers, which I think are going out intermittently enough now that they're not worth tracking as a program. The biggest numbers came from our second No Shop Stuff Swap, which continues to be very successful, and our partnership with Cornell Cooperative Extension's master gardeners to host their native plant sale. The library's close read of *The 1619 Project* continued successfully for two more sessions, and we were proud to host this year's Friends of the Library Annual Meeting as a hybrid virtual and in-person event, at which we welcomed Tricia Noel to discuss the historic buildings of Penn Yan. Other programs this month included Classics in Spirituality, Family Research Support Group, Diverse Voices Matter (celebrating Asian American and Pacific Islander Heritage Month), Understanding Global Rights Documents, Sondheim Salon, Apple User Support Group, The Joy of French Cinema and Justice & Equity Basics.

The policy on filming in the library inspired by my attendance of a "first amendment audit" webinar has been drafted and should be ready for your approval this month. In writing the policy, I relied on the fact that libraries are a limited public forum, as well as our ethical obligation to patron and employee confidentiality and safety, to delineate reasonable guidelines limiting visitor filming of all kinds in our building.

Penn Yan Public Library
Monthly Youth Services Report to Board

MAY 2022 IN REVIEW

May attendance numbers are high compared to the number of programs due to welcoming PYE students for tours and also having the StoryWalk out for two weeks. Toddler Dance Party and Community Garden Storytime were well-attended. Our take-home kit of Cowboy Caviar was both popular and economical as we were able to provide ingredients to make over 60 servings for less than \$30! Melissa and I finalized summer programs and scheduling. We are trying to use mostly recycled materials for craft programs this summer and started collecting items early. There has been a positive response to this intention.

MAY 2022 PROGRAMS

In-person programs: 19

Attendance at in-person programs: 466

JUNE/JULY OUTLOOK

School tours wrap up tomorrow as we will be welcoming the entire third grade over the course of the day! A therapy dog is coming to visit one day during exam week, to help the kids relieve some of the stress of testing. We'll be having another Trash Pickup Challenge, another Toddler Dance Party, and two more weeks of Community Garden Storytime before that takes a few weeks off to help us prepare for Books & Bikes Fest on Saturday, June 25. We still won't be offering face painting or balloon animals, but I hope it'll still be a fun and well-attended kickoff to summer fun at the library. You can see a copy of the July events calendar at https://www.pypl.org/?page_id=15161 and every PYE kid will get one in their report card, as per usual.

Submitted June 6, 2022 by Sarah Crevelling, Youth Services Librarian