

AGENDA
PENN YAN PUBLIC LIBRARY
BOARD MEETING
February 12th, 2026, 6:30pm

Call to Order

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

* adoption of January 15th Minutes

Present 1-15 Angela Gonzalez, Val Breckko, Bethany Snyder, Kristen Flynn-Comstock, Elizabeth Burris-Chase, Kelley Walker, Sharon Pinckney, Connie Glover

Financial Review

*Payment of bills for January 2025

Library Director's Report

Standing Committee Reports

- Policy Review Committee
- Personnel Committee
- Nominating Committee
- Finance Committee
- Building Committee
- Ad Hoc Building Fund Raising Committee

Old Business

-*Employee Dress Code Policy Update

New Business

-*Poll Clerks and Inspectors (Lauren Williams-Chair of Election, Amy Loveland, Chief of Inspection)

***Adjourn**

Items with * require Board action. Enclosures: 1-15-2026 minutes, Budget and Balance sheets, Director's Report, Circulation Stats, Children's and Adult services reports, proposed Dress Code Policy.

Minutes
PENN YAN PUBLIC LIBRARY
BOARD MEETING
January 15, 2026, 6:30pm

Call to Order

- Public Comment
- Additional Agenda Items?
- *Adoption of Agenda—Sharon motions; Elizabeth seconds; it passes

* adoption of December 18th minutes—Elizabeth motions; Kelley seconds; it passes

Present 12/18: Angela Gonzalez, Val Brechko, Bethany Snyder, Kristen Flynn-Comstock, Elizabeth Burris-Chase, Steve Darrow, Kelley Walker, Sharon Pinckney

Present 1/15: Angela Gonzalez, Val Brechko, Bethany Snyder, Kristen Flynn-Comstock, Elizabeth Burris-Chase, Kelley Walker, Sharon Pinckney, Connie Glover

Financial Review

*Payment of bills for December 2025—Kristen motions; Sharon seconds; it passes

Library Director's Report

Standing Committee Reports

- Policy Review Committee
- Personnel Committee
- Nominating Committee
- Finance Committee
- Building Committee
- Ad Hoc Building Fundraising Committee

Old Business

- *AI Policy—*Sharon motions with thanks to the committee; Elizabeth seconds; it passes*
- *26-27 Budget—*Sharon motions; Kelley seconds; it passes*

New Business

-*Set Date for 2026-2027 Budget vote- *hearing 3-31 6:30-7:30pm, vote 4-7, from 9am to 8pm*)—
Bethany motions; Kelley seconds; it passes

-Employee Dress Code Policy Update

***Adjourn**

—Sharon motions; Connie seconds; it passes

Items with * require Board action. Enclosures: 12-18-2025 minutes, Budget and Balance sheets, Director's Report, Circulation Stats, Children's and Adult services reports, finance committee proposed 26-27 budget, proposed AI policy, proposed Dress Code Policy.

Respectfully submitted Bethany Snyder

PYPL Executive Director's Report 2-12-26

Professional Development and Meetings:

1/27 STLS Website Compliance webinar

1/28 STLS DAC meeting

2/10 Family Counseling of the Finger Lakes, De-escalation training

2/10 STLS DAC Information Literacy Committee meeting

Happenings:

-The grant writer will be working on the full Daisy M Jones grant application if the initial letter is accepted.

-The main heating in the old building was fixed on 1-19.

-We are again awaiting a quote for replacing the light fixtures that are out in the children's area.

-I submitted the Workers Compensation Insurance Audit form on 1-27.

-I submitted the New York tax cap form on 2-04.

-We were closed due to a Yates County driving ban on 1-26.

-We are still waiting to hear about when we will receive the NYS Construction Grant check. It was supposed to come in January.

-We received the \$10,000 donation from the Carnegie Corporation on 2-2.

-The Friends of PYPL schedule: 5pm Thursday March 5th , Friends Annual meeting, 9-2pm June 5th,6th, 13th, and 14th, Annual Book Sale.

- Construction Grant calendar:

- Phase 1 funding should be released November/December 2025.-received confirmation, waiting for funds
 - Bidding process January 2026(?)

- Phase 2 grant application Spring 2025-submitted

- We should hear from the State between December 2025 – April 2026 if there are further needed edits to the phase 2 application. *-I worked on the edits in 1-2 and expect to hear from the State between August 2026 – September 2026 on the approval of the phase 2 application.*

Penn Yan Public Library
MONTHLY INCOME & EXPENSE
January 2026

	Jan 26
Ordinary Income/Expense	
Income	
4100 · Printing Income	
4150 · Laser Printer	310.19
Total 4100 · Printing Income	310.19
4400 · Fines	40.50
4500 · Lost/Damaged Books Refund	52.99
4505 · Sale of Extraneous Materials	21.35
4525 · Cafe Receipts	12.96
4540 · Tax Income	64,495.17
4600 · LLSA	4,800.00
4700 · Interest	204.93
4800 · NonDesignated Donations	226.60
Total Income	70,164.69
Gross Profit	70,164.69
Expense	
9480 · Family Passes	144.00
5000 · HUMAN RESOURCES	
5100 · Salaries	
5110 · Library Director II	6,369.35
5115 · Librarian I	10,011.02
5130 · Clerical	20,433.00
Total 5100 · Salaries	36,813.37
5200 · Benefits	
5210 · Medicare/SS	2,804.77
5225 · HRA Contributions	4,069.33
5235 · Voluntary Benefits	(200.34)
5240 · SUTA	773.08
Total 5200 · Benefits	7,446.84
5300 · Payroll Costs	457.64
Total 5000 · HUMAN RESOURCES	44,717.85
5400 · ADMINISTRATION	
5415 · Hotspots	519.47
5425 · Internet Service	450.00
5430 · Telephone System	210.00
5435 · Insurance	3,028.00
5440 · Accounting	
5444 · Supplies	17.05
Total 5440 · Accounting	17.05
5451 · Service Contract	136.99
5452 · Toshiba copier	(34.10)
5460 · Office Supplies	
5461 · Staff Room	26.98
5463 · Other	111.96
Total 5460 · Office Supplies	138.94
5480 · Dues	245.00
5485 · Postage	4.47
5490 · Misc	13.71
Total 5400 · ADMINISTRATION	4,729.53
5900 · BUILDINGS & GROUNDS	
5910 · Utilities	
5912 · Electric	656.62

Penn Yan Public Library
MONTHLY INCOME & EXPENSE
January 2026

	Jan 26
5913 · Sewer & Water	<u>89.08</u>
Total 5910 · Utilities	745.70
5940 · Maintenance Contracts	
5943 · Trash Removal	<u>55.88</u>
Total 5940 · Maintenance Contracts	55.88
5970 · Supplies	
5972 · Custodial	<u>88.32</u>
Total 5970 · Supplies	88.32
Total 5900 · BUILDINGS & GROUNDS	889.90
6000 · TECH (NETWORK AND ILS)	
6100 · New Hardware	<u>943.00</u>
6300 · Maintenance	<u>825.00</u>
Total 6000 · TECH (NETWORK AND ILS)	1,768.00
7300 · ADULT SERVICES	
7310 · Materials	
7315 · Print Materials	
7320 · Adult Fiction	<u>374.42</u>
7330 · Adult Non Fiction	<u>133.24</u>
7370 · Periodicals	<u>(17.00)</u>
Total 7315 · Print Materials	490.66
7380 · AV Materials	
7382 · Audio Books	<u>39.99</u>
7386 · DVD	<u>169.42</u>
Total 7380 · AV Materials	209.41
Total 7310 · Materials	700.07
7420 · Programming	<u>155.97</u>
Total 7300 · ADULT SERVICES	856.04
7500 · YOUTH SERVICES	
7510 · Materials	
7515 · Print Materials	
7520 · E	<u>33.94</u>
7550 · YA	<u>11.75</u>
Total 7515 · Print Materials	45.69
Total 7510 · Materials	45.69
7620 · Programming	<u>64.67</u>
Total 7500 · YOUTH SERVICES	110.36
8100 · TECHNICAL SERVICES	
8155 · Processing Costs	<u>14.85</u>
8161 · Tech Supplies	
8162 · Repair	<u>8.99</u>
Total 8161 · Tech Supplies	8.99
Total 8100 · TECHNICAL SERVICES	23.84
8200 · CIRCULATION	
8275 · Postage for Overdues	<u>93.60</u>
8295 · Unique Management	<u>10.30</u>
Total 8200 · CIRCULATION	103.90

02/03/26

Penn Yan Public Library
MONTHLY INCOME & EXPENSE
January 2026

	Jan 26
Total Expense	53,343.42
Net Ordinary Income	16,821.27
Other Income/Expense	
Other Income	
9450 · Chargepoint Income	189.77
9125 · Master Plan Phase 1 Income	11,925.00
8400 · NON-BUDGETED DONATIONS	
8405 · MISC/Donations-Materials	(15.81)
Total 8400 · NON-BUDGETED DONATIONS	(15.81)
Total Other Income	12,098.96
Other Expense	
9475 · Chargepoint Expense	157.70
9126 · Master Plan Phase 1 expenses	1,407.00
Total Other Expense	1,564.70
Net Other Income	10,534.26
Net Income	27,355.53

Profit & Loss Budget vs. Actual

July 2025 through January 2026

	Jul '25 - Jan 26	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4100 · Printing Income				
4150 · Laser Printer	1,263.51	1,500.00	(236.49)	84.2%
4160 · Other Copies	83.33			
Total 4100 · Printing Income	1,346.84	1,500.00	(153.16)	89.8%
4200 · Village	0.00	1,000.00	(1,000.00)	0.0%
4400 · Fines	207.49			
4500 · Lost/Damaged Books Refund	197.39			
4505 · Sale of Extraneous Materials	153.67			
4525 · Cafe Receipts	74.06	300.00	(225.94)	24.7%
4540 · Tax Income	451,466.19	773,942.00	(322,475.81)	58.3%
4550 · Miscellaneous	450.00			
4600 · LLSA	4,800.00	4,500.00	300.00	106.7%
4700 · Interest	1,551.44	150.00	1,401.44	1,034.3%
4800 · NonDesignated Donations	2,581.20	3,000.00	(418.80)	86.0%
Total Income	462,828.28	784,392.00	(321,563.72)	59.0%
Gross Profit	462,828.28	784,392.00	(321,563.72)	59.0%
Expense				
9480 · Family Passes	144.00			
5000 · HUMAN RESOURCES				
5100 · Salaries				
5110 · Library Director II	49,570.11	82,802.00	(33,231.89)	59.9%
5115 · Librarian I	78,682.57	130,143.00	(51,460.43)	60.5%
5130 · Clerical	161,735.23	255,420.00	(93,684.77)	63.3%
5135 · Building Staff	0.00	27,284.00	(27,284.00)	0.0%
Total 5100 · Salaries	289,987.91	495,649.00	(205,661.09)	58.5%
5200 · Benefits				
5210 · Medicare/SS	22,098.14	36,000.00	(13,901.86)	61.4%
5225 · HRA Contributions	25,288.81	51,000.00	(25,711.19)	49.6%
5230 · Disability	2,755.41	2,700.00	55.41	102.1%
5235 · Voluntary Benefits	(1,502.55)			
5240 · SUTA	1,589.99	4,500.00	(2,910.01)	35.3%
5250 · Workmens Compensation	0.00	4,500.00	(4,500.00)	0.0%
5255 · Employee Assistance Pl...	810.00	500.00	310.00	162.0%
5260 · Retirement	56,189.00	55,360.00	829.00	101.5%
Total 5200 · Benefits	107,228.80	154,560.00	(47,331.20)	69.4%
5300 · Payroll Costs	2,181.90			
Total 5000 · HUMAN RESOURCES	399,398.61	650,209.00	(250,810.39)	61.4%
5400 · ADMINISTRATION				
5415 · Hotspots	3,626.30	2,500.00	1,126.30	145.1%
5420 · Promotion	605.08	2,900.00	(2,294.92)	20.9%
5422 · Annual Campaign Expense	1,437.47			
5425 · Internet Service	900.00	1,800.00	(900.00)	50.0%

	Jul '25 - Jan 26	Budget	\$ Over Budget	% of Budget
5430 · Telephone System	630.00	850.00	(220.00)	74.1%
5435 · Insurance	14,362.53	9,500.00	4,862.53	151.2%
5440 · Accounting				
5442 · Review/Audit	8,500.00	6,550.00	1,950.00	129.8%
5444 · Supplies	147.47	150.00	(2.53)	98.3%
Total 5440 · Accounting	8,647.47	6,700.00	1,947.47	129.1%
5450 · Equipment	0.00	500.00	(500.00)	0.0%
5451 · Service Contract	598.93	1,500.00	(901.07)	39.9%
5452 · Toshiba copier	295.63	500.00	(204.37)	59.1%
5460 · Office Supplies				
5461 · Staff Room	38.26	150.00	(111.74)	25.5%
5462 · White Paper	248.93	300.00	(51.07)	83.0%
5463 · Other	372.09	500.00	(127.91)	74.4%
Total 5460 · Office Supplies	659.28	950.00	(290.72)	69.4%
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	445.00	1,000.00	(555.00)	44.5%
5485 · Postage	254.41	300.00	(45.59)	84.8%
5486 · Vote Expense	0.00	2,300.00	(2,300.00)	0.0%
5490 · Misc	18.70			
Total 5400 · ADMINISTRATION	32,480.80	33,300.00	(819.20)	97.5%
5900 · BUILDINGS & GROUNDS				
5910 · Utilities				
5912 · Electric	3,252.19	6,000.00	(2,747.81)	54.2%
5913 · Sewer & Water	738.15	1,900.00	(1,161.85)	38.9%
5914 · Gas	241.92	400.00	(158.08)	60.5%
Total 5910 · Utilities	4,232.26	8,300.00	(4,067.74)	51.0%
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	6,610.96	1,700.00	4,910.96	388.9%
5930 · Repairs & Maint - Other	27.44			
Total 5930 · Repairs & Maint	6,638.40	3,000.00	3,638.40	221.3%
5940 · Maintenance Contracts				
5943 · Trash Removal	384.62	600.00	(215.38)	64.1%
5945 · Fire Protection	303.00	680.00	(377.00)	44.6%
5946 · Snow Plowing	0.00	1,000.00	(1,000.00)	0.0%
Total 5940 · Maintenance Contr...	687.62	2,280.00	(1,592.38)	30.2%
5970 · Supplies				
5972 · Custodial	900.22	1,000.00	(99.78)	90.0%
5974 · Building	856.07	650.00	206.07	131.7%
5976 · building depreciation	0.00	1,000.00	(1,000.00)	0.0%

	Jul '25 - Jan 26	Budget	\$ Over Budget	% of Budget
5970 · Supplies - Other	80.31			
Total 5970 · Supplies	1,836.60	2,650.00	(813.40)	69.3%
Total 5900 · BUILDINGS & GROUN...	13,394.88	16,530.00	(3,135.12)	81.0%
6000 · TECH (NETWORK AND ILS)				
6100 · New Hardware	943.00	2,750.00	(1,807.00)	34.3%
6150 · Parts for Repair & Maint	0.00	300.00	(300.00)	0.0%
6200 · New Software	80.00			
6300 · Maintenance	1,872.50	3,000.00	(1,127.50)	62.4%
6400 · ILS Software	36,448.00	36,448.00	0.00	100.0%
Total 6000 · TECH (NETWORK AN...	39,343.50	42,498.00	(3,154.50)	92.6%
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	4,304.69	10,000.00	(5,695.31)	43.0%
7321 · Graphic Novels	0.00	350.00	(350.00)	0.0%
7330 · Adult Non Fiction	1,969.53	5,000.00	(3,030.47)	39.4%
7370 · Periodicals	2,774.95	4,200.00	(1,425.05)	66.1%
Total 7315 · Print Materials	9,049.17	19,550.00	(10,500.83)	46.3%
7380 · AV Materials				
7382 · Audio Books	1,005.75	2,500.00	(1,494.25)	40.2%
7384 · CD Music	50.96	200.00	(149.04)	25.5%
7386 · DVD	2,254.10	4,000.00	(1,745.90)	56.4%
Total 7380 · AV Materials	3,310.81	6,700.00	(3,389.19)	49.4%
Total 7310 · Materials	12,359.98	26,250.00	(13,890.02)	47.1%
7420 · Programming	1,911.27	1,500.00	411.27	127.4%
7450 · Equipment				
7451 · Laser Printer	353.57			
7452 · Other Equipment	0.00	200.00	(200.00)	0.0%
Total 7450 · Equipment	353.57	200.00	153.57	176.8%
7454 · Cafe Supplies	84.59	500.00	(415.41)	16.9%
Total 7300 · ADULT SERVICES	14,709.41	28,450.00	(13,740.59)	51.7%
7500 · YOUTH SERVICES				

	Jul '25 - Jan 26	Budget	\$ Over Budget	% of Budget
7510 · Materials				
7515 · Print Materials				
7520 · E	521.91	1,500.00	(978.09)	34.8%
7530 · J Fiction	496.11	1,500.00	(1,003.89)	33.1%
7540 · J Non-Fiction	356.22	800.00	(443.78)	44.5%
7550 · YA	288.09	1,200.00	(911.91)	24.0%
7560 · Realia(Non-Book)	86.90	300.00	(213.10)	29.0%
Total 7515 · Print Materials	1,749.23	5,300.00	(3,550.77)	33.0%
7580 · AV Materials				
7582 · Audiobooks	89.64	200.00	(110.36)	44.8%
7584 · Music CD	0.00	100.00	(100.00)	0.0%
7588 · Video Games	383.71	1,200.00	(816.29)	32.0%
Total 7580 · AV Materials	473.35	1,500.00	(1,026.65)	31.6%
Total 7510 · Materials	2,222.58	6,800.00	(4,577.42)	32.7%
7620 · Programming	1,042.16	2,400.00	(1,357.84)	43.4%
Total 7500 · YOUTH SERVICES	3,264.74	9,200.00	(5,935.26)	35.5%
8100 · TECHNICAL SERVICES				
8155 · Processing Costs	311.24	800.00	(488.76)	38.9%
8161 · Tech Supplies				
8162 · Repair	163.94	25.00	138.94	655.8%
8163 · AV	35.99	575.00	(539.01)	6.3%
8165 · Disc Cleaner	0.00	100.00	(100.00)	0.0%
8167 · Misc	411.22	750.00	(338.78)	54.8%
Total 8161 · Tech Supplies	611.15	1,450.00	(838.85)	42.1%
Total 8100 · TECHNICAL SERVICES	922.39	2,250.00	(1,327.61)	41.0%
8200 · CIRCULATION				
8250 · Equipment	0.00	200.00	(200.00)	0.0%
8260 · Patron Cards	390.00	200.00	190.00	195.0%
8275 · Postage for Overdues	93.60	300.00	(206.40)	31.2%
8280 · Mailing Supplies	0.00	100.00	(100.00)	0.0%
8295 · Unique Management	185.40	500.00	(314.60)	37.1%
Total 8200 · CIRCULATION	669.00	1,300.00	(631.00)	51.5%
Total Expense	504,426.33	783,892.00	(279,465.67)	64.3%
Net Ordinary Income	(41,598.05)	500.00	(42,098.05)	(8,319.6)%
Other Income/Expense				
Other Income				
9450 · Chargepoint Income	2,082.51	0.00	2,082.51	100.0%
9125 · Master Plan Phase 1 Income	27,925.00			
8400 · NON-BUDGETED DONATIONS				
8405 · MISC/Donations-Materials	(147.90)			

	Jul '25 - Jan 26	Budget	\$ Over Budget	% of Budget
8425 · Hobart/Watkins/Reiner	(69.27)			
8455 · GRANTS/Programs	<u>2,000.00</u>			
Total 8400 · NON-BUDGETED DONA...	<u>1,782.83</u>			
Total Other Income	31,790.34	0.00	31,790.34	100.0%
Other Expense				
9475 · Chargepoint Expense	4,724.20	500.00	4,224.20	944.8%
9126 · Master Plan Phase 1 expenses	4,273.76			
Total Other Expense	<u>8,997.96</u>	<u>500.00</u>	<u>8,497.96</u>	<u>1,799.6%</u>
Net Other Income	22,792.38	(500.00)	23,292.38	(4,558.5)%
Net Income	<u>(18,805.67)</u>	<u>0.00</u>	<u>(18,805.67)</u>	<u>100.0%</u>

02/03/26

Penn Yan Public Library
Balance Sheet
As of January 31, 2026

Jan 31, 26

ASSETS	
Current Assets	
Checking/Savings	
1015 · Public Funds Money Market	102,661.50
1000 · Savings account	
1018 · Non designated	6,815.03
1028 · Phase IV Money	18,163.50
1000 · Savings account - Other	1,114.48
	<hr/>
Total 1000 · Savings account	26,093.01
1014 · Operating Acct	<hr/> 531,942.99
Total Checking/Savings	<hr/> 660,697.50
Accounts Receivable	
1261 · Accounts Receivable	<hr/> 0.43
Total Accounts Receivable	0.43
Other Current Assets	
1220 · Prepaid Expenses	
1250 · Insurance	(1,131.35)
1251 · Workers Comp	<hr/> 2,628.59
	<hr/>
Total 1220 · Prepaid Expenses	1,497.24
1275 · Cash Held For Friends	29,396.70
1499 · Undeposited Funds	49.65
1300 · Investments	
1350 · CDs	<hr/> 264,011.37
	<hr/>
Total 1300 · Investments	264,011.37
Total Other Current Assets	<hr/> 294,954.96
Total Current Assets	955,652.89
Fixed Assets	
1500 · Land	37,775.41
1501 · Building Improvemt & Renovation	1,620,920.30
1502 · Office Equipment	104,429.27
1503 · Furniture & Fixtures	15,702.00
1504 · Construction in Progress	14,174.00
1510 · Accum Depreciatn - Fixed Assets	<hr/> (947,991.61)
	<hr/>
Total Fixed Assets	845,009.37
TOTAL ASSETS	<hr/> 1,800,662.26

Jan 31, 26

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	12,288.21
2045 · Deferred Compensation	1,736.58
2010 · Accrued Payroll & Employee Ben	36,707.87
2020 · Cash Held for Library (Friends)	29,396.70
2027 · Deferred Tax	311,053.47
2028 · Pass Through Funds	0.23
2032 · Accrued FICA	(169.07)
2033 · Federal Withholding	(184.15)
2034 · NYS Withholding	(82.18)
2035 · Retirement	51,170.40
2036 · Sales Tax 8%	466.34
2038 · Employee Health Premiums	0.27
2046 · Voluntary Benefits	(4,107.01)

Total Other Current Liabilities

438,277.30**Total Current Liabilities**

475,036.30

Long Term Liabilities

2030 · Pension Liability

177,761.00**Total Long Term Liabilities**

177,761.00**Total Liabilities**

652,797.30

Equity

3000 · General Fund Equity

470,674.42

3100 · Restricted Funds

4,406.09

3101 · Watkins/Reiner

13,674.85

3102 · Hobart

4,500.34

3103 · Underwood

100.00

3100 · Restricted Funds - Other

Total 3100 · Restricted Funds

22,681.28

3900 · Retained Earnings

673,314.93

Net Income

(18,805.67)**Total Equity**

1,147,864.96

02/03/26

Penn Yan Public Library

Balance Sheet

As of January 31, 2026

	Jan 31, 26
TOTAL LIABILITIES & EQUITY	<u>1,800,662.26</u>

02/03/26

Penn Yan Public Library

Reconciliation Summary

1014 · Operating Acct, Period Ending 01/31/2026

	Jan 31, 26
Beginning Balance	575,376.00
Cleared Transactions	
Checks and Payments - 66...	(58,512.56)
Deposits and Credits - 8 it...	19,345.01
Total Cleared Transactions	(39,167.55)
Cleared Balance	536,208.45
Uncleared Transactions	
Checks and Payments - 13...	(5,284.18)
Total Uncleared Transactions	(5,284.18)
Register Balance as of 01/31/2026	530,924.27
New Transactions	
Checks and Payments - 20...	(18,993.59)
Total New Transactions	(18,993.59)
Ending Balance	511,930.68

02/03/26

Penn Yan Public Library

Reconciliation Summary

1000 · Savings account, Period Ending 01/31/2026

	Jan 31, 26
Beginning Balance	26,092.57
Cleared Transactions	
Deposits and Credits - 1 item	0.44
Total Cleared Transactions	0.44
Cleared Balance	26,093.01
Register Balance as of 01/31/2026	26,093.01
Ending Balance	26,093.01

02/03/26

Penn Yan Public Library

Reconciliation Summary

1015 · Public Funds Money Market, Period Ending 01/31/2026

	<u>Jan 31, 26</u>
Beginning Balance	102,457.01
Cleared Transactions	
Deposits and Credits - 1 item	<u>204.49</u>
Total Cleared Transactions	<u>204.49</u>
Cleared Balance	<u>102,661.50</u>
Register Balance as of 01/31/2026	102,661.50
Ending Balance	102,661.50

Proposed 1-2-26

5.9 Employee Code of Conduct

Behavior towards Library patrons: The expectation of the Library is that all patrons will be treated with courtesy, respect and dignity. All staff are expected to be familiar with materials, equipment, procedures, and policy.

Relationship with other staff: The Library expects that each employee will treat other staff with courtesy and cooperation.

Dress Requirement: Employees are expected to dress appropriately for public service in the Library setting. Library staff will wear clean and well-maintained attire and footwear appropriate to the type of work they do. Good grooming is required. ~~Blue jeans on weekdays.~~ Appropriate dress blue jeans are allowed. ~~on Saturdays. Shorts on weekdays.~~ Appropriate mid-length or longer dress shorts are allowed on Saturdays only. Because of varied work assignments and working conditions, some activities, such as ~~maintenance, custodial and outside activities, or craft projects, may call for variations from the dress code.~~

In compliance with this policy, the following is a list of examples of some unacceptable attire for all employees: torn, un-hemmed, patched/faded, stained clothing of any kind, halter tops, ~~shorts on week days~~, tube tops, low cut blouses, strapless sun dresses, bare midriff tops, very short skirts or dresses (no more than 3 inches above the knee), shirts with slogans or large-letter advertising, ~~or with any non-appropriate text/artwork~~, nonreligious headgear, sweat suits/warm-up suits, sweat pants, and any clothing that allows undergarments to be seen

Dress Code exceptions:

- ~~Pages are allowed to wear appropriate blue jeans and tee-shirts on week days.~~
- ~~Technology Department staff are allowed to wear appropriate mid-length or longer dress shorts on weekdays.~~

Department Directors and the Executive Director have the authority to determine whether particular outfits are inappropriate for the Library.

Penn Yan Public Library Monthly Youth Services Report to Board

JANUARY 2026 IN REVIEW

New this year, and initiated by a nine-year-old patron, is a Chess Club just for kids under twelve. Both sessions have been well-attended, and we will continue the club as long as there is interest. Another new(ish) program that I have decided to continue is Open Play Time, after Storytime on Wednesdays. With the bitter temperatures and snowstorms we've been experiencing, the indoor space to play, even if it's not very big, is appreciated by families with young children. A surprise hit program has been the Book Bedazzling Club hosted by myself and the PYMS librarian at the school library. We actually had to cap registration for the club to keep it manageable!

A program I am looking forward to in February is a visit from the Genesee Country Village's Mobile Museum. That's Thursday, February 26 at 11am. We are aiming for a homeschool crowd, but all ages are welcome.

MEETINGS/TRAININGS ATTENDED

- Yates County Public Health 'sensory spaces' grant meeting
- STLS Youth Advisory Board virtual meeting

JANUARY 2026 YOUTH & FAMILY PROGRAMS

Program Type	Number of Programs	Attendance
Activity	8	83
Afterschool	1	2
Homeschool	1	7
Storytime	2	29
Outreach	2	40
Take-Home	1	20
Grand Total	15	181

JANUARY 2026 COMMUNITY PARTNERS

Penn Yan Middle School; Jen Mosich & therapy dog Hunni

Submitted January 30, 2026 by Sarah Crevelling, Youth Services Librarian