

**AGENDA**  
**PENN YAN PUBLIC LIBRARY**  
**BOARD MEETING**  
**May 15<sup>th</sup>, 2025 6:30pm**

*6pm-Doug Sinclair, Yates Dept. of Health, NARCAN information session*

**Call to Order**

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

\* April 10th Minutes (Present: Angela Gonzalez, Val Brechko, Elizabeth Burris-Chase, Sharon Pinckney, Kristen Flynn-Comstock, Steve Darrow, Connie Glover)

**Financial Review**

\*Payment of bills for April 2025

**Library Director's Report**

**Standing Committee Reports**

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

**Old Business**

EV Charger policy-ProAction overnight parking

**New Business**

Tutoring Policy

**\*Adjourn**

Items with \* require Board action. Enclosures: April 10<sup>th</sup>, 2025 minutes, Budget and Balance sheets, Director's Report, Circulation Stats, Children's and Adult services reports, Proposed EV Charger policy, Proposed updated Tutoring Policy

**AGENDA**  
**PENN YAN PUBLIC LIBRARY**  
**BOARD MEETING**  
**April 10<sup>th</sup>, 2025 6:30pm**

present: K. Flynn-Comstock  
 S. Darrow V. Brechko  
 C. Gloner E. Burris-Chase  
 S. Pinckney

**Call to Order**

- Public Comment *NONE*
- Additional Agenda Items? *NONE*
- \*Adoption of Agenda - *ADOPTED! 6-0*

\* March 20th Minutes (Present: Angela Gonzalez, Val Brechko, Andrew Robak, Elizabeth Burris-Chase, Sharon Pinckney, Bethany Snyder, Kristen Flynn-Comstock, Jan Barrett, Steve Darrow) - *Accepted 5-0 1 abstention*

**Financial Review**

\*Payment of bills for March 2025 *Moved - Seconded - Approved*

**Library Director's Report**

*concern interest on investments has been good!*  
*Election results*  
*worries over fed. grants "hot spots" discussed*

**Standing Committee Reports**

- Policy Review Committee *NO*
  - Building Committee *NO*
  - Personnel Committee *NO*
  - Nominating Committee *NO*
- meet w/ Bocas Coordinator*  
*"Jobs Now" = available for public use program*  
*DID NOT MEET*

**Old Business**

\*Wireless Hotspots policy update - *included in Director's Support Report Accepted 6-0*  
 Proaction overnight parking - *Discussed limitations for charging*  
 Homeless Patron *he's back - taking up too much space? policy will be forthcoming*

**New Business**

*general discussion for overnight charging non profit*

\* October Board meeting date 10-23

*moved, seconded - Approved 6-0*

**\*Adjourn**

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

*thank you acknowledgment for the workers on the vote.*

*Adjournment: moved - seconded - Approved 6-0*

*7:08 PM*

*(Steve Darrow)*

## **PYPL Executive Director's Report 5-15-25**

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

4/21 STLS Digital Advisory Committee meeting

4/22 Kanopy and Mango training, PYPL Staff Roundtable

4/22 STLS Information Literacy Committee meeting

4/24 Turn Strategy into Action with Theory of Change, Webjunction webinar

4/29 Leading with Empathy, Compassion, And Intuition, METRO Library Resources Council webinar

5/6 Cheryl Flynn, Penn Yan Community Garden, PYPL Staff Round Table

5/9 STLS Spring CE

Building Joy-Centric Libraries

More than a Buzzword: DEI Matters with STLS DEI Committee members

The Strategic Partnership: Trustees and Director Working Together

The Adult Programming Equation

AI in Libraries

### **Happenings:**

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

- I have started the STLS 'intention to apply' documents for the phase 2 construction grant.

- The PYPL sewer cleanout pipe was repaired.

-The village watermains are being repaired so the PYPL restrooms were closed on 5/5 and 5/7.

-Financial reports will be a few days late in June.

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- Construction Grant calendar:
  - We should hear from the State between December 2024 – April 2025 if there are further needed edits to the application. -Heard, doing as of today
  - We will expect to hear from the State between August 2025 – September 2025 on the approval of the application.
  - If approved, funding will be released November/December 2025.
  - Bidding process January 2026(?)
  
- Phase 2 grant application Spring 2025

checkouts	23-24		Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	23-24 24-25		Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr
	July	Aug											total	July									
ADPBKFC	47	37	43	48	31	25	60	54	53	53	53	57	561	63	61	52	64	66	41	24	30	66	48
ADPBKNF	19	16	21	15	21	23	32	23	33	29	27	13	272	8	16	14	16	24	36	23	23	28	32
ADULTFIC	592	673	640	610	518	474	635	577	596	564	619	665	7163	720	657	617	634	529	485	578	512	529	562
ADULTNF	400	366	341	378	385	320	402	487	368	415	359	307	4528	339	377	340	390	369	361	473	423	380	312
AUDIOBKCAS	1												1										
AUDIOBKCD	121	134	105	99	115	88	101	110	105	81	91	74	1224	66	100	91	89	62	71	66	61	85	88
AV-hotspot	51	70	72	58	75	61	34	55	72	84	66	76	774	41	92	90	80	75	85	96	76	53	14
AV-EQUIP										1	4	1	6	2	1	8	6				2	1	3
BOOK	11	18	5	3	2				10	9	4	12	74	16	9		4	1	3	9	3	4	1
COMPUTER-laptops	1	1	1	1	2			2					8								3	4	2
playaways													0										
EAUDIOBOOK									1				1										
ED-VID-DVD	1	5	2		4	2	16				2		32		4						1	2	5
ENTRY-PASS																							2
HOTSPOT																							31
EPHEMERAL										1			1										
EQUIPMENT	1	1	1	1	3								7										
HOLIDAY	2	1		1	1	1		1	1	1			9	1			2	4	4	1			
ILL-BOOK	9	19	5	10	4	9	5	11	4	2	11	7	96	19	5	10	7	6	5	4	5	9	3
JUVDVD (new 5-1-19)	6	1	4	11		14	1	8	11	13	11	6	86	9	10	9	10	6	11	1		2	16
JUVAUDIOBK	5	9	4	5	5	7	5	1	2	5	6	5	59	4	12	5	5	7	3	2	2	4	2
JUVFIC	2032	1926	1534	1488	1545	1105	1412	1361	1531	1713	1533	1192	18372	1925	1859	1511	1440	1302	1335	1303	1493	1590	1449
JUVMAGAZIN	22	7	2	3	4		1	2	5	11	9	6	72	6	6	3				2	2		
JUVMUSICCD													0										
JUVNF	300	307	244	237	237	203	208	285	316	383	296	232	3248	282	313	402	278	317	227	239	311	296	252
JUVPBFC	17	21	17	18	16	11	14	10	16	11	20	9	180	22	14	9	9	19	11	12	21	14	16
JUVPBK		1	1		1		1	3	5	2	2		16	2	1			1		1	1	1	2
JUVREF													0										
KIT	4	8	5	8	9	2	3	7	8	5	8	8	75	5	5	6	2	2	6	2	1	4	5
LARGETYPE	688	706	529	597	486	443	591	567	557	551	543	605	6863	672	666	598	548	438	427	531	525	570	516
MAGAZINE	106	95	123	126	94	102	73	106	94	114	103	76	1212	82	114	85	90	49	97	99	72	80	66
MICROFORM	16									8		8	32		8	8		16	8				
MIXEDMEDIA	8											1	9		1	1	1						
MUSICCD	61	62	46	48	19	26	36	37	37	39	45	49	505	30	30	27	41	25	25	6	29	27	15
NEWAUDBKCD	52	38	38	42	42	34	39	35	31	25	35	45	456	38	49	33	43	34	22	35	34	42	30
NEW-BKNF													0										
NEW-BOOK	389	438	402	407	365	317	332	321	315	328	357	400	4371	464	456	433	382	329	326	312	301	262	291
NEW-BOOKNF	110	101	108	124	129	110	141	101	85	87	91	86	1273	114	124	116	123	122	97	125	101	103	88
NEW JUVDVD-new		2	4	4	4	2	3	2	3	3	6	2	35	2	2	7	19	19	12	21	9	6	7
NEWJUVFIC	144	133	136	143	110	109	120	127	138	153	116	124	1553	155	158	125	106	118	101	102	105	107	109
NEW-JUVNF	40	53	41	45	53	25	36	40	44	31	35	29	472	49	39	45	46	44	52	48	49	44	27
NEW-LP	12	15	16	17	10	13	10	8	5	9	13	14	142	19	7	11	14	7	1	7	3	9	8
NEWMAGAZIN	3												3				3		2				
NEWMUSCD	8	3	10	5		1	5	15	10	1	1	2	61	1	5	6	8	4	13	1	2	1	5
NEWSPAPER													0										
NEW-VIDDVD	378	406	299	366	245	258	307	229	255	274	219	167	3403	180	200	163	164	167	167	202	173	188	172



05/02/25

Penn Yan Public Library  
Balance Sheet  
As of April 30, 2025

	Apr 30, 25
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1015 · Public Funds Money Market	100,650.03
1000 · Savings account	
1018 · Non designated	6,815.03
1028 · Phase IV Money	18,163.50
1000 · Savings account - Other	1,110.53
	26,089.06
1014 · Operating Acct	301,153.37
	427,892.46
<b>Accounts Receivable</b>	
1261 · Accounts Receivable	0.43
	0.43
<b>Other Current Assets</b>	
1220 · Prepaid Expenses	
1250 · Insurance	(1,131.35)
1251 · Workers Comp	2,628.59
	1,497.24
1275 · Cash Held For Friends	29,396.70
1499 · Undeposited Funds	(0.35)
1300 · Investments	
1350 · CDs	295,091.73
	295,091.73
<b>Total 1300 · Investments</b>	295,091.73
<b>Total Other Current Assets</b>	325,985.32
<b>Total Current Assets</b>	753,878.21
<b>Fixed Assets</b>	
1500 · Land	37,775.41
1501 · Building Improvemnt & Renovation	1,620,920.30
1502 · Office Equipment	104,429.27
1503 · Furniture & Fixtures	15,702.00
1504 · Construction in Progress	14,174.00
1510 · Accum Depreciatn - Fixed Assets	(947,991.61)
	845,009.37
<b>Total Fixed Assets</b>	845,009.37
<b>TOTAL ASSETS</b>	1,598,887.58

Penn Yan Public Library  
Balance Sheet  
As of April 30, 2025

	Apr 30, 25
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
2005 · Payables	36,759.00
<b>Total Accounts Payable</b>	<b>36,759.00</b>
<b>Other Current Liabilities</b>	
1260 · Staff Receivables	(0.36)
2042 · New York Paid Family Leave	10,807.62
2045 · Deferred Compensation	(261.69)
2010 · Accrued Payroll & Employee Ben	36,707.87
2020 · Cash Held for Library (Friends)	29,396.70
2027 · Deferred Tax	267,400.72
2028 · Pass Through Funds	0.23
2032 · Accrued FICA	0.04
2033 · Federal Withholding	(0.02)
2034 · NYS Withholding	0.28
2035 · Retirement	51,241.95
2036 · Sales Tax 8%	157.25
2038 · Employee Health Premiums	0.27
2046 · Voluntary Benefits	(2,303.95)
<b>Total Other Current Liabilities</b>	<b>393,146.91</b>
<b>Total Current Liabilities</b>	<b>429,905.91</b>
<b>Long Term Liabilities</b>	
2030 · Pension Liability	177,761.00
<b>Total Long Term Liabilities</b>	<b>177,761.00</b>
<b>Total Liabilities</b>	<b>607,666.91</b>
<b>Equity</b>	
3000 · General Fund Equity	470,674.42
<b>3100 · Restricted Funds</b>	
3101 · Watkins/Reiner	2,904.99
3102 · Hobart	13,674.85
3103 · Underwood	4,500.34
3100 · Restricted Funds - Other	100.00
<b>Total 3100 · Restricted Funds</b>	<b>21,180.18</b>
3900 · Retained Earnings	643,985.13
Net Income	(144,619.06)
<b>Total Equity</b>	<b>991,220.67</b>

05/02/25

Penn Yan Public Library  
Balance Sheet  
As of April 30, 2025

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	<u>Apr 30, 25</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,598,887.58</u></u>

# Profit & Loss Budget vs. Actual

05/06/25

Accrual Basis

2024-2025 Budget v actual

	Jul '24 - Apr 25	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4100 · Printing Income				
4150 · Laser Printer	1,685.14	1,350.00	335.14	124.8%
<b>Total 4100 · Printing Income</b>	1,685.14	1,350.00	335.14	124.8%
4200 · Village	0.00	1,000.00	(1,000.00)	0.0%
4400 · Fines	730.88			
4500 · Lost/Damaged Books Refund	82.15			
4505 · Sale of Extraneous Materials	266.25			
4525 · Cafe Receipts	133.33	600.00	(466.67)	22.2%
4540 · Tax Income	588,733.30	750,208.00	(161,474.70)	78.5%
4550 · Miscellaneous	5,450.84			
4600 · LLSA	4,689.00	4,560.00	129.00	102.8%
4700 · Interest	664.91	150.00	514.91	443.3%
4800 · NonDesignated Donations	6,789.59	3,000.00	3,789.59	226.3%
<b>Total Income</b>	609,225.39	760,868.00	(151,642.61)	80.1%
<b>Expense</b>				
9480 · Family Passes	300.00			
<b>5000 · HUMAN RESOURCES</b>				
<b>5100 · Salaries</b>				
5110 · Library Director II	66,106.01	79,617.00	(13,510.99)	83.0%
5115 · Librarian I	104,672.77	125,138.00	(20,465.23)	83.6%
5130 · Clerical	214,329.84	242,011.00	(27,681.16)	88.6%
5135 · Building Staff	0.00	26,234.00	(26,234.00)	0.0%
<b>Total 5100 · Salaries</b>	385,108.62	473,000.00	(87,891.38)	81.4%
<b>5200 · Benefits</b>				
5210 · Medicare/SS	29,340.53	36,000.00	(6,659.47)	81.5%
5225 · HRA Contributions	31,416.19	50,090.00	(18,673.81)	62.7%
5230 · Disability	2,506.98	2,700.00	(193.02)	92.9%
5235 · Voluntary Benefits	(2,103.57)			
5240 · SUTA	3,315.11	4,500.00	(1,184.89)	73.7%
5250 · Workmens Compensation	7,307.60	4,500.00	2,807.60	162.4%
5255 · Employee Assistance Plan	420.00	500.00	(80.00)	84.0%
5260 · Retirement	47,090.00	50,000.00	(2,910.00)	94.2%
<b>Total 5200 · Benefits</b>	119,292.84	148,290.00	(28,997.16)	80.4%
5300 · Payroll Costs	2,933.81	3,300.00	(366.19)	88.9%
5000 · HUMAN RESOURCES - Other	316.60			
<b>Total 5000 · HUMAN RESOURCES</b>	507,651.87	624,590.00	(116,938.13)	81.3%
<b>5400 · ADMINISTRATION</b>				
5415 · Hotspots	4,827.75	3,000.00	1,827.75	160.9%
5420 · Promotion	2,285.88	500.00	1,785.88	457.2%
5422 · Annual Campaign Expense	0.00	600.00	(600.00)	0.0%
5425 · Internet Service	1,800.00	1,800.00	0.00	100.0%
5430 · Telephone System	970.00	850.00	120.00	114.1%
5435 · Insurance	10,415.23	8,675.00	1,740.23	120.1%

	<u>Jul '24 - Apr 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>5440 · Accounting</b>				
5442 · Review/Audit	7,650.00	6,550.00	1,100.00	116.8%
5444 · Supplies	5.98	150.00	(144.02)	4.0%
5440 · Accounting - Other	176.65			
<b>Total 5440 · Accounting</b>	<b>7,832.63</b>	<b>6,700.00</b>	<b>1,132.63</b>	<b>116.9%</b>
<b>5450 · Equipment</b>	0.00	500.00	(500.00)	0.0%
5451 · Service Contract	887.23	1,000.00	(112.77)	88.7%
5452 · Toshiba copier	401.89	500.00	(98.11)	80.4%
5455 · Staff Equipment	199.99			
<b>5460 · Office Supplies</b>				
5461 · Staff Room	51.37	150.00	(98.63)	34.2%
5462 · White Paper	334.92	300.00	34.92	111.6%
5463 · Other	513.15	500.00	13.15	102.6%
<b>Total 5460 · Office Supplies</b>	<b>899.44</b>	<b>950.00</b>	<b>(50.56)</b>	<b>94.7%</b>
<b>5470 · Training/Travel</b>	507.83	1,200.00	(692.17)	42.3%
5475 · Legal	0.00	800.00	(800.00)	0.0%
5480 · Dues	835.00	900.00	(65.00)	92.8%
5485 · Postage	84.28	300.00	(215.72)	28.1%
5486 · Vote Expense	670.57	1,500.00	(829.43)	44.7%
5490 · Misc	83.71			
<b>Total 5400 · ADMINISTRATION</b>	<b>32,701.43</b>	<b>29,775.00</b>	<b>2,926.43</b>	<b>109.8%</b>
<b>5900 · BUILDINGS &amp; GROUNDS</b>				
<b>5910 · Utilities</b>				
5912 · Electric	4,998.14	6,000.00	(1,001.86)	83.3%
5913 · Sewer & Water	2,010.08	1,000.00	1,010.08	201.0%
5914 · Gas	329.82	300.00	29.82	109.9%
<b>Total 5910 · Utilities</b>	<b>7,338.04</b>	<b>7,300.00</b>	<b>38.04</b>	<b>100.5%</b>
<b>5920 · New Equipmnt</b>	0.00	300.00	(300.00)	0.0%
<b>5930 · Repairs &amp; Maint</b>				
5932 · Equipment	68.00	1,300.00	(1,232.00)	5.2%
5934 · Blding & Ground	479.09	7,000.00	(6,520.91)	6.8%
5930 · Repairs & Maint - Other	2,353.91			
<b>Total 5930 · Repairs &amp; Maint</b>	<b>2,901.00</b>	<b>8,300.00</b>	<b>(5,399.00)</b>	<b>35.0%</b>
<b>5940 · Maintenance Contracts</b>				
5943 · Trash Removal	522.87	550.00	(27.13)	95.1%
5945 · Fire Protection	1,275.00	1,000.00	275.00	127.5%
5946 · Snow Plowing	1,250.00	1,000.00	250.00	125.0%
5940 · Maintenance Contracts - ...	0.00			
<b>Total 5940 · Maintenance Contracts</b>	<b>3,047.87</b>	<b>2,550.00</b>	<b>497.87</b>	<b>119.5%</b>
<b>5970 · Supplies</b>				
5972 · Custodial	959.64	900.00	59.64	106.6%
5974 · Building	399.07	650.00	(250.93)	61.4%
5976 · building depreciation	0.00	1,000.00	(1,000.00)	0.0%

	<u>Jul '24 - Apr 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
5970 · Supplies - Other	287.07			
<b>Total 5970 · Supplies</b>	<u>1,645.78</u>	<u>2,550.00</u>	<u>(904.22)</u>	<u>64.5%</u>
<b>Total 5900 · BUILDINGS &amp; GROUNDS</b>	14,932.69	21,000.00	(6,067.31)	71.1%
<b>6000 · TECH (NETWORK AND ILS)</b>				
6100 · New Hardware	2,426.28	2,750.00	(323.72)	88.2%
6150 · Parts for Repair & Maint	0.00	300.00	(300.00)	0.0%
6200 · New Software	0.00	500.00	(500.00)	0.0%
6300 · Maintenance	2,244.50	3,000.00	(755.50)	74.8%
6400 · ILS Software	35,733.00	36,448.00	(715.00)	98.0%
<b>Total 6000 · TECH (NETWORK AND I...</b>	<u>40,403.78</u>	<u>42,998.00</u>	<u>(2,594.22)</u>	<u>94.0%</u>
<b>7100 · REFERENCE</b>				
7110 · Materials				
7120 · Reference Books	64.82	155.00	(90.18)	41.8%
<b>Total 7110 · Materials</b>	<u>64.82</u>	<u>155.00</u>	<u>(90.18)</u>	<u>41.8%</u>
<b>Total 7100 · REFERENCE</b>	64.82	155.00	(90.18)	41.8%
<b>7300 · ADULT SERVICES</b>				
7310 · Materials				
7315 · Print Materials				
7320 · Adult Fiction	5,619.74	10000.00	(4,380.26)	56.2%
7321 · Graphic Novels	281.33	350.00	(68.67)	80.4%
7330 · Adult Non Fiction	3,671.37	5,000.00	(1,328.63)	73.4%
7370 · Periodicals	3,415.53	4,500.00	(1,084.47)	75.9%
<b>Total 7315 · Print Materials</b>	<u>12,987.97</u>	<u>19,850.00</u>	<u>(6,862.03)</u>	<u>65.4%</u>
7380 · AV Materials				
7382 · Audio Books	1,800.14	3,000.00	(1,199.86)	60.0%
7384 · CD Music	77.18	200.00	(122.82)	38.6%
7386 · DVD	2,623.54	4,000.00	(1,376.46)	65.6%
<b>Total 7380 · AV Materials</b>	<u>4,500.86</u>	<u>7,200.00</u>	<u>(2,699.14)</u>	<u>62.5%</u>
7310 · Materials - Other	294.00			
<b>Total 7310 · Materials</b>	<u>17,782.83</u>	<u>27,050.00</u>	<u>(9,267.17)</u>	<u>65.7%</u>
7420 · Programming	3,197.23	1,500.00	1,697.23	213.1%
7450 · Equipment				
7452 · Other Equipment	0.00	200.00	(200.00)	0.0%
<b>Total 7450 · Equipment</b>	<u>0.00</u>	<u>200.00</u>	<u>(200.00)</u>	<u>0.0%</u>
7454 · Cafe Supplies	231.61	850.00	(618.39)	27.2%
<b>Total 7300 · ADULT SERVICES</b>	<u>21,211.67</u>	<u>29,600.00</u>	<u>(8,388.33)</u>	<u>71.7%</u>
<b>7500 · YOUTH SERVICES</b>				
7510 · Materials				

	<u>Jul '24 - Apr 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>7515 · Print Materials</b>				
7520 · E	737.10	1,500.00	(762.90)	49.1%
7530 · J Fiction	848.74	1,500.00	(651.26)	56.6%
7540 · J Non-Fiction	643.78	800.00	(156.22)	80.5%
7550 · YA	667.30	1,200.00	(532.70)	55.6%
7560 · Realia(Non-Book)	46.20	300.00	(253.80)	15.4%
<b>Total 7515 · Print Materials</b>	<u>2,943.12</u>	<u>5,300.00</u>	<u>(2,356.88)</u>	<u>55.5%</u>
<b>7580 · AV Materials</b>				
7582 · Audiobooks	88.69	200.00	(111.31)	44.3%
7584 · Music CD	0.00	100.00	(100.00)	0.0%
7588 · Video Games	1,213.20	1,200.00	13.20	101.1%
<b>Total 7580 · AV Materials</b>	<u>1,301.89</u>	<u>1,500.00</u>	<u>(198.11)</u>	<u>86.8%</u>
<b>7510 · Materials - Other</b>	<u>20.00</u>			
<b>Total 7510 · Materials</b>	<u>4,265.01</u>	<u>6,800.00</u>	<u>(2,534.99)</u>	<u>62.7%</u>
<b>7620 · Programming</b>	<u>3,525.09</u>	<u>2,400.00</u>	<u>1,125.09</u>	<u>146.9%</u>
<b>Total 7500 · YOUTH SERVICES</b>	<u>7,790.10</u>	<u>9,200.00</u>	<u>(1,409.90)</u>	<u>84.7%</u>
<b>8100 · TECHNICAL SERVICES</b>				
8155 · Processing Costs	359.35	800.00	(440.65)	44.9%
8161 · Tech Supplies				
8162 · Repair	19.78	25.00	(5.22)	79.1%
8163 · AV	0.00	575.00	(575.00)	0.0%
8165 · Disc Cleaner	0.00	100.00	(100.00)	0.0%
8167 · Misc	290.88	750.00	(459.12)	38.8%
<b>Total 8161 · Tech Supplies</b>	<u>310.66</u>	<u>1,450.00</u>	<u>(1,139.34)</u>	<u>21.4%</u>
<b>Total 8100 · TECHNICAL SERVICES</b>	<u>670.01</u>	<u>2,250.00</u>	<u>(1,579.99)</u>	<u>29.8%</u>
<b>8200 · CIRCULATION</b>				
8250 · Equipment	373.70	200.00	173.70	186.9%
8260 · Patron Cards	193.50	200.00	(6.50)	96.8%
8275 · Postage for Overdues	212.63	300.00	(87.37)	70.9%
8280 · Mailing Supplies	148.55	100.00	48.55	148.6%
8295 · Unique Management	442.90	500.00	(57.10)	88.6%
<b>Total 8200 · CIRCULATION</b>	<u>1,371.28</u>	<u>1,300.00</u>	<u>71.28</u>	<u>105.5%</u>
<b>Total Expense</b>	<u>627,097.65</u>	<u>760,868.00</u>	<u>(133,770.35)</u>	<u>82.4%</u>
<b>Net Ordinary Income</b>	<u>(17,872.26)</u>	<u>0.00</u>	<u>(17,872.26)</u>	<u>100.0%</u>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
9450 · Chargepoint Income	2,792.25			
<b>8400 · NON-BUDGETED DONATIONS</b>				
8415 · Friends - Materials/Equipme...	(76.00)			
8425 · Hobart/Watkins/Reiner	107.02			

	<u>Jul '24 - Apr 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Total 8400 · NON-BUDGETED DONA...</b>	31.02			
<b>9000 · Landscaping Project Income</b>				
<b>9025 · Donations</b>	18.81			
<b>Total 9000 · Landscaping Project Inc...</b>	18.81			
<b>Total Other Income</b>	2,842.08			
<b>Other Expense</b>				
<b>9475 · Chargepoint Expense</b>	543.22			
<b>9126 · Master Plan Phase 1 expenses</b>	11,299.00			
<b>Total Other Expense</b>	11,842.22			
<b>Net Other Income</b>	(9,000.14)			
<b>Net Income</b>	<b>(26,872.40)</b>	<b>0.00</b>	<b>(26,872.40)</b>	<b>100.0%</b>

Penn Yan Public Library  
MONTHLY INCOME & EXPENSE  
April 2025

	Apr 25
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4100 · Printing Income	
4150 · Laser Printer	154.63
<b>Total 4100 · Printing Income</b>	<b>154.63</b>
4400 · Fines	43.60
4500 · Lost/Damaged Books Refund	4.00
4505 · Sale of Extraneous Materials	29.62
4525 · Cafe Receipts	12.96
4700 · Interest	227.42
4800 · NonDesignated Donations	128.02
<b>Total Income</b>	<b>600.25</b>
<b>Expense</b>	
<b>5000 · HUMAN RESOURCES</b>	
5100 · Salaries	
5110 · Library Director II	6,124.38
5115 · Librarian I	9,625.98
5130 · Clerical	19,688.88
<b>Total 5100 · Salaries</b>	<b>35,439.24</b>
5200 · Benefits	
5210 · Medicare/SS	2,699.65
5225 · HRA Contributions	2,193.51
5235 · Voluntary Benefits	(200.34)
5240 · SUTA	305.95
<b>Total 5200 · Benefits</b>	<b>4,998.77</b>
5300 · Payroll Costs	259.68
<b>Total 5000 · HUMAN RESOURCES</b>	<b>40,697.69</b>
<b>5400 · ADMINISTRATION</b>	
5415 · Hotspots	504.71
5420 · Promotion	150.00
5425 · Internet Service	450.00
5430 · Telephone System	210.00
5451 · Service Contract	75.99
5452 · Toshiba copier	(218.74)
5460 · Office Supplies	
5461 · Staff Room	21.44
5462 · White Paper	93.98
5463 · Other	57.99
<b>Total 5460 · Office Supplies</b>	<b>173.41</b>
5485 · Postage	74.27
5486 · Vote Expense	252.50
<b>Total 5400 · ADMINISTRATION</b>	<b>1,672.14</b>
<b>5900 · BUILDINGS &amp; GROUNDS</b>	
5910 · Utilities	
5912 · Electric	965.34
5913 · Sewer & Water	97.10
5914 · Gas	33.28
<b>Total 5910 · Utilities</b>	<b>1,095.72</b>
5930 · Repairs & Maint	
5934 · Blding & Ground	17.96
<b>Total 5930 · Repairs &amp; Maint</b>	<b>17.96</b>
5940 · Maintenance Contracts	

Penn Yan Public Library  
MONTHLY INCOME & EXPENSE  
April 2025

	Apr 25
5943 · Trash Removal	53.10
5946 · Snow Plowing	625.00
<b>Total 5940 · Maintenance Contracts</b>	<b>678.10</b>
5970 · Supplies	
5972 · Custodial	71.52
5974 · Building	91.99
<b>Total 5970 · Supplies</b>	<b>163.51</b>
<b>Total 5900 · BUILDINGS &amp; GROUNDS</b>	<b>1,955.29</b>
6000 · TECH (NETWORK AND ILS)	
6300 · Maintenance	338.50
<b>Total 6000 · TECH (NETWORK AND ILS)</b>	<b>338.50</b>
7300 · ADULT SERVICES	
7310 · Materials	
7315 · Print Materials	
7320 · Adult Fiction	471.27
7330 · Adult Non Fiction	382.94
7370 · Periodicals	602.00
<b>Total 7315 · Print Materials</b>	<b>1,456.21</b>
7380 · AV Materials	
7382 · Audio Books	253.94
7386 · DVD	370.56
<b>Total 7380 · AV Materials</b>	<b>624.50</b>
<b>Total 7310 · Materials</b>	<b>2,080.71</b>
7420 · Programming	150.00
7454 · Cafe Supplies	29.99
<b>Total 7300 · ADULT SERVICES</b>	<b>2,260.70</b>
7500 · YOUTH SERVICES	
7510 · Materials	
7515 · Print Materials	
7520 · E	107.25
7530 · J Fiction	47.54
7540 · J Non-Fiction	49.49
7550 · YA	57.93
<b>Total 7515 · Print Materials</b>	<b>262.21</b>
7580 · AV Materials	
7582 · Audiobooks	18.99
7588 · Video Games	213.96
<b>Total 7580 · AV Materials</b>	<b>232.95</b>
<b>Total 7510 · Materials</b>	<b>495.16</b>
7620 · Programming	182.78
<b>Total 7500 · YOUTH SERVICES</b>	<b>677.94</b>
8100 · TECHNICAL SERVICES	
8155 · Processing Costs	40.23
<b>Total 8100 · TECHNICAL SERVICES</b>	<b>40.23</b>
8200 · CIRCULATION	
8275 · Postage for Overdues	74.28
8295 · Unique Management	20.60
	<b>94.88</b>

05/02/25

Penn Yan Public Library  
MONTHLY INCOME & EXPENSE  
April 2025

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	Apr 25
Total 8200 · CIRCULATION	94.88
Total Expense	47,737.37
Net Ordinary Income	(47,137.12)
Other Income/Expense	
Other Income	
8400 · NON-BUDGETED DONATIONS	
8425 · Hobart/Watkins/Reiner	(16.24)
Total 8400 · NON-BUDGETED DONATIONS	(16.24)
Total Other Income	(16.24)
Other Expense	
9475 · Chargepoint Expense	137.91
Total Other Expense	137.91
Net Other Income	(154.15)
Net Income	(47,291.27)

05/02/25

# Reconciliation Summary

1015 · Public Funds Money Market, Period Ending 04/30/2025

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	<u>Apr 30, 25</u>
Beginning Balance	100,423.04
Cleared Transactions	
Deposits and Credits - 1 item	<u>226.99</u>
Total Cleared Transactions	<u>226.99</u>
Cleared Balance	<u><b>100,650.03</b></u>
Register Balance as of 04/30/2025	100,650.03
Ending Balance	100,650.03

05/02/25

# Reconciliation Summary

1000 · Savings account, Period Ending 04/30/2025

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	<u>Apr 30, 25</u>
<b>Beginning Balance</b>	26,088.63
<b>Cleared Transactions</b>	
<b>Deposits and Credits - 1 item</b>	<u>0.43</u>
<b>Total Cleared Transactions</b>	<u>0.43</u>
<b>Cleared Balance</b>	<b><u>26,089.06</u></b>
<b>Register Balance as of 04/30/2025</b>	26,089.06
<b>Ending Balance</b>	26,089.06

04/03/25

# Reconciliation Summary

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

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

## **18. Electric Vehicle (EV) Charging Stations**

Prioritizing sustainability, the library provides charging stations to give public access to electric energy to recharge plug-in electric vehicles.

Charging stations are available on a first-come, first-serve basis. The library does not guarantee the availability of charging stations.

Vehicles parked in the EV charging parking spots must be plugged in. Vehicles parked at EV charger parking spots that are not plugged in may be towed at the car owner's expense.

EV charging stations may be closed for special events, maintenance, repair and construction.

Procedures to use the charging stations must be followed at all times. The library is not liable for personal property damage or personal injury as a result of using the equipment.

Use of the library's charging stations acknowledges compliance with this policy.

### **Fees**

The EV Chargers are part of the ChargePoint network. Before using a ChargePoint charging station, patrons must create an account at [www.chargepoint.com](http://www.chargepoint.com).

Users are assessed a charging fee at the time of use.

The charging fee is set by PYPL and subject to change at any time and without notice.

Payments are made by credit card through ChargePoint. Payments are processed by ChargePoint. All disputes, refund requests, and service questions must be directed to ChargePoint.

There is a two-hour parking grace period after a vehicle is fully charged. After two hours, the user's ChargePoint account will be charged hourly parking fees.

### **Library Staff member use**

Staff members may charge their personal EV while at work. Staff members must follow the rules set forth in this policy and further, if general use of the chargers is congested, move their vehicles as soon as possible after they are fully charged.

### **Nonprofit Fleet Charging**

Penn Yan Public Library may enter into an agreement with a local nonprofit(s) for the overnight parking and charging of fleet vehicles in order to support local sustainability. *(See Appendix R)*

Appendix R

This Memorandum of Understanding is entered into by and between Penn Yan Public Library (PYPL) and \_\_\_\_\_. PYPL and \_\_\_\_\_ agree that:

\_\_\_\_\_ may charge up to 2 vehicles at the ChargePoint EV chargers located in the PYPL parking lot between the hours of 4:00 pm and 9:00 am without incurring parking fees after the vehicles are fully charged.

\_\_\_\_\_ will follow the PYPL Electric Vehicle Charging Stations Policy.

## Proposed 8.5. Tutoring

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

Up to 3 simultaneous tutoring sessions are permitted to take place at PYPL during open hours.

### Guidelines

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

### Current

## 8.5 Tutoring

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

### Guidelines

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



## PENN YAN PUBLIC LIBRARY

AMAZE YOURSELF.

### Tutor Agreement Letter

Dear Student and Parent or Guardian and Tutor:

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

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

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

### Guidelines

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

Up to 3 simultaneous tutoring sessions are permitted to take place at PYPL during open hours.

- Tutors and students must sign-in at the front desk indicating arrival and departure time.
- Tutors and students will receive a Tutor agreement letter at the start of their use of PYPL for Tutoring sessions.
- Tutors and students will leave contact information with the Library.
- Tutors, students, and parents/guardians will return a signed Tutor letter to the Library and receive a copy.
- Tutoring sessions will be kept as quiet as possible. The Library Use Policy (See Section 8) applies to tutors and students.
- Parents and guardians are responsible for the behavior of the students being tutored before, during, and after the tutoring session held at the Library. (See Section 8.2)
- Tutors and students must bring their own supplies.

- If the Hicks-Kimball room is available, it must be used before the limited tables on the Library's main floor if the Library tables are deemed overcrowded at staff discretion.

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

Sincerely,

Angela Gonzalez  
Executive Director

I, \_\_\_\_\_, Tutor, phone \_\_\_\_\_

and I, \_\_\_\_\_, Student

and I, \_\_\_\_\_, Parent or Guardian, phone \_\_\_\_\_

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

**Penn Yan Public Library Use Policy**

## 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 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 Children's and Youth's 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.*

## April 2025 adult services report

I answered 35 reference questions for 35 patrons in April, which is much better than last month. I answered 20 tech questions, no local history questions, and 1 legal question. I served 3 Mennonite patrons last month. Interesting queries: books on graphic design; how to find just music recording results in the catalog; accessing a virtual job fair; and how to spell “ninety” (that’s some old school librarianship right there).

Approximately 165 patrons attended 16 programs in April. We had a little scheduling miscommunication with our Mycology 101 presenter (who’s also due to become a dad, so congrats to him! But that further complicated things), but we are going on with our Mushroom ID walk in May and will reschedule the log inoculation we were supposed to host in April. We welcomed Suz Bates for a deep dive into genetic genealogy for Family History Support Group. Pot Luck Club had a great time exploring the somewhat high-end recipes of Martha Stewart. Some fine young gentleman from the National Guard joined us to present on everyday preparedness. I began my fourth annual Close Reads @ PYPL series with the book *Caste* by Isabel Wilkerson, provoking some intense discussion about the origins and division and hate in our society. Miss Molly was on hand for two more of her popular Chair Yoga classes.

I was invited to participate in Cornell Cooperative Extension’s Earth Day Extravaganza on April 16. Despite some cool and dreary weather, it was a great success, attracting dozens of community members of all ages, including Keuka College students. I logged 63 interactions with members of the public, demonstrating various green or sustainable projects the library has offered as adult programs over the years, including plarn (yarn made from plastic shopping bags), bee baths, soda bottle planters, and seed paper.

STLS provided us with another advocacy postcard set, this one focused on the federal government’s shutdown of IMLS and its potential impact on local libraries. Despite having just asked patrons to sign the regular library advocacy postcards in March, they were eager to put their names down in support of all we do again, and we filled and returned all postcards well ahead of the deadline.

I participated in the first DAC DEI Committee virtual open house on April 10. Kelly Povero did a great job with a presentation about our committee’s purpose and work, and more STLS member librarians have expressed interest in joining us since. We even had one librarian from outside our system, logging in from Binghamton University to see what we’re about.

Our patron survey is still in the field and has garnered about 80 responses so far.

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

*APRIL 2025 IN REVIEW*

The month kicked off with a very cute event that turned into one of our most popular social media posts ever: a Stuffed Animal Sleepover! Folks on Facebook were tickled to see pictures of kids' stuffies enjoying after-hours adventures in the library; the post was seen over 2,700 times and received more than 100 Likes. We will be sure to schedule more Stuffed Animal Sleepovers soon. After Kenn Walker attended one of our staff meetings and spoke about his work both on the School Board and with the Outlet Trail, I got in touch with him about putting a Storywalk on the Trail during April Break. While the weather was hit or miss that week, I did hear positive feedback from patrons about the Storywalk, and plan to continue to put them up along the Outlet Trail. I rounded out the month by reading stories to five Kindergarten classes from PYE, who made their annual field trips to PYPL with a stop for a picnic lunch in the county courtyard on the way back to school. What a great batch of kids, who asked plenty of fun questions, like "How are books made?" and "Do you recognize me from when I came here when I was a baby?" and "Did you know I can cross my eyes?"

*MEETINGS/TRAININGS ATTENDED*

- STLS Teen Services support chat virtual meeting
- *Sensory Storytime & Sensory Play Foundations* webinar
- STLS Digital Library Advisory Group virtual meeting
- PYPL virtual meeting with WFL BOCES tutoring coordinator

*APRIL 2025 YOUTH & FAMILY PROGRAMS*

<b>Program Type</b>	<b>Number of Programs</b>	<b>Attendance</b>
Activity	9	200
Afterschool	2	7
Movie	1	2
Storytime	11	131
Outreach	2	58
Maker	1	3
Take-Home	1	15
Early Literacy	1	20
<b>Grand Total</b>	<b>28</b>	<b>436</b>

*APRIL 2025 COMMUNITY PARTNERS*

Friends of the Outlet, Child & Family Resources, Safe Harbors of the Finger Lakes, Penn Yan Community Health, Penn Yan Elementary School, St Michael School, Head Start

*Submitted May 1, 2025 by Sarah Crevelling, Youth Services Librarian*