

AGENDA
PENN YAN PUBLIC LIBRARY
BOARD MEETING
October 23, 2025 6:30pm

Call to Order

- Public Comment
- Additional Agenda Items?
- *Adoption of Agenda
- * adoption of September 18th minutes

Present: Angela Gonzalez, Sharon Pinckney, Val Brechko, Bethany Snyder, Steve Darrow, Kelley Walker, Elizabeth Burris-Chase, Kristen Comstock, Constance Glover

Financial Review

- *Payment of bills for September 2025

Library Director's Report

Standing Committee Reports

- Policy Review Committee
- Personnel Committee met 10-23
- Nominating Committee
- Finance Committee *need to meet*
- Building Committee

Old Business

- *Library Use Policy

AI Policy update

New Business

- *Appoint Amy Loveland

Library Director Recommendation: The Board of Trustees approves the probationary reinstatement appointment of Amy Loveland to Library Clerk at a starting hourly rate of \$19.64. Permanent position appointment to be determined upon successful completion of probationary status following performance evaluation by the Library Director.

***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, Library Use Policy- proposed

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

Call to Order

- Public Comment — none
- Additional Agenda Items? — none
- *Adoption of Agenda — Motion, Sharon; seconded, Kelley; approved
- * adoption of August 21st minutes — Motion, Bethany; seconded, Sharon; Kristen and Elizabeth abstain; approved

Present: Angela Gonzalez, Sharon Pinckney, Val Brechko, Bethany Snyder, Steve Darrow, Kelley Walker, Elizabeth Burris-Chase, Kristen Comstock, Constance Glover

Financial Review

*Payment of bills for August 2025 — Motion, Sharon; seconded, Connie; approved

Library Director's Report

Standing Committee Reports

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

Old Business

STLS Annual Meeting Friday October 3rd 10 am

New Business

Library Use Policy, tutor letter

AI Policy

***Adjourn** — Motion, Sharon; seconded, Steve; approved
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

PYPL Executive Director's Report 10-23-25

Professional Development and Meetings:

9/22 Ultimate AI Policy for Your (Public, Academic, Museum, etc.), SELRC, Stephanie Cole Adams

9/23 STLS DAC Info. Lit. Committee meeting

9/24 STLS Directors Advisory Meeting

9/25 Communication Strategies-NYLA Developing Leaders Program 1/23/25

9/25 How to Inspire Others | Adam Galinsky | TEDxColumbiaUniversity

10/3 STLS Annual Meeting

10/8 Trouble Begins: Ron Chernow, Elmira College

10/21 STLS COSAC meeting

Happenings:

-I deposited the tax check on 10-14.

-I met with our grant writer on 10-15.

Our mail campaign is coming I November

-The STLS annual meeting was held at PYPL on 10-3. It was a fun success.

PYPL was awarded a 2025 a STLS Sustainable Practices Award

Sue McGill, the Friends of PYPL President, was awarded a STLS Library Advocate Award

-On 9-26 we had a screening of *Free for All* (documentary) sponsored by STLS.

-I have arranged for the big tree out front to be trimmed.

- 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	Sept
ADPBKFIC	561	63	61	52	64	66	41	24	30	66	48	49	45	609	55	57	63
ADPBKNF	272	8	16	14	16	24	36	23	23	28	32	18	18	256	20	31	23
ADULTFIC	7163	720	657	617	634	529	485	578	512	529	562	620	572	7015	710	753	666
ADULTNF	4528	339	377	340	390	369	361	473	423	380	312	364	298	4426	453	436	368
AUDIOBKCAS	1												1	1			
AUDIOBKCD	1224	66	100	91	89	62	71	66	61	85	88	75	73	927	89	88	104
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	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			1
EAUDIOBOOK	1													0			
ED-VID-DVD	32		4						1	2	5	1	2	15	1	3	2
ENTRY-PASS											2	1	10	13	11	13	3
HOTSPOT (new)											31	95	42	168	58	48	46
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	8
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	1615
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	382
JUVPBFIC	180	22	14	9	9	19	11	12	21	14	16	10	17	174	32	25	25
JUVPBK	16	2	1			1		1	1	1	2	3		12	2	1	1
JUVREF	0													0			
KIT	75	5	5	6	2	2	6	2	1	4	5	3		41	3	7	4
LARGETYPE	6863	672	666	598	548	438	427	531	525	570	516	559	549	6599	573	525	544
MAGAZINE	1212	82	114	85	90	49	97	99	72	80	66	103	51	988	95	102	73
MICROFORM	32		8	8			16	8						40		8	8
MIXEDMEDIA	9		1	1	1									3			
MUSICCD	505	30	30	27	41	25	25	6	29	27	15	11	37	303	33	35	43
NEWAUDBKCD	456	38	49	33	43	34	22	35	34	42	30	31	31	422		44	27
NEW-BKNF	0													0			
NEW-BOOK	4371	464	456	433	382	329	326	312	301	262	291	345	361	4262	414	403	330
NEW-BOOKNF	1273	114	124	116	123	122	97	125	101	103	88	110	92	1315	129	108	99
NEW JUVDVD-new	35	2	2	7	19	19	12	21	9	6	7	8	11	123	11	6	9
NEWJUVFIC	1553	155	158	125	106	118	101	102	105	107	109	107	102	1395	114	110	115

NEW-JUVNF	472	49	39	45	46	44	52	48	49	44	27	37	32	512	45	31	30
NEW-LP	142	19	7	11	14	7	1	7	3	9	8	10	10	106	15	9	16
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	198
PGMRESOURC	0													0			
REF-BOOK	11			2					1					3			2
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	456
VID-GAME	1306	124	95	76	75	89	84	93	77	82	94	94	85	1068	140	115	94
loaned to STLS	5196	423	406	482	441	440	400	479	451	505	429	419	383	5258	407	382	425
Borrowed from STLS	6067	573	555	579	536	471	436	476	547	546	511	476	489	6195	704	575	575
Total material circ	78000	7058	7144	6627	6493	5747	5520	5944	6078	6211	5911	6052	5792	74577	7240	6600	6356
Digital resources	15491	1375	1394	1343	1393	1369	1408	1651	1488	1634	1522	1482	1548	17607	1605	1619	
overdrive magazines	4352	273	253	281	303	307	319	368	340	353	314	320	311	3742	285	302	
Kanopy	0											55	29	84	12	25	
Job now																9	
Mango													3	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	9409	8558	
website visits	12733	1677	1508	1238	1317	1188	1174	1150	1103	1105	1124	1075	1273	14932	1346	1280	1216
visits	58591	4979	5116	4871	5337	4502	4530	4518	4494	4751	4678	4954	5710	58440	5070	4881	
wireless	4218	478	376	409	441	415	470	455	468	486	454	334	544	5330	492	456	492
	0													0			
new regist. Res	328	29	38	39	37	29	18	21	25	21	10	16	31	314	26	30	23
non res	77	12	14	9	7	1	3	1	4	4	5	5	7	72	14	19	5
additions to holdings	0													0			
cat books	1269	140	105	135	125	88	32	124	71	113	134	90	112	1269	54	87	131
all other print	647	48	39	51	47	40	27	24	71	59	44	35	47	532	32	49	47
audiobooks CDs	73	3	9	3	3	8	3	4	10	9	8	4	4	68	7	3	2
DVDs	154	7	9	11	6	16	10	4	15	16	9	19	11	133	11	15	14
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				

10/04/25

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

	Sep 30, 25
ASSETS	
Current Assets	
Checking/Savings	
1015 · Public Funds Money Market	101,815.62
1000 · Savings account	
1018 · Non designated	6,815.03
1028 · Phase IV Money	18,163.50
1000 · Savings account - Other	1,112.72
Total 1000 · Savings account	26,091.25
1014 · Operating Acct	256,471.34
Total Checking/Savings	384,378.21
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	429,333.60
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	1,274,342.97

10/04/25

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

	Sep 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	11,623.75
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	(204,907.85)
2028 · Pass Through Funds	0.23
2032 · Accrued FICA	(169.07)
2033 · Federal Withholding	(184.15)
2034 · NYS Withholding	(82.18)
2035 · Retirement	51,178.01
2036 · Sales Tax 8%	339.85
2038 · Employee Health Premiums	0.27
2046 · Voluntary Benefits	(3,405.82)
Total Other Current Liabilities	(78,784.89)
Total Current Liabilities	(42,025.89)
Long Term Liabilities	
2030 · Pension Liability	177,761.00
Total Long Term Liabilities	177,761.00
Total Liabilities	135,735.11
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	673,314.93
Net Income	(26,561.67)
Total Equity	1,138,607.86

10/04/25

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

	Sep 30, 25
TOTAL LIABILITIES & EQUITY	<u>1,274,342.97</u>

Penn Yan Public Library
MONTHLY INCOME & EXPENSE
September 2025

	Sep 25
Ordinary Income/Expense	
Income	
4100 · Printing Income	
4150 · Laser Printer	156.48
Total 4100 · Printing Income	156.48
4400 · Fines	40.00
4500 · Lost/Damaged Books Refund	6.00
4505 · Sale of Extraneous Materials	26.07
4525 · Cafe Receipts	5.55
4540 · Tax Income	64,495.17
4700 · Interest	230.04
4800 · NonDesignated Donations	270.26
Total Income	65,229.57
Expense	
5000 · HUMAN RESOURCES	
5100 · Salaries	
5110 · Library Director II	8,169.35
5115 · Librarian I	10,011.01
5130 · Clerical	20,642.67
Total 5100 · Salaries	38,823.03
5200 · Benefits	
5210 · Medicare/SS	2,958.49
5225 · HRA Contributions	6,338.02
5235 · Voluntary Benefits	(200.34)
5240 · SUTA	145.08
Total 5200 · Benefits	9,241.25
5300 · Payroll Costs	408.46
Total 5000 · HUMAN RESOURCES	48,472.74
5400 · ADMINISTRATION	
5420 · Promotion	355.86
5435 · Insurance	8,266.53
5440 · Accounting	
5442 · Review/Audit	3,900.00
Total 5440 · Accounting	3,900.00
5451 · Service Contract	76.99
5452 · Toshiba copier	296.36
5460 · Office Supplies	
5461 · Staff Room	11.28
5463 · Other	35.99
Total 5460 · Office Supplies	47.27
5485 · Postage	164.72
Total 5400 · ADMINISTRATION	13,107.73
5900 · BUILDINGS & GROUNDS	
5910 · Utilities	
5912 · Electric	513.20
5913 · Sewer & Water	116.69
5914 · Gas	34.56
Total 5910 · Utilities	664.45
5930 · Repairs & Maint	
5934 · Blding & Ground	5,045.00

10/04/25

Penn Yan Public Library
MONTHLY INCOME & EXPENSE
September 2025

	Sep 25
Total 5930 · Repairs & Maint	5,045.00
5940 · Maintenance Contracts	
5943 · Trash Removal	55.77
Total 5940 · Maintenance Contracts	55.77
5970 · Supplies	
5972 · Custodial	64.00
Total 5970 · Supplies	64.00
Total 5900 · BUILDINGS & GROUNDS	5,829.22
6000 · TECH (NETWORK AND ILS)	
6200 · New Software	80.00
6300 · Maintenance	147.50
Total 6000 · TECH (NETWORK AND ILS)	227.50
7300 · ADULT SERVICES	
7310 · Materials	
7315 · Print Materials	
7320 · Adult Fiction	534.44
7330 · Adult Non Fiction	243.95
Total 7315 · Print Materials	778.39
7380 · AV Materials	
7382 · Audio Books	95.98
7386 · DVD	502.83
Total 7380 · AV Materials	598.81
Total 7310 · Materials	1,377.20
7420 · Programming	400.30
7454 · Cafe Supplies	59.60
Total 7300 · ADULT SERVICES	1,837.10
7500 · YOUTH SERVICES	
7510 · Materials	
7515 · Print Materials	
7520 · E	102.31
7530 · J Fiction	58.66
7540 · J Non-Fiction	20.70
7550 · YA	14.38
Total 7515 · Print Materials	196.05
7580 · AV Materials	
7588 · Video Games	108.99
Total 7580 · AV Materials	108.99
Total 7510 · Materials	305.04
Total 7500 · YOUTH SERVICES	305.04
8100 · TECHNICAL SERVICES	
8155 · Processing Costs	33.71
Total 8100 · TECHNICAL SERVICES	33.71
8200 · CIRCULATION	
8295 · Unique Management	51.50
Total 8200 · CIRCULATION	51.50
Total Expense	69,864.54

10/04/25

Penn Yan Public Library
MONTHLY INCOME & EXPENSE
September 2025

	Sep 25
Net Ordinary Income	(4,634.97)
Other Income/Expense	
Other Income	
9450 · Chargepoint Income	436.26
Total Other Income	436.26
Other Expense	
9475 · Chargepoint Expense	3,975.18
Total Other Expense	3,975.18
Net Other Income	(3,538.92)
Net Income	(8,173.89)

Profit & Loss Budget vs. Actual

10/04/25

Accrual Basis

July through September 2025

	Jul - Sep 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4100 · Printing Income				
4150 · Laser Printer	502.54	1,500.00	(997.46)	33.5%
Total 4100 · Printing Income	502.54	1,500.00	(997.46)	33.5%
4200 · Village	0.00	1,000.00	(1,000.00)	0.0%
4400 · Fines	40.00			
4500 · Lost/Damaged Books R...	11.00			
4505 · Sale of Extraneous Mate...	98.76			
4525 · Cafe Receipts	24.06	300.00	(275.94)	8.0%
4540 · Tax Income	193,485.51	773,942.00	(580,456.49)	25.0%
4600 · LLSA	0.00	4,500.00	(4,500.00)	0.0%
4700 · Interest	703.80	150.00	553.80	469.2%
4800 · NonDesignated Donatio...	874.95	3,000.00	(2,125.05)	29.2%
Total Income	195,740.62	784,392.00	(588,651.38)	25.0%
Expense				
5000 · HUMAN RESOURCES				
5100 · Salaries				
5110 · Library Director II	20,908.05	82,802.00	(61,893.95)	25.3%
5115 · Librarian I	33,633.02	130,143.00	(96,509.98)	25.8%
5130 · Clerical	68,374.38	255,420.00	(187,045.62)	26.8%
5135 · Building Staff	0.00	27,284.00	(27,284.00)	0.0%
Total 5100 · Salaries	122,915.45	495,649.00	(372,733.55)	24.8%
5200 · Benefits				
5210 · Medicare/SS	9,368.64	36,000.00	(26,631.36)	26.0%
5225 · HRA Contributions	13,515.62	51,000.00	(37,484.38)	26.5%
5230 · Disability	0.00	2,700.00	(2,700.00)	0.0%
5235 · Voluntary Benefits	(601.02)			
5240 · SUTA	481.85	4,500.00	(4,018.15)	10.7%
5250 · Workmens Compens...	0.00	4,500.00	(4,500.00)	0.0%
5255 · Employee Assistanc...	0.00	500.00	(500.00)	0.0%
5260 · Retirement	0.00	55,360.00	(55,360.00)	0.0%
Total 5200 · Benefits	22,765.09	154,560.00	(131,794.91)	14.7%
5300 · Payroll Costs	939.78			
Total 5000 · HUMAN RESOURC...	146,620.32	650,209.00	(503,588.68)	22.5%
5400 · ADMINISTRATION				
5415 · Hotspots	1,562.24	2,500.00	(937.76)	62.5%
5420 · Promotion	605.08	2,900.00	(2,294.92)	20.9%
5425 · Internet Service	0.00	1,800.00	(1,800.00)	0.0%
5430 · Telephone System	210.00	850.00	(640.00)	24.7%
5435 · Insurance	10,307.53	9,500.00	807.53	108.5%
5440 · Accounting				
5442 · Review/Audit	3,900.00	6,550.00	(2,650.00)	59.5%
5444 · Supplies	0.00	150.00	(150.00)	0.0%

	Jul - Sep 25	Budget	\$ Over Budget	% of Budget
Total 5440 · Accounting	3,900.00	6,700.00	(2,800.00)	58.2%
5450 · Equipment	0.00	500.00	(500.00)	0.0%
5451 · Service Contract	230.97	1,500.00	(1,269.03)	15.4%
5452 · Toshiba copier	135.66	500.00	(364.34)	27.1%
5460 · Office Supplies				
5461 · Staff Room	11.28	150.00	(138.72)	7.5%
5462 · White Paper	46.99	300.00	(253.01)	15.7%
5463 · Other	163.58	500.00	(336.42)	32.7%
Total 5460 · Office Supplies	221.85	950.00	(728.15)	23.4%
5470 · Training/Travel	0.00	1,200.00	(1,200.00)	0.0%
5475 · Legal	0.00	800.00	(800.00)	0.0%
5480 · Dues	200.00	1,000.00	(800.00)	20.0%
5485 · Postage	164.72	300.00	(135.28)	54.9%
5486 · Vote Expense	0.00	2,300.00	(2,300.00)	0.0%
Total 5400 · ADMINISTRATION	17,538.05	33,300.00	(15,761.95)	52.7%
5900 · BUILDINGS & GROUNDS				
5910 · Utilities				
5912 · Electric	1,343.97	6,000.00	(4,656.03)	22.4%
5913 · Sewer & Water	335.00	1,900.00	(1,565.00)	17.6%
5914 · Gas	138.24	400.00	(261.76)	34.6%
Total 5910 · Utilities	1,817.21	8,300.00	(6,482.79)	21.9%
5920 · New Equipmnt	0.00	300.00	(300.00)	0.0%
5930 · Repairs & Maint				
5932 · Equipment	0.00	1,300.00	(1,300.00)	0.0%
5934 · Blding & Ground	5,108.46	1,700.00	3,408.46	300.5%
5930 · Repairs & Maint - Ot...	27.44			
Total 5930 · Repairs & Maint	5,135.90	3,000.00	2,135.90	171.2%
5940 · Maintenance Contracts				
5943 · Trash Removal	161.54	600.00	(438.46)	26.9%
5945 · Fire Protection	60.00	680.00	(620.00)	8.8%
5946 · Snow Plowing	0.00	1,000.00	(1,000.00)	0.0%
Total 5940 · Maintenance Co...	221.54	2,280.00	(2,058.46)	9.7%
5970 · Supplies				
5972 · Custodial	323.62	1,000.00	(676.38)	32.4%
5974 · Building	608.82	650.00	(41.18)	93.7%
5976 · building depreciation	0.00	1,000.00	(1,000.00)	0.0%
Total 5970 · Supplies	932.44	2,650.00	(1,717.56)	35.2%
Total 5900 · BUILDINGS & GR...	8,107.09	16,530.00	(8,422.91)	49.0%
6000 · TECH (NETWORK AND I...				
6100 · New Hardware	0.00	2,750.00	(2,750.00)	0.0%
6150 · Parts for Repair & Maint	0.00	300.00	(300.00)	0.0%
6200 · New Software	80.00			

	<u>Jul - Sep 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
6300 · Maintenance	747.50	3,000.00	(2,252.50)	24.9%
6400 · ILS Software	36,448.00	36,448.00	0.00	100.0%
Total 6000 · TECH (NETWORK ...	37,275.50	42,498.00	(5,222.50)	87.7%
7100 · REFERENCE				
7110 · Materials				
7120 · Reference Books	60.00	155.00	(95.00)	38.7%
Total 7110 · Materials	60.00	155.00	(95.00)	38.7%
7200 · Other Reference	39.00			
Total 7100 · REFERENCE	99.00	155.00	(56.00)	63.9%
7300 · ADULT SERVICES				
7310 · Materials				
7315 · Print Materials				
7320 · Adult Fiction	1,807.66	10,000.00	(8,192.34)	18.1%
7321 · Graphic Novels	0.00	350.00	(350.00)	0.0%
7330 · Adult Non Fiction	669.03	5,000.00	(4,330.97)	13.4%
7370 · Periodicals	2,610.95	4,200.00	(1,589.05)	62.2%
Total 7315 · Print Materials	5,087.64	19,550.00	(14,462.36)	26.0%
7380 · AV Materials				
7382 · Audio Books	569.86	2,500.00	(1,930.14)	22.8%
7384 · CD Music	0.00	200.00	(200.00)	0.0%
7386 · DVD	1,010.39	4,000.00	(2,989.61)	25.3%
Total 7380 · AV Materials	1,580.25	6,700.00	(5,119.75)	23.6%
Total 7310 · Materials	6,667.89	26,250.00	(19,582.11)	25.4%
7420 · Programming	875.30	1,500.00	(624.70)	58.4%
7450 · Equipment				
7451 · Laser Printer	157.89			
7452 · Other Equipment	0.00	200.00	(200.00)	0.0%
Total 7450 · Equipment	157.89	200.00	(42.11)	78.9%
7454 · Cafe Supplies	59.60	500.00	(440.40)	11.9%
Total 7300 · ADULT SERVICES	7,760.68	28,450.00	(20,689.32)	27.3%
7500 · YOUTH SERVICES				
7510 · Materials				
7515 · Print Materials				
7520 · E	235.21	1,500.00	(1,264.79)	15.7%
7530 · J Fiction	274.63	1,500.00	(1,225.37)	18.3%
7540 · J Non-Fiction	150.29	800.00	(649.71)	18.8%
7550 · YA	130.55	1,200.00	(1,069.45)	10.9%
7560 · Realia(Non-Book)	0.00	300.00	(300.00)	0.0%
Total 7515 · Print Materials	790.68	5,300.00	(4,509.32)	14.9%

	<u>Jul - Sep 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
7580 · AV Materials				
7582 · Audiobooks	0.00	200.00	(200.00)	0.0%
7584 · Music CD	0.00	100.00	(100.00)	0.0%
7588 · Video Games	178.86	1,200.00	(1,021.14)	14.9%
Total 7580 · AV Materials	<u>178.86</u>	<u>1,500.00</u>	<u>(1,321.14)</u>	<u>11.9%</u>
Total 7510 · Materials	969.54	6,800.00	(5,830.46)	14.3%
7620 · Programming	<u>358.81</u>	<u>2,400.00</u>	<u>(2,041.19)</u>	<u>15.0%</u>
Total 7500 · YOUTH SERVICES	1,328.35	9,200.00	(7,871.65)	14.4%
8100 · TECHNICAL SERVICES				
8155 · Processing Costs	121.24	800.00	(678.76)	15.2%
8161 · Tech Supplies				
8162 · Repair	154.95	25.00	129.95	619.8%
8163 · AV	0.00	575.00	(575.00)	0.0%
8165 · Disc Cleaner	0.00	100.00	(100.00)	0.0%
8167 · Misc	131.60	750.00	(618.40)	17.5%
Total 8161 · Tech Supplies	<u>286.55</u>	<u>1,450.00</u>	<u>(1,163.45)</u>	<u>19.8%</u>
Total 8100 · TECHNICAL SERV...	407.79	2,250.00	(1,842.21)	18.1%
8200 · CIRCULATION				
8250 · Equipment	0.00	200.00	(200.00)	0.0%
8260 · Patron Cards	0.00	200.00	(200.00)	0.0%
8275 · Postage for Overdues	0.00	300.00	(300.00)	0.0%
8280 · Mailing Supplies	0.00	100.00	(100.00)	0.0%
8295 · Unique Management	123.60	500.00	(376.40)	24.7%
Total 8200 · CIRCULATION	<u>123.60</u>	<u>1,300.00</u>	<u>(1,176.40)</u>	<u>9.5%</u>
Total Expense	<u>219,260.38</u>	<u>783,892.00</u>	<u>(564,631.62)</u>	<u>28.0%</u>
Net Ordinary Income	(23,519.76)	500.00	(24,019.76)	(4,704.0)%
Other Income/Expense				
Other Income				
9450 · Chargepoint Income	1,239.54	0.00	1,239.54	100.0%
8400 · NON-BUDGETED DONA...				
8405 · MISC/Donations-Mater...	(19.20)			
8425 · Hobart/Watkins/Reiner	(69.27)			
Total 8400 · NON-BUDGETED ...	<u>(88.47)</u>			
Total Other Income	1,151.07	0.00	1,151.07	100.0%
Other Expense				
9475 · Chargepoint Expense	4,192.98	500.00	3,692.98	838.6%
Total Other Expense	<u>4,192.98</u>	<u>500.00</u>	<u>3,692.98</u>	<u>838.6%</u>
Net Other Income	<u>(3,041.91)</u>	<u>(500.00)</u>	<u>(2,541.91)</u>	<u>608.4%</u>

	<u>Jul - Sep 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Net Income	<u>(26,561.67)</u>	<u>0.00</u>	<u>(26,561.67)</u>	<u>100.0%</u>

10/04/25

Reconciliation Summary

1000 · Savings account, Period Ending 09/30/2025

	Sep 30, 25
Beginning Balance	26,090.82
Cleared Transactions	
Deposits and Credits - 1 item	0.43
Total Cleared Transactions	0.43
Cleared Balance	26,091.25
Register Balance as of 09/30/2025	26,091.25
Ending Balance	26,091.25

10/04/25

Reconciliation Summary

1014 · Operating Acct, Period Ending 09/30/2025

	Sep 30, 25
Beginning Balance	331,803.15
Cleared Transactions	
Checks and Payments - 68...	(71,297.69)
Deposits and Credits - 5 it...	1,197.27
Total Cleared Transactions	(70,100.42)
Cleared Balance	261,702.73
Uncleared Transactions	
Checks and Payments - 15...	(10,570.11)
Total Uncleared Transactions	(10,570.11)
Register Balance as of 09/30/2025	251,132.62
New Transactions	
Checks and Payments - 22...	(21,042.95)
Deposits and Credits - 1 it...	79.10
Total New Transactions	(20,963.85)
Ending Balance	230,168.77

10/04/25

Reconciliation Summary

1015 · Public Funds Money Market, Period Ending 09/30/2025

	Sep 30, 25
Beginning Balance	101,586.01
Cleared Transactions	
Deposits and Credits - 1 item	229.61
Total Cleared Transactions	229.61
Cleared Balance	101,815.62
Register Balance as of 09/30/2025	101,815.62
Ending Balance	101,815.62

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.)

September 2025 adult services report

I answered 31 reference questions for 33 patrons in September. I answered 16 tech questions, 3 legal questions and 5 local history questions. I served no Mennonite patrons last month. Interesting queries: various local queries about the West Woods, football player James Taylor, the Race family, and Samuel Hart Wright.

Approximately 193 patrons attended 18 programs in September. Nan Hoffman returned for a well-received concert held at Saint Mark's Church, which featured in the audience a folk singer from the golden age to enjoy some tunes he'd been performing since the 50s. The veteran's office presented an Operation: Save anti-suicide event. Jeannette McDunnah brought home-grown loofahs (did you know they're like big squishy cucumbers?) to make melt-and-pour soaps for Arts & Drafts. We enjoyed camp-style cooking at Potluck Club. Members of STLS brought a screening of the library documentary *Free for All* to PYPL, which provided an amazing insight into the history and continued relevance of public libraries. And we held our last No Shop Stuff Swap session of the season, complete with guest Hannah Farley from Cancer Services of the Finger Lakes; we had probably our best turnout all year and got the vast majority of items into people's hands, including two color printers, a shave ice maker, a hammock, and much more. All this plus yoga, knitting, family research, French, and Alzheimer's Association events.

I also launched our Banned Books Week augmented reality activity. Many of the explanatory brochures were taken throughout the month and I heard from several community members who were working on the scavenger hunt I set up with partners throughout the village!

I presented on digital library offerings at the Office for the Aging's older adults center, sharing the good news about Libby, Mango, Kanopy, and Ground News. I also attended Choose Health Yates' meeting to assess the community health implementation strategies the group has been working on.

Work on the Sustainable Finger Lakes traveling display continues.

Penn Yan Public Library Monthly Youth Services Report to Board

SEPTEMBER 2025 IN REVIEW

As is annual tradition, each September we wonder what the new crop of sixth-graders will be like when they sweep into the library after school. For the first time in many years, they are mainly doing homework. There are a few rowdy types, of course, but so far its been calm in the afternoons. Melissa and I appreciate it. There seem to be more homeschoolers this year than in previous years, and they are younger than in previous years. I am going to try offering more morning sessions for them, in all age brackets, and see what sticks. My Storytime crews have been a bit smaller lately so I may tweak those schedules as well.

We added a new community partner in September: the Keuka Comfort Care Home. It turns out that their residents and families love watching the birds, so I ran a birdseed drive and our generous patrons donated more than sixty pounds of seed, plus several bird feeders. I have already added it to my calendar to repeat next year.

This fall I will be weeding the Juvenile and Easy Fiction sections thoroughly. Both collections need it, and it is one of my annual goals, guided by the Strategic Plan. I will also be working on tracking down some grant funding to purchase books to give away during summer 2026, and bike helmets to give away at Books & Bikes Fest 2026.

MEETINGS/TRAININGS ATTENDED

- *Creating Literacy Solutions for All Readers: Successful Models for Supporting Emergent, Dyslexic, and Other Striving Readers* webinar
- *NYS Library Web Accessibility Series #1* webinar

SEPTEMBER 2025 YOUTH & FAMILY PROGRAMS

Program Type	 Number of Programs	Attendance
Activity	4	36
Afterschool	3	33
Homeschool	1	7
Storytime	9	104
Take-Home	1	20
Grand Total	18	200

SEPTEMBER 2025 COMMUNITY PARTNERS

Yates County 4-H, Penn Yan Central School District, Penn Yan Community Garden, Keuka Comfort Care Home, Yates County Public Health

Submitted October 4, 2025 by Sarah Crevelling, Youth Services Librarian