

**AGENDA**  
**PENN YAN PUBLIC LIBRARY**  
**BOARD MEETING**  
**THURSDAY January 18, 2024 6:30 PM**

**Call to Order**

- Public Comment
- Additional Agenda Items?
- \*Adoption of Agenda
- \*Dec 21<sup>st</sup>, 2023 minutes (present: Deb Connelly, Kristen Flynn-Comstock, Connie Glover, Steve Darrow, Peter Gamba, Sharon Pinckney, Jan Barrett, Angela Gonzalez)
- Financial Review
  - \*Payment of bills for December 2023
- Library Director's Report

**Standing Committee Reports**

- Finance Committee
- Policy Review Committee (worked on public comment policy, working on Collection Development Policy Draft and Display Policy Draft)
- Building Committee
- Personnel Committee
- Nominating Committee

**Old Business**

- \*Bylaws- Public Comment Section Draft
- EV charger updates

**New Business**

- Collection Development Policy Draft
- \*Set date for vote (director suggested Tuesday April 9<sup>th</sup>) Budget Hearing- Tuesday April 2nd

**\*Adjourn**

Items with \* require Board action. Enclosures: December 21<sup>st</sup>, 2023 minutes, Budget and Balance sheets, Director's Report, Circulation Stats, Children's and Adult services reports, Bylaws- Public Comment Section Draft, Collection Development Policy Draft

## **PYPL Executive Director's Report 1-9-24**

### **Professional Development and Meetings:**

1/18 ALA Membership Information Session

### **Happenings:**

The Friends Annual meeting will be on March 7<sup>th</sup> at 4pm. Local writers will be doing readings of their work.

The Friends voted to pay for re-covering the sound bafflers in the meeting room.

The Friends also are holding off on replacing the book display unit due to the expanded architectural plans.

April 8<sup>th</sup> at around 2:30 pm the eclipse will take place. Adult services and Youth Services are planning an all-day event at PYPL.

PYPL is scheduled to host the Chamber Business After-Hours in January 2025

Schools were closed 1-10, we were open. We were a warming center for Yates County and served food provided by the Living Well.

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

*DECEMBER 2023 IN REVIEW*

It was a quiet month in Youth Services, with lots of sickness and many people traveling over school break. There were take-home kits still left to give away after the first day of availability, which is a sure sign of a slow month. The most popular program was when we showed a movie during the day when school was out, and the Living Well served a free homemade lunch beforehand. We will try another collaboration like this during February break, as it brought in entire families, several of whom were unfamiliar with the library.

*MEETINGS/TRAININGS ATTENDED*

- STLS Youth Services Advisory Group meeting

*NOTABLE PATRON INTERACTIONS*

- recommended picture books for sharing with a senior living with dementia
- recommended lots of books to people looking for gift ideas for kids

*DECEMBER 2023 PROGRAMS*

In-person programs: 11

Attendance at in-person programs: 149

*NOTES*

New for 2024: I have added a 'Moment of Science' monthly program offering STEAM (science, technology, engineering, art, math) opportunities for a younger homeschool audience.

Planning for summer 2024 has begun in earnest, beginning with the purchase of more than seventy bike helmets to give away during Books & Bikes Fest (save the date: Saturday, June 29). Funding for the helmets was provided via the Yates County Youth Bureau. New this summer, we will be offering a take-home kit every week for ten weeks. The DRIVE program at Keuka College will be helping to assemble the kits, which makes this effort possible.

*Submitted January 3, 2024 by Sarah Crevelling, Youth Services Librarian*

# Profit & Loss Budget vs. Actual

01/03/24

Accrual Basis

July through December 2023

	Jul - Dec 23	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>4100 · Printing Income</b>				
4150 · Laser Printer	727.30	500.00	227.30	145.5%
4160 · Other Copies	4.63	1,000.00	(995.37)	0.5%
<b>Total 4100 · Printing Income</b>	731.93	1,500.00	(768.07)	48.8%
4200 · Village	0.00	1,000.00	(1,000.00)	0.0%
4400 · Fines	256.22			
4500 · Lost/Damaged Books Refund	178.24			
4505 · Sale of Extraneous Materials	161.79			
4525 · Cafe Receipts	92.57	600.00	(507.43)	15.4%
4540 · Tax Income	353,239.98	717,902.00	(364,662.02)	49.2%
4550 · Miscellaneous	4,925.62			
4560 · Program Income	527.39			
4600 · LLSA	4,502.00	4,000.00	502.00	112.6%
4700 · Interest	12.71	150.00	(137.29)	8.5%
4800 · NonDesignated Donations	1,898.79	3,000.00	(1,101.21)	63.3%
<b>Total Income</b>	366,527.24	728,152.00	(361,624.76)	50.3%
<b>Expense</b>				
<b>5000 · HUMAN RESOURCES</b>				
<b>5100 · Salaries</b>				
5110 · Library Director II	40,077.33			
5115 · Librarian I	63,762.33			
5130 · Clerical	129,665.07			
5100 · Salaries - Other	0.00	454,315.00	(454,315.00)	0.0%
<b>Total 5100 · Salaries</b>	233,504.73	454,315.00	(220,810.27)	51.4%
<b>5200 · Benefits</b>				
5210 · Medicare/SS	17,788.66	31,000.00	(13,211.34)	57.4%
5225 · HRA Contributions	13,279.67	48,240.00	(34,960.33)	27.5%
5230 · Disability	0.00	2,700.00	(2,700.00)	0.0%
5235 · Voluntary Benefits	(901.53)			
5240 · SUTA	716.63	3,500.00	(2,783.37)	20.5%
5250 · Workmens Compensation	5,486.52	4,500.00	986.52	121.9%
5255 · Employee Assistance Plan	500.00	500.00	0.00	100.0%
5260 · Retirement	0.00	40,000.00	(40,000.00)	0.0%
5200 · Benefits - Other	901.53			
<b>Total 5200 · Benefits</b>	37,771.48	130,440.00	(92,668.52)	29.0%
<b>5300 · Payroll Costs</b>	1,514.53			
<b>Total 5000 · HUMAN RESOURCES</b>	272,790.74	584,755.00	(311,964.26)	46.7%
<b>5400 · ADMINISTRATION</b>				
5415 · Hotspots	2,813.27	5,000.00	(2,186.73)	56.3%
5420 · Promotion	17.98	500.00	(482.02)	3.6%
5425 · Internet Service	1,350.00	1,800.00	(450.00)	75.0%
5430 · Telephone System	157.41	2,300.00	(2,142.59)	6.8%
5435 · Insurance	8,694.19	8,300.00	394.19	104.7%

	<u>Jul - Dec 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>5440 · Accounting</b>				
5442 · Review/Audit	0.00	5,900.00	(5,900.00)	0.0%
5444 · Supplies	311.90	150.00	161.90	207.9%
<b>Total 5440 · Accounting</b>	<u>311.90</u>	<u>6,050.00</u>	<u>(5,738.10)</u>	<u>5.2%</u>
<b>5450 · Equipment</b>	2,946.36	500.00	2,446.36	589.3%
5451 · Service Contract	676.25			
5452 · Toshiba copier	411.49	1,000.00	(588.51)	41.1%
<b>5460 · Office Supplies</b>				
5461 · Staff Room	10.99	200.00	(189.01)	5.5%
5462 · White Paper	78.78	250.00	(171.22)	31.5%
5463 · Other	314.17	500.00	(185.83)	62.8%
<b>Total 5460 · Office Supplies</b>	<u>403.94</u>	<u>950.00</u>	<u>(546.06)</u>	<u>42.5%</u>
<b>5470 · Training/Travel</b>	1,023.95	1,500.00	(476.05)	68.3%
5475 · Legal	0.00	800.00	(800.00)	0.0%
5480 · Dues	335.00	1,000.00	(665.00)	33.5%
5485 · Postage	138.22	300.00	(161.78)	46.1%
5486 · Vote Expense	16.50	1,500.00	(1,483.50)	1.1%
5490 · Misc	5.59			
<b>Total 5400 · ADMINISTRATION</b>	<u>19,302.05</u>	<u>31,500.00</u>	<u>(12,197.95)</u>	<u>61.3%</u>
<b>5900 · BUILDINGS &amp; GROUNDS</b>				
<b>5910 · Utilities</b>				
5912 · Electric	2,103.00	6,500.00	(4,397.00)	32.4%
5913 · Sewer & Water	1,318.68	800.00	518.68	164.8%
5914 · Gas	172.17	1,500.00	(1,327.83)	11.5%
<b>Total 5910 · Utilities</b>	<u>3,593.85</u>	<u>8,800.00</u>	<u>(5,206.15)</u>	<u>40.8%</u>
<b>5920 · New Equipmnt</b>	359.00	300.00	59.00	119.7%
<b>5930 · Repairs &amp; Maint</b>				
5932 · Equipment	267.61	1,300.00	(1,032.39)	20.6%
5934 · Blding & Ground	2,962.45	9,760.00	(6,797.55)	30.4%
5930 · Repairs & Maint - Other	1,753.99			
<b>Total 5930 · Repairs &amp; Maint</b>	<u>4,984.05</u>	<u>11,060.00</u>	<u>(6,075.95)</u>	<u>45.1%</u>
<b>5940 · Maintenance Contracts</b>				
5943 · Trash Removal	278.30	550.00	(271.70)	50.6%
5945 · Fire Protection	474.00	900.00	(426.00)	52.7%
5946 · Snow Plowing	0.00	1,000.00	(1,000.00)	0.0%
5940 · Maintenance Contracts - ...	1,714.00			
<b>Total 5940 · Maintenance Contracts</b>	<u>2,466.30</u>	<u>2,450.00</u>	<u>16.30</u>	<u>100.7%</u>
<b>5970 · Supplies</b>				
5972 · Custodial	615.36	800.00	(184.64)	76.9%
5974 · Building	226.08	650.00	(423.92)	34.8%
5976 · building depreciation	0.00	1,000.00	(1,000.00)	0.0%
5970 · Supplies - Other	30.24			

	<b>Jul - Dec 23</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
<b>Total 5970 · Supplies</b>	871.68	2,450.00	(1,578.32)	35.6%
<b>Total 5900 · BUILDINGS &amp; GROUNDS</b>	12,274.88	25,060.00	(12,785.12)	49.0%
<b>6000 · TECH (NETWORK AND ILS)</b>				
6100 · New Hardware	105.39	3,000.00	(2,894.61)	3.5%
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	977.50	3,000.00	(2,022.50)	32.6%
6400 · ILS Software	35,287.00	35,287.00	0.00	100.0%
<b>Total 6000 · TECH (NETWORK AND I...</b>	36,369.89	42,087.00	(5,717.11)	86.4%
<b>7100 · REFERENCE</b>				
7110 · Materials				
7120 · Reference Books	60.00	500.00	(440.00)	12.0%
<b>Total 7110 · Materials</b>	60.00	500.00	(440.00)	12.0%
<b>Total 7100 · REFERENCE</b>	60.00	500.00	(440.00)	12.0%
<b>7300 · ADULT SERVICES</b>				
7310 · Materials				
7315 · Print Materials				
7320 · Adult Fiction	3,127.37	11500.00	(8,372.63)	27.2%
7321 · Graphic Novels	22.87	350.00	(327.13)	6.5%
7330 · Adult Non Fiction	2,113.04	5,000.00	(2,886.96)	42.3%
7370 · Periodicals	3,224.22	4,000.00	(775.78)	80.6%
<b>Total 7315 · Print Materials</b>	8,487.50	20,850.00	(12,362.50)	40.7%
7380 · AV Materials				
7382 · Audio Books	1,335.69	3,500.00	(2,164.31)	38.2%
7384 · CD Music	10.98	200.00	(189.02)	5.5%
7386 · DVD	2,058.73	4,000.00	(1,941.27)	51.5%
<b>Total 7380 · AV Materials</b>	3,405.40	7,700.00	(4,294.60)	44.2%
<b>Total 7310 · Materials</b>	11,892.90	28,550.00	(16,657.10)	41.7%
7420 · Programming	871.33	1,500.00	(628.67)	58.1%
7450 · Equipment				
7451 · Laser Printer	209.78			
7452 · Other Equipment	32.98	200.00	(167.02)	16.5%
<b>Total 7450 · Equipment</b>	242.76	200.00	42.76	121.4%
7454 · Cafe Supplies	150.29	950.00	(799.71)	15.8%
<b>Total 7300 · ADULT SERVICES</b>	13,157.28	31,200.00	(18,042.72)	42.2%
<b>7500 · YOUTH SERVICES</b>				
7510 · Materials				
7515 · Print Materials				
7520 · E	480.16	1,800.00	(1,319.84)	26.7%
7530 · J Fiction	760.25	1,500.00	(739.75)	50.7%

	<b>Jul - Dec 23</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
7540 · J Non-Fiction	452.25	750.00	(297.75)	60.3%
7550 · YA	445.97	1,250.00	(804.03)	35.7%
7560 · Realia(Non-Book)	34.97	300.00	(265.03)	11.7%
<b>Total 7515 · Print Materials</b>	<b>2,173.60</b>	<b>5,600.00</b>	<b>(3,426.40)</b>	<b>38.8%</b>
7580 · AV Materials				
7582 · Audiobooks	70.87	200.00	(129.13)	35.4%
7584 · Music CD	0.00	100.00	(100.00)	0.0%
7588 · Video Games	555.67	1,200.00	(644.33)	46.3%
<b>Total 7580 · AV Materials</b>	<b>626.54</b>	<b>1,500.00</b>	<b>(873.46)</b>	<b>41.8%</b>
<b>Total 7510 · Materials</b>	<b>2,800.14</b>	<b>7,100.00</b>	<b>(4,299.86)</b>	<b>39.4%</b>
7620 · Programming	3,182.57	2,400.00	782.57	132.6%
<b>Total 7500 · YOUTH SERVICES</b>	<b>5,982.71</b>	<b>9,500.00</b>	<b>(3,517.29)</b>	<b>63.0%</b>
8100 · TECHNICAL SERVICES				
8155 · Processing Costs	330.15	800.00	(469.85)	41.3%
8161 · Tech Supplies				
8162 · Repair	0.00	25.00	(25.00)	0.0%
8163 · AV	64.99	575.00	(510.01)	11.3%
8165 · Disc Cleaner	183.99	100.00	83.99	184.0%
8167 · Misc	187.87	750.00	(562.13)	25.0%
8161 · Tech Supplies - Other	200.71			
<b>Total 8161 · Tech Supplies</b>	<b>637.56</b>	<b>1,450.00</b>	<b>(812.44)</b>	<b>44.0%</b>
<b>Total 8100 · TECHNICAL SERVICES</b>	<b>967.71</b>	<b>2,250.00</b>	<b>(1,282.29)</b>	<b>43.0%</b>
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	278.10	500.00	(221.90)	55.6%
<b>Total 8200 · CIRCULATION</b>	<b>406.30</b>	<b>1,300.00</b>	<b>(893.70)</b>	<b>31.3%</b>
<b>Total Expense</b>	<b>361,311.56</b>	<b>728,152.00</b>	<b>(366,840.44)</b>	<b>49.6%</b>
<b>Net Ordinary Income</b>	<b>5,215.68</b>	<b>0.00</b>	<b>5,215.68</b>	<b>100.0%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
8400 · NON-BUDGETED DONATIONS				
8405 · MISC/Donations-Materials	(99.26)			
8415 · Friends - Materials/Equipme...	(153.45)			
8425 · Hobart/Watkins/Reiner	(167.27)			
8430 · Underwood-Materials	(1,280.74)			

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	<u>Jul - Dec 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Total 8400 · NON-BUDGETED DONA...</b>	<u>(1,700.72)</u>			
<b>Total Other Income</b>	<u>(1,700.72)</u>			
<b>Net Other Income</b>	<u>(1,700.72)</u>			
<b>Net Income</b>	<u><b>3,514.96</b></u>	<u><b>0.00</b></u>	<u><b>3,514.96</b></u>	<u><b>100.0%</b></u>



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

	Dec 31, 23
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 · Savings account	
1018 · Non designated	6,815.03
1028 · Phase IV Money	18,163.50
1000 · Savings account - Other	101,083.11
<b>Total 1000 · Savings account</b>	126,061.64
1014 · Operating Acct	536,266.22
<b>Total Checking/Savings</b>	662,327.86
<b>Accounts Receivable</b>	
1261 · Accounts Receivable	(1,166.57)
<b>Total Accounts Receivable</b>	(1,166.57)
<b>Other Current Assets</b>	
1220 · Prepaid Expenses	
1250 · Insurance	(4,185.68)
1251 · Workers Comp	6,517.00
<b>Total 1220 · Prepaid Expenses</b>	2,331.32
1275 · Cash Held For Friends	13,707.70
1499 · Undeposited Funds	2,800.65
1300 · Investments	
1350 · CDs	247,509.20
<b>Total 1300 · Investments</b>	247,509.20
<b>Total Other Current Assets</b>	266,348.87
<b>Total Current Assets</b>	927,510.16
<b>Fixed Assets</b>	
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)
<b>Total Fixed Assets</b>	874,421.37
<b>TOTAL ASSETS</b>	<b>1,801,931.53</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	

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

	Dec 31, 23
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2005 · Payables	27,350.00
<b>Total Accounts Payable</b>	27,350.00
<b>Other Current Liabilities</b>	
1260 · Staff Receivables	(0.36)
2042 · New York Paid Family Leave	8,527.50
2045 · Deferred Compensation	717.86
2010 · Accrued Payroll & Employee Ben	32,506.87
2020 · Cash Held for Library (Friends)	13,707.70
2027 · Deferred Tax	308,699.68
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	(26,531.21)
2036 · Sales Tax 8%	377.68
2038 · Employee Health Premiums	0.27
<b>Total Other Current Liabilities</b>	338,785.52
<b>Total Current Liabilities</b>	366,135.52
<b>Total Liabilities</b>	366,135.52
<b>Equity</b>	
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
<b>Total 3100 · Restricted Funds</b>	22,337.18
3900 · Retained Earnings	939,269.45
Net Income	3,514.96
<b>Total Equity</b>	1,435,796.01
<b>TOTAL LIABILITIES &amp; EQUITY</b>	1,801,931.53

Penn Yan Public Library  
MONTHLY INCOME & EXPENSE  
December 2023

	Dec 23
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4100 · Printing Income	
4150 · Laser Printer	87.41
<b>Total 4100 · Printing Income</b>	<b>87.41</b>
4500 · Lost/Damaged Books Refund	40.00
4505 · Sale of Extraneous Materials	35.39
4525 · Cafe Receipts	9.25
4540 · Tax Income	58,873.33
4550 · Miscellaneous	1,916.22
4700 · Interest	2.14
4800 · NonDesignated Donations	718.26
<b>Total Income</b>	<b>61,682.00</b>
<b>Expense</b>	
<b>5000 · HUMAN RESOURCES</b>	
5100 · Salaries	
5110 · Library Director II	8,833.23
5115 · Librarian I	13,883.61
5130 · Clerical	28,168.40
<b>Total 5100 · Salaries</b>	<b>50,885.24</b>
5200 · Benefits	
5210 · Medicare/SS	3,875.53
5225 · HRA Contributions	4,465.52
5235 · Voluntary Benefits	(100.17)
5240 · SUTA	77.40
5250 · Workmens Compensation	1,027.97
<b>Total 5200 · Benefits</b>	<b>9,346.25</b>
5300 · Payroll Costs	345.35
<b>Total 5000 · HUMAN RESOURCES</b>	<b>60,576.84</b>
<b>5400 · ADMINISTRATION</b>	
5415 · Hotspots	420.93
5425 · Internet Service	450.00
5435 · Insurance	20.00
5440 · Accounting	
5444 · Supplies	18.99
<b>Total 5440 · Accounting</b>	<b>18.99</b>
5451 · Service Contract	100.81
5452 · Toshiba copier	263.31
5460 · Office Supplies	
5461 · Staff Room	10.99
5463 · Other	38.93
<b>Total 5460 · Office Supplies</b>	<b>49.92</b>
<b>Total 5400 · ADMINISTRATION</b>	<b>1,323.96</b>
<b>5900 · BUILDINGS &amp; GROUNDS</b>	
5910 · Utilities	
5912 · Electric	372.79
5913 · Sewer & Water	94.51
<b>Total 5910 · Utilities</b>	<b>467.30</b>
5930 · Repairs & Maint	86.49
5940 · Maintenance Contracts	
5943 · Trash Removal	46.81

Penn Yan Public Library  
MONTHLY INCOME & EXPENSE  
December 2023

	Dec 23
5940 · Maintenance Contracts - Other	1,714.00
Total 5940 · Maintenance Contracts	1,760.81
5970 · Supplies	
5972 · Custodial	151.53
Total 5970 · Supplies	151.53
Total 5900 · BUILDINGS & GROUNDS	2,466.13
6000 · TECH (NETWORK AND ILS)	
6300 · Maintenance	140.00
Total 6000 · TECH (NETWORK AND ILS)	140.00
7300 · ADULT SERVICES	
7310 · Materials	
7315 · Print Materials	
7320 · Adult Fiction	235.04
7330 · Adult Non Fiction	250.33
Total 7315 · Print Materials	485.37
7380 · AV Materials	
7382 · Audio Books	87.98
7386 · DVD	379.10
Total 7380 · AV Materials	467.08
Total 7310 · Materials	952.45
7420 · Programming	100.00
7454 · Cafe Supplies	72.99
Total 7300 · ADULT SERVICES	1,125.44
7500 · YOUTH SERVICES	
7510 · Materials	
7515 · Print Materials	
7520 · E	47.55
7530 · J Fiction	110.93
7540 · J Non-Fiction	67.86
7550 · YA	72.70
Total 7515 · Print Materials	299.04
7580 · AV Materials	
7588 · Video Games	120.97
Total 7580 · AV Materials	120.97
Total 7510 · Materials	420.01
7620 · Programming	43.99
Total 7500 · YOUTH SERVICES	464.00
8100 · TECHNICAL SERVICES	
8155 · Processing Costs	141.54
Total 8100 · TECHNICAL SERVICES	141.54
8200 · CIRCULATION	
8295 · Unique Management	30.90
Total 8200 · CIRCULATION	30.90
Total Expense	66,268.81
Net Ordinary Income	(4,586.81)

01/03/24

Penn Yan Public Library  
MONTHLY INCOME & EXPENSE  
December 2023

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	<u>Dec 23</u>
Other Income/Expense	
Other Income	
8400 · NON-BUDGETED DONATIONS	
8425 · Hobart/Watkins/Reiner	(60.98)
8430 · Underwood-Materials	(93.12)
<b>Total 8400 · NON-BUDGETED DONATIONS</b>	<u>(154.10)</u>
<b>Total Other Income</b>	<u>(154.10)</u>
<b>Net Other Income</b>	<u>(154.10)</u>
<b>Net Income</b>	<u><u>(4,740.91)</u></u>

01/03/24

# Reconciliation Summary

1000 · Savings account, Period Ending 12/31/2023

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	<u>Dec 31, 23</u>
<b>Beginning Balance</b>	126,059.50
<b>Cleared Transactions</b>	
<b>Deposits and Credits - 1 item</b>	<u>2.14</u>
<b>Total Cleared Transactions</b>	<u>2.14</u>
<b>Cleared Balance</b>	<u><b>126,061.64</b></u>
<b>Register Balance as of 12/31/2023</b>	126,061.64
<b>Ending Balance</b>	126,061.64

01/03/24

# Reconciliation Summary

1014 · Operating Acct, Period Ending 12/31/2023

	<u>Dec 31, 23</u>
<b>Beginning Balance</b>	822,951.93
<b>Cleared Transactions</b>	
Checks and Payments - 59...	(276,910.45)
Deposits and Credits - 4 it...	3,014.48
<b>Total Cleared Transactions</b>	<u>(273,895.97)</u>
<b>Cleared Balance</b>	<b><u>549,055.96</u></b>
<b>Uncleared Transactions</b>	
Checks and Payments - 24...	(13,309.76)
Deposits and Credits - 3 it...	109.03
<b>Total Uncleared Transactions</b>	<u>(13,200.73)</u>
<b>Register Balance as of 12/31/2023</b>	<b><u>535,855.23</u></b>
<b>New Transactions</b>	
Checks and Payments - 4 i...	(1,011.18)
<b>Total New Transactions</b>	<u>(1,011.18)</u>
<b>Ending Balance</b>	<b><u>534,844.05</u></b>

Penn Yan Public Library  
MONTHLY INCOME & EXPENSE  
December 2023

	Dec 23
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4100 · Printing Income	
4150 · Laser Printer	87.41
<b>Total 4100 · Printing Income</b>	<b>87.41</b>
4500 · Lost/Damaged Books Refund	40.00
4505 · Sale of Extraneous Materials	35.39
4525 · Cafe Receipts	9.25
4540 · Tax Income	58,873.33
4550 · Miscellaneous	1,916.22
4700 · Interest	2.14
4800 · NonDesignated Donations	718.26
<b>Total Income</b>	<b>61,682.00</b>
<b>Expense</b>	
<b>5000 · HUMAN RESOURCES</b>	
5100 · Salaries	
5110 · Library Director II	8,833.23
5115 · Librarian I	13,883.61
5130 · Clerical	28,168.40
<b>Total 5100 · Salaries</b>	<b>50,885.24</b>
5200 · Benefits	
5210 · Medicare/SS	3,875.53
5225 · HRA Contributions	4,465.52
5235 · Voluntary Benefits	(100.17)
5240 · SUTA	77.40
5250 · Workmens Compensation	1,027.97
<b>Total 5200 · Benefits</b>	<b>9,346.25</b>
5300 · Payroll Costs	345.35
<b>Total 5000 · HUMAN RESOURCES</b>	<b>60,576.84</b>
<b>5400 · ADMINISTRATION</b>	
5415 · Hotspots	420.93
5425 · Internet Service	450.00
5435 · Insurance	20.00
5440 · Accounting	
5444 · Supplies	18.99
<b>Total 5440 · Accounting</b>	<b>18.99</b>
5451 · Service Contract	100.81
5452 · Toshiba copier	263.31
5460 · Office Supplies	
5461 · Staff Room	10.99
5463 · Other	38.93
<b>Total 5460 · Office Supplies</b>	<b>49.92</b>
<b>Total 5400 · ADMINISTRATION</b>	<b>1,323.96</b>
<b>5900 · BUILDINGS &amp; GROUNDS</b>	
5910 · Utilities	
5912 · Electric	372.79
5913 · Sewer & Water	94.51
<b>Total 5910 · Utilities</b>	<b>467.30</b>
5930 · Repairs & Maint	86.49
5940 · Maintenance Contracts	
5943 · Trash Removal	46.81



Penn Yan Public Library  
MONTHLY INCOME & EXPENSE  
December 2023

	Dec 23
5940 · Maintenance Contracts - Other	1,714.00
Total 5940 · Maintenance Contracts	1,760.81
5970 · Supplies	
5972 · Custodial	151.53
Total 5970 · Supplies	151.53
Total 5900 · BUILDINGS & GROUNDS	2,466.13
6000 · TECH (NETWORK AND ILS)	
6300 · Maintenance	140.00
Total 6000 · TECH (NETWORK AND ILS)	140.00
7300 · ADULT SERVICES	
7310 · Materials	
7315 · Print Materials	
7320 · Adult Fiction	235.04
7330 · Adult Non Fiction	250.33
Total 7315 · Print Materials	485.37
7380 · AV Materials	
7382 · Audio Books	87.98
7386 · DVD	379.10
Total 7380 · AV Materials	467.08
Total 7310 · Materials	952.45
7420 · Programming	100.00
7454 · Cafe Supplies	72.99
Total 7300 · ADULT SERVICES	1,125.44
7500 · YOUTH SERVICES	
7510 · Materials	
7515 · Print Materials	
7520 · E	47.55
7530 · J Fiction	110.93
7540 · J Non-Fiction	67.86
7550 · YA	72.70
Total 7515 · Print Materials	299.04
7580 · AV Materials	
7588 · Video Games	120.97
Total 7580 · AV Materials	120.97
Total 7510 · Materials	420.01
7620 · Programming	43.99
Total 7500 · YOUTH SERVICES	464.00
8100 · TECHNICAL SERVICES	
8155 · Processing Costs	141.54
Total 8100 · TECHNICAL SERVICES	141.54
8200 · CIRCULATION	
8295 · Unique Management	30.90
Total 8200 · CIRCULATION	30.90
Total Expense	66,268.81
Net Ordinary Income	(4,586.81)

Penn Yan Public Library  
MONTHLY INCOME & EXPENSE  
December 2023

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	<u>Dec 23</u>
Other Income/Expense	
Other Income	
8400 · NON-BUDGETED DONATIONS	
8425 · Hobart/Watkins/Reiner	(60.98)
8430 · Underwood-Materials	(93.12)
<b>Total 8400 · NON-BUDGETED DONATIONS</b>	<u>(154.10)</u>
<b>Total Other Income</b>	<u>(154.10)</u>
<b>Net Other Income</b>	<u>(154.10)</u>
<b>Net Income</b>	<u><u>(4,740.91)</u></u>

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	Sep	Oct	Nov	Dec						
ADPBKFC	401	473	733	82	78	86	67	54	39	51	44	59	26	43	32	661	47	37	43	48	31	25						
ADPBKNF	204	213	223	26	24	25	34	20	20	14	14	16	15	21	15	244	19	16	21	15	21	23						
ADULTFC	5124	5390	7187	841	976	894	762	743	556	639	572	688	476	524	551	8222	592	673	640	610	518	474						
ADULTNF	4312	4264	4992	408	461	434	407	383	359	448	361	432	307	313	363	4676	400	366	341	378	385	320						
AUDIOBKAS	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	105	99	115	88						
AV-hotspot	142	854	1045	99	101	79	59	60	55	77	61	70	66	74	43	844	51	70	72	58	75	61						
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	5	3	2							
COMPUTER-laptops	145	4	17	1			2					1				4	1	1	1	1	2							
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	2		4	2						
EPHEMERAL	1	0	0													0												
EQUIPMENT	1	3	3				2	1				1	2	1	1	8	1	1	1	1	3							
HOLIDAY	24	18	19			1		2	3	6	1	2				15	2	1		1	1	1						
ILL-BOOK	57	0	75	9	5	4	6	10	3	5	4	8	2	6	4	66	9	19	5	10	4	9						
JUVDVD (new 5-1-19)	99	93	169	7	17	5	9	15	11	7	9	5	2	10	7	104	6	1	4	11		14						
JUVAUDIOBK	28	41	32	1	2	2			2	2	3		2	1	6	21	5	9	4	5	5	7						
JUVFIC	13963	15238	18506	2007	1915	1481	1595	1374	1223	1392	1530	1898	1450	1468	1544	18877	2032	1926	1534	1488	1545	1105						
JUVMAGAZIN	29	79	50	1	3	1	4	4		8	1	3	6			31	22	7	2	3	4							
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	244	237	237	203						
JUVPBFC	250	370	365	26	27	17	20	11	10	11	19	23	24	9	12	209	17	21	17	18	16	11						
JUVPBK	29	38	38	5	2	1			2		2	2	2		1	17		1	1		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	5	8	9	2						
LARGETYPE	6280	7055	8174	791	880	759	679	689	622	563	559	646	532	608	582	7910	688	706	529	597	486	443						
MAGAZINE	834	897	1007	126	125	111	98	135	143	111	88	118	93	78	104	1330	106	95	123	126	94	102						
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	46	48	19	26						
NEWAUDBKCD	591	656	669	22	21	18	16	18	16	23	30	31	33	47	40	315	52	38	38	42	42	34						
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	402	407	365	317						
NEW-BOOKNF	1170	1236	1213	47	27	36	51	75	81	78	84	119	98	106	104	906	110	101	108	124	129	110						
NEW JUVDVD-new	23	18	55	9	4	1	2	1	5	2		1		3		28		2	4	4	4	2						
NEWJUUVFIC	940	898	1313	155	113	112	94	89	98	121	119	130	126	144	122	1423	144	133	136	143	110	109						
NEW-JUVNF	291	308	402	28	23	19	15	24	24	20	33	43	37	42	33	341	40	53	41	45	53	25						
NEW-LP	2782	1797	675	37	27	23	20	24	16	6	15	13	17	8	11	217	12	15	16	17	10	13						
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	10	5		1						
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	299	366	245	258						
PGMRESOURC	5	0	0								8	1				9												
REF-BOOK	5	2	18	6	4				1	1	4					16			1	2	1	1						
ROTATING	9	33	87	3						1					26	30	26	3	1									
SOFTWARE	0	0	14		1								1	1	1	4					1	1						
STLSEQUIP	0	0	0													0												
TABLET	0	0	0													0												
TESTBOOK	4	9	2													0												
TOY	4	0	0													0												
UNBARCODED	31	17	36	5	7	4	3	3	1	1		1	1	1	1	28	2	2	1	1	1							
UNDEFINED	0	0	0													0												
VIDEO-DVD	13052	11910	10736	929	1059	862	844	796	551	614	580	814	584	533	521	8687	537	662	678	733	720	595						

VID-GAME	857	853	1461	104	151	109	128	119	93	120	83	149	114	95	122	1387	132	132	98	90	70	75
loaned to STLS	4853	5100	5555	428	479	490	463	389	384	499	546	564	459	490	461	5652	524	470	405	407	395	373
Borrowed from STLS	3692	5221	6358	618	634	553	572	461	374	504	519	599	418	405	476	6133	562	567	519	498	426	391
Total material circ	70941	73352	83732	7811	7897	7041	6767	6446	5644	6415	6219	7610	5953	6283	6462	80548	7440	7509	6502	6649	6149	5221
downloads-overdrive	11418	13607	13146	1248	1270	1219	1199	1011	1199	1306	1144	1276	1183	1112	1180	14347	1326	1267	1259	1262	1198	1294
overdrive magazines	1319	1568	1062	74	65	77	106	118	112	133	113	105	84	91	98	1176	112	100	196	515	485	572
Freegal	3078	0	0													0						
PAC	4565	2365	3015	295	336	285	308	257	213	233	193	292	271	260	317	3260	340	314	279	244	205	171
Total circ with digital,PAC	91321	90892	100955	9428	9568	8622	8380	7832	7168	8087	7669	9283	7491	7746	8057	99331	9218	9190	8236	8670	8037	7258
website visits	19922	17875	5917	1665	1625							524	896	950	1225	6885	1305	1213	1005		984	982
visits	53717	31208	53134	4612	4358	6067	6122	5080	4329	4694	4888	5252	4188	5223	6504	61317	4350	4648	5530	5294	5294	3891
wireless	5493	3700	3248	321	313	367	386	368	325	338	331	355	307	390	365	4166	334	338	400	367	318	321
		0	0													0						
new regist. Res		122	296	30	29	32	18	16	17	22	32	21	21	28	56	322	31	41	26	25		23
non res		23	60	9	14	8	4	6	4	1	8	1	4	4	9	72	9	7	6	2		10
additions to holdings		0	0													0						
cat books		1335	1488	128	95	131	114	105	65	120	96	93	107	110	98	1262	80	115	144	105	103	88
all other print		1047	911	63	73	83	86	67	56	70	69	61	64	69	64	825	58	70	61	47	44	49
audiobooks CDs		137	112	1	2	1		1	3	4	11	7	9	14	5	58	8	10	8	4	3	
DVDs		184	207	20	12	15	23	14	26	2	24	24	17	22	15	214	16	8	23	13	15	20
vid games		22	27	1	3		1	3	2			1	1	6	2	20	2	2	3	1		6
electronic			0											2		2						
kit			1		1											1						
microform			0													0						
av			1													0						
toy			0													0						

**BY-LAWS FOR  
THE BOARD OF TRUSTEES OF THE  
PENN YAN PUBLIC LIBRARY**

Revision Adopted 10/16/2008, 5/18/2017, 9/18/2022, 1/18/2024

The Penn Yan Public Library and the Trustees thereof shall operate and act pursuant to and possess the powers set forth in the Education Law of the State of New York with regard to public libraries.

**TRUSTEES**

- The Board of Trustees shall be comprised of nine members, each of whom shall serve for a term of five years. Trustees shall be elected by vote of the eligible voters of the school district in accordance with law.
- Election of trustees will be held at the annual meeting (the Trustee vote). Board members shall be elected without reference to a specific term. When more than one term is to be filled, the candidates receiving the largest number of votes shall be elected. Newly elected trustees will take office on July 1.
- Any vacancy in the office of trustee will be filled by appointment by the Board of Trustees for the balance of the unexpired term of the trustee being replaced, in accordance with the original Charter of the Penn Yan Public Library.
- Members of the Board of Trustees have a duty of loyalty and a duty of care to the library. Thus trustees are expected to attend all meetings of the Board including committee meetings, after election or appointment to the Board. Absences will be noted in the minutes of the meeting as *excused* or *unexcused*.
  - *Excused*: Trustees may be excused for short vacations, personal reasons or illness. Notice is expected in advance of the meeting to all members and to the director.
  - *Unexcused*: No notice given in advance of the meeting of the trustee's inability to attend the meeting.

If an excessive number of unexcused or excused absences are noted within a fiscal year, the President of the Board of Trustees may request improved attendance from a member or the member's resignation.

- Trustee responsibilities including New York State mandated trainings are detailed in the Trustee Job Description (See Appendix A).
- The benefits of Section 18 of the Public Officers Law of the State of New York relating to the defense and indemnification of officers (Trustees) and employees of public entities are conferred on all persons who are employees of the Penn Yan Public Library within the meaning of such law, and the Penn Yan Public Library shall be liable for the costs incurred under the provisions of such Section 18.

## **OFFICERS**

- A President, a Financial Officer, and a Secretary shall be elected at the July meeting, by the majority of the Board to serve a one-year term.
- The President shall preside at meetings of the Board, call special meetings, appoint committees and chairpersons as needed, and perform other duties associated with the office. If the President is unable to preside at a meeting, the Financial Officer or the Secretary shall preside at the meeting.
- The Financial Officer shall be familiar with the financial transactions of the Library.
- The Secretary shall record the business conducted at Board meetings. The Secretary shall conduct correspondence for the Board and perform other duties associated with the office.

## **COMMITTEES**

- Membership of standing committees will be chosen by the President each year in July to serve a one-year term. Standing committees shall meet on an as-needed basis but at least twice a year. Each committee will choose a chairperson who will run meetings and report on committee discussions to the full Board. Any proposals by committees that require full board action should be sent to all Board members in writing in advance of the next meeting.

### **Finance Committee**

- Prepares and presents a proposed budget to the full Board
- Understands and oversees the financial structure of the library
- Proposes financial policies
- Oversees any fundraising activities
- Performs other tasks as deemed necessary

### **Personnel Committee**

- Reviews the personnel policy
- Evaluates the performance of the Director
- Is familiar with staff job descriptions and proposes salary ranges
- Is familiar with the Civil Service system
- Performs other tasks as deemed necessary
- Is familiar with Health Insurance options

### **Policy Review Committee**

- Regularly reviews Board policies

- Reviews Board By-laws when needed
- Performs other tasks when deemed necessary

### **Building and Grounds Committee**

- Prioritizes building and grounds projects and repairs
- Performs other tasks as deemed necessary
- Evaluates building maintenance schedule

### **Nominating Committee**

- Presents a slate of officers in July for the upcoming year
- Keeps a list and makes contact with potential new board members
- Performs other tasks as deemed necessary

## **MEETINGS**

- Meetings are held monthly on the third Thursday of every month.
- The order of business at meetings includes:
  - a. Public Comment (*See Public Comment Policy Appendix B*)
  - b. Note of those present
  - c. Adopt the Agenda
  - d. Minutes of the previous meeting
  - e. Treasurer's report
  - f. Action on bills
  - g. Director's report
  - h. Committee reports
  - i. Old business
  - j. New business
  - k. Adjournment
- Notice of all meetings shall be posted in public locations and published as required by the Open Meetings Law. The paper of record will be used as required by the Public Officers Law Art. 7, paragraph 104.
- A quorum shall be 5 Board members.
- Meetings will be conducted in accordance with Roberts Rules of Order.
- An affirmative vote of the majority of members present at the time shall be necessary to approve any action of the Board. The President may vote upon and discuss any proposal before the Board.

- ~~The Public Comment section of the order of business shall be the portion of the regular Board meeting during which the public may address the Board for no more than five (5) minutes each. A citizen will have one opportunity to speak, and shall direct all their comments or questions to the President during that opportunity. The President reserves the right to end public participation at any meeting if he feels the board will not be able to conduct its business in a timely manner.~~

### **LIBRARY DIRECTOR AND STAFF:**

The Board shall appoint a qualified Library Director who shall be the executive and administrative officer of the library, on behalf of the Board, and under its review and direction. The Director shall recommend to the Board the appointment and specify the duties of other employees. The Director shall be held responsible for: the proper direction and supervision of the staff, the care and maintenance of library property, adequate and proper selection of materials in keeping with the stated policy of the Board, the efficiency of library service to the public, and for its financial operation within the limitations of the budgeted appropriation.

### **ACCOUNT CLERK**

An independent paid Account Clerk shall be appointed by the Board in accordance with the Standards established by the New York State Comptroller's Office for School District Public Libraries. The Account Clerk is responsible for monthly reporting to the Board on fiscal matters related to Library operations.

### **AUDIT**

Each year, the Board employs an independent, licensed auditing firm to examine the finances of the Library and report the findings directly to the Board. The cost for the audit is charged to the Library.

### **AMENDING BYLAWS**

The by-laws may be amended by the majority vote of all members of the Board. Written notice of the proposed amendment will be sent to all members at least one month prior to the meeting at which such action is proposed to be taken.



## **Appendix A**

### **Penn Yan Public Library Job Description**

Job Title: Member, Board of Trustees

Revised October 2008, September 2022

#### **Duties:**

- Attends Board and committee meetings and comes prepared to conduct the business of the Board or committee as stated on the agenda.
- Employs a qualified library director and evaluates him/her annually.
- Approves bylaws for the Board.
- Assists in preparing the annual budget with finance committee and approval of the full Board.
- Assists in securing new and/or adequate funding for the library as needed to carry out the library's programs and services.
- Establishes policies to govern the operation and programs of the library and assigns their execution to the director and library staff in compliance with federal, state and local law.
- Assists in establishing personnel policy with personnel committee and approval of the full Board.
- Establishes conditions of employment and provides for the staff's welfare with personnel committee and approval of the full Board.
- Provides for building and space needs, and maintains the library property.
- Establishes, supports and participates in public relations programs for the library.
- Attends and participates in regional, state and national trustee meetings and workshops for a fuller understanding of trustee responsibilities.
- Determines short- and long-term goals and objectives of the library and reexamines them regularly.
- Must be able to communicate with library staff and library board members through email.
- Attends 2 hours of New York State mandated Trustee education annually (between 7-1 and 6-30 beginning 1-2023) and submits evidence of participation to the Library Board President and Library Director (see form and FAQ below).
- Attends New York State mandated Sexual Harassment Prevention training annually (between 7-1 and 6-30) (See form below)
- Other duties as required.

In addition, officers of the Board have specific jobs that coincide with their appointed office.

President:

- Presides at Board meetings and conducts them according to a standing procedure and an agenda.
- Sets meeting agenda in cooperation with the library director.
- Calls special meetings as needed.
- Appoints committees as needed.

Treasurer:

- Leads in preparation of the annual budget.
- Rotates, along with other Board members, as check signer on call of the library director.
- Signs off on financial reports for NYS and Federal reporting requirements.
- Runs meetings in absence of the president and secretary.

Secretary:

- Provides accurate record keeping for the Board and keeps records on file at the library.
- Conducts correspondence for the Board, as appropriate.
- Runs meetings in the absence of the president.

**Penn Yan Public Library**

**SELF-ASSURANCE of Trustee Education Activity Completion Form**

Each Library Trustee, elected or appointed, of a board of trustees is required to complete a minimum of two hours of trustee education annually. (Education Law 260-d as added by *Chapter 468 of the Laws of 2021*)

Please use this self-assurance form if a certificate of completion is not available from the approved education activity provider. Please submit this form to the library board president for review and signature. Trustees should retain a copy of the signed form.

I attended the following trustee education activity:

Trustee Name: \_\_\_\_\_

Approved Provider: \_\_\_\_\_

Title of Activity: \_\_\_\_\_

Topic/Content: \_\_\_\_\_

Format (e.g. workshop, webinar, online course): \_\_\_\_\_

Date of Activity: \_\_\_\_\_

Contact Hours: \_\_\_\_\_

**Trustee Signature/Date**

\_\_\_\_\_

**Board President Signature/Date**

\_\_\_\_\_

*Please submit dual signed form to the Library Director*

**Trustee Education Requirements: Division of Library Development: NYS Library**

## Frequently Asked Questions

Q: Why are continuing education requirements for public library trustees important?

A: Public library trustees in New York State oversee an estimated \$1.6 billion of the public's money—a responsibility that must be undertaken by informed, thoughtful, prudent, and trustworthy library boards. Requiring trustee education will foster an understanding of complex governance processes so that this responsibility is met.

Furthermore, to provide effective oversight, board members must appreciate their mandated duties and responsibilities. An effective way of providing this appreciation is to offer the training necessary to be good financial stewards.

The Handbook for Library Trustees of New York State states that “trustees must learn and grow during their entire tenure on the board, developing an ever-deepening awareness of the affairs of their own library and an appreciation and understanding of other libraries and library organizations. The public library is a multifaceted organization functioning in a complex world.”

Q: What are the trustee education requirements?

A: Beginning January 1, 2023, each member, elected or appointed, of a board of trustees shall be required to complete a minimum of two hours of trustee education annually. (Education Law 260-d added by Chapter 468 of the Laws of 2021).

Per Education Law, trustee education topics may include financial oversight, accountability, fiduciary responsibilities and the general powers and duties of a library trustee. Libraries should consult with their public library system about acceptable trustee education topics, formats and activities.

Q: Who is affected by the new trustee education law?

A: All boards of trustees of chartered (incorporated) and registered (licensed) public libraries, association libraries and Indian Libraries.

Q: Who approves the trustee education activities (topics and formats) and providers?

A: At the state level, trustee education providers and activities (topics and formats) are approved by the New York State Library acting on behalf of the Commissioner of Education.

In addition to pre-approving public library systems as trustee education providers, the State Library has delegated authority to public library systems to approve additional trustee education providers and activities (topics and formats) for their member libraries.

Q: Which trustee education providers are pre-approved at the State level?

A: The State Library has pre-approved the following trustee education providers:

- New York State Library/Division of Library Development

- Public Library Systems

- WebJunction

- New York Library Association (including the Library Trustees Section and other Sections/Roundtables)

- Reference and Research Library Resources Councils

- Empire State Library Network (formerly New York 3Rs Association)

- PULISDO (Public Library System Directors Organization)

- ALA including United for Libraries and other Divisions

Other providers may be approved by the public library systems. Libraries should contact the public library system to request approval of a provider.

Q: What types of trustee education formats are acceptable?

A: Trustee education may be delivered online or in person. Trustee education formats may include lectures, workshops, webinars, or online courses. Trustee education formats may also include educational programs held at in-person or virtual regional, state or national library association conferences. Libraries may contact the public library system if they have a question as to whether a trustee education format is acceptable.

Q: How do trustees demonstrate compliance with the education requirements?

A: Each trustee files evidence of completion of the education requirements with the library board president. Evidence of completion may include:

    Certificates of completion issued by the approved provider

    A signed self-assurance of completion. The self-assurance must identify the approved provider and include a description of the content and format of each activity (see sample form).

Q: How is trustee education compliance tracked by the Library?

A: The Library Board of Trustees should establish a written policy and procedures related to trustee education and compliance.

    Public Library Systems are available to Library Boards to assist with the development of library policies that comply with the trustee education law.

    The library should track trustee education compliance. This sample form, provided by the State Library, can assist library boards in maintaining a record of trustee education activities.

Q: How is trustee education compliance tracked by the State Library?

A: Compliance is tracked through questions on the Annual Report for Public and Association Libraries.

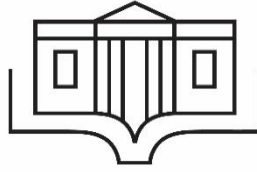
Q: What happens if a trustee fails to meet the trustee education requirements?

A: The State Library recommends that a Library Board address this topic in its Board-approved trustee education policy and procedures. In addition, the Library Board may wish to amend the library's by-laws to specifically address trustee education requirements and compliance. For assistance and for sample policies and bylaws, please contact your Public Library System.

Q: Can the costs for complying with the trustee education requirements be charged to the library?

A: Yes. Modest and reasonable costs incurred by a trustee in complying with the trustee education requirements may be charged to the library if there is board approved policy. All such costs must be approved by the board of trustees. The State Library recommends that the library's trustee education policy and procedures provide information on this topic. The Trustee Handbook recommends that 1% of the library's budget should be dedicated to continuing education.

Last Updated: June 27, 2022



**PENN YAN PUBLIC LIBRARY**

AMAZE YOURSELF.

Sexual Harassment Prevention Training \_\_\_\_\_

I viewed the NY State Department of Labor's Sexual Harassment Prevention Training videos and the PYPL Executive Director discussed any questions or clarifications I had with me.

<https://www.youtube.com/watch?v=a97FsTjtiIg>

<https://www.youtube.com/watch?v=1za7gs9S2H0>

Date viewed: \_\_\_\_\_

Employee signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

PYPL Executive Director

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Appendix B**

### **Penn Yan Public Library Public Comment Policy**

The Penn Yan Public Library Board of Trustees incorporates an opportunity for Public Comment during its regular board meetings in accordance with New York State's Open Meetings Law. Residents of the Library's service area may use this time during meetings to verbally address the board. The Library Board reserves the right to determine the manner in how public comments are received to maintain a fair, respectful, and well-managed meeting. The following Rules and Procedures apply to the Library's Public Comment section of the meeting Agenda:

#### **Rules and Procedures for Public Comment**

- Participants must sign in and identify their community of residence.
- Participants must be a resident of the Penn Yan Public Library chartered service area which has congruent boundary lines with of the Penn Yan Central School District.
- Residents will be recognized in order of sign-in.
- Residents will be allotted a maximum of 3-minutes to speak.
- A resident can only speak once, and only use their own signed-in for 3-minutes to speak.
- Residents must limit their comments to library-related matters.
- A designated library trustee will preside over the meeting.
- A designated trustee will introduce each resident and keep track of the time.
- The Library Board may limit the total amount of time allowed for Public Comment.
- The Library Board may only listen to residents during Public Comment.
- The Library Board may not address an issue, or answer questions during Public Comment.
- The Library Board may not vote upon any issue raised during Public Comment unless specified on the agenda.

(proposed new wording 1-18-24)

## 6. Collection Development

### 6.1 Selection Philosophy

It is an essential role of public libraries to make a wide variety of materials available to community members, including possibly controversial materials. 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

Designated staff can use professional reviews (when available), bibliographies, lists of new materials, and other professional resources as selection aids.

~~Professional reviews (when available), bibliographies, lists of new materials, and other professional resources are to 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. 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 borrowing, downloading or streaming.

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 for archival purposes. Local historical newspapers can be accessed at: <https://nyshistoricnewspapers.org/?a=p&p=countybrowser&county=Yates&e=-----en-20--1--txt-txIN-----> ~~[https://nyshistoricnewspapers.org/titles/places/new\\_york/yates/](https://nyshistoricnewspapers.org/titles/places/new_york/yates/)~~. 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 useful. 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

The PYPL Board of Trustees recognizes the importance of providing a procedure whereby opinions from the community regarding materials selected can be voiced. Having a policy to guide Library employees and trustees in addressing community challenges to a material in the collection ensures each request for reconsideration is dealt with fairly.

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 **be reconsidered** should complete and sign the Request for Reconsideration of Library Materials form (See Appendix F). 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.

Items will not be automatically removed from the collection upon receipt of a completed **signed** 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 Southern Tier Library System**, the American Library Association (~~<http://www.ala.org/bbooks/online-challenge-reporting-form>~~) <https://ala.org/tools/challengesupport/report> 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.~~

Should the patron wish to appeal the decision, they may write to the President of the Board of Trustees to request a hearing by the Board. The Board will listen to the community member's concerns during a regular meeting following the procedures listed in the Public Comment Policy (See PYPL Board of Trustees Bylaws Appendix B), and will make a decision regarding the challenged material at the next meeting. The Library Board will inform the community member of the decision in writing through U.S. Mail.

Any further appeal must be made to the New York Commissioner of Education  
New York State Education Department  
89 Washington Avenue  
Albany, New York 12234

The Library Board places a limit on Requests for Reconsideration of Library materials. The Library will only process one Request for Reconsideration per specific title or author once every 36 months (3 years) considering all material formats (print, non-print and digital). The Library Board's decision is final.