

AGENDA
PENN YAN PUBLIC LIBRARY
BOARD MEETING
THURSDAY September 21st, 2023 6:30 PM

Call to Order

- Public Comment
- Additional Agenda Items?
- *Adoption of Agenda
- *June 15th Minutes (*Present: Peter Gamba, Deb Connelly, Kristen Flynn-Comstock, Val Brechko, Steve Darrow*)
- *August 17th Minutes (*Present: Peter Gamba, Deb Connelly, Kristen Flynn-Comstock, Connie Glover, Jan Barrett, Elizabeth Burris-Chase, Steve Darrow, Sharon Pinckney*)
- Financial Review
 - *Payment of bills for August 2023
- Library Director's Report

Standing Committee Reports

- Finance Committee
- Policy Review Committee
- Building Committee (*met 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: June 2023 Minutes, August 2023 Minutes, Budget and Balance sheets, Director's Report, Circulation Stats, Children's and Adult services reports, Code of Conduct, Experiences Library Policy

PYPL Executive Director's Report 9-21-2023

Professional Development and Meetings:

8/10 AI in the Library: The Current Landscape, STLS

8/10 Sustainability in Library Programming, Sustainable Libraries Initiative, STLS

8/10 Office 365, STLS

8/10 Public Library Services to Incarcerated People, San Francisco Public Library

9/19 Public Librarianship in Contentious Times, U of MI School of Information

9-30 STLS ILS meeting recording

Happenings:

-9/7 G.H. Wright replaced the fire alarm alert system and inspected the alarms.

-I continued gathering items for the auditor.

-Randy installed the new Little Free Library.

-I communicated with the village about replacing the front sidewalk next year.

-The staff is receiving training on the new email system and required annual web safety training from STLS.

-The staff have been doing their annual Sexual Harassment Prevention training.

-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 August 17, 2023

Present: Peter Gamba, Deb Connelly, Kristen Flynn-Comstock, Connie Glover, Jan Barrett, Elizabeth Burris-Chase, Steve Darrow, Sharon Pinckney, Angela Gonzalez

Absent: Val Brechko

Guests:

Call to Order

1. Public Comment:

2. *Resolution to approve the following:

a. Adoption of the August 17, 2023 Agenda as amended:

Moved: Sharon Pinckney	Seconded: Jan Barrett
Approved: 8 - 0	Abstentions: 0

b. May 18, 2023 minutes as submitted: (Present: Peter Gamba, Jan Barrett, Elizabeth Burris-Chase, Deb Connelly, Connie Glover)

Moved: Jan	Seconded: Connie Glover
Approved: 5-0	Abstentions: 2

c. June 15, 2023 Minutes as submitted: (Present: Peter Gamba, Deb Connelly, Kristen Flynn-Comstock, Val Brechko, Steve Darrow) Tabled due to lack of quorum

Moved:	Seconded:
Approved: -0	Abstentions: 0

d. July Minutes (Peter Gamba, Steve Darrow, Kristen Flynn-Comstock, Jan Barrett, Sharon Pinckney)

Moved: Sharon Pinckney	Seconded: Kristen Flynn-Comstock
Approved: 5-0	Abstentions: 3

e. Payment of the bills for July 2023

Moved: Sharon Pinckney	Seconded: Jan Barrett
Approved: 8 -0	Abstentions: 0

3. Library Director's Report: see attached

4. Standing Committee Reports:

- a. Finance Committee: Did not meet.
- b. Policy Review Committee: Met August 1st.
- c. Building Committee: Will meet August 29th.
- d. Nominating Committee: Did not meet.

5. Old Business:

- a. Strategic Plan 2024-2028 update: Alex, Sarah and Angela are currently composing the plan.

6. New Business:

- a. Code of Conduct
- b. Experience Library

7. *Adjourn:

Moved: Deb Connelly

Seconded: Jan Barrett

Approved: 8-0

Abstentions: 0

- 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 and Adult Services Reports, Code of Conduct Draft, Experiences Library Draft

checkouts	19-20	20-21	21-22	22-23												22-23		23-24		
	total	Total	Total	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	total	July	Aug		
ADPBKFC	401	473	733	82	78	86	67	54	39	51	44	59	26	43	32	661	47	37		
ADPBKNF	204	213	223	26	24	25	34	20	20	14	14	16	15	21	15	244	19	16		
ADULTFIC	5124	5390	7187	841	976	894	762	743	556	639	572	688	476	524	551	8222	592	673		
ADULTNF	4312	4264	4992	408	461	434	407	383	359	448	361	432	307	313	363	4676	400	366		
AUDIOBKCAS	3	0	5									2				2	1			
AUDIOBKCD	1506	1141	1205	118	132	159	139	129	140	130	73	87	85	107	145	1444	121	134		
AV-hotspot	142	854	1045	99	101	79	59	60	55	77	61	70	66	74	43	844	51	70		
AV-EQUIP	0	2	0				3										3			
BOOK	32	18	39	4	8	3	4	2	2	3	4		2	3	3	38	11	18		
COMPUTER-laptops	145	4	17	1			2				1					4	1	1		
playaways	39	0	0													0				
EAUDIOBOOK	0	0	0													0				
ED-VID-DVD	65	27	41	6	1	1	2	2	3	3	3	2	2	4		29	1	5		
EPHEMERAL	1	0	0													0				
EQUIPMENT	1	3	3				2	1				1	2	1	1	8	1	1		
HOLIDAY	24	18	19			1		2	3	6	1	2				15	2	1		
ILL-BOOK	57	0	75	9	5	4	6	10	3	5	4	8	2	6	4	66	9	19		
JUVDVD (new 5-1-19)	99	93	169	7	17	5	9	15	11	7	9	5	2	10	7	104	6	1		
JUVAUDIOBK	28	41	32	1	2	2			2	2	3		2	1	6	21	5	9		
JUVFIC	13963	15238	18506	2007	1915	1481	1595	1374	1223	1392	1530	1898	1450	1468	1544	18877	2032	1926		
JUVMAGAZIN	29	79	50	1	3	1	4	4		8	1	3	6			31	22	7		
JUVMUSICCD	0	4	1	2											2	4				
JUVNF	2514	2889	3046	346	299	360	226	286	261	309	303	341	284	269	250	3534	300	307		
JUVPBFC	250	370	365	26	27	17	20	11	10	11	19	23	24	9	12	209	17	21		
JUVPBK	29	38	38	5	2	1			2		2	2	2		1	17		1		
JUVREF	2	0	0													0				
KIT	56	3	105	9	5	16	6	5	6	9	7	6	10	8	4	91	4	8		
LARGETYPE	6280	7055	8174	791	880	759	679	689	622	563	559	646	532	608	582	7910	688	706		
MAGAZINE	834	897	1007	126	125	111	98	135	143	111	88	118	93	78	104	1330	106	95		
MICROFORM	0	24	26	8		8						16	8	8		48	16			
MIXEDMEDIA	5	6	6								2					2	8			
MUSICCD	389	525	519	97	65	134	94	83	54	38	12	56	42	73	53	801	61	62		
NEWAUDBKCD	591	656	669	22	21	18	16	18	16	23	30	31	33	47	40	315	52	38		
NEW-BKNF	0	0	0													0				
NEW-BOOK	1997	2037	3140	191	164	188	222	258	244	312	294	334	331	393	390	3321	389	438		
NEW-BOOKNF	1170	1236	1213	47	27	36	51	75	81	78	84	119	98	106	104	906	110	101		
NEW JUVDVD-new	23	18	55	9	4	1	2	1	5	2		1	3			28		2		
NEWJUVFIC	940	898	1313	155	113	112	94	89	98	121	119	130	126	144	122	1423	144	133		
NEW-JUVNF	291	308	402	28	23	19	15	24	24	20	33	43	37	42	33	341	40	53		
NEW-LP	2782	1797	675	37	27	23	20	24	16	6	15	13	17	8	11	217	12	15		
NEWMAGAZIN	50	47	151	4	8	3	6	4	7	7	3	4	2			48	3			
NEWMUSCD	93	150	115	15	4						3	9	7	13	14	65	8	3		
NEWSPAPER	0	0	0													0				
NEW-VIDDVD	3958	3391	4104	190	45	42	113	177	235	280	225	317	287	374	418	2703	378	406		
PGMRESOURC	5	0	0								8	1				9				
REF-BOOK	5	2	18	6	4				1	1	4					16				

Penn Yan Public Library
Monthly Youth Services Report to Board

AUGUST 2023 IN REVIEW

August was a whirlwind of programs and steady traffic in and out the door. Some of our last programs of the month were with two old favorites, the Shaka Shave Ice truck and local musician Tom Sieling, who both visited on August 18. We had an excellent summer youth employee provided by Workforce Development, and with her assistance, I was able to complete the weeding of the juvenile nonfiction and identify gaps in the collection. I will be focusing on adding new, high-interest titles to this collection.

MEETINGS/TRAININGS ATTENDED

- Penn Yan Afterschool Coalition virtual meeting
- *AI in the Library* webinar from STLS
- Met with the Living Well re: Community Innovation Center programming
- Penn Yan Middle School Open House
- *Sign, Baby, Sign!* webinar from FLLS

NOTABLE PATRON INTERACTIONS

- connected a patron with extra garden produce to a Meals on Wheels driver

AUGUST 2023 PROGRAMS

In-person programs: 15

Attendance at in-person programs: 613

NOTES

We wrapped up summer reading on August 18. For the reading component, we had 135 who registered. They read for a total of 624 hours, earning 312 books. Those numbers are a bit down from last year, which, anecdotally, seems to have been the case for some other libraries locally. As you can tell from the attendance numbers, there was still plenty of program participation.

After three days of the new school year, we are averaging about 10-20 youth in the building beginning around 2:30pm, mostly seventh graders with some new sixth graders mixed in. We will be having our traditional afterschool pizza party on the 12th, where we take the opportunity to talk to these youth about using the library appropriately, what kinds of programs and materials they are interested in, and just generally get to know them.

Submitted September 8, 2023 by Sarah Crevelling, Youth Services Librarian

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

	Aug 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	101,074.68
Total 1000 · Savings account	126,053.21
1014 · Operating Acct	281,944.98
Total Checking/Savings	407,998.19
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	443,180.49
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	1,317,601.86
LIABILITIES & EQUITY	
Liabilities	

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

	Aug 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	7,828.90
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	(173,709.00)
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%	257.20
2038 · Employee Health Premiums	0.27
Total Other Current Liabilities	(105,409.02)
Total Current Liabilities	(78,059.02)
Total Liabilities	(78,059.02)
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	(36,620.17)
Total Equity	1,395,660.88
TOTAL LIABILITIES & EQUITY	1,317,601.86

Penn Yan Public Library
MONTHLY INCOME & EXPENSE
August 2023

	Aug 23
Ordinary Income/Expense	
Income	
4100 · Printing Income	
4150 · Laser Printer	136.56
Total 4100 · Printing Income	136.56
4400 · Fines	62.25
4500 · Lost/Damaged Books Refund	8.00
4505 · Sale of Extraneous Materials	16.21
4525 · Cafe Receipts	7.40
4540 · Tax Income	58,873.33
4550 · Miscellaneous	9.40
4700 · Interest	2.14
4800 · NonDesignated Donations	160.00
Total Income	59,275.29
Expense	
5000 · HUMAN RESOURCES	
5100 · Salaries	
5110 · Library Director II	7,688.82
5115 · Librarian I	12,855.74
5130 · Clerical	25,537.77
Total 5100 · Salaries	46,082.33
5200 · Benefits	
5210 · Medicare/SS	3,513.79
5225 · HRA Contributions	2,522.82
5235 · Voluntary Benefits	(200.34)
5240 · SUTA	159.38
5250 · Workmens Compensation	9,797.04
5200 · Benefits - Other	200.34
Total 5200 · Benefits	15,993.03
5300 · Payroll Costs	235.90
Total 5000 · HUMAN RESOURCES	62,311.26
5400 · ADMINISTRATION	
5415 · Hotspots	512.89
5450 · Equipment	1,374.13
5451 · Service Contract	162.60
5452 · Toshiba copier	(123.72)
5460 · Office Supplies	
5463 · Other	15.16
Total 5460 · Office Supplies	15.16
5485 · Postage	138.22
Total 5400 · ADMINISTRATION	2,079.28
5900 · BUILDINGS & GROUNDS	
5910 · Utilities	
5912 · Electric	307.26
5913 · Sewer & Water	79.95
Total 5910 · Utilities	387.21
5930 · Repairs & Maint	
5934 · Blding & Ground	2,507.35
5930 · Repairs & Maint - Other	1,160.00
Total 5930 · Repairs & Maint	3,667.35
5940 · Maintenance Contracts	
5943 · Trash Removal	45.77

Penn Yan Public Library
MONTHLY INCOME & EXPENSE
August 2023

	Aug 23
5945 · Fire Protection	60.00
Total 5940 · Maintenance Contracts	105.77
5970 · Supplies	
5972 · Custodial	136.58
Total 5970 · Supplies	136.58
Total 5900 · BUILDINGS & GROUNDS	4,296.91
6000 · TECH (NETWORK AND ILS)	
6300 · Maintenance	225.00
Total 6000 · TECH (NETWORK AND ILS)	225.00
7300 · ADULT SERVICES	
7310 · Materials	
7315 · Print Materials	
7320 · Adult Fiction	507.25
7330 · Adult Non Fiction	197.63
Total 7315 · Print Materials	704.88
7380 · AV Materials	
7382 · Audio Books	350.92
7386 · DVD	224.89
Total 7380 · AV Materials	575.81
Total 7310 · Materials	1,280.69
7420 · Programming	703.55
7450 · Equipment	
7452 · Other Equipment	32.98
Total 7450 · Equipment	32.98
Total 7300 · ADULT SERVICES	2,017.22
7500 · YOUTH SERVICES	
7510 · Materials	
7515 · Print Materials	
7520 · E	87.70
7530 · J Fiction	118.90
7540 · J Non-Fiction	82.47
7550 · YA	60.94
Total 7515 · Print Materials	350.01
7580 · AV Materials	
7588 · Video Games	34.99
Total 7580 · AV Materials	34.99
Total 7510 · Materials	385.00
7620 · Programming	495.52
Total 7500 · YOUTH SERVICES	880.52
8100 · TECHNICAL SERVICES	
8155 · Processing Costs	29.50
Total 8100 · TECHNICAL SERVICES	29.50
8200 · CIRCULATION	
8295 · Unique Management	20.60
Total 8200 · CIRCULATION	20.60

09/04/23

Penn Yan Public Library
MONTHLY INCOME & EXPENSE
August 2023

	<u>Aug 23</u>
Total Expense	<u>71,860.29</u>
Net Ordinary Income	(12,585.00)
Other Income/Expense	
Other Income	
8400 · NON-BUDGETED DONATIONS	
8425 · Hobart/Watkins/Reiner	(66.29)
8430 · Underwood-Materials	<u>(295.58)</u>
Total 8400 · NON-BUDGETED DONATIONS	<u>(361.87)</u>
Total Other Income	<u>(361.87)</u>
Net Other Income	<u>(361.87)</u>
Net Income	<u><u>(12,946.87)</u></u>

09/04/23

Reconciliation Summary

1000 · Savings account, Period Ending 08/31/2023

	<u>Aug 31, 23</u>
Beginning Balance	126,051.07
Cleared Transactions	
Deposits and Credits - 1 item	<u>2.14</u>
Total Cleared Transactions	<u>2.14</u>
Cleared Balance	<u>126,053.21</u>
Register Balance as of 08/31/2023	126,053.21
Ending Balance	126,053.21

Profit & Loss Budget vs. Actual

09/04/23

Accrual Basis

July 2023 through June 2024

	Jul '23 - Jun ...	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4100 · Printing Income				
4150 · Laser Printer	262.71	500.00	(237.29)	52.5%
4160 · Other Copies	0.00	1,000.00	(1,000.00)	0.0%
Total 4100 · Printing Income	262.71	1,500.00	(1,237.29)	17.5%
4200 · Village	0.00	1,000.00	(1,000.00)	0.0%
4400 · Fines	79.24			
4500 · Lost/Damaged Books Re...	11.00			
4505 · Sale of Extraneous Mate...	34.74			
4525 · Cafe Receipts	12.96	600.00	(587.04)	2.2%
4540 · Tax Income	117,746.66	717,902.00	(600,155.34)	16.4%
4550 · Miscellaneous	9.40			
4600 · LLSA	0.00	4,000.00	(4,000.00)	0.0%
4700 · Interest	4.28	150.00	(145.72)	2.9%
4800 · NonDesignated Donations	368.50	3,000.00	(2,631.50)	12.3%
Total Income	118,529.49	728,152.00	(609,622.51)	16.3%
Expense				
5000 · HUMAN RESOURCES				
5100 · Salaries				
5110 · Library Director II	13,577.64			
5115 · Librarian I	22,111.48			
5130 · Clerical	44,283.28			
5100 · Salaries - Other	0.00	454,315.00	(454,315.00)	0.0%
Total 5100 · Salaries	79,972.40	454,315.00	(374,342.60)	17.6%
5200 · Benefits				
5210 · Medicare/SS	6,094.95	31,000.00	(24,905.05)	19.7%
5225 · HRA Contributions	3,970.04	48,240.00	(44,269.96)	8.2%
5230 · Disability	0.00	2,700.00	(2,700.00)	0.0%
5235 · Voluntary Benefits	(400.68)			
5240 · SUTA	307.50	3,500.00	(3,192.50)	8.8%
5250 · Workmens Compens...	10,621.76	4,500.00	6,121.76	236.0%
5255 · Employee Assistanc...	0.00	500.00	(500.00)	0.0%
5260 · Retirement	0.00	40,000.00	(40,000.00)	0.0%
5200 · Benefits - Other	701.19			
Total 5200 · Benefits	21,294.76	130,440.00	(109,145.24)	16.3%
5300 · Payroll Costs	461.48			
Total 5000 · HUMAN RESOURC...	101,728.64	584,755.00	(483,026.36)	17.4%
5400 · ADMINISTRATION				
5415 · Hotspots	979.73	5,000.00	(4,020.27)	19.6%
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				

	Jul '23 - Jun ...	Budget	\$ Over Budget	% of Budget
5442 · Review/Audit	0.00	5,900.00	(5,900.00)	0.0%
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	1,374.13	500.00	874.13	274.8%
5451 · Service Contract	268.21			
5452 · Toshiba copier	(229.29)	1,000.00	(1,229.29)	(22.9)%
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	60.14	500.00	(439.86)	12.0%
Total 5460 · Office Supplies	60.14	950.00	(889.86)	6.3%
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	138.22	300.00	(161.78)	46.1%
5486 · Vote Expense	16.50	1,500.00	(1,483.50)	1.1%
Total 5400 · ADMINISTRATION	3,707.96	31,500.00	(27,792.04)	11.8%
5900 · BUILDINGS & GROUNDS				
5910 · Utilities				
5912 · Electric	640.97	6,500.00	(5,859.03)	9.9%
5913 · Sewer & Water	185.03	800.00	(614.97)	23.1%
5914 · Gas	0.00	1,500.00	(1,500.00)	0.0%
Total 5910 · Utilities	826.00	8,800.00	(7,974.00)	9.4%
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	2,507.35	9,760.00	(7,252.65)	25.7%
5930 · Repairs & Maint - Ot...	1,160.00			
Total 5930 · Repairs & Maint	3,667.35	11,060.00	(7,392.65)	33.2%
5940 · Maintenance Contracts				
5943 · Trash Removal	91.73	550.00	(458.27)	16.7%
5945 · Fire Protection	231.00	900.00	(669.00)	25.7%
5946 · Snow Plowing	0.00	1,000.00	(1,000.00)	0.0%
Total 5940 · Maintenance Con...	322.73	2,450.00	(2,127.27)	13.2%
5970 · Supplies				
5972 · Custodial	142.57	800.00	(657.43)	17.8%
5974 · Building	37.00	650.00	(613.00)	5.7%
5976 · building depreciation	0.00	1,000.00	(1,000.00)	0.0%
5970 · Supplies - Other	30.24			
Total 5970 · Supplies	209.81	2,450.00	(2,240.19)	8.6%
Total 5900 · BUILDINGS & GRO...	5,025.89	25,060.00	(20,034.11)	20.1%

	<u>Jul '23 - Jun ...</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
6000 · TECH (NETWORK AND I...				
6100 · New Hardware	94.00	3,000.00	(2,906.00)	3.1%
6150 · Parts for Repair & Maint	0.00	300.00	(300.00)	0.0%
6200 · New Software	0.00	500.00	(500.00)	0.0%
6300 · Maintenance	300.00	3,000.00	(2,700.00)	10.0%
6400 · ILS Software	35,287.00	35,287.00	0.00	100.0%
Total 6000 · TECH (NETWORK ...	<u>35,681.00</u>	<u>42,087.00</u>	<u>(6,406.00)</u>	<u>84.8%</u>
7100 · REFERENCE				
7110 · Materials				
7120 · Reference Books	60.00	500.00	(440.00)	12.0%
Total 7110 · Materials	<u>60.00</u>	<u>500.00</u>	<u>(440.00)</u>	<u>12.0%</u>
Total 7100 · REFERENCE	<u>60.00</u>	<u>500.00</u>	<u>(440.00)</u>	<u>12.0%</u>
7300 · ADULT SERVICES				
7310 · Materials				
7315 · Print Materials				
7320 · Adult Fiction	878.08	11500.00	(10,621.92)	7.6%
7321 · Graphic Novels	22.87	350.00	(327.13)	6.5%
7330 · Adult Non Fiction	368.23	5,000.00	(4,631.77)	7.4%
7370 · Periodicals	3,154.22	4,000.00	(845.78)	78.9%
Total 7315 · Print Materials	<u>4,423.40</u>	<u>20,850.00</u>	<u>(16,426.60)</u>	<u>21.2%</u>
7380 · AV Materials				
7382 · Audio Books	480.89	3,500.00	(3,019.11)	13.7%
7384 · CD Music	0.00	200.00	(200.00)	0.0%
7386 · DVD	625.96	4,000.00	(3,374.04)	15.6%
Total 7380 · AV Materials	<u>1,106.85</u>	<u>7,700.00</u>	<u>(6,593.15)</u>	<u>14.4%</u>
Total 7310 · Materials	<u>5,530.25</u>	<u>28,550.00</u>	<u>(23,019.75)</u>	<u>19.4%</u>
7420 · Programming	703.55	1,500.00	(796.45)	46.9%
7450 · Equipment				
7452 · Other Equipment	32.98	200.00	(167.02)	16.5%
Total 7450 · Equipment	<u>32.98</u>	<u>200.00</u>	<u>(167.02)</u>	<u>16.5%</u>
7454 · Cafe Supplies	77.30	950.00	(872.70)	8.1%
Total 7300 · ADULT SERVICES	<u>6,344.08</u>	<u>31,200.00</u>	<u>(24,855.92)</u>	<u>20.3%</u>
7500 · YOUTH SERVICES				
7510 · Materials				
7515 · Print Materials				
7520 · E	164.68	1,800.00	(1,635.32)	9.1%
7530 · J Fiction	208.85	1,500.00	(1,291.15)	13.9%
7540 · J Non-Fiction	159.08	750.00	(590.92)	21.2%
7550 · YA	108.02	1,250.00	(1,141.98)	8.6%
7560 · Realia(Non-Book)	0.00	300.00	(300.00)	0.0%

	<u>Jul '23 - Jun ...</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total 7515 · Print Materials	640.63	5,600.00	(4,959.37)	11.4%
7580 · AV Materials				
7582 · Audiobooks	0.00	200.00	(200.00)	0.0%
7584 · Music CD	0.00	100.00	(100.00)	0.0%
7588 · Video Games	174.85	1,200.00	(1,025.15)	14.6%
Total 7580 · AV Materials	174.85	1,500.00	(1,325.15)	11.7%
Total 7510 · Materials	815.48	7,100.00	(6,284.52)	11.5%
7620 · Programming	658.93	2,400.00	(1,741.07)	27.5%
Total 7500 · YOUTH SERVICES	1,474.41	9,500.00	(8,025.59)	15.5%
8100 · TECHNICAL SERVICES				
8155 · Processing Costs	55.15	800.00	(744.85)	6.9%
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 SERVI...	183.10	2,250.00	(2,066.90)	8.1%
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	61.80	500.00	(438.20)	12.4%
Total 8200 · CIRCULATION	190.00	1,300.00	(1,110.00)	14.6%
Total Expense	154,395.08	728,152.00	(573,756.92)	21.2%
Net Ordinary Income	(35,865.59)	0.00	(35,865.59)	100.0%
Other Income/Expense				
Other Income				
8400 · NON-BUDGETED DONA...				
8425 · Hobart/Watkins/Reiner	(66.29)			
8430 · Underwood-Materials	(688.29)			
Total 8400 · NON-BUDGETED ...	(754.58)			
Total Other Income	(754.58)			
Net Other Income	(754.58)			
Net Income	(36,620.17)	0.00	(36,620.17)	100.0%

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 (9-21-23)

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 _____