

AGENDA
PENN YAN PUBLIC LIBRARY
BOARD MEETING
June 12th, 2025 6:30pm

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)

*May 15th Minutes (Present: Angela Gonzalez, Val Brechko, Andrew Robak, Sharon Pinckney, Jan Barrett, Steve Darrow, Constance Glover)

Financial Review

*Payment of bills for May 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

* Tutoring Policy

New Business

***Adjourn**

Items with * require Board action. Enclosures: April 10th and May 15th, 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

MINUTES
PENN YAN PUBLIC LIBRARY
BOARD MEETING
May 15th, 2025 6:30pm

Members Present: Angela Gonzalez, Val Brechko, Andrew Robak,
Sharon Pinckney, Jan Barrett, Steve Darrow, Constance Glover

Absent: Bethany Snyder, Elizabeth Burris-Chase, Kristen Flynn-Comstock

Call to Order

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

Motion for the adoption of Agenda

Moved SP, 2nd JB, approved

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

Needs to be voted on next month, not enough members present from last month

Financial Review

*Payment of bills for April 2025

Motion for Payment of bills for February 2025

Moved JB, 2nd SP, approved

Library Director's Report

Director attended STLS conference, gave brief report on workshops attended. Discussed the tutoring policy, incidents with student being tutored. Director started the phase 2 construction grants.

Had to hire help fixing a bad sewer drain outside the library offices. Financial reports will be a few days late (early June likely). Narcan training will likely come back in September (he had a conflict).

Standing Committee Reports

- Policy Review Committee -updated tutoring and charger policy
- Building Committee -did not meet
- Personnel Committee -did not meet
- Nominating Committee -did not meet

brief discussion about spacing out the elections for new board members

Old Business

EV Charger policy-ProAction overnight parking

New Business

Tutoring Policy

***Adjourn**

Motion to adjourn

Moved SB , 2nd SP , approved

AGENDA
PENN YAN PUBLIC LIBRARY
BOARD MEETING
April 10th, 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

communit 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?*

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 20th, 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 6-12-25

Professional Development and Meetings:

5/15 STLS 2025 Book Mark contest meeting

5/21 STLS ILS meeting

5/28 The Secrets of the Jewish Patriots in the American Revolution, NYS Library Webinar

6/4 Mosquito-borne Infections in NYS, SCLRC webinar

6/4 The Roots of Flower City: Horticulture, Empire, and the Remaking of Rochester, New York, NYS Library Webinar

Happenings:

-The STLS 'intention to apply' documents for the phase 2 construction grant are ready. As of today, 6-4, I am waiting for the SHPO letter.

-The EV charges will be closed June 28th in the morning for the annual Books and Bikes Summer Reading Program Kick-off event.

-We installed a newly painted Little Free Library at the Penn Yan Community Garden

-The Friends of the Library donated funding for give-away canvas bags celebrating the 120-year anniversary of PYPL.

-The faucet in the Women's restroom is being replaced.

- 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

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

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.

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.

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.

SOFTWARE					1	1			1	1	1		5								1	2	1	1
STLSEQUIP													0											
TABLET													0											
TESTBOOK										2			2											
TOY													0		1									
UNBARCODED	2	2	1	1	1		2	1	1	1	1	1	14	2	1	4	1	1	3	1	1		1	1
UNDEFINED													0									94		
VIDEO-DVD	537	662	678	733	720	595	654	786	753	739	699	557	8113	599	685	659	816	600	555	562	627	565	602	709
VID-GAME	132	132	98	90	70	75	96	107	163	147	124	72	1306	124	95	76	75	89	84	93	77	82	94	94
loaned to STLS	524	470	405	407	395	373	476	416	421	487	427	395	5196	423	406	482	441	440	400	479	451	505	429	419
Borrowed from STLS	562	567	519	498	426	391	592	494	500	538	493	487	6067	573	555	579	536	471	436	476	547	546	511	476
Total material circ	7440	7509	6502	6649	6149	5221	6445	6390	6550	6922	6431	5792	78000	7058	7144	6627	6493	5747	5520	5944	6078	6211	5911	6052
Digital resources	1326	1267	1259	1262	1198	1294	1321	1278	1406	1305	1230	1345	15491	1375	1394	1343	1393	1369	1408	1651	1488	1634	1522	
overdrive magazines	112	100	196	515	485	572	642	481	332	310	322	285	4352	273	253	281	303	307	319	368	340	353	314	
Freegal													0											
PAC	340	314	279	244	205	171	174	185	221	214	237	240	2824	279	247	235	266	209	223	229	233	265	233	280
Total circ with digital,PAC	9218	9190	8236	8670	8037	7258	8582	8334	8509	8751	8220	7662	100667	8985	9038	8486	8455	7632	7470	8192	8139	8463	7980	6332
website visits	1305	1213	1005		984	982	1813	1529		1502	1312	1088	12733	1677	1508	1238	1317	1188	1174	1150	1103	1105	1124	1075
visits	4350	4648	5530	5294	5294	3891	4073	4772	5176	4844	5081	5638	58591	5324	5029	4871	5126	4502	4435	4483	4371	4491	4659	
wireless	334	338	400	367	318	321	322	333	369	379	372	365	4218	478	376	409	441	415	470	455	468	486	454	334
													0											
new regist. Res	31	41	26	25		23	26	36	32	35	16	37	328	29	38	39	37	29	18	21	25	21	10	16
non res	9	7	6	2		10	5	8	5	11	6	8	77	12	14	9	7	1	3	1	4	4	5	5
additions to holdings													0											
cat books	80	115	144	105	103	88	105	120	105	75	114	115	1269	140	105	135	125	88	32	124	71	113	134	90
all other print	58	70	61	47	44	49	46	58	47	45	60	62	647	48	39	51	47	40	27	24	71	59	44	35
audiobooks CDs	8	10	8	4	3		13	7	2	2	5	11	73	3	9	3	3	8	3	4	10	9	8	4
DVDs	16	8	23	13	15	20	5	8	19	11	8	8	154	7	9	11	6	16	10	4	15	16	9	19
vid games	2	2	3	1		6	1	1		1		4	21	4		3	3	2	6			4		1
electronic													0											
kit													0				3	1						
microform													0											
av													0											
toy													0											

Penn Yan Public Library
Monthly Youth Services Report to Board

MAY 2025 IN REVIEW

Thank you to everyone who has reached out with support for Melissa and her family. They are on a long road and it will surely be a marathon and not a sprint, so knowing that her PYPL family has her back is important.

Between the rain, the construction, the needed cancelation of outreach storytimes, and me going on vacation, program and attendance numbers lag in May when compared with the first four months on the year. Unsurprisingly, the most popular program was Candy Salad Bar, followed shortly after by the Bluey Book Bonanza. While these were for different audiences (teens and families with young children, respectively) they both featured free food, a perennial favorite.

Today I dropped off 740 copies of our summer events calendar to the Elementary School for insertion in report cards, and tomorrow the entire first grade will be visiting for tours. Summer is waiting in the wings and I invite all board members to come to Books & Bikes Fest on Saturday, June 28 to help us kick off a summer of colorful fun!

MEETINGS/TRAININGS ATTENDED

- *Nonviolent Communication* webinar
- *Sensory Storytime & Sensory Play Foundations* webinar
- STLS Digital Library Advisory Group virtual meeting

MAY 2025 YOUTH & FAMILY PROGRAMS

Program Type	Number of Programs	Attendance
Activity	5	62
Afterschool	3	34
Movie	1	4
Storytime	7	80
Outreach	1	3
Maker	1	21
Grand Total	18	204

MAY 2025 COMMUNITY PARTNERS

Penn Yan Community Garden, Penn Yan Middle School, Penn Yan Elementary School, Finger Lakes Community Health

Submitted June 2, 2025 by Sarah Crevelling, Youth Services Librarian

May 2025 adult services report

I answered 29 reference questions for 27 patrons in May. I answered 14 tech questions, 1 local history question, and 5 legal questions. I served 3 Mennonite patrons last month. Interesting queries: free computer programs comparable to Microsoft Word; how to fill out a lis pendens form for court; books for learning Spanish; and an inquiry about when a certain hot dog stand popular in Penn Yan in the '50s and '60s shut down.

Approximately 118 patrons attended 16 programs in May. Several of our regular programs, such as Arts & Drafts, Keuka Writes, and Pot Luck Club, were off for the month due to vacation or presenter illness. We did hold our rescheduled Mushroom Identification Walk at the Yates Community Center Trail, which was a rousing success. We also worked with Penn Yan Action Coalition to present a recording of their amazing interview with immigration expert Dr. Zeke Hernandez, author of *The Truth About Immigration*.

I attended STLS' Spring Continuing Education on May 9. I helped present on the DAC DEI's efforts, and attended sessions on adult programming, sustainability, and assisting patrons experiencing houselessness. I also attended the Office for the Aging Senior Advisory Council meeting on May 15, where I shared about our upcoming Stuff Swap and received an update about the OfA's drop-in senior center, where I hope to do some programming once it opens.

Speaking of the Stuff Swap: the new series starts on June 25 at 5 pm, to coincide with the first of this year's concerts in the park! Other sessions will be on Saturday mornings monthly. *If you have any good, clean, useful, usable items that you would like to divert from the waste stream and get into the hands of people who could use them, please plan to participate!* You could bring almost anything. I ask that people bring items on the day of each session and return for whatever's leftover at the end of the day. This has been a very positive and impactful event over the past three years and I am expecting it to continue to be so!

06/08/25

Penn Yan Public Library
Balance Sheet
As of May 31, 2025

	May 31, 25
ASSETS	
Current Assets	
Checking/Savings	
1015 · Public Funds Money Market	100,885.11
1000 · Savings account	
1018 · Non designated	6,815.03
1028 · Phase IV Money	18,163.50
1000 · Savings account - Other	1,110.98
	<hr/>
Total 1000 · Savings account	26,089.51
1014 · Operating Acct	514,935.12
	<hr/>
Total Checking/Savings	641,909.74
Accounts Receivable	
1261 · Accounts Receivable	0.43
	<hr/>
Total Accounts Receivable	0.43
Other Current Assets	
1220 · Prepaid Expenses	
1250 · Insurance	(1,131.35)
1251 · Workers Comp	2,628.59
	<hr/>
Total 1220 · Prepaid Expenses	1,497.24
1275 · Cash Held For Friends	29,396.70
1499 · Undeposited Funds	(0.35)
1300 · Investments	
1350 · CDs	14,011.37
	<hr/>
Total 1300 · Investments	14,011.37
	<hr/>
Total Other Current Assets	44,904.96
	<hr/>
Total Current Assets	686,815.13
Fixed Assets	
1500 · Land	37,775.41
1501 · Building Improvemt & 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)
	<hr/>
Total Fixed Assets	845,009.37
	<hr/>
TOTAL ASSETS	<u>1,531,824.50</u>

06/08/25

Penn Yan Public Library
Balance Sheet
As of May 31, 2025

	May 31, 25
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2005 · Payables	36,759.00
Total Accounts Payable	36,759.00
Other Current Liabilities	
1260 · Staff Receivables	(0.36)
2042 · New York Paid Family Leave	11,014.24
2045 · Deferred Compensation	717.86
2010 · Accrued Payroll & Employee Ben	36,707.87
2020 · Cash Held for Library (Friends)	29,396.70
2027 · Deferred Tax	90,780.73
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%	195.93
2038 · Employee Health Premiums	0.27
2046 · Voluntary Benefits	(2,804.80)
Total Other Current Liabilities	217,250.92
Total Current Liabilities	254,009.92
Long Term Liabilities	
2030 · Pension Liability	177,761.00
Total Long Term Liabilities	177,761.00
Total Liabilities	431,770.92
Equity	
3000 · General Fund Equity	470,674.42
3100 · Restricted Funds	
3101 · Watkins/Reiner	2,904.99
3102 · Hobart	13,674.85
3103 · Underwood	4,500.34
3100 · Restricted Funds - Other	100.00
Total 3100 · Restricted Funds	21,180.18
3900 · Retained Earnings	643,985.13
Net Income	(35,786.15)
Total Equity	1,100,053.58

06/08/25

Penn Yan Public Library
Balance Sheet
As of May 31, 2025

	May 31, 25
TOTAL LIABILITIES & EQUITY	<u>1,531,824.50</u>

Penn Yan Public Library
MONTHLY INCOME & EXPENSE
May 2025

	May 25
Ordinary Income/Expense	
Income	
4100 · Printing Income	
4150 · Laser Printer	200.00
Total 4100 · Printing Income	200.00
4400 · Fines	68.90
4505 · Sale of Extraneous Materials	22.22
4525 · Cafe Receipts	3.70
4540 · Tax Income	58,873.33
4700 · Interest	235.53
4800 · NonDesignated Donations	1,274.50
Total Income	60,678.18
Expense	
5000 · HUMAN RESOURCES	
5100 · Salaries	
5110 · Library Director II	9,186.58
5115 · Librarian I	14,438.97
5130 · Clerical	29,639.42
Total 5100 · Salaries	53,264.97
5200 · Benefits	
5210 · Medicare/SS	4,057.55
5225 · HRA Contributions	3,743.37
5235 · Voluntary Benefits	(300.51)
5240 · SUTA	347.85
Total 5200 · Benefits	7,848.26
5300 · Payroll Costs	375.77
Total 5000 · HUMAN RESOURCES	61,489.00
5400 · ADMINISTRATION	
5415 · Hotspots	1,005.74
5420 · Promotion	150.00
5440 · Accounting	
5444 · Supplies	19.99
Total 5440 · Accounting	19.99
5451 · Service Contract	214.99
5452 · Toshiba copier	122.71
5460 · Office Supplies	
5462 · White Paper	69.00
5463 · Other	43.98
Total 5460 · Office Supplies	112.98
5470 · Training/Travel	71.05
5486 · Vote Expense	7.99
Total 5400 · ADMINISTRATION	1,705.45
5900 · BUILDINGS & GROUNDS	
5910 · Utilities	
5912 · Electric	735.14
5913 · Sewer & Water	210.75
5914 · Gas	33.96
Total 5910 · Utilities	979.85
5930 · Repairs & Maint	
5932 · Equipment	189.58
5934 · Blding & Ground	547.41

Penn Yan Public Library
MONTHLY INCOME & EXPENSE
May 2025

	May 25
Total 5930 · Repairs & Maint	736.99
5940 · Maintenance Contracts	
5943 · Trash Removal	52.99
Total 5940 · Maintenance Contracts	52.99
5970 · Supplies	
5972 · Custodial	140.91
5974 · Building	114.87
Total 5970 · Supplies	255.78
Total 5900 · BUILDINGS & GROUNDS	2,025.61
6000 · TECH (NETWORK AND ILS)	
6100 · New Hardware	1,565.00
6300 · Maintenance	675.00
Total 6000 · TECH (NETWORK AND ILS)	2,240.00
7300 · ADULT SERVICES	
7310 · Materials	
7315 · Print Materials	
7320 · Adult Fiction	479.28
7330 · Adult Non Fiction	416.26
Total 7315 · Print Materials	895.54
7380 · AV Materials	
7382 · Audio Books	122.97
7384 · CD Music	24.73
7386 · DVD	284.13
Total 7380 · AV Materials	431.83
Total 7310 · Materials	1,327.37
7420 · Programming	854.73
Total 7300 · ADULT SERVICES	2,182.10
7500 · YOUTH SERVICES	
7510 · Materials	
7515 · Print Materials	
7520 · E	110.11
7530 · J Fiction	108.73
7540 · J Non-Fiction	28.94
7550 · YA	52.73
Total 7515 · Print Materials	300.51
Total 7510 · Materials	300.51
7620 · Programming	29.97
Total 7500 · YOUTH SERVICES	330.48
8100 · TECHNICAL SERVICES	
8155 · Processing Costs	42.19
Total 8100 · TECHNICAL SERVICES	42.19
8200 · CIRCULATION	
8295 · Unique Management	20.60
Total 8200 · CIRCULATION	20.60
Total Expense	70,035.43
Net Ordinary Income	(9,357.25)

06/08/25

Penn Yan Public Library
MONTHLY INCOME & EXPENSE
May 2025

	May 25
Other Income/Expense	
Other Income	
9450 - Chargepoint Income	463.26
Total Other Income	463.26
Other Expense	
9475 - Chargepoint Expense	19.76
Total Other Expense	19.76
Net Other Income	443.50
Net Income	(8,913.75)

Profit & Loss Budget vs. Actual

06/08/25

Accrual Basis

2024-2025 Budget v actual

	Jul '24 - May ...	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4100 · Printing Income				
4150 · Laser Printer	1,885.14	1,350.00	535.14	139.6%
Total 4100 · Printing Income	1,885.14	1,350.00	535.14	139.6%
4200 · Village	0.00	1,000.00	(1,000.00)	0.0%
4400 · Fines	799.78			
4500 · Lost/Damaged Books Refund	82.15			
4505 · Sale of Extraneous Materials	288.47			
4525 · Cafe Receipts	137.03	600.00	(462.97)	22.8%
4540 · Tax Income	647,606.63	750,208.00	(102,601.37)	86.3%
4550 · Miscellaneous	5,450.84			
4600 · LLSA	4,689.00	4,560.00	129.00	102.8%
4700 · Interest	900.44	150.00	750.44	600.3%
4800 · NonDesignated Donations	8,064.09	3,000.00	5,064.09	268.8%
Total Income	669,903.57	760,868.00	(90,964.43)	88.0%
Expense				
9480 · Family Passes	300.00			
5000 · HUMAN RESOURCES				
5100 · Salaries				
5110 · Library Director II	75,292.59	79,617.00	(4,324.41)	94.6%
5115 · Librarian I	119,111.74	125,138.00	(6,026.26)	95.2%
5130 · Clerical	243,969.26	242,011.00	1,958.26	100.8%
5135 · Building Staff	0.00	26,234.00	(26,234.00)	0.0%
Total 5100 · Salaries	438,373.59	473,000.00	(34,626.41)	92.7%
5200 · Benefits				
5210 · Medicare/SS	33,398.08	36,000.00	(2,601.92)	92.8%
5225 · HRA Contributions	35,159.56	50,090.00	(14,930.44)	70.2%
5230 · Disability	2,506.98	2,700.00	(193.02)	92.9%
5235 · Voluntary Benefits	(2,404.08)			
5240 · SUTA	3,662.96	4,500.00	(837.04)	81.4%
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%
Total 5200 · Benefits	127,141.10	148,290.00	(21,148.90)	85.7%
5300 · Payroll Costs	3,309.58	3,300.00	9.58	100.3%
5000 · HUMAN RESOURCES - Other	316.60			
Total 5000 · HUMAN RESOURCES	569,140.87	624,590.00	(55,449.13)	91.1%
5400 · ADMINISTRATION				
5415 · Hotspots	5,833.49	3,000.00	2,833.49	194.4%
5420 · Promotion	2,435.88	500.00	1,935.88	487.2%
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 - May ...</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
5440 · Accounting				
5442 · Review/Audit	7,650.00	6,550.00	1,100.00	116.8%
5444 · Supplies	25.97	150.00	(124.03)	17.3%
5440 · Accounting - Other	176.65			
Total 5440 · Accounting	7,852.62	6,700.00	1,152.62	117.2%
5450 · Equipment	0.00	500.00	(500.00)	0.0%
5451 · Service Contract	1,102.22	1,000.00	102.22	110.2%
5452 · Toshiba copier	524.60	500.00	24.60	104.9%
5455 · Staff Equipment	199.99			
5460 · Office Supplies				
5461 · Staff Room	51.37	150.00	(98.63)	34.2%
5462 · White Paper	403.92	300.00	103.92	134.6%
5463 · Other	557.13	500.00	57.13	111.4%
Total 5460 · Office Supplies	1,012.42	950.00	62.42	106.6%
5470 · Training/Travel	578.88	1,200.00	(621.12)	48.2%
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	678.56	1,500.00	(821.44)	45.2%
5490 · Misc	83.71			
Total 5400 · ADMINISTRATION	34,406.88	29,775.00	4,631.88	115.6%
5900 · BUILDINGS & GROUNDS				
5910 · Utilities				
5912 · Electric	5,733.28	6,000.00	(266.72)	95.6%
5913 · Sewer & Water	2,220.83	1,000.00	1,220.83	222.1%
5914 · Gas	363.78	300.00	63.78	121.3%
Total 5910 · Utilities	8,317.89	7,300.00	1,017.89	113.9%
5920 · New Equipmnt	0.00	300.00	(300.00)	0.0%
5930 · Repairs & Maint				
5932 · Equipment	257.58	1,300.00	(1,042.42)	19.8%
5934 · Blding & Ground	1,026.50	7,000.00	(5,973.50)	14.7%
5930 · Repairs & Maint - Other	2,353.91			
Total 5930 · Repairs & Maint	3,637.99	8,300.00	(4,662.01)	43.8%
5940 · Maintenance Contracts				
5943 · Trash Removal	575.86	550.00	25.86	104.7%
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			
Total 5940 · Maintenance Contracts	3,100.86	2,550.00	550.86	121.6%
5970 · Supplies				
5972 · Custodial	1,100.55	900.00	200.55	122.3%
5974 · Building	513.94	650.00	(136.06)	79.1%
5976 · building depreciation	0.00	1,000.00	(1,000.00)	0.0%

	<u>Jul '24 - May ...</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
5970 · Supplies - Other	287.07			
Total 5970 · Supplies	1,901.56	2,550.00	(648.44)	74.6%
Total 5900 · BUILDINGS & GROUNDS	16,958.30	21,000.00	(4,041.70)	80.8%
6000 · TECH (NETWORK AND ILS)				
6100 · New Hardware	3,991.28	2,750.00	1,241.28	145.1%
6150 · Parts for Repair & Maint	0.00	300.00	(300.00)	0.0%
6200 · New Software	0.00	500.00	(500.00)	0.0%
6300 · Maintenance	2,919.50	3,000.00	(80.50)	97.3%
6400 · ILS Software	35,733.00	36,448.00	(715.00)	98.0%
Total 6000 · TECH (NETWORK AND I...	42,643.78	42,998.00	(354.22)	99.2%
7100 · REFERENCE				
7110 · Materials				
7120 · Reference Books	64.82	155.00	(90.18)	41.8%
Total 7110 · Materials	64.82	155.00	(90.18)	41.8%
Total 7100 · REFERENCE	64.82	155.00	(90.18)	41.8%
7300 · ADULT SERVICES				
7310 · Materials				
7315 · Print Materials				
7320 · Adult Fiction	6,099.02	10000.00	(3,900.98)	61.0%
7321 · Graphic Novels	281.33	350.00	(68.67)	80.4%
7330 · Adult Non Fiction	4,087.63	5,000.00	(912.37)	81.8%
7370 · Periodicals	3,415.53	4,500.00	(1,084.47)	75.9%
Total 7315 · Print Materials	13,883.51	19,850.00	(5,966.49)	69.9%
7380 · AV Materials				
7382 · Audio Books	1,923.11	3,000.00	(1,076.89)	64.1%
7384 · CD Music	101.91	200.00	(98.09)	51.0%
7386 · DVD	2,907.67	4,000.00	(1,092.33)	72.7%
Total 7380 · AV Materials	4,932.69	7,200.00	(2,267.31)	68.5%
7310 · Materials - Other	294.00			
Total 7310 · Materials	19,110.20	27,050.00	(7,939.80)	70.6%
7420 · Programming	4,051.96	1,500.00	2,551.96	270.1%
7450 · Equipment				
7452 · Other Equipment	0.00	200.00	(200.00)	0.0%
Total 7450 · Equipment	0.00	200.00	(200.00)	0.0%
7454 · Cafe Supplies	231.61	850.00	(618.39)	27.2%
Total 7300 · ADULT SERVICES	23,393.77	29,600.00	(6,206.23)	79.0%
7500 · YOUTH SERVICES				
7510 · Materials				

	<u>Jul '24 - May ...</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
7515 · Print Materials				
7520 · E	847.21	1,500.00	(652.79)	56.5%
7530 · J Fiction	957.47	1,500.00	(542.53)	63.8%
7540 · J Non-Fiction	672.72	800.00	(127.28)	84.1%
7550 · YA	720.03	1,200.00	(479.97)	60.0%
7560 · Realia(Non-Book)	46.20	300.00	(253.80)	15.4%
Total 7515 · Print Materials	3,243.63	5,300.00	(2,056.37)	61.2%
7580 · AV Materials				
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%
Total 7580 · AV Materials	1,301.89	1,500.00	(198.11)	86.8%
7510 · Materials - Other	20.00			
Total 7510 · Materials	4,565.52	6,800.00	(2,234.48)	67.1%
7620 · Programming	3,555.06	2,400.00	1,155.06	148.1%
Total 7500 · YOUTH SERVICES	8,120.58	9,200.00	(1,079.42)	88.3%
8100 · TECHNICAL SERVICES				
8155 · Processing Costs	401.54	800.00	(398.46)	50.2%
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%
Total 8161 · Tech Supplies	310.66	1,450.00	(1,139.34)	21.4%
Total 8100 · TECHNICAL SERVICES	712.20	2,250.00	(1,537.80)	31.7%
8200 · CIRCULATION				
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	463.50	500.00	(36.50)	92.7%
Total 8200 · CIRCULATION	1,391.88	1,300.00	91.88	107.1%
Total Expense	697,133.08	760,868.00	(63,734.92)	91.6%
Net Ordinary Income	(27,229.51)	0.00	(27,229.51)	100.0%
Other Income/Expense				
Other Income				
9450 · Chargepoint Income	3,255.51			
8400 · NON-BUDGETED DONATIONS				
8415 · Friends - Materials/Equipme...	(76.00)			
8425 · Hobart/Watkins/Reiner	107.02			

	<u>Jul '24 - May ...</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total 8400 · NON-BUDGETED DONA...	31.02			
9000 · Landscaping Project Income				
9025 · Donations	18.81			
Total 9000 · Landscaping Project Inc...	18.81			
Total Other Income	3,305.34			
Other Expense				
9475 · Chargepoint Expense	562.98			
9126 · Master Plan Phase 1 expenses	11,299.00			
Total Other Expense	11,861.98			
Net Other Income	(8,556.64)			
Net Income	(35,786.15)	0.00	(35,786.15)	100.0%

06/08/25

Reconciliation Summary

1000 - Savings account, Period Ending 05/31/2025

	May 31, 25
Beginning Balance	26,089.06
Cleared Transactions	
Deposits and Credits - 1 item	0.45
Total Cleared Transactions	0.45
Cleared Balance	26,089.51
Register Balance as of 05/31/2025	26,089.51
Ending Balance	26,089.51

06/08/25

Reconciliation Summary

1015 - Public Funds Money Market, Period Ending 05/31/2025

	<u>May 31, 25</u>
Beginning Balance	100,650.03
Cleared Transactions	
Deposits and Credits - 1 item	<u>235.08</u>
Total Cleared Transactions	<u>235.08</u>
Cleared Balance	<u><u>100,885.11</u></u>
Register Balance as of 05/31/2025	100,885.11
Ending Balance	100,885.11

06/08/25

Reconciliation Summary

1014 · Operating Acct, Period Ending 05/31/2025

	May 31, 25
Beginning Balance	312,578.45
Cleared Transactions	
Checks and Payments - 82...	(68,341.88)
Deposits and Credits - 5 it...	283,409.07
Total Cleared Transactions	215,067.19
Cleared Balance	527,645.64
Uncleared Transactions	
Checks and Payments - 29...	(12,819.55)
Deposits and Credits - 3 it...	109.03
Total Uncleared Transactions	(12,710.52)
Register Balance as of 05/31/2025	514,935.12
New Transactions	
Checks and Payments - 3 i...	(579.82)
Total New Transactions	(579.82)
Ending Balance	514,355.30