

AGENDA
PENN YAN PUBLIC LIBRARY
BOARD MEETING
September 18th, 2025 6:30pm

Call to Order

- Public Comment
 - Additional Agenda Items?
 - *Adoption of Agenda
 - * adoption of August 21st minutes
- Present:

Financial Review

- *Payment of bills for August 2025

Library Director's Report

Standing Committee Reports

- Policy Review Committee
- Personnel Committee
- Nominating Committee

Old Business

STLS Annual Meeting Friday October 3rd 10 am

New Business

Library Use Policy, tutor letter

AI Policy

***Adjourn**

Items with * require Board action. Enclosures: August 21st, 2025 minutes, Budget and Balance sheets, Director's Report, Circulation Stats, Children's and Adult services reports

Minutes
PENN YAN PUBLIC LIBRARY
BOARD MEETING
August 21st, 2025 6:30pm

Call to Order

- Public Comment: none
- Additional Agenda Items?: none
- *Adoption of Agenda: Motion Sharon, second Connie, passed
- *Adoption of July 17th minutes, Motion Sharon, second Kelley, passed (Steve abstained)

Present: Angela Gonzalez, Sharon Pinckney, Val Brechko, Bethany Snyder, Steve Darrow, Kelley Walker, Jan Barrett, Constance Glover

Financial Review

- *Payment of bills for July 2025: Motion Sharon, second Steve, passed

Library Director's Report

Standing Committee Reports

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

Old Business

Annual Sexual Harassment prevention training
Conflict of interest signatures

New Business

- 2025-2026 Committee Assignments – president assigned people
 - Finance
 - Personnel
 - Policy (Code of Conduct, Bylaws)
 - Building
 - Nominating
- Health Insurance
- *Blacktop: Motion Sharon, second Jan, passed
- Savings Account

***Adjourn: Motion Jan, second Sharon, passed**

Items with * require Board action.

Enclosures: June 17, 2025 minutes, Budget and Balance sheets, Director's Report, Circulation Stats, Children's and Adult services reports

Respectfully submitted by Bethany Snyder.

PYPL Executive Director's Report 9-18-25

Professional Development and Meetings:

8/20 STLS ILS meeting

Happenings:

- Building Campaign letter will be going out in November.
- I will be contacting Dixon Zorovich in coming week to begin building grant applications.
- Staff and I are creating a new section for *Romantasy* and contemporary new adult titles.
- The new blacktop was laid over Labor Day Weekend.
- The Spring 2025 Patron Survey results report is finished.
- Carpet Cleaning will be happening hopefully before the STLS annual meeting.
- Free Produce Distribution is back in swing this time of year.

10-3-2025 2025 STLS Annual Meeting & Networking Event, Friday, October 3rd from 10:00 am - 12:00 pm, at PYPL, parking- Presbyterian lot

- 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-submitted

checkouts	23-24	24-25												24-25 tot	25-26	
	total	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June		July	Aug
ADPBKFIC	561	63	61	52	64	66	41	24	30	66	48	49	45	609	55	57
ADPBKNF	272	8	16	14	16	24	36	23	23	28	32	18	18	256	20	31
ADULTFIC	7163	720	657	617	634	529	485	578	512	529	562	620	572	7015	710	753
ADULTNF	4528	339	377	340	390	369	361	473	423	380	312	364	298	4426	453	436
AUDIOBKCAS	1												1	1		
AUDIOBKCD	1224	66	100	91	89	62	71	66	61	85	88	75	73	927	89	88
AV-hotspot (old)	774	41	92	90	80	75	85	96	76	53	14			702		
AV-EQUIP	6	2	1	8	6				2	1	3		3	26		1
BOOK	74	16	9		4	1	3	9	3	4	1	1		51	1	
COMPUTER-laptops	8								3	4	2	8		17		
playaways	0													0		
EAUDIOBOOK	1													0		
ED-VID-DVD	32		4						1	2	5	1	2	15	1	3
ENTRY-PASS											2	1	10	13	11	13
HOTSPOT (new)											31	95	42	168	58	48
EPHEMERAL	1													0		
EQUIPMENT	7													0		
HOLIDAY	9	1			2	4	4	1						12		
ILL-BOOK	96	19	5	10	7	6	5	4	5	9	3	1	4	78		
JUVDVD (new 5-1-19)	86	9	10	9	10	6	11	1		2	16	2	4	80	4	9
JUVAUDIOBK	59	4	12	5	5	7	3	2	2	4	2	2	3	51	2	1
JUVFIC	18372	1925	1859	1511	1440	1302	1335	1303	1493	1590	1449	1339	1471	18017	1970	1683
JUVMAGAZIN	72	6	6	3				2	2			1	3	23	7	1
JUVMUSICCD	0													0		
JUVNF	3248	282	313	402	278	317	227	239	311	296	252	244	232	3393	307	256
JUVPBFIC	180	22	14	9	9	19	11	12	21	14	16	10	17	174	32	25
JUVPBK	16	2	1			1		1	1	1	2	3		12	2	1
JUVREF	0													0		
KIT	75	5	5	6	2	2	6	2	1	4	5	3		41	3	7
LARGETYPE	6863	672	666	598	548	438	427	531	525	570	516	559	549	6599	573	525
MAGAZINE	1212	82	114	85	90	49	97	99	72	80	66	103	51	988	95	102
MICROFORM	32		8	8			16	8						40		8
MIXEDMEDIA	9		1	1	1									3		
MUSICCD	505	30	30	27	41	25	25	6	29	27	15	11	37	303	33	35
NEWAUDBKCD	456	38	49	33	43	34	22	35	34	42	30	31	31	422		44
NEW-BKNF	0													0		
NEW-BOOK	4371	464	456	433	382	329	326	312	301	262	291	345	361	4262	414	403

NEW-BOOKNF	1273	114	124	116	123	122	97	125	101	103	88	110	92	1315	129	108
NEW JUVDVD-new	35	2	2	7	19	19	12	21	9	6	7	8	11	123	11	6
NEWJUVFIC	1553	155	158	125	106	118	101	102	105	107	109	107	102	1395	114	110
NEW-JUVNF	472	49	39	45	46	44	52	48	49	44	27	37	32	512	45	31
NEW-LP	142	19	7	11	14	7	1	7	3	9	8	10	10	106	15	9
NEWMAGAZIN	3				3		2							5		
NEWMUSCD	61	1	5	6	8	4	13	1	2	1	5	1		47		
NEWSPAPER	0													0		
NEW-VIDDVD	3403	180	200	163	164	167	167	202	173	188	172	193	177	2146	194	198
PGMRESOURC	0													0		
REF-BOOK	11			2					1					3		
ROTATING	31	1												1	1	
SOFTWARE	5								1	2	1	1		5	1	
STLSEQUIP	0													0		
TABLET	0													0		
TESTBOOK	2													0		
TOY	0		1											1		
UNBARCODED	14	2	1	4	1	1	3	1	1		1	1		16	1	
UNDEFINED	0										94			94		
VIDEO-DVD	8113	599	685	659	816	600	555	562	627	565	602	709	584	7563	638	536
VID-GAME	1306	124	95	76	75	89	84	93	77	82	94	94	85	1068	140	115
loaned to STLS	5196	423	406	482	441	440	400	479	451	505	429	419	383	5258	407	382
Borrowed from STLS	6067	573	555	579	536	471	436	476	547	546	511	476	489	6195	704	575
Total material circ	78000	7058	7144	6627	6493	5747	5520	5944	6078	6211	5911	6052	5792	74577	7240	6600
Digital resources	15491	1375	1394	1343	1393	1369	1408	1651	1488	1634	1522	1482	1548	17607		
overdrive magazines	4352	273	253	281	303	307	319	368	340	353	314	320	311	3742		
Kanopy	0											55	29	84		
Mango													3	3		
PAC	2824	279	247	235	266	209	223	229	233	265	233	280	269	2968	267	
Total circ with digital,PAC	100667	8985	9038	8486	8455	7632	7470	8192	8139	8463	7980	8189	7952	98981	7507	6600
website visits	12733	1677	1508	1238	1317	1188	1174	1150	1103	1105	1124	1075	1273	14932	1346	1280
visits	58591	5324	5324	5324	5324	5324	5324	5324	5324	5324	5324	5324	5324	63888	6392	
wireless	4218	478	376	409	441	415	470	455	468	486	454	334	544	5330	492	456
	0													0		
new regist. Res	328	29	38	39	37	29	18	21	25	21	10	16	31	314	26	30
non res	77	12	14	9	7	1	3	1	4	4	5	5	7	72	14	19
additions to holdings	0													0		
cat books	1269	140	105	135	125	88	32	124	71	113	134	90	112	1269	54	87
all other print	647	48	39	51	47	40	27	24	71	59	44	35	47	532	32	49

audiobooks CDs	73	3	9	3	3	8	3	4	10	9	8	4	4	68	7	3
DVDs	154	7	9	11	6	16	10	4	15	16	9	19	11	133	11	15
vid games	21	4		3	3	2	6			4		1	2	25		2
electronic	0															
kit	0				3	1										
microform	0															
av	0															
toy	0															
hotspot													1			

09/06/25

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

	Aug 31, 25
ASSETS	
Current Assets	
Checking/Savings	
1015 · Public Funds Money Market	101,586.01
1000 · Savings account	
1018 · Non designated	6,815.03
1028 · Phase IV Money	18,163.50
1000 · Savings account - Other	1,112.29
	26,090.82
Total 1000 · Savings account	26,090.82
1014 · Operating Acct	325,556.20
Total Checking/Savings	453,233.03
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	49.65
1300 · Investments	
1350 · CDs	14,011.37
Total 1300 · Investments	14,011.37
Total Other Current Assets	44,954.96
Total Current Assets	498,188.42
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	1,343,197.79

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

	Aug 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	11,473.12
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	(140,412.68)
2028 · Pass Through Funds	0.23
2032 · Accrued FICA	(169.07)
2033 · Federal Withholding	(184.15)
2034 · NYS Withholding	(82.18)
2035 · Retirement	51,176.53
2036 · Sales Tax 8%	308.38
2038 · Employee Health Premiums	0.27
2046 · Voluntary Benefits	(3,205.48)
Total Other Current Liabilities	(14,272.96)
Total Current Liabilities	22,486.04
Long Term Liabilities	
2030 · Pension Liability	177,761.00
Total Long Term Liabilities	177,761.00
Total Liabilities	200,247.04
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	673,263.93
Net Income	(22,167.78)
Total Equity	1,142,950.75

09/06/25

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

	Aug 31, 25
TOTAL LIABILITIES & EQUITY	<u>1,343,197.79</u>

Penn Yan Public Library
MONTHLY INCOME & EXPENSE
August 2025

	Aug 25
Ordinary Income/Expense	
Income	
4100 · Printing Income	
4150 · Laser Printer	192.82
Total 4100 · Printing Income	192.82
4500 · Lost/Damaged Books Refund	1.00
4505 · Sale of Extraneous Materials	50.46
4525 · Cafe Receipts	9.25
4540 · Tax Income	64,495.17
4700 · Interest	237.16
4800 · NonDesignated Donations	598.95
Total Income	65,584.81
Expense	
5000 · HUMAN RESOURCES	
5100 · Salaries	
5110 · Library Director II	6,369.36
5115 · Librarian I	10,011.00
5130 · Clerical	20,730.48
Total 5100 · Salaries	37,110.84
5200 · Benefits	
5210 · Medicare/SS	2,827.50
5225 · HRA Contributions	3,825.71
5235 · Voluntary Benefits	(200.34)
5240 · SUTA	168.22
5250 · Workmens Compensation	2,041.00
Total 5200 · Benefits	8,662.09
5300 · Payroll Costs	271.64
Total 5000 · HUMAN RESOURCES	46,044.57
5400 · ADMINISTRATION	
5415 · Hotspots	1,041.53
5451 · Service Contract	76.99
5452 · Toshiba copier	(61.55)
5460 · Office Supplies	
5463 · Other	119.39
Total 5460 · Office Supplies	119.39
Total 5400 · ADMINISTRATION	1,176.36
5900 · BUILDINGS & GROUNDS	
5910 · Utilities	
5912 · Electric	479.79
5913 · Sewer & Water	105.66
5914 · Gas	34.56
Total 5910 · Utilities	620.01
5930 · Repairs & Maint	
5934 · Blding & Ground	27.98
5930 · Repairs & Maint - Other	27.44
Total 5930 · Repairs & Maint	55.42
5940 · Maintenance Contracts	
5943 · Trash Removal	52.99
5945 · Fire Protection	60.00
Total 5940 · Maintenance Contracts	112.99
5970 · Supplies	

Penn Yan Public Library
MONTHLY INCOME & EXPENSE
August 2025

	Aug 25
5972 · Custodial	199.63
Total 5970 · Supplies	199.63
Total 5900 · BUILDINGS & GROUNDS	988.05
6000 · TECH (NETWORK AND ILS)	
6300 · Maintenance	75.00
Total 6000 · TECH (NETWORK AND ILS)	75.00
7100 · REFERENCE	
7200 · Other Reference	39.00
Total 7100 · REFERENCE	39.00
7300 · ADULT SERVICES	
7310 · Materials	
7315 · Print Materials	
7320 · Adult Fiction	537.11
7330 · Adult Non Fiction	73.93
Total 7315 · Print Materials	611.04
7380 · AV Materials	
7382 · Audio Books	135.97
7386 · DVD	152.19
Total 7380 · AV Materials	288.16
Total 7310 · Materials	899.20
7420 · Programming	350.00
7450 · Equipment	
7451 · Laser Printer	157.89
Total 7450 · Equipment	157.89
Total 7300 · ADULT SERVICES	1,407.09
7500 · YOUTH SERVICES	
7510 · Materials	
7515 · Print Materials	
7520 · E	52.91
7530 · J Fiction	85.78
7540 · J Non-Fiction	33.53
7550 · YA	86.99
Total 7515 · Print Materials	259.21
Total 7510 · Materials	259.21
7620 · Programming	143.07
Total 7500 · YOUTH SERVICES	402.28
8100 · TECHNICAL SERVICES	
8155 · Processing Costs	30.93
8161 · Tech Supplies	
8167 · Misc	103.30
Total 8161 · Tech Supplies	103.30
Total 8100 · TECHNICAL SERVICES	134.23
8200 · CIRCULATION	
8295 · Unique Management	41.20
Total 8200 · CIRCULATION	41.20
Total Expense	50,307.78

09/06/25

Penn Yan Public Library
MONTHLY INCOME & EXPENSE
August 2025

	Aug 25
Net Ordinary Income	15,277.03
Other Income/Expense	
Other Income	
9450 · Chargepoint Income	314.87
Total Other Income	314.87
Other Expense	
9475 · Chargepoint Expense	3,912.68
Total Other Expense	3,912.68
Net Other Income	(3,597.81)
Net Income	11,679.22

09/06/25

Accrual Basis

Profit & Loss Budget vs. Actual

July through August 2025

	Jul - Aug 25	Budget
Ordinary Income/Expense		
Income		
4100 · Printing Income		
4150 · Laser Printer	346.06	1,500.00
Total 4100 · Printing Income	346.06	1,500.00
4200 · Village	0.00	1,000.00
4500 · Lost/Damaged Books Refund	5.00	
4505 · Sale of Extraneous Materials	72.69	
4525 · Cafe Receipts	18.51	300.00
4540 · Tax Income	128,990.34	773,942.00
4600 · LLSA	0.00	4,500.00
4700 · Interest	473.76	150.00
4800 · NonDesignated Donations	604.69	3,000.00
Total Income	130,511.05	784,392.00
Expense		
5000 · HUMAN RESOURCES		
5100 · Salaries		
5110 · Library Director II	12,738.70	82,802.00
5115 · Librarian I	23,622.01	130,143.00
5130 · Clerical	47,731.71	255,420.00
5135 · Building Staff	0.00	27,284.00
Total 5100 · Salaries	84,092.42	495,649.00
5200 · Benefits		
5210 · Medicare/SS	6,410.15	36,000.00
5225 · HRA Contributions	7,177.60	51,000.00
5230 · Disability	0.00	2,700.00
5235 · Voluntary Benefits	(400.68)	
5240 · SUTA	336.77	4,500.00
5250 · Workmens Compensation	2,041.00	4,500.00
5255 · Employee Assistance Plan	0.00	500.00
5260 · Retirement	0.00	55,360.00
Total 5200 · Benefits	15,564.84	154,560.00
5300 · Payroll Costs	531.32	
Total 5000 · HUMAN RESOURCES	100,188.58	650,209.00
5400 · ADMINISTRATION		
5415 · Hotspots	1,562.24	2,500.00
5420 · Promotion	249.22	2,900.00
5425 · Internet Service	0.00	1,800.00
5430 · Telephone System	210.00	850.00
5435 · Insurance	0.00	9,500.00
5440 · Accounting		
5442 · Review/Audit	0.00	6,550.00
5444 · Supplies	0.00	150.00

	Jul - Aug 25	Budget
Total 5440 · Accounting	0.00	6,700.00
5450 · Equipment	0.00	500.00
5451 · Service Contract	153.98	1,500.00
5452 · Toshiba copier	(160.70)	500.00
5460 · Office Supplies		
5461 · Staff Room	0.00	150.00
5462 · White Paper	46.99	300.00
5463 · Other	127.59	500.00
Total 5460 · Office Supplies	174.58	950.00
5470 · Training/Travel	0.00	1,200.00
5475 · Legal	0.00	800.00
5480 · Dues	200.00	1,000.00
5485 · Postage	0.00	300.00
5486 · Vote Expense	0.00	2,300.00
Total 5400 · ADMINISTRATION	2,389.32	33,300.00
5900 · BUILDINGS & GROUNDS		
5910 · Utilities		
5912 · Electric	830.77	6,000.00
5913 · Sewer & Water	218.31	1,900.00
5914 · Gas	103.68	400.00
Total 5910 · Utilities	1,152.76	8,300.00
5920 · New Equipmnt	0.00	300.00
5930 · Repairs & Maint		
5932 · Equipment	0.00	1,300.00
5934 · Blding & Ground	63.46	1,700.00
5930 · Repairs & Maint - Other	27.44	
Total 5930 · Repairs & Maint	90.90	3,000.00
5940 · Maintenance Contracts		
5943 · Trash Removal	105.77	600.00
5945 · Fire Protection	60.00	680.00
5946 · Snow Plowing	0.00	1,000.00
Total 5940 · Maintenance Contracts	165.77	2,280.00
5970 · Supplies		
5972 · Custodial	259.62	1,000.00
5974 · Building	608.82	650.00
5976 · building depreciation	0.00	1,000.00
Total 5970 · Supplies	868.44	2,650.00
Total 5900 · BUILDINGS & GROUNDS	2,277.87	16,530.00
6000 · TECH (NETWORK AND ILS)		
6100 · New Hardware	0.00	2,750.00
6150 · Parts for Repair & Maint	0.00	300.00

	Jul - Aug 25	Budget
6300 · Maintenance	600.00	3,000.00
6400 · ILS Software	36,448.00	36,448.00
Total 6000 · TECH (NETWORK AND I...	37,048.00	42,498.00
7100 · REFERENCE		
7110 · Materials		
7120 · Reference Books	60.00	155.00
Total 7110 · Materials	60.00	155.00
7200 · Other Reference	39.00	
Total 7100 · REFERENCE	99.00	155.00
7300 · ADULT SERVICES		
7310 · Materials		
7315 · Print Materials		
7320 · Adult Fiction	1,273.22	10,000.00
7321 · Graphic Novels	0.00	350.00
7330 · Adult Non Fiction	425.08	5,000.00
7370 · Periodicals	2,610.95	4,200.00
Total 7315 · Print Materials	4,309.25	19,550.00
7380 · AV Materials		
7382 · Audio Books	473.88	2,500.00
7384 · CD Music	0.00	200.00
7386 · DVD	507.56	4,000.00
Total 7380 · AV Materials	981.44	6,700.00
Total 7310 · Materials	5,290.69	26,250.00
7420 · Programming	475.00	1,500.00
7450 · Equipment		
7451 · Laser Printer	157.89	
7452 · Other Equipment	0.00	200.00
Total 7450 · Equipment	157.89	200.00
7454 · Cafe Supplies	0.00	500.00
Total 7300 · ADULT SERVICES	5,923.58	28,450.00
7500 · YOUTH SERVICES		
7510 · Materials		
7515 · Print Materials		
7520 · E	132.90	1,500.00
7530 · J Fiction	215.97	1,500.00
7540 · J Non-Fiction	129.59	800.00
7550 · YA	116.17	1,200.00
7560 · Realia(Non-Book)	0.00	300.00
Total 7515 · Print Materials	594.63	5,300.00

	Jul - Aug 25	Budget
7580 · AV Materials		
7582 · Audiobooks	0.00	200.00
7584 · Music CD	0.00	100.00
7588 · Video Games	69.87	1,200.00
Total 7580 · AV Materials	69.87	1,500.00
Total 7510 · Materials	664.50	6,800.00
7620 · Programming	358.81	2,400.00
Total 7500 · YOUTH SERVICES	1,023.31	9,200.00
8100 · TECHNICAL SERVICES		
8155 · Processing Costs	87.53	800.00
8161 · Tech Supplies		
8162 · Repair	154.95	25.00
8163 · AV	0.00	575.00
8165 · Disc Cleaner	0.00	100.00
8167 · Misc	131.60	750.00
Total 8161 · Tech Supplies	286.55	1,450.00
Total 8100 · TECHNICAL SERVICES	374.08	2,250.00
8200 · CIRCULATION		
8250 · Equipment	0.00	200.00
8260 · Patron Cards	0.00	200.00
8275 · Postage for Overdues	0.00	300.00
8280 · Mailing Supplies	0.00	100.00
8295 · Unique Management	72.10	500.00
Total 8200 · CIRCULATION	72.10	1,300.00
Total Expense	149,395.84	783,892.00
Net Ordinary Income	(18,884.79)	500.00
Other Income/Expense		
Other Income		
9450 · Chargepoint Income	803.28	0.00
8400 · NON-BUDGETED DONATIONS		
8405 · MISC/Donations-Materials	(19.20)	
8425 · Hobart/Watkins/Reiner	(69.27)	
Total 8400 · NON-BUDGETED DONA...	(88.47)	
Total Other Income	714.81	0.00
Other Expense		
9475 · Chargepoint Expense	3,997.80	500.00
Total Other Expense	3,997.80	500.00
Net Other Income	(3,282.99)	(500.00)

	Jul - Aug 25	Budget
Net Income	(22,167.78)	0.00

	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense		
Income		
4100 · Printing Income		
4150 · Laser Printer	(1,153.94)	23.1%
Total 4100 · Printing Income	(1,153.94)	23.1%
4200 · Village	(1,000.00)	0.0%
4500 · Lost/Damaged Books Refund		
4505 · Sale of Extraneous Materials		
4525 · Cafe Receipts	(281.49)	6.2%
4540 · Tax Income	(644,951.66)	16.7%
4600 · LLSA	(4,500.00)	0.0%
4700 · Interest	323.76	315.8%
4800 · NonDesignated Donations	(2,395.31)	20.2%
Total Income	(653,880.95)	16.6%
Expense		
5000 · HUMAN RESOURCES		
5100 · Salaries		
5110 · Library Director II	(70,063.30)	15.4%
5115 · Librarian I	(106,520.99)	18.2%
5130 · Clerical	(207,688.29)	18.7%
5135 · Building Staff	(27,284.00)	0.0%
Total 5100 · Salaries	(411,556.58)	17.0%
5200 · Benefits		
5210 · Medicare/SS	(29,589.85)	17.8%
5225 · HRA Contributions	(43,822.40)	14.1%
5230 · Disability	(2,700.00)	0.0%
5235 · Voluntary Benefits		
5240 · SUTA	(4,163.23)	7.5%
5250 · Workmens Compensation	(2,459.00)	45.4%
5255 · Employee Assistance Plan	(500.00)	0.0%
5260 · Retirement	(55,360.00)	0.0%
Total 5200 · Benefits	(138,995.16)	10.1%
5300 · Payroll Costs		
Total 5000 · HUMAN RESOURCES	(550,020.42)	15.4%
5400 · ADMINISTRATION		
5415 · Hotspots	(937.76)	62.5%
5420 · Promotion	(2,650.78)	8.6%
5425 · Internet Service	(1,800.00)	0.0%
5430 · Telephone System	(640.00)	24.7%
5435 · Insurance	(9,500.00)	0.0%
5440 · Accounting		
5442 · Review/Audit	(6,550.00)	0.0%
5444 · Supplies	(150.00)	0.0%

	\$ Over Budget	% of Budget
Total 5440 · Accounting	(6,700.00)	0.0%
5450 · Equipment	(500.00)	0.0%
5451 · Service Contract	(1,346.02)	10.3%
5452 · Toshiba copier	(660.70)	(32.1)%
5460 · Office Supplies		
5461 · Staff Room	(150.00)	0.0%
5462 · White Paper	(253.01)	15.7%
5463 · Other	(372.41)	25.5%
Total 5460 · Office Supplies	(775.42)	18.4%
5470 · Training/Travel	(1,200.00)	0.0%
5475 · Legal	(800.00)	0.0%
5480 · Dues	(800.00)	20.0%
5485 · Postage	(300.00)	0.0%
5486 · Vote Expense	(2,300.00)	0.0%
Total 5400 · ADMINISTRATION	(30,910.68)	7.2%
5900 · BUILDINGS & GROUNDS		
5910 · Utilities		
5912 · Electric	(5,169.23)	13.8%
5913 · Sewer & Water	(1,681.69)	11.5%
5914 · Gas	(296.32)	25.9%
Total 5910 · Utilities	(7,147.24)	13.9%
5920 · New Equipmnt	(300.00)	0.0%
5930 · Repairs & Maint		
5932 · Equipment	(1,300.00)	0.0%
5934 · Blding & Ground	(1,636.54)	3.7%
5930 · Repairs & Maint - Other		
Total 5930 · Repairs & Maint	(2,909.10)	3.0%
5940 · Maintenance Contracts		
5943 · Trash Removal	(494.23)	17.6%
5945 · Fire Protection	(620.00)	8.8%
5946 · Snow Plowing	(1,000.00)	0.0%
Total 5940 · Maintenance Contracts	(2,114.23)	7.3%
5970 · Supplies		
5972 · Custodial	(740.38)	26.0%
5974 · Building	(41.18)	93.7%
5976 · building depreciation	(1,000.00)	0.0%
Total 5970 · Supplies	(1,781.56)	32.8%
Total 5900 · BUILDINGS & GROUNDS	(14,252.13)	13.8%
6000 · TECH (NETWORK AND ILS)		
6100 · New Hardware	(2,750.00)	0.0%
6150 · Parts for Repair & Maint	(300.00)	0.0%

	\$ Over Budget	% of Budget
6300 · Maintenance	(2,400.00)	20.0%
6400 · ILS Software	0.00	100.0%
Total 6000 · TECH (NETWORK AND I...	(5,450.00)	87.2%
7100 · REFERENCE		
7110 · Materials		
7120 · Reference Books	(95.00)	38.7%
Total 7110 · Materials	(95.00)	38.7%
7200 · Other Reference		
Total 7100 · REFERENCE	(56.00)	63.9%
7300 · ADULT SERVICES		
7310 · Materials		
7315 · Print Materials		
7320 · Adult Fiction	(8,726.78)	12.7%
7321 · Graphic Novels	(350.00)	0.0%
7330 · Adult Non Fiction	(4,574.92)	8.5%
7370 · Periodicals	(1,589.05)	62.2%
Total 7315 · Print Materials	(15,240.75)	22.0%
7380 · AV Materials		
7382 · Audio Books	(2,026.12)	19.0%
7384 · CD Music	(200.00)	0.0%
7386 · DVD	(3,492.44)	12.7%
Total 7380 · AV Materials	(5,718.56)	14.6%
Total 7310 · Materials	(20,959.31)	20.2%
7420 · Programming	(1,025.00)	31.7%
7450 · Equipment		
7451 · Laser Printer		
7452 · Other Equipment	(200.00)	0.0%
Total 7450 · Equipment	(42.11)	78.9%
7454 · Cafe Supplies	(500.00)	0.0%
Total 7300 · ADULT SERVICES	(22,526.42)	20.8%
7500 · YOUTH SERVICES		
7510 · Materials		
7515 · Print Materials		
7520 · E	(1,367.10)	8.9%
7530 · J Fiction	(1,284.03)	14.4%
7540 · J Non-Fiction	(670.41)	16.2%
7550 · YA	(1,083.83)	9.7%
7560 · Realia(Non-Book)	(300.00)	0.0%
Total 7515 · Print Materials	(4,705.37)	11.2%

	<u>\$ Over Budget</u>	<u>% of Budget</u>
7580 · AV Materials		
7582 · Audiobooks	(200.00)	0.0%
7584 · Music CD	(100.00)	0.0%
7588 · Video Games	(1,130.13)	5.8%
Total 7580 · AV Materials	<u>(1,430.13)</u>	<u>4.7%</u>
Total 7510 · Materials	(6,135.50)	9.8%
7620 · Programming	<u>(2,041.19)</u>	<u>15.0%</u>
Total 7500 · YOUTH SERVICES	(8,176.69)	11.1%
8100 · TECHNICAL SERVICES		
8155 · Processing Costs	(712.47)	10.9%
8161 · Tech Supplies		
8162 · Repair	129.95	619.8%
8163 · AV	(575.00)	0.0%
8165 · Disc Cleaner	(100.00)	0.0%
8167 · Misc	(618.40)	17.5%
Total 8161 · Tech Supplies	<u>(1,163.45)</u>	<u>19.8%</u>
Total 8100 · TECHNICAL SERVICES	(1,875.92)	16.6%
8200 · CIRCULATION		
8250 · Equipment	(200.00)	0.0%
8260 · Patron Cards	(200.00)	0.0%
8275 · Postage for Overdues	(300.00)	0.0%
8280 · Mailing Supplies	(100.00)	0.0%
8295 · Unique Management	(427.90)	14.4%
Total 8200 · CIRCULATION	<u>(1,227.90)</u>	<u>5.5%</u>
Total Expense	<u>(634,496.16)</u>	<u>19.1%</u>
Net Ordinary Income	(19,384.79)	(3,777.0)%
Other Income/Expense		
Other Income		
9450 · Chargepoint Income	803.28	100.0%
8400 · NON-BUDGETED DONATIONS		
8405 · MISC/Donations-Materials		
8425 · Hobart/Watkins/Reiner		
Total 8400 · NON-BUDGETED DONA...		
Total Other Income	714.81	100.0%
Other Expense		
9475 · Chargepoint Expense	3,497.80	799.6%
Total Other Expense	<u>3,497.80</u>	<u>799.6%</u>
Net Other Income	<u>(2,782.99)</u>	<u>656.6%</u>

	\$ Over Budget	% of Budget
Net Income	(22,167.78)	100.0%

09/02/25

Reconciliation Summary

1000 · Savings account, Period Ending 08/31/2025

	Aug 31, 25
Beginning Balance	26,090.38
Cleared Transactions	
Deposits and Credits - 1 item	0.44
Total Cleared Transactions	0.44
Cleared Balance	26,090.82
Register Balance as of 08/31/2025	26,090.82
Ending Balance	26,090.82

09/02/25

Reconciliation Summary

1015 · Public Funds Money Market, Period Ending 08/31/2025

	Aug 31, 25
Beginning Balance	101,349.29
Cleared Transactions	
Deposits and Credits - 1 item	236.72
Total Cleared Transactions	236.72
Cleared Balance	101,586.01
Register Balance as of 08/31/2025	101,586.01
Ending Balance	101,586.01

09/06/25

Reconciliation Summary

1014 · Operating Acct, Period Ending 08/31/2025

	Aug 31, 25
Beginning Balance	379,889.90
Cleared Transactions	
Checks and Payments - 60...	(49,540.97)
Deposits and Credits - 16 i...	1,454.22
Total Cleared Transactions	(48,086.75)
Cleared Balance	331,803.15
Uncleared Transactions	
Checks and Payments - 18...	(7,265.67)
Total Uncleared Transactions	(7,265.67)
Register Balance as of 08/31/2025	324,537.48
New Transactions	
Checks and Payments - 19...	(21,589.50)
Total New Transactions	(21,589.50)
Ending Balance	302,947.98

Penn Yan Public Library Monthly Youth Services Report to Board

AUGUST 2025 IN REVIEW

Our summer of colorful fun drew to a close on August 15 with a Messtival—messy art festival. While it was lightly attended, those who came enjoyed painting with ice, fly swatters, and shaving cream (not all at the same time), making exploding paint bags, playing in a kiddie pool full of water beads, and making root beer floats with help from 4-H.

MEETINGS/TRAININGS ATTENDED

- *None this month*

SUMMER READING ENCOURAGEMENT PROGRAM WRAPUP

June 28 through August 15

155 kids ages 0-11 registered

12 kids ages 12-18 registered

Total of 704 hours of reading logged by participants

Total of 352 free books earned by participants


22 programs for ages 0-5, attended by 350 people

34 programs for ages 6-11, attended by 403 people

5 programs for ages 12-18, attended by 21 people

360 take-home craft kits and free lunches distributed

AUGUST 2025 YOUTH & FAMILY PROGRAMS

Program Type	 Number of Programs	Attendance
Activity	5	103
Movie	1	1
Storytime	7	85
Outreach	1	101
Maker	2	13
Take-Home	2	108
Passive	2	168
Grand Total	20	579

The Take-Home number includes 54 free lunches.

AUGUST 2025 COMMUNITY PARTNERS

Yates County 4-H, Penn Yan Central School District, Penn Yan Community Garden, Tanglewood Nature Center, Yates County Public Health

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

August 2025 adult services report

I answered 24 reference questions for 22 patrons in August. I answered 9 tech questions, 1 legal question and 2 local history questions. I served 1 Mennonite patron last month. Interesting queries: good DVD software for a laptop; whether there's info about citizenship on audiobook; registries of bed and breakfasts in New Jersey; and books on the history of Maine.

Approximately 123 patrons attended 20 programs in August. We welcomed Deaf Keuka College Student Ashly Dumbleton for the next Building Bridges session and local author Sheri Bone for a meet and greet. A rescheduled Arts & Drafts session from last month, in which we made our own hand-woven coasters, was very well received. Stephanie Olsen attended Stuff Swap on behalf of the Yates County History Center and portrayed the first European person born in what would become Yates County.

The library was well represented at Penn Yan Community Garden's Fairy Night on August 1; I oversaw a scavenger hunt that had three very happy winners receive gardening books and garden ornaments. I attended several sessions of the AI and Social Justice virtual conference held on August 4. Sponsored by NYLA's Social Responsibilities Roundtable, the conference covered such topics as the socio-environmental impacts of AI, the impact of generative AI on human creativity and information literacy, policies and practices to promote equity, accessibility and transparency in AI, and more.

I finished and submitted a COSAC Outreach Grant application in conjunction with Dundee Library just before leaving for vacation for the end of the month. If awarded, the grant will fund outreach efforts to the underserved community of Dresden.

I've been working with Sustainable Finger Lakes, on whose board I sit, on a project to design a traveling display about sustainability to circulate throughout libraries in Yates, Schuyler, and Seneca Counties. In August I met with outreach specialist Keturah Cappadonia from Southern Tier Library System and Jenny Shonk, her counterpart from Finger Lakes Library System, about coordinating with libraries in those counties. They were both very receptive and the project continues to gain steam. In addition to a trifold standing display and a variety of informational brochures, the display will include several engaging self-directed activities for library visitors of all ages; I am working on fantasy/adventure-themed scavenger hunt illustrating the principles of permaculture. It should be rad.

I helped arranged a screening of the PBS documentary *Free for All* through STLS for later this month, September 26 at 6 pm, here at the library; I as well as several members of the board, staff, and library friends will take part in a panel discussion afterward. We hope all the members of the board attend and spread the word to show your support for Library Card Sign Up Month.

I was surprised and delighted to learn that PYPL had been recognized for STLS' 2025 Sustainable Practices Award for the No Shop Stuff Swap program. According to STLS, "This award recognizes an STLS member that has spearheaded transformational changes within their library and community, which address the economic sustainability of the library, or demonstrates new practices that are socially or environmentally responsible. This award pays particular attention to projects that will have longstanding community impacts."

I completed work on my Banned Books project that I teased last month: a 1984-themed alternate reality scavenger hunt that has participants scouring the community for information about the real-world impacts of Banned Books! I'm excited to see how this ambitious project pans out in the wild.

8.1 Code of Conduct proposed 9-16-25

The Penn Yan Public Library staff and Board of Trustees strive 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.

8.1.1 General Conduct restrictions

- * Any **language** spoken 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). Devices should be used with headphones or with all sounds muted. Patrons are responsible for providing their own headphones.
- * 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

and 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.

8.2 Suspension of Library Privileges

Library employees reserve the right to intervene and clarify rules (give warnings) when the comfort and safety of our patrons and staff and/or the integrity of the Library facility and/or grounds are compromised. Library staff may directly notify the police if they believe anyone's safety is immediately threatened. **Any person not abiding by the Code of Conduct may be required to leave the Library premises.** (See Section 8.2.3) Staff will not be responsible for anyone who is dismissed from the Library and/or grounds due to their behavior.

8.2.1 Behavior Deemed Immediately Unacceptable

If any Library staff members determine that a patron is exhibiting behavior that is restricted by this policy and not stopping the behavior when instructed to do so two or more times, or exhibiting behavior that is illegal, dangerous to others, destructive to any property, or is so disruptive that it is immediately unacceptable, they may dismiss the patron from the Library property. Law enforcement will be contacted for illegal behavior and/or if the patron refuses to leave after being told to do so. Staff will fill out an Incident Report. (See Appendix Q.) When applicable, the Executive Director will follow through with the ***suspension of library privileges*** process (See section 8.2.3 below).

8.2.2 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 and not stopping the restricted behavior when instructed to do so, they will fill out Incident Reports. (See Appendix Q.) When applicable, the Executive Director will follow through with the ***suspension of library privileges*** process (See section 8.2.3 below).

8.2.3 Suspension of Library Privileges Process

At the discretion of the Executive Director, any patron, *including students being tutored*, not abiding by the PYPL Code of Conduct either by exhibiting ***Behavior Deemed Immediately Unacceptable*** (*one incident*) or behavior that is an ***Ongoing Violation of the Code of Conduct*** (*2 or more incidents*) may be banned from the premises. A written notification (See Appendix I.) of the banning from the premises will be sent by certified mail to the address on record for the patron by the Director. The length of time of the banning, also at the discretion of the Executive Director, will depend on the severity of the incident(s).

8.2.4 Suspension of Library Privileges Process for Youth Patrons as carried out by Youth Services Staff

In the interest of helping youthful patrons to learn how to use PYPL without violating the code of conduct, the Youth Services Department will carry out the following process.

-First violation: Two verbal warnings will be given to the youth patron by the Youth Services Staff. The youth patron will be informed that any subsequent violation will result in suspension from the premises.

-Second violation: After the two immediate warnings or an additional warning at a subsequent visit, the youth patron may be suspended from the premises for one day (24 hours). Youth Services staff will fill out an incident report (See Appendix Q.) and submit it to the to the Executive Director.

-Third violation: After a 24-hour suspension, if a youth patron continues to violate the Code of Conduct at a subsequent visit to PYPL, Youth Services staff members may suspend their library privileges for seven days. Youth Services staff will fill out an incident report and submit it to the Executive Director. The Youth Services staff may notify the youth's parent/guardian by email or /phone.

-Fourth violation: After a seven-day suspension, if a youth patron continues to violate the Code of Conduct at a subsequent visit(s) to PYPL, the **Suspension of Library Privileges Process** will be implemented for a longer banning from the premises. (See section 8.2.3.)

8.2.5 Returning after Suspension of Library Privileges

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.

8.2.6 Appealing Suspension of Library Privileges

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.

8.3 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. If an unattended child in need of supervision is being disruptive, the ***Suspension of Library Privileges*** process will be implemented (See Section 8.2.)

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 a local law enforcement agency.

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.

8.4 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.)