

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 Brechko, 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.

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	Oct	Nov	Dec	January
ADPBKFIC	561	63	61	52	64	66	41	24	30	66	48	49	45	609	55	57	63	67	52	43	36
ADPBKNF	272	8	16	14	16	24	36	23	23	28	32	18	18	256	20	31	23	26	26	15	22
ADULTFIC	7163	720	657	617	634	529	485	578	512	529	562	620	572	7015	710	753	666	542	529	507	590
ADULTNF	4528	339	377	340	390	369	361	473	423	380	312	364	298	4426	453	436	368	359	310	386	414
AUDIOBKCAS	1												1	1				2	1		
AUDIOBKCD	1224	66	100	91	89	62	71	66	61	85	88	75	73	927	89	88	104	97	70	43	70
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			3	5	4	4
COMPUTER-laptops	8								3	4	2	8		17				2	3		
playaways	0													0			1				
EAUDIOBOOK	1													0							
ED-VID-DVD	32		4						1	2	5	1	2	15	1	3	2	1		1	3
ENTRY-PASS											2	1	10	13	11	13	3	8		9	2
HOTSPOT (new)											31	95	42	168	58	48	46	84	79	82	41
EPHEMERAL	1													0							
EQUIPMENT	7													0							
HOLIDAY	9	1			2	4	4	1						12				2	5		
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	3	3	9	5
JUVAUDIOBK	59	4	12	5	5	7	3	2	2	4	2	2	3	51	2	1		2	2	1	3
JUVFIC	18372	1925	1859	1511	1440	1302	1335	1303	1493	1590	1449	1339	1471	18017	1970	1683	1615	1679	1439	1188	1367
JUVMAGAZIN	72	6	6	3				2	2			1	3	23	7	1		1	1	2	1
JUVMUSICCD	0													0							
JUVNF	3248	282	313	402	278	317	227	239	311	296	252	244	232	3393	307	256	382	295	295	179	224
JUVPBFIC	180	22	14	9	9	19	11	12	21	14	16	10	17	174	32	25	25	31	19	13	16
JUVPBK	16	2	1			1		1	1	1	2	3		12	2	1	1	3	2		
JUVREF	0													0							
KIT	75	5	5	6	2	2	6	2	1	4	5	3		41	3	7	4	3	2	3	1
LARGETYPE	6863	672	666	598	548	438	427	531	525	570	516	559	549	6599	573	525	544	522	398	422	452
MAGAZINE	1212	82	114	85	90	49	97	99	72	80	66	103	51	988	95	102	73	71	88	71	53
MICROFORM	32		8	8			16	8						40		8	8			16	
MIXEDMEDIA	9		1	1	1									3							
MUSICCD	505	30	30	27	41	25	25	6	29	27	15	11	37	303	33	35	43	43	4	3	34
NEWAUDBKCD	456	38	49	33	43	34	22	35	34	42	30	31	31	422		44	27	33	33	27	23
NEW-BKNF	0													0							
NEW-BOOK	4371	464	456	433	382	329	326	312	301	262	291	345	361	4262	414	403	330	330	289	289	282
NEW-BOOKNF	1273	114	124	116	123	122	97	125	101	103	88	110	92	1315	129	108	99	100	86	91	89
NEW JUVDVD-new	35	2	2	7	19	19	12	21	9	6	7	8	11	123	11	6	9	11	5	4	
NEWJUVFIC	1553	155	158	125	106	118	101	102	105	107	109	107	102	1395	114	110	115	118	107	83	82
NEW-JUVNF	472	49	39	45	46	44	52	48	49	44	27	37	32	512	45	31	30	32	25	28	41
NEW-LP	142	19	7	11	14	7	1	7	3	9	8	10	10	106	15	9	16	13	8	12	10
NEWMAGAZIN	3				3		2							5							
NEWMUSCD	61	1	5	6	8	4	13	1	2	1	5	1		47					1	1	12
NEWSPAPER	0													0							
NEW-VIDDVD	3403	180	200	163	164	167	167	202	173	188	172	193	177	2146	194	198	198	154	139	175	171
PGMRESOURC	0													0							
REF-BOOK	11			2					1					3			2				
ROTATING	31	1												1	1						1

SOFTWARE	5								1	2	1	1		5	1						1
STLSEQUIP	0													0							
TABLET	0													0							2
TESTBOOK	2													0							2
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	647	384	484	507
VID-GAME	1306	124	95	76	75	89	84	93	77	82	94	94	85	1068	140	115	94	92	94	67	69
loaned to STLS	5196	423	406	482	441	440	400	479	451	505	429	419	383	5258	407	382	425	399	315	347	570
Borrowed from STLS	6067	573	555	579	536	471	436	476	547	546	511	476	489	6195	704	575	575	749	493	406	449
Total material circ	78000	7058	7144	6627	6493	5747	5520	5944	6078	6211	5911	6052	5792	74577	7240	6600	6356	6524	5312	5011	5649
Digital resources	15491	1375	1394	1343	1393	1369	1408	1651	1488	1634	1522	1482	1548	17607	1605	1619	1611	1573	1488	1492	1740
overdrive magazines	4352	273	253	281	303	307	319	368	340	353	314	320	311	3742	285	302	342	328	290	367	435
Kanopy	0											55	29	84	12	25		20	14	64	64
Job now																9	7				
Mango													3	3		3		3	1		
PAC	2824	279	247	235	266	209	223	229	233	265	233	280	269	2968	267	252	270	292	217	211	216
Total circ with digital,PAC	100667	8985	9038	8486	8455	7632	7470	8192	8139	8463	7980	8189	7952	98981	9409	8810	8586	8737	7324	7146	8104
website visits	12733	1677	1508	1238	1317	1188	1174	1150	1103	1105	1124	1075	1273	14932	1346	1280	1216	1097	900	1019	1112
visits	58591	4979	5116	4871	5337	4502	4530	4518	4494	4751	4678	4954	5710	58440	5070	4881	5258	5202	4113	3568	
wireless	4218	478	376	409	441	415	470	455	468	486	454	334	544	5330	492	456	492	539	415	383	374
	0													0							
new regist. Res	328	29	38	39	37	29	18	21	25	21	10	16	31	314	26	30	23	29	16	17	18
non res	77	12	14	9	7	1	3	1	4	4	5	5	7	72	14	19	5	7	3	3	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	92	77	58	126
all other print	647	48	39	51	47	40	27	24	71	59	44	35	47	532	32	49	47	35	37	36	16
audiobooks CDs	73	3	9	3	3	8	3	4	10	9	8	4	4	68	7	3	2	2	11	3	
DVDs	154	7	9	11	6	16	10	4	15	16	9	19	11	133	11	15	14	4	21	11	10
vid games	21	4		3	3	2	6			4		1	2	25		2		5			
electronic	0																				
kit	0				3	1															
microform	0																				
av	0																				
toy	0																				
hotspot													1								

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

02/03/26

Accrual Basis

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 Contra...	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				

	<u>Jul '25 - Jan 26</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
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	<u>1,749.23</u>	<u>5,300.00</u>	<u>(3,550.77)</u>	<u>33.0%</u>
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	<u>473.35</u>	<u>1,500.00</u>	<u>(1,026.65)</u>	<u>31.6%</u>
Total 7510 · Materials	<u>2,222.58</u>	<u>6,800.00</u>	<u>(4,577.42)</u>	<u>32.7%</u>
7620 · Programming	<u>1,042.16</u>	<u>2,400.00</u>	<u>(1,357.84)</u>	<u>43.4%</u>
Total 7500 · YOUTH SERVICES	<u>3,264.74</u>	<u>9,200.00</u>	<u>(5,935.26)</u>	<u>35.5%</u>
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	<u>611.15</u>	<u>1,450.00</u>	<u>(838.85)</u>	<u>42.1%</u>
Total 8100 · TECHNICAL SERVICES	<u>922.39</u>	<u>2,250.00</u>	<u>(1,327.61)</u>	<u>41.0%</u>
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	<u>669.00</u>	<u>1,300.00</u>	<u>(631.00)</u>	<u>51.5%</u>
Total Expense	<u>504,426.33</u>	<u>783,892.00</u>	<u>(279,465.67)</u>	<u>64.3%</u>
Net Ordinary Income	<u>(41,598.05)</u>	<u>500.00</u>	<u>(42,098.05)</u>	<u>(8,319.6)%</u>
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)			

	<u>Jul '25 - Jan 26</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
8425 · Hobart/Watkins/Reiner	(69.27)			
8455 · GRANTS/Programs	2,000.00			
Total 8400 · NON-BUDGETED DONA...	1,782.83			
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	8,997.96	500.00	8,497.96	1,799.6%
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	531,942.99
	<hr/>
Total Checking/Savings	660,697.50
Accounts Receivable	
1261 · Accounts Receivable	0.43
	<hr/>
Total Accounts Receivable	0.43
Other Current Assets	
1220 · Prepaid Expenses	
1250 · Insurance	(1,131.35)
1251 · Workers Comp	2,628.59
	<hr/>
Total 1220 · Prepaid Expenses	1,497.24
1275 · Cash Held For Friends	29,396.70
1499 · Undeposited Funds	49.65
1300 · Investments	
1350 · CDs	264,011.37
	<hr/>
Total 1300 · Investments	264,011.37
	<hr/>
Total Other Current Assets	294,954.96
	<hr/>
Total Current Assets	955,652.89
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)
	<hr/>
Total Fixed Assets	845,009.37
	<hr/>
TOTAL ASSETS	1,800,662.26
	<hr/> <hr/>

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

	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	
3101 · Watkins/Reiner	4,406.09
3102 · Hobart	13,674.85
3103 · Underwood	4,500.34
3100 · Restricted Funds - Other	100.00
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

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

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

Reconciliation Summary

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

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

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