

AGENDA
PENN YAN PUBLIC LIBRARY
BOARD MEETING
July 16th, 2026, 6:30pm

Call to Order

- Public Comment
- Additional Agenda Items?
- *Adoption of Agenda
- * adoption of June 18th Minutes

Present 6-18: Angela Gonzalez, Val Brechko, Jan Barrett, Bethany Snyder, Connie Glover, Kelley Walker, Steve Darrow, Sharon Pinckney,

Financial Review

- *Payment of bills for June 2026

Library Director's Report

Standing Committee Reports

- Policy Review Committee –
- Personnel Committee
- Nominating Committee
- Finance Committee
- Building Committee
- Ad Hoc Building Fund Raising Committee-updates on activities

Old Business

New Business

Bylaws -Emergency Meetings draft

Annual Sexual Harassment prevention training

Conflict of interest signatures

- *Annual Organizational Meeting Resolutions:

Wording:

PYPL Board of Trustees resolve the following for the 2026-2027 fiscal year:

- The pre-payment of recurring claims such as utilities and personnel costs
- The designation of the Penn Yan Chronicle Express as the Official Newspaper for the Library
- The appointment of Wendy Bailey as the Board Treasurer
- The appointment of RDG as the External Auditor
- Appointment of Mark Venuti as the Library Attorney
- The authorization of the Executive Director to Certify Payrolls
- The authorization of Executive Director to Make Grant Applications
- The designation of Lyons National Bank and Community Bank as depositories for the Library

- *Officer Election

President

Financial Officer

Secretary

- 2026-2027 Committee Assignments

Finance

Personnel

Policy (Code of Conduct, Bylaws)

Building

Nominating

- *Adoption of 2026 NYS Library Construction grant application

***Adjourn**

Items with * require Board action. Enclosures: June 18th, 2026 minutes, Budget and Balance sheets, Director's Report, Circulation Stats, Children's and Adult services reports, proposed Disaster Plan Policy

Minutes
PENN YAN PUBLIC LIBRARY
BOARD MEETING
June 18th, 2026, 6:30pm

Call to Order

- Public Comment
- Additional Agenda Items?
- *Adoption of Agenda—Sharon motions; Jan seconds; it is approved
- * Adoption of May 21st Minutes—Jan motions; Kelley seconds; it is approved;

Bethany abstains

Present 5/21: Angela Gonzalez, Val Brechko, Jan Barrett, Steve Darrow, Sharon Pinckney, Elizabeth Burris-Chase, Kristen Flynn-Comstock, Kelley Walker, Connie Glover

Present 6/18: Angela Gonzalez, Val Brechko, Jan Barrett, Bethany Snyder, Connie Glover, Kelley Walker, Steve Darrow, Sharon Pinckney,

Financial Review

- *Payment of bills for May 2026—Sharon motions; Connie seconds; it is approved

Library Director's Report

Standing Committee Reports

- Policy Review Committee- will be updating bylaws with emergency meeting language
- Personnel Committee
- Nominating Committee
- Finance Committee
- Building Committee
- Ad Hoc Building Fund Raising Committee-updates on activities

Old Business

- *Disaster Plan Policy—Sharon motions to accept the plan policy; Kelley seconds; it is approved

New Business

- Bylaws emergency meetings page 4

***Adjourn**—Steve motions; Sharon seconds; it is approved

Items with * require Board action. Enclosures: May 21st, 2026 minutes, Budget and Balance sheets, Director's Report, Circulation Stats, Children's report, proposed Disaster Plan Policy, proposed Bylaws emergency meetings

Respectfully submitted,
Bethany Snyder

checkouts	23-24 total	24-25 July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	24-25 tot	25-26 July	Aug	Sept	Oct	Nov	Dec	Jam	Feb	Mar	Apr	May	June
ADPBKFC	561	63	61	52	64	66	41	24	30	66	48	49	45	609	55	57	63	67	52	43	36	37	42	45	49	49
ADPBKNF	272	8	16	14	16	24	36	23	23	28	32	18	18	256	20	31	23	26	26	15	22	19	16	21	15	11
ADULTFC	7163	720	657	617	634	529	485	578	512	529	562	620	572	7015	710	753	666	542	529	507	590	553	553	567	550	600
ADULTNF	4528	339	377	340	390	369	361	473	423	380	312	364	298	4426	453	436	368	359	310	386	414	391	375	454	386	354
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	65	54	50	70	64
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	2	2	1	2	
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	2	3	1	4	8
ENTRY-PASS											2	1	10	13	11	13	3	8		9	2	5	4	2	1	10
HOTSPOT (new)											31	95	42	168	58	48	46	84	79	82	41	70	57	44	31	33
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	4	9	4	1	1
JUVAUDIOBK	59	4	12	5	5	7	3	2	2	4	2	2	3	51	2	1		2	2	1	3			2	2	
JUVFIC	18372	1925	1859	1511	1440	1302	1335	1303	1493	1590	1449	1339	1471	18017	1970	1683	1615	1679	1439	1188	1367	1569	1494	1586	1474	1209
JUVMAGAZIN	72	6	6	3				2	2				1	3	23	7	1		1	2	1	3	2			
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	361	357	327	251	206
JUVPBFC	180	22	14	9	9	19	11	12	21	14	16	10	17	174	32	25	25	31	19	13	16	14	19	20	16	9
JUVPBK	16	2	1			1		1	1	1	2	3		12	2	1	1	3	2			1		3	4	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	3	3	7	5	3
LARGETYPE	6863	672	666	598	548	438	427	531	525	570	516	559	549	6599	573	525	544	522	398	422	452	415	432	478	470	457
MAGAZINE	1212	82	114	85	90	49	97	99	72	80	66	103	51	988	95	102	73	71	88	71	53	49	58	29	73	73
MICROFORM	32		8	8			16	8						40		8	8			16						8
MIXEDMEDIA	9		1	1	1									3										1	1	1
MUSICCD	505	30	30	27	41	25	25	6	29	27	15	11	37	303	33	35	43	43	4	3	34	17	16	26	30	15
NEWAUDBKCD	456	38	49	33	43	34	22	35	34	42	30	31	31	422		44	27	33	33	27	23	28	38	25	24	26
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	291	281	264	311	334
NEW-BOOKNF	1273	114	124	116	123	122	97	125	101	103	88	110	92	1315	129	108	99	100	86	91	89	92	105	80	89	89
NEW JUVDVD-new	35	2	2	7	19	19	12	21	9	6	7	8	11	123	11	6	9	11	5	4		3	1		5	
NEWJUVMFIC	1553	155	158	125	106	118	101	102	105	107	109	107	102	1395	114	110	115	118	107	83	82	81	93	82	74	86
NEW-JUVNF	472	49	39	45	46	44	52	48	49	44	27	37	32	512	45	31	30	32	25	28	41	52	44	26	26	21
NEW-LP	142	19	7	11	14	7	1	7	3	9	8	10	10	106	15	9	16	13	8	12	10	8	6	5	2	5
NEWMAGAZIN	3				3		2							5								1	2			
NEWMUSCD	61	1	5	6	8	4	13	1	2	1	5	1		47					1	1	12	4	8	9	1	
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	132	160	155	186	175
PGMRESOURC	0													0												
REF-BOOK	11			2					1					3			2					1			1	
ROTATING	31	1												1	1						1					21
SOFTWARE	5								1	2	1	1		5	1						1	1			1	1
STLSEQUIP	0													0												
TABLET	0													0							2		2	1		
TESTBOOK	2													0							2	1				
TOY	0		1											1												
UNBARCODED	14	2	1	4	1	1	3	1	1		1	1		16	1									4	1	1
UNDEFINED	0										94			94												1
VIDEO-DVD	8113	599	685	659	816	600	555	562	627	565	602	709	584	7563	638	536	456	647	384	484	507	568	513	400	363	405
VID-GAME	1306	124	95	76	75	89	84	93	77	82	94	94	85	1068	140	115	94	92	94	67	69	86	107	92	78	85
loaned to STLS	5196	423	406	482	441	440	400	479	451	505	429	419	383	5258	407	382	425	399	315	347	449	396	418	341	319	304
Borrowed from STLS	6067	573	555	579	536	471	436	476	547	546	511	476	489	6195	704	575	575	749	493	406	570	467	481	534	419	441
Total material circ	78000	7058	7144	6627	6493	5747	5520	5944	6078	6211	5911	6052	5792	74577	7240	6600	6356	6524	5312	5011	5649	5792	5755	5687	5334	5108
Digital resources	15491	1375	1394	1343	1393	1369	1408	1651	1488	1634	1522	1482	1548	17607	1605	1619	1611	1573	1488	1492	1740	1590	1524	1511	1520	1527

[illegible]

07/03/26

Penn Yan Public Library
Balance Sheet
As of June 30, 2026

	Jun 30, 26
ASSETS	
Current Assets	
Checking/Savings	
1015 · Public Funds Money Market	324,550.24
1000 · Savings account	
1018 · Non designated	6,815.03
1028 · Phase IV Money	18,163.50
1000 · Savings account - Other	(18,884.61)
	6,093.92
Total 1000 · Savings account	6,093.92
1014 · Operating Acct	476,476.46
Total Checking/Savings	807,120.62
Accounts Receivable	
1261 · Accounts Receivable	0.43
Total Accounts Receivable	0.43
Other Current Assets	
1220 · Prepaid Expenses	
1250 · Insurance	(2,326.01)
1251 · Workers Comp	2,628.59
Total 1220 · Prepaid Expenses	302.58
1275 · Cash Held For Friends	29,396.70
1499 · Undeposited Funds	49.65
1300 · Investments	
1350 · CDs	9,208.59
Total 1300 · Investments	9,208.59
Total Other Current Assets	38,957.52
Total Current Assets	846,078.57
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	1,691,087.94

07/03/26

Penn Yan Public Library
Balance Sheet
As of June 30, 2026

	Jun 30, 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	13,157.31
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	53,072.79
2028 · Pass Through Funds	0.23
2032 · Accrued FICA	(169.07)
2033 · Federal Withholding	(184.15)
2034 · NYS Withholding	(82.18)
2035 · Retirement	51,142.17
2036 · Sales Tax 8%	243.37
2038 · Employee Health Premiums	0.27
2046 · Voluntary Benefits	(5,208.88)
Total Other Current Liabilities	179,812.65
Total Current Liabilities	216,571.65
Long Term Liabilities	
2030 · Pension Liability	177,761.00
Total Long Term Liabilities	177,761.00
Total Liabilities	394,332.65
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	130,084.66
Total Equity	1,296,755.29

07/03/26

Penn Yan Public Library
Balance Sheet
As of June 30, 2026

	Jun 30, 26
TOTAL LIABILITIES & EQUITY	<u>1,691,087.94</u>

Penn Yan Public Library
MONTHLY INCOME & EXPENSE
June 2026

	Jun 26
Ordinary Income/Expense	
Income	
4100 · Printing Income	
4150 · Laser Printer	151.63
Total 4100 · Printing Income	151.63
4200 · Village	1,000.00
4400 · Fines	1.00
4500 · Lost/Damaged Books Refund	6.00
4505 · Sale of Extraneous Materials	9.95
4525 · Cafe Receipts	7.40
4700 · Interest	625.76
4800 · NonDesignated Donations	34.00
Total Income	1,835.74
Gross Profit	1,835.74
Expense	
9480 · Family Passes	150.00
5000 · HUMAN RESOURCES	
5100 · Salaries	
5110 · Library Director II	6,369.34
5115 · Librarian I	10,011.00
5130 · Clerical	20,122.57
Total 5100 · Salaries	36,502.91
5200 · Benefits	
5210 · Medicare/SS	2,781.04
5225 · HRA Contributions	4,243.49
5235 · Voluntary Benefits	(200.34)
5240 · SUTA	206.32
Total 5200 · Benefits	7,030.51
5300 · Payroll Costs	261.64
Total 5000 · HUMAN RESOURCES	43,795.06
5400 · ADMINISTRATION	
5420 · Promotion	930.95
5451 · Service Contract	76.99
5452 · Toshiba copier	324.13
5460 · Office Supplies	
5463 · Other	101.39
Total 5460 · Office Supplies	101.39
5470 · Training/Travel	144.40
Total 5400 · ADMINISTRATION	1,577.86
5900 · BUILDINGS & GROUNDS	
5910 · Utilities	
5912 · Electric	416.75
5913 · Sewer & Water	89.08
Total 5910 · Utilities	505.83
5930 · Repairs & Maint	
5934 · Blding & Ground	14.39
Total 5930 · Repairs & Maint	14.39
5940 · Maintenance Contracts	
5943 · Trash Removal	60.21
5945 · Fire Protection	729.00

07/03/26

Penn Yan Public Library
MONTHLY INCOME & EXPENSE
June 2026

	Jun 26
Total 5940 · Maintenance Contracts	789.21
5970 · Supplies	
5972 · Custodial	134.82
5970 · Supplies - Other	32.97
Total 5970 · Supplies	167.79
Total 5900 · BUILDINGS & GROUNDS	1,477.22
6000 · TECH (NETWORK AND ILS)	
6100 · New Hardware	1,268.14
6300 · Maintenance	(401.26)
Total 6000 · TECH (NETWORK AND ILS)	866.88
7300 · ADULT SERVICES	
7310 · Materials	
7315 · Print Materials	
7320 · Adult Fiction	417.98
7330 · Adult Non Fiction	135.56
7370 · Periodicals	889.00
Total 7315 · Print Materials	1,442.54
7380 · AV Materials	
7382 · Audio Books	61.98
7386 · DVD	234.55
Total 7380 · AV Materials	296.53
Total 7310 · Materials	1,739.07
7420 · Programming	330.00
Total 7300 · ADULT SERVICES	2,069.07
7500 · YOUTH SERVICES	
7510 · Materials	
7515 · Print Materials	
7520 · E	39.03
7530 · J Fiction	62.15
7540 · J Non-Fiction	21.26
7550 · YA	9.59
Total 7515 · Print Materials	132.03
7580 · AV Materials	
7588 · Video Games	108.99
Total 7580 · AV Materials	108.99
Total 7510 · Materials	241.02
7620 · Programming	158.18
Total 7500 · YOUTH SERVICES	399.20
8100 · TECHNICAL SERVICES	
8155 · Processing Costs	21.45
Total 8100 · TECHNICAL SERVICES	21.45
8200 · CIRCULATION	
8295 · Unique Management	10.30
Total 8200 · CIRCULATION	10.30
Total Expense	50,367.04
Net Ordinary Income	(48,531.30)

07/03/26

Penn Yan Public Library
MONTHLY INCOME & EXPENSE
June 2026

	Jun 26
Other Income/Expense	
Other Income	
9125 · Master Plan Phase 1 Income	1,824.41
Total Other Income	1,824.41
Other Expense	
9475 · Chargepoint Expense	119.46
9126 · Master Plan Phase 1 expenses	7,800.00
Total Other Expense	7,919.46
Net Other Income	(6,095.05)
Net Income	(54,626.35)

07/07/26

Accrual Basis

Profit & Loss Budget vs. Actual

July 2025 through June 2026

	Jul '25 - Jun 26	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4100 · Printing Income				
4150 · Laser Printer	2,260.43	1,500.00	760.43	150.7%
4160 · Other Copies	83.33			
Total 4100 · Printing Income	2,343.76	1,500.00	843.76	156.3%
4200 · Village	1,000.00	1,000.00	0.00	100.0%
4400 · Fines	632.37			
4500 · Lost/Damaged Books Refund	212.39			
4505 · Sale of Extraneous Materials	191.85			
4525 · Cafe Receipts	129.19	300.00	(170.81)	43.1%
4540 · Tax Income	773,942.04	773,942.00	0.04	100.0%
4550 · Miscellaneous	450.00			
4600 · LLSA	4,800.00	4,500.00	300.00	106.7%
4700 · Interest	3,441.09	150.00	3,291.09	2,294.1%
4800 · NonDesignated Donations	3,492.75	3,000.00	492.75	116.4%
Total Income	790,635.44	784,392.00	6,243.44	100.8%
Gross Profit	790,635.44	784,392.00	6,243.44	100.8%
Expense				
9480 · Family Passes	594.00			
5000 · HUMAN RESOURCES				
5100 · Salaries				
5110 · Library Director II	84,601.52	82,802.00	1,799.52	102.2%
5115 · Librarian I	133,743.10	130,143.00	3,600.10	102.8%
5130 · Clerical	272,841.10	255,420.00	17,421.10	106.8%
5135 · Building Staff	0.00	27,284.00	(27,284.00)	0.0%
Total 5100 · Salaries	491,185.72	495,649.00	(4,463.28)	99.1%
5200 · Benefits				
5210 · Medicare/SS	37,426.75	36,000.00	1,426.75	104.0%
5225 · HRA Contributions	43,089.71	51,000.00	(7,910.29)	84.5%
5230 · Disability	2,755.41	2,700.00	55.41	102.1%
5235 · Voluntary Benefits	(2,604.42)			
5240 · SUTA	3,666.62	4,500.00	(833.38)	81.5%
5250 · Workmens Compensation	3,028.00	4,500.00	(1,472.00)	67.3%
5255 · Employee Assistance Pl...	705.00	500.00	205.00	141.0%
5260 · Retirement	56,189.00	55,360.00	829.00	101.5%
Total 5200 · Benefits	144,256.07	154,560.00	(10,303.93)	93.3%
5300 · Payroll Costs	3,612.03			
Total 5000 · HUMAN RESOURCES	639,053.82	650,209.00	(11,155.18)	98.3%
5400 · ADMINISTRATION				
5415 · Hotspots	6,124.18	2,500.00	3,624.18	245.0%
5420 · Promotion	1,536.03	2,900.00	(1,363.97)	53.0%
5422 · Annual Campaign Expense	1,437.47			
5425 · Internet Service	1,350.00	1,800.00	(450.00)	75.0%

	Jul '25 - Jun 26	Budget	\$ Over Budget	% of Budget
5430 · Telephone System	840.00	850.00	(10.00)	98.8%
5435 · Insurance	11,334.53	9,500.00	1,834.53	119.3%
5440 · Accounting				
5442 · Review/Audit	8,500.00	6,550.00	1,950.00	129.8%
5444 · Supplies	332.35	150.00	182.35	221.6%
Total 5440 · Accounting	8,832.35	6,700.00	2,132.35	131.8%
5450 · Equipment	0.00	500.00	(500.00)	0.0%
5451 · Service Contract	1,062.88	1,500.00	(437.12)	70.9%
5452 · Toshiba copier	613.74	500.00	113.74	122.7%
5460 · Office Supplies				
5461 · Staff Room	93.41	150.00	(56.59)	62.3%
5462 · White Paper	381.48	300.00	81.48	127.2%
5463 · Other	674.31	500.00	174.31	134.9%
Total 5460 · Office Supplies	1,149.20	950.00	199.20	121.0%
5470 · Training/Travel	409.40	1,200.00	(790.60)	34.1%
5475 · Legal	0.00	800.00	(800.00)	0.0%
5480 · Dues	660.00	1,000.00	(340.00)	66.0%
5485 · Postage	261.40	300.00	(38.60)	87.1%
5486 · Vote Expense	3,000.94	2,300.00	700.94	130.5%
5490 · Misc	306.59			
Total 5400 · ADMINISTRATION	38,918.71	33,300.00	5,618.71	116.9%
5900 · BUILDINGS & GROUNDS				
5910 · Utilities				
5912 · Electric	8,471.11	6,000.00	2,471.11	141.2%
5913 · Sewer & Water	1,170.56	1,900.00	(729.44)	61.6%
5914 · Gas	419.72	400.00	19.72	104.9%
Total 5910 · Utilities	10,061.39	8,300.00	1,761.39	121.2%
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	8,263.63	1,700.00	6,563.63	486.1%
5930 · Repairs & Maint - Other	3,339.19			
Total 5930 · Repairs & Maint	11,602.82	3,000.00	8,602.82	386.8%
5940 · Maintenance Contracts				
5943 · Trash Removal	676.02	600.00	76.02	112.7%
5945 · Fire Protection	1,032.00	680.00	352.00	151.8%
5946 · Snow Plowing	1,750.00	1,000.00	750.00	175.0%
Total 5940 · Maintenance Contra...	3,458.02	2,280.00	1,178.02	151.7%
5970 · Supplies				
5972 · Custodial	1,368.98	1,000.00	368.98	136.9%
5974 · Building	2,216.56	650.00	1,566.56	341.0%
5976 · building depreciation	0.00	1,000.00	(1,000.00)	0.0%

	<u>Jul '25 - Jun 26</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
5970 · Supplies - Other	133.28			
Total 5970 · Supplies	3,718.82	2,650.00	1,068.82	140.3%
Total 5900 · BUILDINGS & GROUN...	28,841.05	16,530.00	12,311.05	174.5%
6000 · TECH (NETWORK AND ILS)				
6100 · New Hardware	2,286.09	2,750.00	(463.91)	83.1%
6150 · Parts for Repair & Maint	0.00	300.00	(300.00)	0.0%
6200 · New Software	80.00			
6300 · Maintenance	3,582.46	3,000.00	582.46	119.4%
6400 · ILS Software	36,448.00	36,448.00	0.00	100.0%
Total 6000 · TECH (NETWORK AN...	42,396.55	42,498.00	(101.45)	99.8%
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	7,742.93	10,000.00	(2,257.07)	77.4%
7321 · Graphic Novels	0.00	350.00	(350.00)	0.0%
7330 · Adult Non Fiction	2,907.94	5,000.00	(2,092.06)	58.2%
7370 · Periodicals	4,325.95	4,200.00	125.95	103.0%
Total 7315 · Print Materials	14,976.82	19,550.00	(4,573.18)	76.6%
7380 · AV Materials				
7382 · Audio Books	1,890.53	2,500.00	(609.47)	75.6%
7384 · CD Music	123.68	200.00	(76.32)	61.8%
7386 · DVD	3,588.19	4,000.00	(411.81)	89.7%
Total 7380 · AV Materials	5,602.40	6,700.00	(1,097.60)	83.6%
Total 7310 · Materials	20,579.22	26,250.00	(5,670.78)	78.4%
7420 · Programming	4,061.61	1,500.00	2,561.61	270.8%
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	97.58	500.00	(402.42)	19.5%
Total 7300 · ADULT SERVICES	25,091.98	28,450.00	(3,358.02)	88.2%
7500 · YOUTH SERVICES				

	<u>Jul '25 - Jun 26</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
7510 · Materials				
7515 · Print Materials				
7520 · E	844.08	1,500.00	(655.92)	56.3%
7530 · J Fiction	908.19	1,500.00	(591.81)	60.5%
7540 · J Non-Fiction	622.36	800.00	(177.64)	77.8%
7550 · YA	477.49	1,200.00	(722.51)	39.8%
7560 · Realia(Non-Book)	86.90	300.00	(213.10)	29.0%
Total 7515 · Print Materials	<u>2,939.02</u>	<u>5,300.00</u>	<u>(2,360.98)</u>	<u>55.5%</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	767.01	1,200.00	(432.99)	63.9%
Total 7580 · AV Materials	<u>856.65</u>	<u>1,500.00</u>	<u>(643.35)</u>	<u>57.1%</u>
Total 7510 · Materials	<u>3,795.67</u>	<u>6,800.00</u>	<u>(3,004.33)</u>	<u>55.8%</u>
7620 · Programming	<u>3,270.18</u>	<u>2,400.00</u>	<u>870.18</u>	<u>136.3%</u>
Total 7500 · YOUTH SERVICES	<u>7,065.85</u>	<u>9,200.00</u>	<u>(2,134.15)</u>	<u>76.8%</u>
8100 · TECHNICAL SERVICES				
8155 · Processing Costs	504.84	800.00	(295.16)	63.1%
8161 · Tech Supplies				
8162 · Repair	163.94	25.00	138.94	655.8%
8163 · AV	67.97	575.00	(507.03)	11.8%
8165 · Disc Cleaner	0.00	100.00	(100.00)	0.0%
8167 · Misc	473.82	750.00	(276.18)	63.2%
Total 8161 · Tech Supplies	<u>705.73</u>	<u>1,450.00</u>	<u>(744.27)</u>	<u>48.7%</u>
Total 8100 · TECHNICAL SERVICES	<u>1,210.57</u>	<u>2,250.00</u>	<u>(1,039.43)</u>	<u>53.8%</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	174.35	300.00	(125.65)	58.1%
8280 · Mailing Supplies	0.00	100.00	(100.00)	0.0%
8295 · Unique Management	288.40	500.00	(211.60)	57.7%
Total 8200 · CIRCULATION	<u>852.75</u>	<u>1,300.00</u>	<u>(447.25)</u>	<u>65.6%</u>
Total Expense	<u>784,124.28</u>	<u>783,892.00</u>	<u>232.28</u>	<u>100.0%</u>
Net Ordinary Income	<u>6,511.16</u>	<u>500.00</u>	<u>6,011.16</u>	<u>1,302.2%</u>
Other Income/Expense				
Other Income				
9450 · Chargepoint Income	2,836.28	0.00	2,836.28	100.0%
9125 · Master Plan Phase 1 Income	202,914.41			
8400 · NON-BUDGETED DONATIONS				
8405 · MISC/Donations-Materials	(157.97)			

	<u>Jul '25 - Jun 26</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
8425 · Hobart/Watkins/Reiner	(771.19)			
8455 · GRANTS/Programs	2,000.00			
Total 8400 · NON-BUDGETED DONA...	1,070.84			
Total Other Income	206,821.53	0.00	206,821.53	100.0%
Other Expense				
9475 · Chargepoint Expense	5,498.62	500.00	4,998.62	1,099.7%
9126 · Master Plan Phase 1 expenses	13,254.24			
Total Other Expense	18,752.86	500.00	18,252.86	3,750.6%
Net Other Income	188,068.67	(500.00)	188,568.67	(37,613.7)%
Net Income	<u>194,579.83</u>	<u>0.00</u>	<u>194,579.83</u>	<u>100.0%</u>

07/03/26

Reconciliation Summary

1000 · Savings account, Period Ending 06/30/2026

	Jun 30, 26
Beginning Balance	6,093.82
Cleared Transactions	
Deposits and Credits - 1 item	0.10
Total Cleared Transactions	0.10
Cleared Balance	6,093.92
Register Balance as of 06/30/2026	6,093.92
Ending Balance	6,093.92

07/03/26

Reconciliation Summary

1014 · Operating Acct, Period Ending 06/30/2026

	Jun 30, 26
Beginning Balance	538,138.06
Cleared Transactions	
Checks and Payments - 64...	(51,955.41)
Deposits and Credits - 5 it...	3,281.71
Total Cleared Transactions	(48,673.70)
Cleared Balance	489,464.36
Uncleared Transactions	
Checks and Payments - 19...	(14,702.89)
Total Uncleared Transactions	(14,702.89)
Register Balance as of 06/30/2026	474,761.47
New Transactions	
Checks and Payments - 22...	(23,511.44)
Total New Transactions	(23,511.44)
Ending Balance	451,250.03

07/03/26

Reconciliation Summary

1015 · Public Funds Money Market, Period Ending 06/30/2026

	Jun 30, 26
Beginning Balance	323,924.58
Cleared Transactions	
Deposits and Credits - 1 item	625.66
Total Cleared Transactions	625.66
Cleared Balance	324,550.24
Register Balance as of 06/30/2026	324,550.24
Ending Balance	324,550.24

**BY-LAWS FOR
THE BOARD OF TRUSTEES OF THE
PENN YAN PUBLIC LIBRARY**

Revision Adopted 10/16/2008, 5/18/2017, 9/18/2022, 1/18/2024

The Penn Yan Public Library and the Trustees thereof shall operate and act pursuant to and possess the powers set forth in the Education Law of the State of New York with regard to public libraries.

TRUSTEES

- The Board of Trustees shall be comprised of nine members, each of whom shall serve for a term of five years. Trustees shall be elected by vote of the eligible voters of the school district in accordance with law.
- Election of trustees will be held at the annual meeting (the Trustee vote). Board members shall be elected without reference to a specific term. When more than one term is to be filled, the candidates receiving the largest number of votes shall be elected. Newly elected trustees will take office on July 1.
- Any vacancy in the office of trustee will be filled by appointment by the Board of Trustees for the balance of the unexpired term of the trustee being replaced, in accordance with the original Charter of the Penn Yan Public Library.
- Members of the Board of Trustees have a duty of loyalty and a duty of care to the library. Thus trustees are expected to attend all meetings of the Board including committee meetings, after election or appointment to the Board. Absences will be noted in the minutes of the meeting as *excused* or *unexcused*.
 - *Excused*: Trustees may be excused for short vacations, personal reasons or illness. Notice is expected in advance of the meeting to all members and to the director.
 - *Unexcused*: No notice given in advance of the meeting of the trustee's inability to attend the meeting.

If an excessive number of unexcused or excused absences are noted within a fiscal year, the President of the Board of Trustees may request improved attendance from a member or the member's resignation.

- Trustee responsibilities including New York State mandated trainings are detailed in the Trustee Job Description (See Appendix A).
- The benefits of Section 18 of the Public Officers Law of the State of New York relating to the defense and indemnification of officers (Trustees) and employees of public entities are conferred on all persons who are employees of the Penn Yan Public Library within the meaning of such law, and the Penn Yan Public Library shall be liable for the costs incurred under the provisions of such Section 18.

OFFICERS

- A President, a Financial Officer, and a Secretary shall be elected at the July meeting, by the majority of the Board to serve a one-year term.
- The President shall preside at meetings of the Board, call special meetings, appoint committees and chairpersons as needed, and perform other duties associated with the office. If the President is unable to preside at a meeting, the Financial Officer or the Secretary shall preside at the meeting.
- The Financial Officer shall be familiar with the financial transactions of the Library.
- The Secretary shall record the business conducted at Board meetings. The Secretary shall conduct correspondence for the Board and perform other duties associated with the office.

COMMITTEES

- Membership of standing committees will be chosen by the President each year in July to serve a one-year term. Standing committees shall meet on an as-needed basis but at least twice a year. Each committee will choose a chairperson who will run meetings and report on committee discussions to the full Board. Any proposals by committees that require full board action should be sent to all Board members in writing in advance of the next meeting.

Finance Committee

- Prepares and presents a proposed budget to the full Board
- Understands and oversees the financial structure of the library
- Proposes financial policies
- Oversees any fundraising activities
- Performs other tasks as deemed necessary

Personnel Committee

- Reviews the personnel policy
- Evaluates the performance of the Director
- Is familiar with staff job descriptions and proposes salary ranges
- Is familiar with the Civil Service system
- Performs other tasks as deemed necessary
- Is familiar with Health Insurance options

Policy Review Committee

- Regularly reviews Board policies
- Reviews Board By-laws when needed
- Performs other tasks when deemed necessary

Building and Grounds Committee

- Prioritizes building and grounds projects and repairs
- Performs other tasks as deemed necessary
- Evaluates building maintenance schedule

Nominating Committee

- Presents a slate of officers in July for the upcoming year
- Keeps a list and makes contact with potential new board members
- Performs other tasks as deemed necessary

MEETINGS

- Meetings are held monthly on the third Thursday of every month.
- The order of business at meetings includes:
 - a. Public Comment (*See Public Comment Policy Appendix B*)
 - b. Note of those present
 - c. Adopt the Agenda
 - d. Minutes of the previous meeting
 - e. Treasurer's report
 - f. Action on bills
 - g. Director's report
 - h. Committee reports
 - i. Old business
 - j. New business
 - k. Adjournment
- Notice of all meetings shall be posted in public locations and published as required by the Open Meetings Law. The paper of record will be used as required by the Public Officers Law Art. 7, paragraph 104.
- A quorum shall be 5 Board members.
- Meetings will be conducted in accordance with Roberts Rules of Order.
- An affirmative vote of the majority of members present at the time shall be necessary to approve any action of the Board. The President may vote upon and discuss any proposal before the Board.

EMERGENCY MEETINGS

Emergency Board Meetings may be called by the Board President when immediate action is necessary to address matters that cannot wait for a regularly scheduled meeting. The following rules apply in all instances where possible.

- The reason(s) for the meeting must be included in the notice and minutes.
- Reasonable effort must be made to give notice 72 hours or sooner than the scheduled emergency meeting.
- Board Meeting documentation must be posted on the website 24 hours in advance.
- Open Meetings Law still applies.

LIBRARY DIRECTOR AND STAFF:

The Board shall appoint a qualified Library Director who shall be the executive and administrative officer of the library, on behalf of the Board, and under its review and direction. The Director shall recommend to the Board the appointment and specify the duties of other employees. The Director shall be held responsible for: the proper direction and supervision of the staff, the care and maintenance of library property, adequate and proper selection of materials in keeping with the stated policy of the Board, the efficiency of library service to the public, and for its financial operation within the limitations of the budgeted appropriation.

ACCOUNT CLERK

An independent paid Account Clerk shall be appointed by the Board in accordance with the Standards established by the New York State Comptroller's Office for School District Public Libraries. The Account Clerk is responsible for monthly reporting to the Board on fiscal matters related to Library operations.

AUDIT

Each year, the Board employs an independent, licensed auditing firm to examine the finances of the Library and report the findings directly to the Board. The cost for the audit is charged to the Library.

AMENDING BYLAWS

The by-laws may be amended by the majority vote of all members of the Board. Written notice of the proposed amendment will be sent to all members at least one month prior to the meeting at which such action is proposed to be taken.

Appendix A

Penn Yan Public Library Job Description

Job Title: Member, Board of Trustees

Revised October 2008, September 2022

Duties:

- Attends Board and committee meetings and comes prepared to conduct the business of the Board or committee as stated on the agenda.
- Employs a qualified library director and evaluates him/her annually.
- Approves bylaws for the Board.
- Assists in preparing the annual budget with finance committee and approval of the full Board.
- Assists in securing new and/or adequate funding for the library as needed to carry out the library's programs and services.
- Establishes policies to govern the operation and programs of the library and assigns their execution to the director and library staff in compliance with federal, state and local law.
- Assists in establishing personnel policy with personnel committee and approval of the full Board.
- Establishes conditions of employment and provides for the staff's welfare with personnel committee and approval of the full Board.
- Provides for building and space needs, and maintains the library property.
- Establishes, supports and participates in public relations programs for the library.
- Attends and participates in regional, state and national trustee meetings and workshops for a fuller understanding of trustee responsibilities.
- Determines short- and long-term goals and objectives of the library and reexamines them regularly.
- Must be able to communicate with library staff and library board members through email.

- Attends 2 hours of New York State mandated Trustee education annually (between 7-1 and 6-30 beginning 1-2023) and submits evidence of participation to the Library Board President and Library Director (see form and FAQ below).
- Attends New York State mandated Sexual Harassment Prevention training annually (between 7-1 and 6-30) (See form below)
- Other duties as required.

In addition, officers of the Board have specific jobs that coincide with their appointed office.

President:

- Presides at Board meetings and conducts them according to a standing procedure and an agenda.
- Sets meeting agenda in cooperation with the library director.
- Calls special meetings as needed.
- Appoints committees as needed.

Secretary:

- Provides accurate record keeping for the Board and keeps records on file at the library.
- Conducts correspondence for the Board, as appropriate.
- Runs meetings in the absence of the president.

Penn Yan Public Library

SELF-ASSURANCE of Trustee Education Activity Completion Form

Each Library Trustee, elected or appointed, of a board of trustees is required to complete a minimum of two hours of trustee education annually. (Education Law 260-d as added by *Chapter 468 of the Laws of 2021*)

Please use this self-assurance form if a certificate of completion is not available from the approved education activity provider. Please submit this form to the library board president for review and signature. Trustees should retain a copy of the signed form.

I attended the following trustee education activity:

Trustee Name: _____

Approved Provider: _____

Title of Activity: _____

Topic/Content: _____

Format (e.g. workshop, webinar, online course): _____

Date of Activity: _____

Contact Hours: _____

Trustee Signature/Date

Board President Signature/Date

Please submit dual signed form to the Library Director

Trustee Education Requirements: Division of Library Development: NYS Library

Frequently Asked Questions

Q: Why are continuing education requirements for public library trustees important?

A: Public library trustees in New York State oversee an estimated \$1.6 billion of the public's money—a responsibility that must be undertaken by informed, thoughtful, prudent, and trustworthy library boards. Requiring trustee education will foster an understanding of complex governance processes so that this responsibility is met.

Furthermore, to provide effective oversight, board members must appreciate their mandated duties and responsibilities. An effective way of providing this appreciation is to offer the training necessary to be good financial stewards.

The Handbook for Library Trustees of New York State states that “trustees must learn and grow during their entire tenure on the board, developing an ever-deepening awareness of the affairs of their own library and an appreciation and understanding of other libraries and library organizations. The public library is a multifaceted organization functioning in a complex world.”

Q: What are the trustee education requirements?

A: Beginning January 1, 2023, each member, elected or appointed, of a board of trustees shall be required to complete a minimum of two hours of trustee education annually. (Education Law 260-d added by Chapter 468 of the Laws of 2021).

Per Education Law, trustee education topics may include financial oversight, accountability, fiduciary responsibilities and the general powers and duties of a library trustee. Libraries should consult with their public library system about acceptable trustee education topics, formats and activities.

Q: Who is affected by the new trustee education law?

A: All boards of trustees of chartered (incorporated) and registered (licensed) public libraries, association libraries and Indian Libraries.

Q: Who approves the trustee education activities (topics and formats) and providers?

A: At the state level, trustee education providers and activities (topics and formats) are approved by the New York State Library acting on behalf of the Commissioner of Education.

In addition to pre-approving public library systems as trustee education providers, the State Library has delegated authority to public library systems to approve additional trustee education providers and activities (topics and formats) for their member libraries.

Q: Which trustee education providers are pre-approved at the State level?

A: The State Library has pre-approved the following trustee education providers:

New York State Library/Division of Library Development

Public Library Systems

WebJunction

New York Library Association (including the Library Trustees Section and other Sections/Roundtables)

Reference and Research Library Resources Councils

Empire State Library Network (formerly New York 3Rs Association)

PULISDO (Public Library System Directors Organization)
ALA including United for Libraries and other Divisions

Other providers may be approved by the public library systems. Libraries should contact the public library system to request approval of a provider.

Q: What types of trustee education formats are acceptable?

A: Trustee education may be delivered online or in person. Trustee education formats may include lectures, workshops, webinars, or online courses. Trustee education formats may also include educational programs held at in-person or virtual regional, state or national library association conferences. Libraries may contact the public library system if they have a question as to whether a trustee education format is acceptable.

Q: How do trustees demonstrate compliance with the education requirements?

A: Each trustee files evidence of completion of the education requirements with the library board president. Evidence of completion may include:

- Certificates of completion issued by the approved provider

- A signed self-assurance of completion. The self-assurance must identify the approved provider and include a description of the content and format of each activity (see sample form).

Q: How is trustee education compliance tracked by the Library?

A: The Library Board of Trustees should establish a written policy and procedures related to trustee education and compliance.

Public Library Systems are available to Library Boards to assist with the development of library policies that comply with the trustee education law.

The library should track trustee education compliance. This sample form, provided by the State Library, can assist library boards in maintaining a record of trustee education activities.

Q: How is trustee education compliance tracked by the State Library?

A: Compliance is tracked through questions on the Annual Report for Public and Association Libraries.

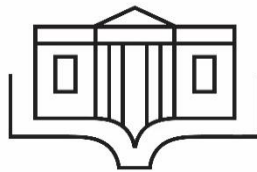
Q: What happens if a trustee fails to meet the trustee education requirements?

A: The State Library recommends that a Library Board address this topic in its Board-approved trustee education policy and procedures. In addition, the Library Board may wish to amend the library's by-laws to specifically address trustee education requirements and compliance. For assistance and for sample policies and bylaws, please contact your Public Library System.

Q: Can the costs for complying with the trustee education requirements be charged to the library?

A: Yes. Modest and reasonable costs incurred by a trustee in complying with the trustee education requirements may be charged to the library if there is board approved policy. All such costs must be approved by the board of trustees. The State Library recommends that the library's trustee education policy and procedures provide information on this topic. The Trustee Handbook recommends that 1% of the library's budget should be dedicated to continuing education.

Last Updated: June 27, 2022



PENN YAN PUBLIC LIBRARY

AMAZE YOURSELF.

Sexual Harassment Prevention Training _____

I viewed the NY State Department of Labor's Sexual Harassment Prevention Training videos and the PYPL Executive Director discussed any questions or clarifications I had with me.

<https://www.youtube.com/watch?v=a97FsTjtiIg>
<https://www.youtube.com/watch?v=1za7gs9S2H0>

Date viewed: _____

Employee signature: _____

Printed name: _____

PYPL Executive Director

Signature: _____

Date: _____

Appendix B

Penn Yan Public Library Public Comment Policy

The Penn Yan Public Library Board of Trustees incorporates an opportunity for Public Comment during its regular board meetings in accordance with New York State's Open Meetings Law. Residents of the Library's service area may use this time during meetings to verbally address the board. The Library Board reserves the right to determine the manner in how public comments are received to maintain a fair, respectful, and well-managed meeting. The following Rules and Procedures apply to the Library's Public Comment section of the meeting Agenda:

Rules and Procedures for Public Comment

- Participants must sign in and identify their community of residence.
- Participants must be a resident of the Penn Yan Public Library chartered service area which has congruent boundary lines with of the Penn Yan Central School District.
- Residents will be recognized in order of sign-in.
- Residents will be allotted a maximum of 3-minutes to speak.
- A resident can only speak once, and only use their own signed-in for 3-minutes to speak.
- Residents must limit their comments to library-related matters.
- A designated library trustee will preside over the meeting.
- A designated trustee will introduce each resident and keep track of the time.
- The Library Board may limit the total amount of time allowed for Public Comment.
- The Library Board may only listen to residents during Public Comment.
- The Library Board may not address an issue, or answer questions during Public Comment.
- The Library Board may not vote upon any issue raised during Public Comment unless specified on the agenda.

Penn Yan Public Library Monthly Youth Services Report to Board

JUNE 2026 IN REVIEW

The month kicked off with tours by the entire PYE PreK and second grades. I also moved Storytimes to the Community Garden, including a special 'tick bite prevention' storytime featuring special guests from Yates County Public Health.

We wrapped up our busiest month of the year (so far) by welcoming 133 folks to the ninth annual Books & Bikes Fest! Thanks to a dedicated group of volunteers and community partners, the day went off without a hitch--and only one tumble from a bicycle. Here are some photos of the fun:



MEETINGS/TRAININGS ATTENDED

- STLS Digital Library Advisory Group monthly meeting
- St Michael School in Penn Yan asked me to visit their library and advise on how they can make it more appealing and useful to students

JUNE 2026 YOUTH & FAMILY PROGRAMS

Program Type ☐	Number of Programs	Attendance
Activity	10	204
Movie	1	5
Storytime	9	112
Outreach	4	286
Passive	1	84
Take-Home Kit	1	20
Grand Total	26	711

JUNE 2026 COMMUNITY PARTNERS

Penn Yan Central School District; Yates County Public Health; Yates Community Center; Southern Tier Library System; Penn Yan Police Department;

Submitted July 6, 2026 by Sarah Crevelling, Youth Services Librarian

May 2026 adult services report

I answered 29 reference questions for 30 patrons in May. I answered 12 tech questions, 2 legal questions and 1 local history question. I served no Mennonite patrons last month. Interesting queries: the eyesight of groundhogs; Indian Pines Park legends and lore; books on magic and juggling, poetry and rhymes; texting on an old flip phone; NYS appeals court info for a patron in Louisiana; and info on Trump college savings account.

Approximately 121 patrons attended 24 programs in May. The Close Reads discussion of *A Paradise Built in Hell* continued to be insightful and provocative. We returned to Dresden twice with our Pop-Up Library. Other regular programs continued apace.

June 2026 adult services report

I answered 26 reference questions for 28 patrons in June. I answered 15 tech questions, no legal questions, and 1 local history question. Interesting queries: info on Adolf Prince and his winery circa 1915; mahjong (two this month!); how to set a phone up as a wireless hotspot; and whether this was a swastika on the cover of a book (it was).

Approximately 168 patrons attended 24 programs in June. The Close Reads discussion of *A Paradise Built in Hell* came to an end with a great deal of inspiration for a better world on the part of participants. We welcomed a surprise last-minute performance from magician Darrin Race. Stuff Swap returned for its fifth year, with bike repairperson Chuck Georgia offering his services, and special guests Cornell Cooperative Extension, Sustainable Finger Lakes, and Zero Waste Ithaca. We welcomed the Keuka Resilience Community for their bi-monthly meeting and had a lively discussion about official preparedness efforts in Yates and Steuben Counties.

The excessive heat compounded by the loss of the HVAC system in the lower part of the library created some problems, but not as many as expected. I only cancelled one program – a scheduled viewing of Sustainable Finger Lakes' most recent Finger Lakes Forecast webinar series – to clear the program room for potential use as a cooling station. Otherwise, business proceeded mostly as usual, if perhaps a little slower than is typical. An Internet outage thanks to an accident in Watkins Glen also limited us one day, but we were able to continue offering basic services in offline mode.