

AGENDA
PENN YAN PUBLIC LIBRARY
BOARD MEETING
July 17th, 2025 6:30pm

Call to Order

- Public Comment
- Additional Agenda Items?
- *Adoption of Agenda
- * adoption of June 12th minutes

Present: Angela Gonzalez, Val Brechko (chair), Andrew Robak (secretary), Sharon Pinckney, Jan Barrett, Steve Darrow, Constance Glover, Bethany Snyder, Elizabeth Burris-Chase, Kristen Flynn-Comstock guest: Kelley Walker

Financial Review

- *Payment of bills for June 2025

Library Director's Report

Standing Committee Reports

- Policy Review Committee met July 1st-tutoring policy discussion
- Building Committee
- Personnel Committee
- Nominating Committee

Old Business

New Business

Annual Sexual Harassment prevention training
Conflict of interest signatures

- *Annual Organizational Meeting Resolutions:
Wording:
PYPL Board of Trustees resolve the following for the 2024-2025 fiscal year:
 - *The pre-payment of recurring claims such as utilities and personnel costs*
 - *The designation of the Penn Yan Chronicle Express as the Official Newspaper for the Library*
 - *The appointment of Wendy Bailey as the Board Treasurer*
 - *The appointment of RDG as the External Auditor*
 - *Appointment of Mark Venuti as the Library Attorney*
 - *The authorization of the Executive Director to Certify Payrolls*
 - *The authorization of Executive Director to Make Grant Applications*
 - *The designation of Lyons National Bank and Community Bank as depositories for the Library*

- *Officer Election
 - President
 - Financial Officer
 - Secretary
- 2024-2025 Committee Assignments
 - Finance
 - Personnel
 - Policy (Code of Conduct, Bylaws)
 - Building
 - Nominating

***Adjourn**

Items with * require Board action. Enclosures: June 12, 2025 minutes, Budget and Balance sheets, Director's Report, Circulation Stats, Children's and Adult services reports

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

Members Present: Angela Gonzalez, Val Brechko (chair), Andrew Robak (secretary), Sharon Pinckney, Jan Barrett, Steve Darrow, Constance Glover, Bethany Snyder, Elizabeth Burris-Chase, Kristen Flynn-Comstock

Absent:

Call to Order

- Public Comment
- Additional Agenda Items?

Hotspots

- *Adoption of Agenda

Motion for the adoption of Agenda

Moved SP, 2nd CG, approved

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

Motion for the approval of the 4/10 minutes

Moved EC, 2nd SP, approved

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

Motion for the approval of the 5/15 minutes

Moved SP, 2nd CG, approved

Financial Review

*Payment of bills for May 2025

Motion for the payment of bills

Moved KC, 2nd BS, approved

Library Director's Report

*Mentioned the STLS bookmark contest, Book sale last week made about \$800/day
Updates on phase 2 library construction grant, Director will write the grant over the summer.*

Looking for helpers for books for bikes program, \$1800 worth of bikes donated from [amazon.com](https://www.amazon.com). Friends of the library paid for a zoo membership prize for a family; canvas bags as donations for volunteers and library regulars.

Wednesday June 25, first PYPL swap and shop

Director is applying for a STLS environmental stewardship award

Standing Committee Reports

- Policy Review Committee *-did not meet*
- Building Committee *-did not meet*
- Personnel Committee *-did not meet*
- Nominating Committee *-did not meet*

Old Business

- *EV Charger policy-ProAction overnight parking

Motion for the approval of the EV charger policy

Moved SP, 2nd EC, approved

- * Tutoring Policy

Motion for the approval of the tutoring policy

Moved JB, 2nd CG, approved

New Business

Hotspots discussion: Library has 19 hotspots for checkout, cost about \$6,000 per year, policy seems to be in order so that people can't check them out indefinitely

***Adjourn**

Motion to adjourn

Moved SP, 2nd EC, approved

PYPL Executive Director's Report 7-17-25

Professional Development and Meetings:

Happenings:

- I received the SHPO letter and am in the process of applying for the NYS Library Construction Grant for Phase 2 of the master plan. Last year we were able to apply for 75% of the cost of phase one. This year we are only being allocated 51% of the cost of phase two.
- I was at the PYPL stand at the Yates County fair 7/9-7/11.
- We will have the village building inspection on July 16th
- I will be starting on gathering documents for the Annual Audit, NYS Annual Financial Report and the 990.

- Construction Grant calendar:
 - We should hear from the State between December 2024 – April 2025 if there are further needed edits to the application.
 - 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

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	584	
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	85	
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	383	
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	489	
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	5792	
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	1482	1548	
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	320	311	
Kanopy													0										55	29		
Mango																								3		
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	8189	7683	
website visits	1305	1213	1005		984	982	1813	1529		1502	1312	1088	12733	1677	1508	1238	1317	1188	1174	1150	1103	1105	1124	1075	1273	
visits	4350	4648	5530	5294	5294	3891	4073	4772	5176	4844	5081	5638	58591	5324	5029	4871	5126	4502	4435	4483	4371	4491	4659	4678		
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	544	
													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	31	
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	7	
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	112
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	47	
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	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	11	
vid games	2	2	3	1		6	1	1		1		4	21	4		3	3	2	6			4		1	2	
electronic													0													
kit													0				3	1								
microform													0													
av													0													
toy													0													
hotspot																									1	

07/02/25

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

	Jun 30, 25
ASSETS	
Current Assets	
Checking/Savings	
1015 · Public Funds Money Market	101,113.13
1000 · Savings account	
1018 · Non designated	6,815.03
1028 · Phase IV Money	18,163.50
1000 · Savings account - Other	1,111.41
Total 1000 · Savings account	26,089.94
1014 · Operating Acct	467,919.25
Total Checking/Savings	595,122.32
Accounts Receivable	
1261 · Accounts Receivable	0.43
Total Accounts Receivable	0.43
Other Current Assets	
1220 · Prepaid Expenses	
1250 · Insurance	(1,131.35)
1251 · Workers Comp	2,628.59
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
Total 1300 · Investments	14,011.37
Total Other Current Assets	44,904.96
Total Current Assets	640,027.71
Fixed Assets	
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)
Total Fixed Assets	845,009.37
TOTAL ASSETS	1,485,037.08

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

	Jun 30, 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	11,150.86
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	31,907.40
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%	233.98
2038 · Employee Health Premiums	0.27
2046 · Voluntary Benefits	(2,804.80)
Total Other Current Liabilities	158,552.26
Total Current Liabilities	195,311.26
Long Term Liabilities	
2030 · Pension Liability	177,761.00
Total Long Term Liabilities	177,761.00
Total Liabilities	373,072.26
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	(23,874.91)
Total Equity	1,111,964.82

07/02/25

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

	Jun 30, 25
TOTAL LIABILITIES & EQUITY	<u>1,485,037.08</u>

Penn Yan Public Library
MONTHLY INCOME & EXPENSE
June 2025

	Jun 25
Ordinary Income/Expense	
Income	
4100 · Printing Income	
4150 · Laser Printer	140.51
Total 4100 · Printing Income	140.51
4200 · Village	1,000.00
4400 · Fines	64.95
4500 · Lost/Damaged Books Refund	14.00
4505 · Sale of Extraneous Materials	11.80
4525 · Cafe Receipts	11.10
4540 · Tax Income	58,873.33
4700 · Interest	228.45
4800 · NonDesignated Donations	231.50
Total Income	60,575.64
Expense	
5000 · HUMAN RESOURCES	
5100 · Salaries	
5110 · Library Director II	6,124.38
5115 · Librarian I	9,625.99
5130 · Clerical	19,469.81
Total 5100 · Salaries	35,220.18
5200 · Benefits	
5210 · Medicare/SS	2,682.90
5225 · HRA Contributions	2,725.71
5235 · Voluntary Benefits	(200.34)
5240 · SUTA	184.65
Total 5200 · Benefits	5,392.92
5300 · Payroll Costs	259.68
Total 5000 · HUMAN RESOURCES	40,872.78
5400 · ADMINISTRATION	
5420 · Promotion	635.00
5451 · Service Contract	75.99
5452 · Toshiba copier	93.69
5460 · Office Supplies	
5462 · White Paper	47.99
Total 5460 · Office Supplies	47.99
5470 · Training/Travel	36.40
5485 · Postage	14.74
Total 5400 · ADMINISTRATION	903.81
5900 · BUILDINGS & GROUNDS	
5910 · Utilities	
5912 · Electric	410.24
5913 · Sewer & Water	91.73
Total 5910 · Utilities	501.97
5930 · Repairs & Maint	
5932 · Equipment	25.00
5934 · Blding & Ground	109.82
Total 5930 · Repairs & Maint	134.82
5940 · Maintenance Contracts	
5943 · Trash Removal	52.89

07/02/25

Penn Yan Public Library
MONTHLY INCOME & EXPENSE
June 2025

	Jun 25
Total 5940 · Maintenance Contracts	52.89
5970 · Supplies	
5972 · Custodial	106.99
Total 5970 · Supplies	106.99
Total 5900 · BUILDINGS & GROUNDS	796.67
6000 · TECH (NETWORK AND ILS)	
6300 · Maintenance	2,010.92
Total 6000 · TECH (NETWORK AND ILS)	2,010.92
7300 · ADULT SERVICES	
7310 · Materials	
7315 · Print Materials	
7320 · Adult Fiction	689.87
7330 · Adult Non Fiction	379.11
7370 · Periodicals	898.65
Total 7315 · Print Materials	1,967.63
7380 · AV Materials	
7382 · Audio Books	151.97
7386 · DVD	437.07
Total 7380 · AV Materials	589.04
Total 7310 · Materials	2,556.67
7420 · Programming	11.85
Total 7300 · ADULT SERVICES	2,568.52
7500 · YOUTH SERVICES	
7510 · Materials	
7515 · Print Materials	
7520 · E	49.52
7530 · J Fiction	53.09
7540 · J Non-Fiction	22.38
7550 · YA	44.17
7560 · Realia(Non-Book)	17.99
Total 7515 · Print Materials	187.15
7580 · AV Materials	
7588 · Video Games	49.99
Total 7580 · AV Materials	49.99
Total 7510 · Materials	237.14
7620 · Programming	92.91
Total 7500 · YOUTH SERVICES	330.05
8100 · TECHNICAL SERVICES	
8155 · Processing Costs	33.55
8161 · Tech Supplies	
8162 · Repair	54.87
8163 · AV	160.85
Total 8161 · Tech Supplies	215.72
Total 8100 · TECHNICAL SERVICES	249.27
8200 · CIRCULATION	
8280 · Mailing Supplies	75.55
8295 · Unique Management	30.90

07/02/25

Penn Yan Public Library
MONTHLY INCOME & EXPENSE
June 2025

	Jun 25
Total 8200 · CIRCULATION	106.45
Total Expense	47,838.47
Net Ordinary Income	12,737.17
Other Income/Expense	
Other Income	
8400 · NON-BUDGETED DONATIONS	
8415 · Friends - Materials/Equipment	(748.08)
Total 8400 · NON-BUDGETED DONATIONS	(748.08)
Total Other Income	(748.08)
Other Expense	
9475 · Chargepoint Expense	77.85
Total Other Expense	77.85
Net Other Income	(825.93)
Net Income	11,911.24

07/02/25

Accrual Basis

Profit & Loss Budget vs. Actual

2024-2025 Budget v actual

	Jul '24 - Jun ...	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4100 · Printing Income				
4150 · Laser Printer	2,025.65	1,350.00	675.65	150.0%
Total 4100 · Printing Income	2,025.65	1,350.00	675.65	150.0%
4200 · Village	1,000.00	1,000.00	0.00	100.0%
4400 · Fines	864.73			
4500 · Lost/Damaged Books Refund	96.15			
4505 · Sale of Extraneous Materials	300.27			
4525 · Cafe Receipts	148.13	600.00	(451.87)	24.7%
4540 · Tax Income	706,479.96	750,208.00	(43,728.04)	94.2%
4550 · Miscellaneous	5,450.84			
4600 · LLSA	4,689.00	4,560.00	129.00	102.8%
4700 · Interest	1,128.89	150.00	978.89	752.6%
4800 · NonDesignated Donations	8,295.59	3,000.00	5,295.59	276.5%
Total Income	730,479.21	760,868.00	(30,388.79)	96.0%
Expense				
9480 · Family Passes	300.00			
5000 · HUMAN RESOURCES				
5100 · Salaries				
5110 · Library Director II	81,416.97	79,617.00	1,799.97	102.3%
5115 · Librarian I	128,737.73	125,138.00	3,599.73	102.9%
5130 · Clerical	263,439.07	242,011.00	21,428.07	108.9%
5135 · Building Staff	0.00	26,234.00	(26,234.00)	0.0%
Total 5100 · Salaries	473,593.77	473,000.00	593.77	100.1%
5200 · Benefits				
5210 · Medicare/SS	36,080.98	36,000.00	80.98	100.2%
5225 · HRA Contributions	37,885.27	50,090.00	(12,204.73)	75.6%
5230 · Disability	2,506.98	2,700.00	(193.02)	92.9%
5235 · Voluntary Benefits	(2,604.42)			
5240 · SUTA	3,847.61	4,500.00	(652.39)	85.5%
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	132,534.02	148,290.00	(15,755.98)	89.4%
5300 · Payroll Costs	3,569.26	3,300.00	269.26	108.2%
5000 · HUMAN RESOURCES - Other	316.60			
Total 5000 · HUMAN RESOURCES	610,013.65	624,590.00	(14,576.35)	97.7%
5400 · ADMINISTRATION				
5415 · Hotspots	5,833.49	3,000.00	2,833.49	194.4%
5420 · Promotion	3,070.88	500.00	2,570.88	614.2%
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%

	Jul '24 - Jun ...	Budget	\$ Over Budget	% of Budget
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	1,178.21	1,000.00	178.21	117.8%
5452 · Toshiba copier	618.29	500.00	118.29	123.7%
5455 · Staff Equipment	199.99			
5460 · Office Supplies				
5461 · Staff Room	51.37	150.00	(98.63)	34.2%
5462 · White Paper	451.91	300.00	151.91	150.6%
5463 · Other	557.13	500.00	57.13	111.4%
Total 5460 · Office Supplies	1,060.41	950.00	110.41	111.6%
5470 · Training/Travel	615.28	1,200.00	(584.72)	51.3%
5475 · Legal	0.00	800.00	(800.00)	0.0%
5480 · Dues	835.00	900.00	(65.00)	92.8%
5485 · Postage	99.02	300.00	(200.98)	33.0%
5486 · Vote Expense	678.56	1,500.00	(821.44)	45.2%
5490 · Misc	83.71			
Total 5400 · ADMINISTRATION	35,310.69	29,775.00	5,535.69	118.6%
5900 · BUILDINGS & GROUNDS				
5910 · Utilities				
5912 · Electric	6,143.52	6,000.00	143.52	102.4%
5913 · Sewer & Water	2,312.56	1,000.00	1,312.56	231.3%
5914 · Gas	363.78	300.00	63.78	121.3%
Total 5910 · Utilities	8,819.86	7,300.00	1,519.86	120.8%
5920 · New Equipmnt	0.00	300.00	(300.00)	0.0%
5930 · Repairs & Maint				
5932 · Equipment	282.58	1,300.00	(1,017.42)	21.7%
5934 · Blding & Ground	1,136.32	7,000.00	(5,863.68)	16.2%
5930 · Repairs & Maint - Other	2,353.91			
Total 5930 · Repairs & Maint	3,772.81	8,300.00	(4,527.19)	45.5%
5940 · Maintenance Contracts				
5943 · Trash Removal	628.75	550.00	78.75	114.3%
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	3,153.75	2,550.00	603.75	123.7%
5970 · Supplies				
5972 · Custodial	1,207.54	900.00	307.54	134.2%
5974 · Building	513.94	650.00	(136.06)	79.1%
5976 · building depreciation	0.00	1,000.00	(1,000.00)	0.0%

	Jul '24 - Jun ...	Budget	\$ Over Budget	% of Budget
5970 · Supplies - Other	287.07			
Total 5970 · Supplies	2,008.55	2,550.00	(541.45)	78.8%
Total 5900 · BUILDINGS & GROUNDS	17,754.97	21,000.00	(3,245.03)	84.5%
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	4,930.42	3,000.00	1,930.42	164.3%
6400 · ILS Software	35,733.00	36,448.00	(715.00)	98.0%
Total 6000 · TECH (NETWORK AND I...	44,654.70	42,998.00	1,656.70	103.9%
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	6,788.89	10000.00	(3,211.11)	67.9%
7321 · Graphic Novels	281.33	350.00	(68.67)	80.4%
7330 · Adult Non Fiction	4,466.74	5,000.00	(533.26)	89.3%
7370 · Periodicals	4,314.18	4,500.00	(185.82)	95.9%
Total 7315 · Print Materials	15,851.14	19,850.00	(3,998.86)	79.9%
7380 · AV Materials				
7382 · Audio Books	2,075.08	3,000.00	(924.92)	69.2%
7384 · CD Music	101.91	200.00	(98.09)	51.0%
7386 · DVD	3,344.74	4,000.00	(655.26)	83.6%
Total 7380 · AV Materials	5,521.73	7,200.00	(1,678.27)	76.7%
7310 · Materials - Other	294.00			
Total 7310 · Materials	21,666.87	27,050.00	(5,383.13)	80.1%
7420 · Programming	4,063.81	1,500.00	2,563.81	270.9%
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	25,962.29	29,600.00	(3,637.71)	87.7%
7500 · YOUTH SERVICES				
7510 · Materials				

	Jul '24 - Jun ...	Budget	\$ Over Budget	% of Budget
7515 · Print Materials				
7520 · E	896.73	1,500.00	(603.27)	59.8%
7530 · J Fiction	1,010.56	1,500.00	(489.44)	67.4%
7540 · J Non-Fiction	695.10	800.00	(104.90)	86.9%
7550 · YA	764.20	1,200.00	(435.80)	63.7%
7560 · Realia(Non-Book)	64.19	300.00	(235.81)	21.4%
Total 7515 · Print Materials	3,430.78	5,300.00	(1,869.22)	64.7%
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	1,263.19	1,200.00	63.19	105.3%
Total 7580 · AV Materials	1,351.88	1,500.00	(148.12)	90.1%
7510 · Materials - Other	20.00			
Total 7510 · Materials	4,802.66	6,800.00	(1,997.34)	70.6%
7620 · Programming	3,647.97	2,400.00	1,247.97	152.0%
Total 7500 · YOUTH SERVICES	8,450.63	9,200.00	(749.37)	91.9%
8100 · TECHNICAL SERVICES				
8155 · Processing Costs	435.09	800.00	(364.91)	54.4%
8161 · Tech Supplies				
8162 · Repair	74.65	25.00	49.65	298.6%
8163 · AV	160.85	575.00	(414.15)	28.0%
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	526.38	1,450.00	(923.62)	36.3%
Total 8100 · TECHNICAL SERVICES	961.47	2,250.00	(1,288.53)	42.7%
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	224.10	100.00	124.10	224.1%
8295 · Unique Management	494.40	500.00	(5.60)	98.9%
Total 8200 · CIRCULATION	1,498.33	1,300.00	198.33	115.3%
Total Expense	744,971.55	760,868.00	(15,896.45)	97.9%
Net Ordinary Income	(14,492.34)	0.00	(14,492.34)	100.0%
Other Income/Expense				
Other Income				
9450 · Chargepoint Income	3,255.51	0.00	3,255.51	100.0%
8400 · NON-BUDGETED DONATIONS				
8415 · Friends - Materials/Equipme...	(824.08)			
8425 · Hobart/Watkins/Reiner	107.02			

	<u>Jul '24 - Jun ...</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total 8400 · NON-BUDGETED DONA...	(717.06)			
9000 · Landscaping Project Income				
9025 · Donations	<u>18.81</u>			
Total 9000 · Landscaping Project Inc...	<u>18.81</u>			
Total Other Income	2,557.26	0.00	2,557.26	100.0%
Other Expense				
9475 · Chargepoint Expense	640.83	0.00	640.83	100.0%
9126 · Master Plan Phase 1 expenses	<u>11,299.00</u>			
Total Other Expense	<u>11,939.83</u>	0.00	11,939.83	100.0%
Net Other Income	<u>(9,382.57)</u>	0.00	(9,382.57)	100.0%
Net Income	<u>(23,874.91)</u>	<u>0.00</u>	<u>(23,874.91)</u>	<u>100.0%</u>

07/02/25

Reconciliation Summary

1014 · Operating Acct, Period Ending 06/30/2025

	Jun 30, 25
Beginning Balance	527,645.64
Cleared Transactions	
Checks and Payments - 64...	(49,143.55)
Deposits and Credits - 4 it...	1,823.80
Total Cleared Transactions	(47,319.75)
Cleared Balance	480,325.89
Uncleared Transactions	
Checks and Payments - 27...	(12,515.67)
Deposits and Credits - 3 it...	109.03
Total Uncleared Transactions	(12,406.64)
Register Balance as of 06/30/2025	467,919.25
New Transactions	
Checks and Payments - 6 i...	(1,304.36)
Total New Transactions	(1,304.36)
Ending Balance	466,614.89

07/02/25

Reconciliation Summary

1000 · Savings account, Period Ending 06/30/2025

	Jun 30, 25
Beginning Balance	26,089.51
Cleared Transactions	
Deposits and Credits - 1 item	0.43
Total Cleared Transactions	0.43
Cleared Balance	26,089.94
Register Balance as of 06/30/2025	26,089.94
Ending Balance	26,089.94

07/02/25

Reconciliation Summary

1015 · Public Funds Money Market, Period Ending 06/30/2025

	Jun 30, 25
Beginning Balance	100,885.11
Cleared Transactions	
Deposits and Credits - 1 item	228.02
Total Cleared Transactions	228.02
Cleared Balance	101,113.13
Register Balance as of 06/30/2025	101,113.13
Ending Balance	101,113.13

June 2025 adult services report

I answered 30 reference questions for 34 patrons in June. I answered 15 tech questions and no local history or legal questions. I served no Mennonite patrons last month. Interesting queries: whether there was a protest coming up in Penn Yan; books showing how countries can be split in two; and whether we have any vintage tech to play with.

Approximately 118 patrons attended 17 programs in June. We concluded our thought-provoking series reading and discussing *Caste* by Isabel Wilkerson. We were able to do a makeup session of the Arts & Drafts session we had to postpone from May, as well as a makeup mycology session to inoculate logs with mushroom spores. Stuff Swap resumed for the fourth year running with special community guests from a couple of local climate initiatives.

I attended the ribbon cutting ceremony for the Office for the Aging's Drop-in Center on June 17. Lauren and I met to discuss the plan for an STLS Foundation Outreach Grant.

Please consider bringing items for this month's Stuff Swap. It will be on Saturday, July 26 from 10 am to noon; you don't have to stay for the whole session but I would appreciate a stopback to pick up items not taken. Thank you!

Penn Yan Public Library Monthly Youth Services Report to Board

JUNE 2025 IN REVIEW

June was a whirlwind that began with tours for the entire PYE first grade and ended with our largest Books & Bikes Fest ever. In between, I rustled up youth volunteers to help move items for the book sale, invited Yates County Public Health to come to one of my storytimes at the Community Garden to talk about ticks and distribute tick removal kits to families, held retro video gaming programs during finals week to help teens relax, set up another Storywalk on the Outlet Trail, and welcomed Melissa back to full time, which happened just in time for Toddler Dance Party and Books & Bikes. It is wonderful to have her back.

Books & Bikes ran smoothly this year thanks to many wonderful volunteers and cooperative weather. Attendance was around 150, and 83 kids signed up to keep track of their reading and earn free books this summer (a record number). Amazon donated sixteen bikes and scooters and the Friends of PYPL donated a yearlong family pass to the zoo in Syracuse, all of which we raffled off to great interest. PYPD was onsite doing helmet fitting (the library gives away new bike helmets), Yates Community Center made healthy banana splits in the gazebo, and YC Public Health helped give away bike decorations. Below is a cute picture that one of our volunteers took, showing her therapy dog and a young patron watching the bigger kids enjoy the fun. Some more Books & Bikes Fest images follow.





MEETINGS/TRAININGS ATTENDED

- Welcoming Spaces for LGBTQ Library Patrons & Staff webinar from FLLS

JUNE 2025 YOUTH & FAMILY PROGRAMS

Program Type	☒ Number of Programs	Attendance
Activity	8	394
Afterschool	1	5
Movie	1	0
Storytime	7	117
Outreach	1	125
Maker	2	8
Take-Home	1	20
Grand Total	21	669

JUNE 2025 COMMUNITY PARTNERS

Friends of the Outlet, Child & Family Resources, Penn Yan Community Health, Penn Yan Elementary School, Head Start, Amazon (Bath, NY), Friends of PYPL, Penn Yan Rotary, Penn Yan Community Garden, Yates County Public Health

Submitted July 3, 2025 by Sarah Crevelling, Youth Services Librarian