

AGENDA
PENN YAN PUBLIC LIBRARY
BOARD MEETING
THURSDAY August 17th, 2023 6:30 PM

Call to Order

- Public Comment
- Additional Agenda Items?
- *Adoption of Agenda
- *May 18th minutes (*Present: Peter Gamba, Jan Barrett, Elizabeth Burris-Chase, Deb Connelly, Connie Glover*)
- *June 15th Minutes (*Present: Peter Gamba, Deb Connelly, Kristen Flynn-Comstock, Val Brechko, Steve Darrow*)
- *July Minutes (*Present: Peter Gamba, Steve Darrow, Kristen Flynn-Comstock, Jan Barrett, Sharon Pinckney*)
- Financial Review
 - *Payment of bills for July 2023
- Library Director's Report

Standing Committee Reports

- Finance Committee
- Policy Review Committee (*met August 1st*)
- Building Committee (*will meet August 29th*)
- Nominating Committee

Old Business

- 2024-2028 Strategic Plan update

New Business

- Code of Conduct
- Experience Library

***Adjourn**

- Items with * require Board action. Enclosures: May 2023 Minutes, June 2023 Minutes, July 2023 Minutes, Budget and Balance sheets, Director's Report, Circulation Stats, Children's and Adult services reports, Code of Conduct Draft, Experiences Library Draft

PYPL Executive Director's Report 8-17-2023

Professional Development and Meetings:

7/18 Low Morale in Libraries: Impacts and Countermeasures, Webjunction

7/21 Yates INSYGHT Monthly Meeting, 988 Suicide Prevention Hotline

7/26 STLS DAC meeting, online

8/1 PYPL Policy Committee meeting

8/7 NYLA PLS meeting

8/15 PYPL Staff Roundtable, Computer Accessibility features

Happenings:

-The village replaced our water meters on 7-26.

-The new phone system was installed 7-27. Our account with Ringsquared has been canceled.

-The Friends of PYPL are purchasing a new Little Free Library.

-Southern Tier Library System is updating their email client to MS365. The PYPL staff will be receiving training on it. It is cloud-based so we can move our document storage off of Google Drive in the near future.

-8/15 Village Building inspection

-I will be on vacation August 21-25.

-Reminders:

-Sexual Harassment Prevention Training for 23-24

-Oaths of Office

-2 hours of Board of Trustees training for 23-24

MINUTES
PENN YAN PUBLIC LIBRARY
BOARD MEETING
THURSDAY July 20, 2023

Present: Peter Gamba, Kristen Flynn-Comstock, Steve Darrow, Jan Barrett, Sharon Pinckney, Angela Gonzalez

Absent: Connie Glover, Elizabeth Burris-Chase, Deb Connelly, Val Brechko

Guests:

Call to Order

1. Public Comment:

2. *Resolution to approve the following:

a. Adoption of the July 20, 2023 Agenda as submitted:

Moved: Sharon P. Seconded: Kristen Flynn-Comstock

Approved: 5-0 Abstentions: None
 unanimous

b. May 18, 2023 minutes as submitted: (*tabled until August, no quorum*)

Moved: Seconded:

Approved: Abstentions:

*August
Agenda
tabled*

c. Payment of bills for June 2023:

Moved: Sharon P. Seconded: Steve Darrow

Approved: 5-0 Abstentions: 0

3. Library Director's Report: see attached

4. Standing Committee Reports

- a. Finance Committee: Did not meet.
- b. Policy Review Committee: Scheduling a meeting to review by-laws.
- 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:

Raise the minimum for no bid purchases to \$3000.00.

Moved: S. Pinckney Seconded: Steve Darrow

Approved: 5-0 Abstentions: 0

b. Strategic Plan development for 2024-2028: *develop an ad-hoc committee*

6. New Business

a. *Resolution to approve the following:

Approval of the Annual Organizational Meeting Resolutions:

I. PYPL Board of Trustees resolve the following for the 2023-2024 fiscal year:

- The pre-payment of recurring claims such as utilities and personnel costs
- The designation of the Penn Yan Chronicle Express as the Official Newspaper for the Library

- The appointment of Wendy Bailey as the Board Treasurer
- The appointment of RDG as the External Auditor
- Appointment of Mark Venuti as the Library Attorney
- The authorization of the Executive Director to Certify Payrolls
- The authorization of Executive Director to Make Grant Applications
- The designation of Lyons National Bank and Community Bank as depositories for the Library

Moved: Kriston FC
Approved: 5-0

Seconded: Pinkney
Abstentions: 0

ii. Officer Election:

President: Valerie Brechko
Financial Officer: Sharon Pinkney
Secretary: Deb Connelly

Moved: J. Barrett
Approved: 5-0

Seconded: S. Darro
Abstentions: 0

b. 2023-2024 Committee Assignments:

Finance: Sharon Pinkney, Connie Glover

Personnel: ~~Debra Stoe~~ Deb Val, Sharon

Policy (Code of Conduct, Bylaws) Deb Stoe

Building (Beginning planning for ADA compliance projects and 2024 construction grant application)

Nominating

Ad hoc- Strategic Plan - Peter & Jan

See Attached

7. *Adjourn:

Moved: Jan B
Approved: 5-0

Seconded: Sharon P
Abstentions: 0

- Items with * require Board action. Enclosures: May 2023 minutes, June 2023 minutes, Budget and Balance Sheets, Director's Report, Circulation Stats, Children and Adult Services Reports, Proposed PYPL Financial Policy- #1. Purchasing

2022-2023 Board Committees

2023-2024

Standing

Finance Finance

Kristen
Elizabeth + Sharon
Connie

Personnel Personnel

Deb
Val + Sharon

Policy Policy

~~Kristen~~
Deb
Stacy

Building Building

Peter
Elizabeth
Jan
Kristen

Nominating Nominating

Peter
Steve

Officers

President - Peter Val
Financial Officer - Val Sharon
Secretary - Deb

Officers

President
Financial Officer
Secretary

Ad-hoc - Strategic Plan
Peter & Jan

Penn Yan Public Library
Monthly Youth Services Report to Board

JULY 2023 IN REVIEW

July was a very busy month, with programs four days a week, and free lunch for kids five days a week. By July 28 we had given away over 200 books to kids participating in the summer reading program. There is a notable lack of young adult (ages 12+) participation in the reading portion of our summer offerings, although they are attending programs. We have been happy to have an excellent summer youth worker who has a few weeks left working here; she is currently working on repainting the sensory walk out between the Little Free Library and the Outdoor Learning Area. Melissa and I have been doing outreach programming at Rainbow Junction, and next week I will bring the library's Giant Jenga and bubble machine over to Vineland Apartments for the Living Well's resource fair.

MEETINGS ATTENDED

- None this month

NOTABLE PATRON INTERACTIONS

- An outside agency requested information on rental arrears assistance programs in Yates County
-A book club needed help getting all their members set up with the Libby app
-Many kids needing recommendations for readalikes since their favorite titles are checked out (Most popular so far this summer: the *Dog Man* and *Baby-Sitter's Club* graphic novels.)

JULY 2023 PROGRAMS

In-person programs: 46

Attendance at in-person programs: 746

NOTES

Everyone is invited to our End of Summer Party on Friday, August 18! There will be free shave ice for kids from the Shaka Shave Ice truck and live music from local favorite Tom Sieling. We're hoping for good weather so the performance can be outdoors.

Submitted August 3, 2023 by Sarah Crevelling, Youth Services Librarian

July 2023 adult services report

35 patrons made 35 reference requests in July. These included 21 tech questions, 1 local history question, and 1 legal question. One Mennonite patron made a reference request. Of interest: does LexisNexis use artificial intelligence? (Yes.) Can you find a cast list for *Wheat and Tares*, the only feature film produced in Yates County? (No.) Were there any Urban Renewal programs in Yates County that there's information on for a study I'm conducting at U Albany? (No, it looks like we were spared that, at least.)

At least 199 patrons engaged with 20 programs in July. This is quite good for the height of summer. We held a special session on the final dispersal of family research material in honor of Laurel O'Donnell. Our Pot Luck featured ten delightful Mexican dishes. We held another successful and meaningful Death Café with Lynne Westmoreland. Our Close Read of *The Sum of Us* continued with provocative and illuminating discussion.

I attended a community outreach opportunity at St. Mark's Terrace and provided library info to a good number of residents there.

With the end of the fiscal year, I took stock of some statistics. Top-level numbers: 3,419 patrons attended adult programs in '22-'23, and we welcomed 30 community partners in that process. I answered 407 reference questions, just slightly down from the previous year but up from the year before that. And we had 14,355 downloads of our digital content in Libby, plus 1,175 digital magazine borrows, both significant increases from the previous year.

Penn Yan Public Library
MONTHLY INCOME & EXPENSE
July 2023

	Jul 23
Ordinary Income/Expense	
Income	
4100 · Printing Income	
4150 · Laser Printer	126.15
Total 4100 · Printing Income	126.15
4400 · Fines	16.99
4500 · Lost/Damaged Books Refund	3.00
4505 · Sale of Extraneous Materials	18.53
4525 · Cafe Receipts	5.56
4540 · Tax Income	58,873.33
4700 · Interest	2.14
4800 · NonDesignated Donations	208.50
Total Income	59,254.20
Expense	
5000 · HUMAN RESOURCES	
5100 · Salaries	
5110 · Library Director II	5,888.82
5115 · Librarian I	9,255.74
5130 · Clerical	18,745.51
Total 5100 · Salaries	33,890.07
5200 · Benefits	
5210 · Medicare/SS	2,581.16
5225 · HRA Contributions	1,447.22
5235 · Voluntary Benefits	(200.34)
5240 · SUTA	148.12
5250 · Workmens Compensation	824.72
5200 · Benefits - Other	500.85
Total 5200 · Benefits	5,301.73
5300 · Payroll Costs	225.58
Total 5000 · HUMAN RESOURCES	39,417.38
5400 · ADMINISTRATION	
5415 · Hotspots	466.84
5425 · Internet Service	450.00
5430 · Telephone System	157.41
5440 · Accounting	
5444 · Supplies	292.91
Total 5440 · Accounting	292.91
5451 · Service Contract	105.61
5452 · Toshiba copier	(105.57)
5460 · Office Supplies	
5463 · Other	44.98
Total 5460 · Office Supplies	44.98
5480 · Dues	200.00
5486 · Vote Expense	16.50
Total 5400 · ADMINISTRATION	1,628.68
5900 · BUILDINGS & GROUNDS	
5910 · Utilities	
5912 · Electric	333.71
5913 · Sewer & Water	105.08
Total 5910 · Utilities	438.79
5940 · Maintenance Contracts	
5943 · Trash Removal	45.96

Penn Yan Public Library
MONTHLY INCOME & EXPENSE
July 2023

	Jul 23
5945 · Fire Protection	171.00
Total 5940 · Maintenance Contracts	216.96
5970 · Supplies	
5972 · Custodial	5.99
5974 · Building	37.00
5970 · Supplies - Other	30.24
Total 5970 · Supplies	73.23
Total 5900 · BUILDINGS & GROUNDS	728.98
6000 · TECH (NETWORK AND ILS)	
6100 · New Hardware	94.00
6300 · Maintenance	75.00
6400 · ILS Software	35,287.00
Total 6000 · TECH (NETWORK AND ILS)	35,456.00
7100 · REFERENCE	
7110 · Materials	
7120 · Reference Books	60.00
Total 7110 · Materials	60.00
Total 7100 · REFERENCE	60.00
7300 · ADULT SERVICES	
7310 · Materials	
7315 · Print Materials	
7320 · Adult Fiction	370.83
7321 · Graphic Novels	22.87
7330 · Adult Non Fiction	170.60
7370 · Periodicals	3,154.22
Total 7315 · Print Materials	3,718.52
7380 · AV Materials	
7382 · Audio Books	129.97
7386 · DVD	401.07
Total 7380 · AV Materials	531.04
Total 7310 · Materials	4,249.56
7454 · Cafe Supplies	77.30
Total 7300 · ADULT SERVICES	4,326.86
7500 · YOUTH SERVICES	
7510 · Materials	
7515 · Print Materials	
7520 · E	76.98
7530 · J Fiction	89.95
7540 · J Non-Fiction	76.61
7550 · YA	47.08
Total 7515 · Print Materials	290.62
7580 · AV Materials	
7588 · Video Games	139.86
Total 7580 · AV Materials	139.86
Total 7510 · Materials	430.48
7620 · Programming	163.41

Penn Yan Public Library
MONTHLY INCOME & EXPENSE
July 2023

	Jul 23
Total 7500 · YOUTH SERVICES	593.89
8100 · TECHNICAL SERVICES	
8155 · Processing Costs	25.65
8161 · Tech Supplies	
8167 · Misc	127.95
Total 8161 · Tech Supplies	127.95
Total 8100 · TECHNICAL SERVICES	153.60
8200 · CIRCULATION	
8275 · Postage for Overdues	128.20
8295 · Unique Management	41.20
Total 8200 · CIRCULATION	169.40
Total Expense	82,534.79
Net Ordinary Income	(23,280.59)
Other Income/Expense	
Other Income	
8400 · NON-BUDGETED DONATIONS	
8430 · Underwood-Materials	(392.71)
Total 8400 · NON-BUDGETED DONATIONS	(392.71)
Total Other Income	(392.71)
Net Other Income	(392.71)
Net Income	(23,673.30)

Penn Yan Public Library
Balance Sheet
As of July 31, 2023

	Jul 31, 23
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	101,072.54
Total 1000 · Savings account	126,051.07
1014 · Operating Acct	353,520.83
Total Checking/Savings	479,571.90
Accounts Receivable	
1261 · Accounts Receivable	(1,166.57)
Total Accounts Receivable	(1,166.57)
Other Current Assets	
1220 · Prepaid Expenses	
1250 · Insurance	(4,185.68)
1251 · Workers Comp	6,517.00
Total 1220 · Prepaid Expenses	2,331.32
1275 · Cash Held For Friends	13,707.70
1499 · Undeposited Funds	2,800.65
1300 · Investments	
1350 · CDs	17,509.20
Total 1300 · Investments	17,509.20
Total Other Current Assets	36,348.87
Total Current Assets	514,754.20
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	1,389,175.57
LIABILITIES & EQUITY	
Liabilities	

Penn Yan Public Library
Balance Sheet
As of July 31, 2023

	Jul 31, 23
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	7,619.23
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	(114,835.67)
2028 · Pass Through Funds	1,750.23
2032 · Accrued FICA	(1,003.96)
2033 · Federal Withholding	26.98
2034 · NYS Withholding	6.28
2035 · Retirement	12,354.79
2036 · Sales Tax 8%	220.38
2038 · Employee Health Premiums	0.27
Total Other Current Liabilities	(46,782.18)
Total Current Liabilities	(19,432.18)
Total Liabilities	(19,432.18)
Equity	
3000 · General Fund Equity	470,674.42
3100 · Restricted Funds	
3101 · Watkins/Reiner	2,961.99
3102 · Hobart	13,674.85
3103 · Underwood	5,700.34
Total 3100 · Restricted Funds	22,337.18
3900 · Retained Earnings	939,269.45
Net Income	(23,673.30)
Total Equity	1,408,607.75
TOTAL LIABILITIES & EQUITY	1,389,175.57

Profit & Loss Budget vs. Actual

08/02/23

Accrual Basis

July 2023

	Jul 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4100 · Printing Income				
4150 · Laser Printer	126.15	500.00	(373.85)	25.2%
4160 · Other Copies	0.00	1,000.00	(1,000.00)	0.0%
Total 4100 · Printing Income	126.15	1,500.00	(1,373.85)	8.4%
4200 · Village	0.00	1,000.00	(1,000.00)	0.0%
4400 · Fines	16.99			
4500 · Lost/Damaged Books ...	3.00			
4505 · Sale of Extraneous Ma...	18.53			
4525 · Cafe Receipts	5.56	600.00	(594.44)	0.9%
4540 · Tax Income	58,873.33	717,902.00	(659,028.67)	8.2%
4600 · LLSA	0.00	4,000.00	(4,000.00)	0.0%
4700 · Interest	2.14	150.00	(147.86)	1.4%
4800 · NonDesignated Donati...	208.50	3,000.00	(2,791.50)	7.0%
Total Income	59,254.20	728,152.00	(668,897.80)	8.1%
Expense				
5000 · HUMAN RESOURCES				
5100 · Salaries				
5110 · Library Director II	5,888.82			
5115 · Librarian I	9,255.74			
5130 · Clerical	18,745.51			
5100 · Salaries - Other	0.00	454,315.00	(454,315.00)	0.0%
Total 5100 · Salaries	33,890.07	454,315.00	(420,424.93)	7.5%
5200 · Benefits				
5210 · Medicare/SS	2,581.16	31,000.00	(28,418.84)	8.3%
5225 · HRA Contributions	1,447.22	48,240.00	(46,792.78)	3.0%
5230 · Disability	0.00	2,700.00	(2,700.00)	0.0%
5235 · Voluntary Benefits	(200.34)			
5240 · SUTA	148.12	3,500.00	(3,351.88)	4.2%
5250 · Workmens Compe...	824.72	4,500.00	(3,675.28)	18.3%
5255 · Employee Assistan...	0.00	500.00	(500.00)	0.0%
5260 · Retirement	0.00	40,000.00	(40,000.00)	0.0%
5200 · Benefits - Other	500.85			
Total 5200 · Benefits	5,301.73	130,440.00	(125,138.27)	4.1%
5300 · Payroll Costs	225.58			
Total 5000 · HUMAN RESOU...	39,417.38	584,755.00	(545,337.62)	6.7%
5400 · ADMINISTRATION				
5415 · Hotspots	466.84	5,000.00	(4,533.16)	9.3%
5420 · Promotion	0.00	500.00	(500.00)	0.0%
5425 · Internet Service	450.00	1,800.00	(1,350.00)	25.0%
5430 · Telephone System	157.41	2,300.00	(2,142.59)	6.8%
5435 · Insurance	0.00	8,300.00	(8,300.00)	0.0%
5440 · Accounting				
5442 · Review/Audit	0.00	5,900.00	(5,900.00)	0.0%

	Jul 23	Budget	\$ Over Budget	% of Budget
5444 · Supplies	292.91	150.00	142.91	195.3%
Total 5440 · Accounting	292.91	6,050.00	(5,757.09)	4.8%
5450 · Equipment	0.00	500.00	(500.00)	0.0%
5451 · Service Contract	105.61			
5452 · Toshiba copier	(105.57)	1,000.00	(1,105.57)	(10.6)%
5460 · Office Supplies				
5461 · Staff Room	0.00	200.00	(200.00)	0.0%
5462 · White Paper	0.00	250.00	(250.00)	0.0%
5463 · Other	44.98	500.00	(455.02)	9.0%
Total 5460 · Office Supplies	44.98	950.00	(905.02)	4.7%
5470 · Training/Travel	0.00	1,500.00	(1,500.00)	0.0%
5475 · Legal	0.00	800.00	(800.00)	0.0%
5480 · Dues	200.00	1,000.00	(800.00)	20.0%
5485 · Postage	0.00	300.00	(300.00)	0.0%
5486 · Vote Expense	16.50	1,500.00	(1,483.50)	1.1%
Total 5400 · ADMINISTRATION	1,628.68	31,500.00	(29,871.32)	5.2%
5900 · BUILDINGS & GROUN...				
5910 · Utilities				
5912 · Electric	333.71	6,500.00	(6,166.29)	5.1%
5913 · Sewer & Water	105.08	800.00	(694.92)	13.1%
5914 · Gas	0.00	1,500.00	(1,500.00)	0.0%
Total 5910 · Utilities	438.79	8,800.00	(8,361.21)	5.0%
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	0.00	9,760.00	(9,760.00)	0.0%
Total 5930 · Repairs & Maint	0.00	11,060.00	(11,060.00)	0.0%
5940 · Maintenance Contra...				
5943 · Trash Removal	45.96	550.00	(504.04)	8.4%
5945 · Fire Protection	171.00	900.00	(729.00)	19.0%
5946 · Snow Plowing	0.00	1,000.00	(1,000.00)	0.0%
Total 5940 · Maintenance C...	216.96	2,450.00	(2,233.04)	8.9%
5970 · Supplies				
5972 · Custodial	5.99	800.00	(794.01)	0.7%
5974 · Building	37.00	650.00	(613.00)	5.7%
5976 · building depreciati...	0.00	1,000.00	(1,000.00)	0.0%
5970 · Supplies - Other	30.24			
Total 5970 · Supplies	73.23	2,450.00	(2,376.77)	3.0%
Total 5900 · BUILDINGS & G...	728.98	25,060.00	(24,331.02)	2.9%
6000 · TECH (NETWORK AN...				
6100 · New Hardware	94.00	3,000.00	(2,906.00)	3.1%

	Jul 23	Budget	\$ Over Budget	% of Budget
6150 · Parts for Repair & M...	0.00	300.00	(300.00)	0.0%
6200 · New Software	0.00	500.00	(500.00)	0.0%
6300 · Maintenance	75.00	3,000.00	(2,925.00)	2.5%
6400 · ILS Software	35,287.00	35,287.00	0.00	100.0%
Total 6000 · TECH (NETWOR...	35,456.00	42,087.00	(6,631.00)	84.2%
7100 · REFERENCE				
7110 · Materials				
7120 · Reference Books	60.00	500.00	(440.00)	12.0%
Total 7110 · Materials	60.00	500.00	(440.00)	12.0%
Total 7100 · REFERENCE	60.00	500.00	(440.00)	12.0%
7300 · ADULT SERVICES				
7310 · Materials				
7315 · Print Materials				
7320 · Adult Fiction	370.83	11,500.00	(11,129.17)	3.2%
7321 · Graphic Novels	22.87	350.00	(327.13)	6.5%
7330 · Adult Non Fiction	170.60	5,000.00	(4,829.40)	3.4%
7370 · Periodicals	3,154.22	4,000.00	(845.78)	78.9%
Total 7315 · Print Materials	3,718.52	20,850.00	(17,131.48)	17.8%
7380 · AV Materials				
7382 · Audio Books	129.97	3,500.00	(3,370.03)	3.7%
7384 · CD Music	0.00	200.00	(200.00)	0.0%
7386 · DVD	401.07	4,000.00	(3,598.93)	10.0%
Total 7380 · AV Materials	531.04	7,700.00	(7,168.96)	6.9%
Total 7310 · Materials	4,249.56	28,550.00	(24,300.44)	14.9%
7420 · Programming	0.00	1,500.00	(1,500.00)	0.0%
7450 · Equipment				
7452 · Other Equipment	0.00	200.00	(200.00)	0.0%
Total 7450 · Equipment	0.00	200.00	(200.00)	0.0%
7454 · Cafe Supplies	77.30	950.00	(872.70)	8.1%
Total 7300 · ADULT SERVICES	4,326.86	31,200.00	(26,873.14)	13.9%
7500 · YOUTH SERVICES				
7510 · Materials				
7515 · Print Materials				
7520 · E	76.98	1,800.00	(1,723.02)	4.3%
7530 · J Fiction	89.95	1,500.00	(1,410.05)	6.0%
7540 · J Non-Fiction	76.61	750.00	(673.39)	10.2%
7550 · YA	47.08	1,250.00	(1,202.92)	3.8%
7560 · Realia(Non-Book)	0.00	300.00	(300.00)	0.0%
Total 7515 · Print Materials	290.62	5,600.00	(5,309.38)	5.2%
7580 · AV Materials				

	Jul 23	Budget	\$ Over Budget	% of Budget
7582 · Audiobooks	0.00	200.00	(200.00)	0.0%
7584 · Music CD	0.00	100.00	(100.00)	0.0%
7588 · Video Games	139.86	1,200.00	(1,060.14)	11.7%
Total 7580 · AV Materials	139.86	1,500.00	(1,360.14)	9.3%
Total 7510 · Materials	430.48	7,100.00	(6,669.52)	6.1%
7620 · Programming	163.41	2,400.00	(2,236.59)	6.8%
Total 7500 · YOUTH SERVICES	593.89	9,500.00	(8,906.11)	6.3%
8100 · TECHNICAL SERVICES				
8155 · Processing Costs	25.65	800.00	(774.35)	3.2%
8161 · Tech Supplies				
8162 · Repair	0.00	25.00	(25.00)	0.0%
8163 · AV	0.00	575.00	(575.00)	0.0%
8165 · Disc Cleaner	0.00	100.00	(100.00)	0.0%
8167 · Misc	127.95	750.00	(622.05)	17.1%
Total 8161 · Tech Supplies	127.95	1,450.00	(1,322.05)	8.8%
Total 8100 · TECHNICAL SER...	153.60	2,250.00	(2,096.40)	6.8%
8200 · CIRCULATION				
8250 · Equipment	0.00	200.00	(200.00)	0.0%
8260 · Patron Cards	0.00	200.00	(200.00)	0.0%
8275 · Postage for Overdues	128.20	300.00	(171.80)	42.7%
8280 · Mailing Supplies	0.00	100.00	(100.00)	0.0%
8295 · Unique Management	41.20	500.00	(458.80)	8.2%
Total 8200 · CIRCULATION	169.40	1,300.00	(1,130.60)	13.0%
Total Expense	82,534.79	728,152.00	(645,617.21)	11.3%
Net Ordinary Income	(23,280.59)	0.00	(23,280.59)	100.0%
Other Income/Expense				
Other Income				
8400 · NON-BUDGETED DON...				
8430 · Underwood-Materials	(392.71)			
Total 8400 · NON-BUDGETE...	(392.71)			
Total Other Income	(392.71)			
Net Other Income	(392.71)			
Net Income	(23,673.30)	0.00	(23,673.30)	100.0%

08/02/23

Reconciliation Summary

1014 · Operating Acct, Period Ending 07/31/2023

	<u>Jul 31, 23</u>
Beginning Balance	446,502.73
Cleared Transactions	
Checks and Payments - 72...	(83,668.86)
Deposits and Credits - 4 it...	695.04
	<u> </u>
Total Cleared Transactions	(82,973.82)
	<u> </u>
Cleared Balance	363,528.91
	<u> </u>
Uncleared Transactions	
Checks and Payments - 17...	(10,117.11)
Deposits and Credits - 3 it...	109.03
	<u> </u>
Total Uncleared Transactions	(10,008.08)
	<u> </u>
Register Balance as of 07/31/2023	353,520.83
	<u> </u>
Ending Balance	353,520.83

08/02/23

Reconciliation Summary

1000 · Savings account, Period Ending 07/31/2023

	<u>Jul 31, 23</u>
Beginning Balance	126,048.93
Cleared Transactions	
Deposits and Credits - 1 item	<u>2.14</u>
Total Cleared Transactions	<u>2.14</u>
Cleared Balance	<u>126,051.07</u>
Register Balance as of 07/31/2023	126,051.07
Ending Balance	126,051.07

4.16 Experience Library

The library loans admission passes to various local and regional recreational sites and educational or training opportunities. These passes are intended to enrich the lives of our patrons by providing free access to many of the opportunities the Finger Lakes offer.

Each set includes, as applicable:

- 1 or more passes
- 1 sleeve with lanyard
- 1 (copied) guidelines pamphlet, if necessary
- **1 copy of this circulation policy**

Patron Eligibility:

- Patrons may check Experience Library passes out from the Library.
 - Adult cardholders (aged 18 and over) may check out a 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 blocks on their account of any kind.
 - Holds cannot be placed on Experience Library 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 of any kind may be checked out per library card at a time.
 - Staff will initial and date the appropriate Experience Library 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. Each pass costs the amount recorded in its library record to replace it.

8.1 Code of Conduct Draft 8-17-23

The Penn Yan Public Library staff and Board of Trustees strives to offer a welcoming and comfortable environment for everyone by providing a building and grounds that are reasonably safe and well-maintained, comfortable and barrier-free. All Library patrons are expected to behave in a way which is respectful to other patrons, staff, the Library building, grounds, and materials. Patrons are expected to adhere to all established Library policies and to respect all patrons and staff by not interfering with others' use of the Library building and grounds.

The following standards of behavior, rules and prohibitions are to ensure a reasonably pleasant and orderly atmosphere at PYPL. Those demonstrating language or behavior deemed inappropriate or against the code of conduct will be subject to suspension of library privileges.

* Any **language** that alarms or harasses another patron or staff member is prohibited in the Library building and on the Library grounds, including but not limited to: language that is loud, prolonged, abusive, demeaning, or profane, including hate speech or threatening words.

* Any **behavior** that alarms or harasses another patron or staff member is prohibited in the Library building and on the grounds. Such behavior includes but is not limited to: engaging in unreasonably loud, boisterous, or unsafe behavior, running, throwing, touching other patrons and staff and/or their personal property without their permission, physically threatening or harassing others, staring at, following or stalking of patrons, staff, or volunteers, fighting or challenging to fight, engaging in any lewd activity or any activity that is in violation of federal, state, local, or other applicable law and non-compliance with library staff instructions.

* Chairs must not be occupied by more than one person, and furnishings and walls must be used in the manner for which they are intended.

* Furniture may not be rearranged without permission.

* Littering or improper waste disposal is not allowed.

* Patrons may have drinks in covered containers in the Library. Patrons are permitted to consume food. If food is found unattended, it may be discarded by staff. Patrons may not have food delivered inside the Library. Patrons are responsible for waste clean-up.

* Cell phones and other portable computing and communications devices must be used in a way that does not interfere with other patrons' Library use (Including but not limited to taking calls on speaker-phone, facetime/video calls, using device unmuted).

* Library parking areas, sidewalks and grounds must be used properly and safely.

* Unauthorized canvassing, selling, soliciting, or engaging in any other commercial activity is prohibited.

* Patrons are expected to promptly leave the building at closing time, when told to leave by staff, 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 or into the Library building.

* Patrons will not destroy, deface, misuse or illegally remove Library property.

* Patrons are expected to check out all Library materials using a valid Library card before

removing them from the building

* Patrons are required to remain in public service areas unless specifically asked and/or escorted into non-public areas by a staff member.

*The Library property is a tobacco, drug and alcohol-free zone.

*Vaping of any sort is not allowed on Library property.

* Patrons are not permitted to enter or stay in the building without appropriate clothing or footwear.

* Patrons causing, introducing or being the source of odors that bring forth complaints or cause discomfort to others, whether commonly considered pleasant or unpleasant, may be asked to leave the building.

*Patrons will not bring pets or animals into the Library, other than service animals (as defined by the Americans With Disabilities Act–(See Appendix N.) 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, or by people using the buggy shed or EV charger. All other uses are prohibited.

*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.

*When advised, e.g. during a pandemic, face covering and physical distancing will be required. Only patrons with medical conditions that do not allow for face coverings are exempt. Other safety measures may be implemented.

*Using skates, skateboards, scooters or athletic equipment in the Library or on library grounds is prohibited.

*Parking bicycles or scooters in non-designated areas is prohibited.

Library employees reserve the right to intervene and clarify rules when the comfort and safety of our patrons and staff and/or the integrity of the Library facility and/or grounds are compromised. **Any person not abiding by the Code of Conduct may be required to leave the Library premises.** (See Section 8.2.)

8.1.1 Restrooms

- Patrons will observe all applicable rules outlined in the Code of Conduct section of the general policy when using the restrooms.
- Restroom use is limited to reasonable time periods to allow for their use by all patrons and staff with minimal wait time.
- Unreasonable use of the restrooms, including bathing, shaving, and laundering of clothes is prohibited.
- Loitering in the restrooms is prohibited.
- Engaging in sexual activity, contact, assault, or any act of lewdness or exposure, in the restrooms is prohibited.
- Library staff may check the restrooms given reasonable suspicion of behavior violating library policy.
- Patrons observed violating the Code of Conduct in the restrooms may have their Library privileges suspended.

Patrons and employees will have access to and the right to use the restroom most closely corresponding to their gender identity. Gender identity is demonstrated by a consistent assertion of the gender identity by each individual, regardless of the individual's assigned sex at birth. We affirm that each individual knows their own gender identity best, and we will not impose bathroom use restrictions on anyone on the basis of their outward gender expression. For definitions of terms related to gender used by the Library, (See Appendix P.)

8.2 Suspension of Library Privileges

If an individual Library patron does not comply with staff direction, repeatedly violates the Code of Conduct, and/or the Computer Use Policy or displays behavior that is inconsistent with activities such as reading, studying, use of library materials, quiet conversation, and other similar conduct normally associated with the use of public library facilities they may have their Library privileges suspended.

Major Violations of the Code of Conduct

If any Library staff members determine that a patron is exhibiting behavior that is illegal, dangerous to others, destructive to any property, or is so disruptive that it is immediately unacceptable, they may restrict access to the Library building and grounds with immediate dismissal. Law enforcement will be contacted for illegal behavior and/or if the patron refuses leave after being told to do so.

Staff will fill out an Incident Report (See Appendix Q.) When applicable, the Executive Director and/or the Youth Service Director will follow through with the ***suspension of library privileges process*** (See below). Staff will not be responsible for anyone who is dismissed from the Library and/or grounds due to their behavior.

Ongoing Violations of the Code of Conduct:

Using their discretion, if any Library staff member determines that a patron is currently or over time continually violating the code of conduct, the following process may be carried out.

Suspension of Library Privileges Process

-First violation: Two verbal warnings will be given to the patron by any staff member. Staff will inform the patron that any subsequent violation will result in suspension from the premises. Staff will fill out a *mini or a regular incident report* (See Appendix Q.) and submit it to the Executive Director in the case of an adult patron, and in the case of a youth, to the Youth Services Director.

-Second violation: After the two immediate warnings or an additional warning at a subsequent visit, the patron may be suspended from the premises for one day (24 hours). Staff will fill out a *mini or a regular incident report* (See Appendix Q.) and submit it to the Executive Director for adult patrons, and in the case of a youth, to the Youth Services Director.

-Third violation: After a 24-hour suspension, if a patron continues to violate the Code of Conduct at a

subsequent visit to PYPL, staff members may suspend their library privileges for seven days. Staff will fill out a *mini or regular incident report* (See Appendix Q.) and will submit it to the Director in the case of an adult patron. In the case of a youth, staff will submit the incident report to the Youth Services Director. The Executive Director will attempt to send a written notification (See Appendix I.) to an adult patron and the Youth Services Director will attempt to send a written notification to the youth's parent/guardian (See Appendix I.), or notify them in another manner (email/phone).

-Fourth violation: After a seven-day suspension, if a patron continues to violate the Code of Conduct at a subsequent visit to PYPL, staff members may suspend their library privileges for one month. Staff will fill out a *mini or regular incident report* (See Appendix Q.) and will submit it to the Director in the case of an adult patron. In the case of a youth, staff will submit the incident report to the Youth Services Director. The Executive Director will attempt to send a written notification (See Appendix I.) to an adult patron and the Youth Services Director will attempt to send a written notification to the youth's parent/guardian (See Appendix I.), or notify them in another manner (email/phone).

-Fifth violation: After a one-month suspension, if a patron continues to violate the Code of Conduct at a subsequent visit to PYPL, Staff will fill out an *incident report* and submit it to the Executive Director who may suspend their library privileges for up to one year depending on the severity of the noncompliance. A written notification (See Appendix I.) of the suspension will be sent by certified mail to address on record for the patron by the Director.

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.

Returning to library premises prior to the end of one's suspension is an act of trespassing and will result in staff contacting local law enforcement.

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.

8.2.1 Suspension of Children's and Youth's Library Privileges

A youth/child (a patron under 18 years of age) whose library use is suspended may again use the library during the suspension period only when accompanied by a responsible parent or guardian and after prior discussion with the Executive Director.

8.3 Unattended and Disruptive Children/Youth

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, whether they are present or not, parents/caregivers are responsible for their child's behavior, safety, and supervision

The library is not a substitute for child care or after school care. The library is not equipped- and it is not the library's role- to provide long or short-term care or supervision. Children under the age of 10 must be accompanied by a caregiver at least 13 years of age.

If an unattended child in need of supervision appears to be lost or is waiting for a parent or caregiver at closing the library staff will 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.

If an unattended child in need of supervision is being disruptive, or if, in the judgment of Library staff, the child's safety or that of others is jeopardized, then Library staff retains the right to tell the child to leave the premises. (See Section 8.2, Suspension of Library Privileges.)

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. Library staff will not be responsible if unattended children of any age leave the library alone or with other persons.

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.

Appendix P

The library uses the definitions of terms related to gender provided by the Human Rights Campaign, a leading nonprofit that supports and educates around LGBTQ+ issues.

Gender identity

One's innermost concept of self as male, female, a blend of both or neither – how individuals perceive themselves and what they call themselves. One's gender identity can be the same or different from their sex assigned at birth.

Gender expression

External appearance of one's gender identity, usually expressed through behavior, clothing, body characteristics or voice, and which may or may not conform to socially defined behaviors and characteristics typically associated with being either masculine or feminine.

Transgender

An umbrella term for people whose gender identity and/or expression is different from cultural expectations based on the sex they were assigned at birth. Being transgender does not imply any specific sexual orientation. Therefore, transgender people may identify as straight, gay, lesbian, bisexual, etc.

For additional terms and definitions, please See [Sexual Orientation and Gender Identity Definitions - Human Rights Campaign \(hrc.org\)](#).

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 **or attach redacted Incident reports**). 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

or

Penn Yan Public Library Youth Services

Director

Enc. Section 8 of PYPL General Policy

When a Certified letter is sent to patron:

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

Appendix Q

Penn Yan Public Library Incident Report

Date:

Time:

Person(s) involved:

Name:

Address:

Phone:

Witnesses:

Name:

Address:

Phone:

What happened:

Did you call outside help?

Law enforcement

Which agency?

Fire _____

Ambulance _____

Other ____

Signed: _____

Penn Yan Public Library Mini Incident Slip

Staff: _____

Date: _____

Name(s)/ Description: _____

Behavior: _____

Person was given:

Warning

2nd Warning

Out for 24hrs

Other _____

**Board Committees and Officers
2022-2023**

2023-2024

Standing

Finance

Kristen
Elizabeth
Connie

Finance

Sharon
Elizabeth
Connie
Kristen

Personnel

Deb
Val

Personnel

Deb
Val
Sharon

Policy

Kristen
Deb

Policy

Deb
Steve

Building

Peter
Elizabeth
Jan

Building

Peter
Elizabeth
Jan
Kristen

Nominating

Peter
Steve

Nominating

Peter
Steve

Officers

President-Peter
Financial Officer-Val
Secretary-Deb

Officers

President-Val
Financial Officer-Sharon
Secretary-Deb