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

**Call to Order**

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

  * adoption of December 18th minutes

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

**Financial Review**

*Payment of bills for December 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**

-*AI Policy
-*26-27 Budget

**New Business**

-*Set Date for 2026-2027 Budget vote (Director suggested- hearing 3-24 6:30-7:30, vote 3-31)

-Employee Dress Code Policy Update

***Adjourn**

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.

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

**Call to Order**

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

* adoption of Nov 20th minutes—Sharon motions; Kelley seconds; it passes (Elizabeth abstains)

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

**Financial Review**

*Payment of bills for November 2025—Bethany motions; Elizabeth seconds; it passes.

**Library Director's Report**

**Standing Committee Reports**

-Policy Review Committee
-Personnel Committee
-Nominating Committee
-Finance Committee
-Building Committee
-Ad Hoc Building Fund Raising Committee-*should plan to meet*

**Old Business**

-AI Policy
-Bank signature forms

**New Business**

-*2026 Board Meeting Calendar—Elizabeth motions; Steve seconds; it passes
-26-27 Budget
-*Tax Cap Override resolution—Sharon motions with the correction of 2024 to 2026; Elizabeth seconds; it passes
Whereas, the adoption of the 2026-2027 budget for the Penn Yan Public Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it Resolved, that the Board of Trustees of the Penn Yan Public Library voted and approved to exceed the tax levy limit for **2026** by at least the sixty percent of the board of trustees as required by state law on December 18th, 2025.

-*Holiday staff gathering 1-2-26 closed 9-11:30—Elizabeth motions; Steve seconds; it passes

***Adjourn—**Kristen motions; Sharon seconds; it passes

Items with * require Board action. Enclosures: 11-20-2025 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.

Respectfully submitted,
Bethany Snyder

**PYPL Executive Director's Report 1-15-26**

**Professional Development and Meetings:**

**Happenings:**

-The grant writer is working on a Daisy M Jones grant application and possibly a McGowan application if the intro letter is accepted.

-As I write this, the main heating is still not working in the old building. The parts are supposed to come in Monday 1-19 and Sure-Temp has PYPL work scheduled for 1-15 and 16.

-As of today, I am awaiting a quote for replacing the light fixtures that are out in the children's area. I have left messages, Randy is working on it.

-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 1-26.*
    - We will 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 |
| ADPBKFIC | 561 | 63 | 61 | 52 | 64 | 66 | 41 | 24 | 30 | 66 | 48 | 49 | 45 | 609 | 55 | 57 | 63 | 67 | 52 | 43 |
| ADPBKNF | 272 | 8 | 16 | 14 | 16 | 24 | 36 | 23 | 23 | 28 | 32 | 18 | 18 | 256 | 20 | 31 | 23 | 26 | 26 | 15 |
| ADULTFIC | 7163 | 720 | 657 | 617 | 634 | 529 | 485 | 578 | 512 | 529 | 562 | 620 | 572 | 7015 | 710 | 753 | 666 | 542 | 529 | 507 |
| ADULTNF | 4528 | 339 | 377 | 340 | 390 | 369 | 361 | 473 | 423 | 380 | 312 | 364 | 298 | 4426 | 453 | 436 | 368 | 359 | 310 | 386 |
| 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 |
| 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 |
| 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 |
| ENTRY-PASS | | | | | | | | | | | 2 | 1 | 10 | 13 | 11 | 13 | 3 | 8 | | 9 |
| HOTSPOT (new) | | | | | | | | | | | 31 | 95 | 42 | 168 | 58 | 48 | 46 | 84 | 79 | 82 |
| 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 |
| JUVAUDIOBK | 59 | 4 | 12 | 5 | 5 | 7 | 3 | 2 | 2 | 4 | 2 | 2 | 3 | 51 | 2 | 1 | | 2 | 2 | 1 |
| JUVFIC | 18372 | 1925 | 1859 | 1511 | 1440 | 1302 | 1335 | 1303 | 1493 | 1590 | 1449 | 1339 | 1471 | 18017 | 1970 | 1683 | 1615 | 1679 | 1439 | 1188 |
| JUVMAGAZIN | 72 | 6 | 6 | 3 | | | | 2 | 2 | | | 1 | 3 | 23 | 7 | 1 | | 1 | 1 | 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 |
| JUVPBFIC | 180 | 22 | 14 | 9 | 9 | 19 | 11 | 12 | 21 | 14 | 16 | 10 | 17 | 174 | 32 | 25 | 25 | 31 | 19 | 13 |
| 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 |
| LARGETYPE | 6863 | 672 | 666 | 598 | 548 | 438 | 427 | 531 | 525 | 570 | 516 | 559 | 549 | 6599 | 573 | 525 | 544 | 522 | 398 | 422 |
| MAGAZINE | 1212 | 82 | 114 | 85 | 90 | 49 | 97 | 99 | 72 | 80 | 66 | 103 | 51 | 988 | 95 | 102 | 73 | 71 | 88 | 71 |
| 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 |
| NEWAUDBKCD | 456 | 38 | 49 | 33 | 43 | 34 | 22 | 35 | 34 | 42 | 30 | 31 | 31 | 422 | | 44 | 27 | 33 | 33 | 27 |
| 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 |
| NEW-BOOKNF | 1273 | 114 | 124 | 116 | 123 | 122 | 97 | 125 | 101 | 103 | 88 | 110 | 92 | 1315 | 129 | 108 | 99 | 100 | 86 | 91 |
| 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 |
| NEW-JUVNF | 472 | 49 | 39 | 45 | 46 | 44 | 52 | 48 | 49 | 44 | 27 | 37 | 32 | 512 | 45 | 31 | 30 | 32 | 25 | 28 |
| NEW-LP | 142 | 19 | 7 | 11 | 14 | 7 | 1 | 7 | 3 | 9 | 8 | 10 | 10 | 106 | 15 | 9 | 16 | 13 | 8 | 12 |
| NEWMAGAZIN | 3 | | | | 3 | | 2 | | | | | | | 5 | | | | | | |
| NEWMUSCD | 61 | 1 | 5 | 6 | 8 | 4 | 13 | 1 | 2 | 1 | 5 | 1 | | 47 | | | | | 1 | 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 |
| PGMRESOURC | 0 | | | | | | | | | | | | | 0 | | | | | | |

| | | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| REF-BOOK | 11 | | | 2 | | | | | 1 | | | | | 3 | | | 2 | | | |
| ROTATING | 31 | 1 | | | | | | | | | | | | 1 | 1 | | | | | |
| SOFTWARE | 5 | | | | | | | | 1 | 2 | 1 | 1 | | 5 | 1 | | | | | |
| STLSEQUIP | 0 | | | | | | | | | | | | | 0 | | | | | | |
| TABLET | 0 | | | | | | | | | | | | | 0 | | | | | | |
| TESTBOOK | 2 | | | | | | | | | | | | | 0 | | | | | | |
| TOY | 0 | | 1 | | | | | | | | | | | 1 | | | | | | |
| UNBARCODED | 14 | 2 | 1 | 4 | 1 | 1 | 3 | 1 | 1 | | 1 | 1 | | 16 | 1 | | | | | |
| UNDEFINED | 0 | | | | | | | | | | 94 | | | 94 | | | | | | |
| VIDEO-DVD | 8113 | 599 | 685 | 659 | 816 | 600 | 555 | 562 | 627 | 565 | 602 | 709 | 584 | 7563 | 638 | 536 | 456 | 647 | 384 | 484 |
| VID-GAME | 1306 | 124 | 95 | 76 | 75 | 89 | 84 | 93 | 77 | 82 | 94 | 94 | 85 | 1068 | 140 | 115 | 94 | 92 | 94 | 67 |
| loaned to STLS | 5196 | 423 | 406 | 482 | 441 | 440 | 400 | 479 | 451 | 505 | 429 | 419 | 383 | 5258 | 407 | 382 | 425 | 399 | 315 | 347 |
| Borrowed from STLS | 6067 | 573 | 555 | 579 | 536 | 471 | 436 | 476 | 547 | 546 | 511 | 476 | 489 | 6195 | 704 | 575 | 575 | 749 | 493 | 406 |
| Total material circ | 78000 | 7058 | 7144 | 6627 | 6493 | 5747 | 5520 | 5944 | 6078 | 6211 | 5911 | 6052 | 5792 | 74577 | 7240 | 6600 | 6356 | 6524 | 5312 | 5011 |
| Digital resources | 15491 | 1375 | 1394 | 1343 | 1393 | 1369 | 1408 | 1651 | 1488 | 1634 | 1522 | 1482 | 1548 | 17607 | 1605 | 1619 | 1611 | 1573 | 1488 | 1492 |
| overdrive magazines | 4352 | 273 | 253 | 281 | 303 | 307 | 319 | 368 | 340 | 353 | 314 | 320 | 311 | 3742 | 285 | 302 | 342 | 328 | 290 | 367 |
| Kanopy | 0 | | | | | | | | | | | 55 | 29 | 84 | 12 | 25 | | 20 | 14 | 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 |
| 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 |
| website visits | 12733 | 1677 | 1508 | 1238 | 1317 | 1188 | 1174 | 1150 | 1103 | 1105 | 1124 | 1075 | 1273 | 14932 | 1346 | 1280 | 1216 | 1097 | 900 | 1019 |
| visits | 58591 | 4979 | 5116 | 4871 | 5337 | 4502 | 4530 | 4518 | 4494 | 4751 | 4678 | 4954 | 5710 | 58440 | 5070 | 4881 | 5258 | 5202 | 4113 | |
| wireless | 4218 | 478 | 376 | 409 | 441 | 415 | 470 | 455 | 468 | 486 | 454 | 334 | 544 | 5330 | 492 | 456 | 492 | 539 | 415 | 383 |
| | 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 |
| non res | 77 | 12 | 14 | 9 | 7 | 1 | 3 | 1 | 4 | 4 | 5 | 5 | 7 | 72 | 14 | 19 | 5 | 7 | 3 | 3 |
| 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 |
| all other print | 647 | 48 | 39 | 51 | 47 | 40 | 27 | 24 | 71 | 59 | 44 | 35 | 47 | 532 | 32 | 49 | 47 | 35 | 37 | 36 |
| 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 |
| 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 | | | | | | | |

**Policy Committee Proposed 12-18-25**

## 19. Artificial Intelligence ("AI")

Penn Yan Public Library will provide the benefits of AI to staff and patrons. In order to manage associated risks and ethical considerations, use of the *PYPL AI Risk Evaluation Form* (See Appendix S.) will be required prior to finalization of procurement of or acceptance of donated AI created materials and programs, and the use of AI in operations. The *PYPL AI Risk Evaluation Form* is based on current *National Institute of Standards and Technology ("NIST")* standards for artificial intelligence risk management. See **https://nvlpubs.nist.gov/nistpubs/ai/NIST.AI.100-1.pdf**

A copy of The PYPL *AI Risk Evaluation Form* will be included with documentation submitted for the authorization for purchasing, i.e. purchase voucher packets and retained with it. *(See PYPL Finance Policy* Section 13.*)*

### Use of AI in PYPL Operations

### PYPL Board of Trustees

With respect to all policy development and decision-making, the PYPL Board of Trustees shall evaluate all strategic plans, budgets, policies and other governing documents to ensure all stated uses of AI follow this policy. In particular, the board shall ensure the budget and strategic planning process do not contemplate using AI to substitute for the routine services, final judgement, or decision-making of paid employees. AI tools will not be used for selecting or narrowing down potential hiring candidates, disciplinary actions, or other direct personnel actions.

### PYPL Director

With respect to day-to-day leadership and decision-making, the Executive Director will evaluate all actions to ensure all of AI enhanced products purchased and/or decisions to use AI are preceded by use of the *PYPL AI Risk Evaluation Form.*

### PYPL Staff

PYPL depends on the skills and services provided by its personnel. Any PYPL personnel using AI to fulfill job duties such as but not limited to creation of *email, written reports or records, publicity and public relations content* shall do so only by using AI that meets The *PYPL AL Risk Evaluation Form* standards and with the affirmative awareness of the Executive Director. When providing results to patrons that were generated with AI, results should be verified and the AI tool used should be cited in the response, in the same manner as other sources of information.

All email, written reports and records, and publicity created with the use of AI shall include the following disclaimer: *AI Usage Disclosure: This document was created with assistance from AI tools. The content has been reviewed and edited by a human.*

### PYPL Staff Training

PYPL staff will maintain an awareness of the latest risk management practices maintained by NIST standards. Staff will be trained on this policy, use of the *PYPL AI Risk Evaluation Form*, and how to assist patrons whose experience of using library services may be impacted by AI.

**Appropriate Tasks for AI Usage**

*This list is not exhaustive. New uses that align with these examples may be utilized. If a unique or novel usage is identified, staff should review it with the Executive Director before implementing.*

1. Generating programming ideas and/or names
2. Generating marketing blurbs promoting programs
3. Generating inspirational ideas or writing prompts
4. Rewording existing marketing or other content, such as job descriptions, policies, procedures, etc.
5. Generating generic imagery, signs, posters and other marketing materials
6. Generating alt-text for images used online
7. Searching and/or summarizing the web, such as looking for information for a patron or finding material recommendations
8. Generating summaries of uploaded documents (S*ee AI Usage Rules)*

**AI Usage Rules**
*To protect the integrity of PYPL's systems and data, and patron privacy, these usage rules must be followed.*

1. Never provide any patron identifiable data to an AI, including names, addresses, card numbers, ages, etc.
2. Never provide direct access to any systems or data that includes staff or patron information
3. Always review and validate AI-generated results.
5. When uploading documents to be analyzed or summarized, ensure the documents do not contain any personally identifiable information or PYPL data as in #1 and #2 above. When asking an AI to analyze any datasets, ensure the data has been anonymized.
6. Documents should be checked not only for content, but for data about the document (metadata), such as who created it.

**Accessibility**

Based on specific circumstances, use of AI may be part of a "reasonable accommodation" per the Americans with Disabilities Act of 1990 (the "ADA"). When AI is used as a reasonable accommodation, in addition to NIST guidelines, the evaluation and use of the AI for ADA purposes shall consider the latest input from the "Job Accommodation Network" or other applicable guidance.

**AI Created Materials Selection**

See Section 7.4

### 7.4 Selection Aids

Designated staff can use professional reviews, bibliographies, lists of new materials, and other professional resources as selection aids. In addition, the *PYPL AI Risk Evaluation Form* (See appendix S.) and the STLS Guidance document *Identifying AI Generated Materials, Bootlegs, and Other Questionable Items* will be used to evaluate materials that staff determine may be created using AI. A copy of The PYPL *AI Risk Evaluation Form* will be included with documentation submitted for the authorization for purchasing, i.e. purchase voucher packets and retained with it. *(See PYPL Finance Policy* Section 13.*) See https://stls.sharepoint.com/:w:/s/STLSShared/EeDyxUtBq2lMtPvvdeu0cpoBodEMqENtObsUrKrfpnaaRw?CID=5d5699e4-6b3a-339b-c57c-83237d269152&e=jcnsGC*

Proposed **Appendix S**

**Penn Yan Public Library AI Risk Evaluation Form**

I. Preliminary Information Date of evaluation: __________

| | |
|---|---|
| 1. Product to be evaluated: | * |
| 2. How product uses or incorporates AI: | |
| 3. How product will be used: | |
| 4. Anticipated users of product: | |
| Any NIST or other prevailing standards for evaluating this AI? | If yes, explain. |
| 6. Ethics & Privacy: will the product have access to library user information? | |
| 7. Dependency: To what degree will critical operations depend on this AI? | |
| 9. Person preparing evaluation: | |
| | |

II. AI Risk Analysis

| TRUSTWORTHINESS FACTORS | ANSWER |
|---|---|
| **1. Is the AI "valid and reliable?"**<br>Is there objective evidence that the requirements for the specific use have been met? Please attach.<br><br>Is there a documented third-party confirmation that the product will perform as required without failure? Please attach. | |
| **2. Is the AI "safe?"**<br>What are the risks posed by the AI failing to work as intended?<br><br>Does the AI allow for shutdown, immediate notice, override, or other safety measures to reduce harm? | |
| **3. Is the AI "secure and resilient??**<br>How does the AI prevent unauthorized access and use?<br><br>How does the AI empower the user to address unauthorized access and use? | |
| **4. Is the AI "accountable and transparent?"**<br>Transparency reflects the extent to which information about the AI and its outputs is available to individuals interacting with the AI. Transparency is often needed to redress AI system outputs that are incorrect or otherwise risky (allowing it to be "accountable").<br><br>How does this AI use transparency to enable the user to promptly address a concern? | |
| **5. Is the AI "explainable and interpretable?"**<br>"Explainability" is being able to articulate how the AI works, and "interpretability" refers to meaningful understanding of the AI's output. | |

| TRUSTWORTHINESS FACTORS | ANSWER |
|---|---|
| Will the primary users at Penn Yan Public Library be able to explain how the AI works and accurately interpret the output? | |
| **6. Is the AI "privacy-enhanced?"**<br>Privacy is a key library value. "Privacy-enhanced" means that use of the AI will proactively protect privacy.<br><br>How will the AI use privacy-enhancing techniques (anonymity, confidentiality, data sparsity, etc.) to proactively protect privacy? | |
| **7. Is the AI "fair, with harmful bias managed?"**<br>How will this AI impact the experience of library users, employees, or work that will drive resources and business decisions (for instance, generating a summary of utilization)?<br><br>Considering that impact, how is the risk of bias managed by the product and/or the operator?<br><br>In the alternative, show how this is a neutral/irrelevant factor. | |
| **8. Miscellaneous**<br>What other risks posed by this AI have been identified, and how are they to be managed? | |
| **9. Benefits**<br>If this analysis shows heightened risk related to a factor, what beneficial functions of the AI merit the Penn Yan Public Library taking on that heightened risk? | |
| **10. Overall trustworthiness**<br>Please review the answers and summarize whether the documentation and analysis show that risks of using the product are minimal or can be managed. | |
| **11. Decision and limits of use**<br>On this basis, is the product recommended for purchase?<br>What use is it limited to? | |

III. Determination by decision-maker

| | |
|---|---|
| 1. Does the above analysis show that the AI has been documented as sufficiently trustworthy for the purpose it is being acquired to fulfill? | |
| 2. Has this analysis been submitted prior to the purchasing decision? | |
| 3. Does the trustworthiness documented support moving forward with the purchase? | |
| 4. If the purchase is denied due to this analysis, what aspects must be addressed prior to reconsideration? | |
| 5. Date and signature of decision-maker | DATE:<br><br>SIGNATURE:<br><br>PRINT NAME: |

**THIS COMPLETED FORM WILL BE RETAINED FOR SIX YEARS AFTER THE EXPIRATION OF THE CONTRACT OR DISCONTINUANCE OF USE OF THE AI, WHICHEVER IS LATER.**

| | Penn Yan Public Library | budget 20-21 no increase | actual 20-21 | 21-22 budget no increase | actual 21-22 | Approved 22-23 no increase | actual 22-23 | Approved 23-24 | actual 23-24 | Approved 24-25 budget | Actual 24-25 | Approved 25-26 | Actual 25-26 | Fin Com Prop 26-27 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 4100 printing | | | | | | | | | | | | | |
| 4150 | laser printer | 600 | 659 | 500 | 1038.12 | 500 | 1307.34 | 500 | 1500 | 1350 | 2026 | 1500 | | 1500 |
| 4160 | other copies | 1000 | 429 | 1000 | 245.63 | 1000 | 8.33 | 1000 | 5 | | | | | |
| 4100 | Printing income tot | 1600 | 1088 | 1500 | 1283.75 | 1500 | 1315.67 | 1500 | 1505 | 1350 | 2026 | 1500 | | 1500 |
| | | | | | | | | | | | | | | |
| 4200 | village | 1000 | 1000 | 1000 | 1000 | 1000 | 1000 | 1000 | 1000 | 1000 | 1000 | 1000 | | 1000 |
| 4400 | fines | 5166.6 | 1995 | 0 | 494.37 | 0 | 865.74 | | 571 | 0 | 865 | 0 | | |
| 4500 | lost/damaged books | | 229 | | 192.43 | | 190.44 | | 490 | | 96 | 0 | | |
| 4505 | sale of extraneous materials | | 420 | | 208.58 | | 222.66 | | 310 | | 300 | 0 | | |
| 4525 | café receipts | 600 | | 0 | | 0 | 406.46 | 600 | 183 | 600 | 148 | 300 | | 300 |
| 4540 | tax income | $ 706,480.00 | $ 706,480.00 | $ 706,480.00 | $ 706,480.00 | $ 706,480.00 | $ 706,480.00 | $ 717,902.00 | $ 717,902.00 | $ 750,208.00 | $ 749,810.00 | $ 773,942.00 | $ 773,942.00 | $ 804,573.00 |
| 4550 | misc. | | 2566 | | 2726.77 | | 7437.14 | | 5968 | | 5451 | | | |
| 4560 | program income | | 281 | | | | | | 527 | | | | | |
| 4570 | thumbdrive income | | | | | | | | | | | | | |
| 4600 | L.L.S.A. | 4500 | 4348 | 3500 | 4375.41 | 3500 | 4558.91 | 4000 | 4502 | 4560 | 4689 | 4500 | | 4500 |
| 4660 | tech revenue | | | | | | | | | | | | | |
| 4700 | interest | 500 | | 150 | 25.2 | 150 | 25.21 | 150 | 25 | 150 | 1129 | 150 | | 1000 |
| | tot | **$ 719,846.60** | **$ 718,407.00** | **$ 712,630.00** | **$ 716,786.51** | **$ 712,630.00** | **$ 722,502.23** | **$ 725,152.00** | **$ 732,983.00** | **$ 757,868.00** | **$ 765,514.00** | **$ 781,392.00** | | **$ 812,873.00** |
| | 4800 gifts/donations | 3000 | 6251 | 3000 | 13835.03 | 3000 | 5679.58 | 3000 | 7966 | 3000 | 8296 | 3000 | | 4067 |
| 4810 | donations material | | | | | | | | | | | | | |
| 4815 | donations friends | | | | | | | | | | | | | |
| 4820 | donations funds | | | | | | | | | | | | | |
| 4825 | donations funds building | | | | | | | | | | | | | |
| 4800 | tot | 3000 | 6251 | 3000 | 13835.03 | 3000 | 5679.58 | 3000 | 7966 | 3000 | 8296 | 3000 | | 4067 |
| | 4900 grant income | | | | | | | | | | | | | |
| 9450 | Chargepoint | | | | | | | | | | | | | 2000 |
| 4960 | other grant | | | | | | | | | | | | | |
| | total income | **$ 722,846.60** | **$ 724,658.00** | **$ 715,630.00** | **$ 730,621.54** | **$ 715,630.00** | **$ 728,181.81** | **$ 728,152.00** | **$ 740,949.00** | **$ 760,868.00** | **$ 773,810.00** | **$ 784,392.00** | | **$ 818,940.00** |

| | | approved 20-21 | actual 20-21 | approved 21-22 | actual 21-22 | approved 22-23 | actual 22-23 | approved 23-24 | actual 23-24 | 24-25 budget | Actual 24-25 | Approved 25-26 | Actual 25-26 | 26-27 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 5000 Human Resources | | | | | | | | | | | | | |
| | 5100 Salaries | | | | | | | | | | | | | |
| 5110 | Director | 66716.16 | 67717 | 71466 | 73267 | 74325 | 78873.52 | 76555 | 78355 | 79617 | 81417 | 82802 | | 86113 |
| | Librarian 1 | 0 | | 53682 | 55482 | 55829 | 124740.33 | 57504 | 123925 | 59804 | 128738 | 62196 | | 64373 |
| 5115 | Librarian 1 | 104870.28 | 106434 | 58646 | 60446 | 60992 | | 62821 | | 65334 | | 67947 | | 70665 |
| 5125 | Network Tech | 57213.84 | 43339 | 61287 | | | | | | | | | | |
| 5130 | Clerical | 206471.46 | 180870 | 192328 | 204023 | 215000 | 253726.93 | 232212 | 251789 | 242011 | 263439 | 255420 | | 265910 |
| 5135 | Building Staff | 18709.86 | | 21953 | | 24448 | | 25223 | | 26234 | | 27284 | | 28375 |
| 5100 | **tot. sal.** | **$ 453,981.60** | **$ 398,360.00** | **$ 459,362.00** | **$ 393,218.00** | **$ 430,594.00** | **$ 457,340.78** | **$ 454,315.00** | **$ 454,069.00** | **$ 473,000.00** | **$ 473,594.00** | **495649** | **0** | **515436** |
| | 5200 Benefits | | | | | | | | | | | | | |
| 5210 | Medicare/SS | 30000 | 30916 | $ 30,000.00 | 29932 | $ 30,000.00 | $ 34,831.86 | $ 31,000.00 | $ 34,587.00 | $ 36,000.00 | $ 36,081.00 | $ 36,000.00 | | 36000 |
| 5220 | Health Insurance | | | | | | | | | | | | | |
| 5225 | HAS/HRA Contributions | | | | | | | | | | | | | |
| 5225 | QSEHRA Contributions | 51000 | 40617 | 38200 | 24638 | 40000 | 24147.34 | 48240 | 31387 | 50090 | 37885 | 51000 | | 55060 |
| 5235 | Voluntary benefits | | | | | | -2704.59 | | -2003 | | -2604 | | | |
| 5230 | Disability/ Paid Fam Leave | 1600 | 2682.16 | 1800 | 2359 | 2700 | 2453.68 | 2700 | 2226 | 2700 | 2507 | 2700 | | 2700 |
| 5240 | SUTA | 3000 | 2758 | 1500 | 3437 | 3000 | 4451.04 | 3500 | 3515 | 4500 | 3848 | 4500 | | 4500 |
| 5250 | Workmens Comp | 5500 | 4434 | 4500 | 3981 | 4500 | 7494.18 | 4500 | 3670 | 4500 | 7308 | 4500 | | 4500 |
| | Employee Assistance Plan | 500 | 500 | | 500 | 500 | 500 | 500 | 500 | 500 | 420 | 500 | | 500 |
| 5200 | Benefits-other | | | | | | 2604.42 | | 902 | | | | | |
| 5260 | Retirement | 53500 | 48889 | 55980 | 51226 | 56442 | 29159 | 40000 | 40000 | 50000 | 47090 | 55360 | 56189 | 65395 |
| 5200 | **tot** | **$ 145,100.00** | **$ 130,796.16** | **$ 131,980.00** | **$ 116,073.00** | **$ 137,142.00** | **$ 102,936.93** | **$ 130,440.00** | **$ 114,784.00** | **$ 148,290.00** | **$ 132,535.00** | **$ 154,560.00** | | **$ 168,655.00** |
| | 5300 Other Human Resources | | 141 | | | | | | | | | | | |
| 5300 | payroll costs | 3000 | 2872 | 3000 | 3090 | 3000 | 3137 | | 3293 | 3300 | 3886 | | | 4000 |
| 5000 | total Human Resources | $ 602,081.60 | $ 532,169.16 | $ 594,342.00 | $ 512,381.00 | $ 570,736.00 | $ 563,414.71 | $ 584,755.00 | $ 572,146.00 | $ 624,590.00 | $ 610,015.00 | $ 650,209.00 | $ - | $ 692,091.00 |

| | | approved 20-21 | actual 20-21 | approved 21-22 | actual 21-22 | approved 22-23 | actual 22-23 | approved 23-24 | actual 23-24 | 24-25 budget | Actual 24-25 | Approved 25-26 | Actual 25-26 | 26-27 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 5400 Administration | | | | | | | | | | | | | |
| 5415 | Hotspots | 3250 | 3917 | 3250 | 6512 | 5000 | 6359.84 | 5000 | 5518 | 3000 | 5833 | 2500 | | 0 |
| 5420 | promotion | 500 | 2265 | 500 | 355 | 500 | 1436.95 | 500 | 1697 | 500 | 3070 | 2900 | | 500 |
| 5422 | annual campaign | | | | | | | | | 600 | 0 | 0 | | |
| 5425 | internet | 1800 | 1800 | 1800 | 1800 | 1800 | 1800 | 1800 | 1800 | 1800 | 1800 | 1800 | | 1800 |
| 5430 | telephone | 2000 | 2114 | 2300 | 1944 | 2300 | 1952.99 | 2300 | 577 | 850 | 970 | 850 | | 850 |
| 5435 | insurance | 6600 | 7070 | 6500 | 8408 | 8000 | 7560.81 | 8300 | 9666 | 8675 | 10415 | 9500 | 10299.53 | 10300 |
| | 5440 accounting | | | | | | | | | | | | | |
| 5442 | review/audit | 4000 | 6900 | 4000 | 5600 | 5900 | 6550 | 5900 | 7405 | 6550 | 7650 | 6550 | 8500 | 9520 |
| 5444 | supplies | 150 | 147 | 150 | 515 | 150 | 35.98 | 150 | 377 | 150 | 203 | 150 | | 150 |
| 5445 | cpa services | | | | | | | | | | | | | |
| 5450 | equipment for staff | 500 | 796 | 500 | 366 | 500 | 348.92 | 500 | 2946 | 500 | | 500 | | 500 |
| 5451 | service contract | 450 | 454 | 450 | 324 | | 377.02 | | 1479 | 1000 | 1178 | 1500 | | 1000 |
| 5455 | furnishings for staff | | 1259 | | | | | | | | | | | |
| 5452 | Toshiba copier | | 332 | | 458 | 1000 | 414.4 | 1000 | 192 | 500 | 618 | 500 | | 500 |
| | 5460 office supplies | | | | 518 | | 536.71 | | | | | | | |
| 5461 | staff rm supplies | 300 | 109 | 250 | 160 | 200 | 101.64 | 200 | 45 | 150 | 250 | 150 | | 150 |
| 5462 | paper, white | 250 | 166 | 250 | 166 | 250 | 381.1 | 250 | 252 | 300 | 452 | 300 | | 300 |
| 5463 | other supplies | 500 | 708 | 500 | 523 | 500 | 597.28 | 500 | 482 | 500 | 557 | 500 | | 500 |
| 5470 | training/travel | 0 | 178 | | 1442 | 1500 | 817.97 | 1500 | 1102 | 1200 | 615 | 1200 | | 800 |
| 5475 | legal | 800 | 0 | 800 | | 800 | | 800 | 0 | 800 | 0 | 800 | | 800 |
| 5480 | dues | 1000 | 988 | 1000 | 880 | 1000 | 800 | 1000 | 762 | 900 | 835 | 1000 | | 900 |
| 5485 | postage | 300 | 242 | 300 | 123 | 300 | 433.98 | 300 | 287 | 300 | 99 | 300 | | 300 |
| | 5490 misc | | 146 | | 87 | | | | | | | | | |
| 5493 | admin. misc. | | 15 | | | | 1291.05 | | 255 | | 84 | | | |
| 5486 | vote expense | 1200 | | | | | 1521.02 | 1500 | 2272 | 1500 | 679 | 2300 | | 1500 |
| 5400 | tot admin | $ 23,600.00 | $ 29,606.00 | $ 22,550.00 | $ 30,181.00 | $ 29,700.00 | $ 33,317.66 | $ 31,500.00 | $ 37,114.00 | $ 29,775.00 | $ 35,308.00 | $ 33,300.00 | $ 18,799.53 | $ 30,370.00 |

| | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 5900 Building and Ground | approved 20-21 | actual 20-21 | approved 21-22 | actual 21-22 | approved 22-23 | actual 22-23 | approved 23-24 | actual 23-24 | 24-25 budget | Actual 24-25 | Approved 25-26 | Actual 25-26 | 26-27 |
| | 5910 utilities | | | | | | | | | | | | | |
| 5912 | electric | 6500 | 5351 | 5500 | 6336 | 5500 | 5212.26 | 6500 | 5457 | 6000 | 6144 | 6000 | | 6300 |
| 5913 | sewer and water | 850 | 602 | 850 | 743 | 850 | 1004.09 | 800 | 1850 | 1000 | 2313 | 1900 | | 2300 |
| 5914 | gas | 2800 | 1536 | 2500 | 285 | 1600 | 148.53 | 1500 | 383 | 300 | 364 | 400 | | 400 |
| 5920 | equipment, new | 300 | 1560 | 300 | | 300 | 20.99 | 300 | 18352 | 300 | 0 | 300 | | 300 |
| | 5930 repairs and maint | | 279 | | | | | | | | | | | |
| 5932 | equipment | | 120 | 1300 | 2335 | 1300 | 789.72 | 1300 | 268 | 1300 | 283 | 1300 | | 1300 |
| 5934 | building and ground | 1400 | 3252 | 1400 | 324 | 17206 | 723.78 | 9760 | 6739 | 7000 | 1136 | 1700 | | 1700 |
| 5930 | Repairs other | | | | | | 12537.88 | | 1754 | | 2354 | | | |
| | 5940 maint contracts | | | | 1389 | | | | 1714 | | | | | |
| 5941 | janitorial maint | | | | | | | | | | | | | |
| 5943 | trash removal | 500 | 533 | 550 | 562 | 550 | 563.09 | 550 | 584 | 550 | 629 | 600 | | 600 |
| 5945 | fire protection | 700 | 576 | 950 | 895 | 700 | 590 | 900 | 474 | 1000 | 1275 | 680 | | 680 |
| 5946 | snow plowing | 1000 | 665 | 850 | 1000 | 1000 | 750 | 1000 | 875 | 1000 | 1250 | 1000 | | 1250 |
| | 5970 supplies | | | | | | | | | | | | | |
| 5972 | custodial | 600 | 1418 | 550 | 949 | 550 | 1048.5 | 800 | 1783 | 900 | 1208 | 1000 | | 1200 |
| 5970 | other supplies | | 2681 | | 238 | | 235.96 | | 837 | | 287 | | | |
| 5974 | building | 650 | 342 | 650 | 155 | 650 | 829.16 | 650 | 785 | 650 | 514 | 650 | | 650 |
| 9475 | Chargepoint | | | | | | | | | | | 500 | | |
| | building depreciation | 1000 | | 1000 | | 1000 | | 1000 | | 1000 | | 1000 | | |
| 5900 | tot building and ground | $ 16,300.00 | $ 18,915.00 | $ 16,400.00 | $ 15,211.00 | $ 31,206.00 | $ 24,453.96 | $ 25,060.00 | $ 41,855.00 | $ 21,000.00 | $ 17,757.00 | $ 17,030.00 | $ - | $ 16,680.00 |
| | | | | | | | | | | | | | | |
| | 6000 tech (network,ILS) | | | | | | | | | | | | | |
| 6100 | hardware new | 3000 | 1116 | 3000 | 8081 | 3000 | 4160 | 3000 | 105 | 2750 | 3991 | 2750 | | 1000 |
| 6150 | parts | 150 | | 150 | 300 | 150 | | 300 | 0 | 300 | | 300 | | 300 |
| 6200 | software | 500 | | 500 | | 500 | | 500 | 64 | 500 | | 0 | | |
| 6300 | maint | 1000 | 531 | 1000 | 2034 | 3000 | 2268.5 | 3000 | 3261 | 3000 | 4930 | 3000 | | 3500 |
| 6400 | STLS ILS and Overdrive | 31115 | 31126 | 33538 | 32301 | 33538 | 33538 | 35287 | 35287 | 35733 | 35733 | 36448 | 36448 | 38374 |
| 6600 | supplies | | | | | | | | | | | | | |
| 6700 | funded depreciation | | | | | | | | | | | | | |
| 6000 | tot tech | $ 35,765.00 | $ 32,773.00 | $ 38,188.00 | $ 42,716.00 | $ 40,188.00 | $ 39,966.50 | $ 42,087.00 | $ 38,717.00 | $ 42,283.00 | $ 44,654.00 | $ 42,498.00 | $ 36,448.00 | $ 43,174.00 |
| | | | | | | | | | | | | | | |
| | 7100 Reference | | | | | | | | | | | | | |
| | 7110 materials | | | | | | | | 60 | | | | | |
| 7120 | ref books | 100 | 803 | 500 | 16 | 500 | 26.99 | 500 | | 155 | 65 | 155 | | 100 |
| 7130 | electronic resources | 0 | | | | | | | | | | | | |
| 7170 | periodicals, microform | 300 | | | | | | | | | | | | |
| | 7200 other ref | | | | | | 60 | | | | | | | |
| 7220 | programming | | | | | | | | | | | | | |
| 7250 | equipment | | | | | | | | | | | | | |
| 7255 | furnishings | | | | | | | | | | | | | |
| 7100 | tot ref | $ 400.00 | $ 803.00 | $ 500.00 | $ 16.00 | $ 500.00 | $ 86.99 | $ 500.00 | $ 60.00 | $ 155.00 | $ 65.00 | $ 155.00 | $ - | $ 100.00 |

| | | approved 20-21 | actual 20-21 | approved 21-22 | actual 21-22 | 22-23 budget | actual 22-23 | approved 23-24 | actual 23-24 | 24-25 budget | Actual 24-25 | Approved 25-26 | Actual 25-26 | 26-27 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 7300 Adult Services | | | | | | | | | | | | | |
| | 7310 materials | | | | | | | | | | | | | |
| 7320 | adult fic | 11500 | 10687 | 11500 | 7380 | 11500 | 7245.49 | 11500 | 7020 | 10000 | 6789 | 10000 | | 8000 |
| 7321 | graphic novels | 350 | 35 | 350 | 26 | 350 | 158.68 | 350 | 90 | 350 | 281 | 350 | | 350 |
| 7325 | digital downloads | | | | | | 43.94 | | | | | | | |
| 7315 | Print materials-other | | | | | | | | 140 | | | | | |
| 7355 | Adult Furnishings | | | | | | | | | | | | | |
| 7330 | adult non-fic | 5000 | 4651 | 5000 | 3475 | 5000 | 4460.77 | 5000 | 4165 | 5000 | 4467 | 5000 | | 4500 |
| 7370 | periodicals | 4000 | 4846 | 4000 | 4104 | 4000 | 5037.64 | 4000 | 4128 | 4500 | 4314 | 4200 | | 4200 |
| 7382 | audio books | 3500 | 4359 | 3500 | 3495 | 3500 | 2401.43 | 3500 | 2651 | 3000 | 2075 | 2500 | | 2000 |
| 7384 | music CD | 350 | 546 | 350 | 156 | 350 | 246.84 | 200 | 70.89 | 200 | 102 | 200 | | 200 |
| 7386 | DVD | 4500 | 3592 | 4500 | 4511 | 4500 | 4741.34 | 4000 | 3423 | 4000 | 3345 | 4000 | | 3500 |
| 7310 | tot materials | **$ 29,200.00** | **$ 28,716.00** | **$ 29,200.00** | **$ 23,147.00** | **$ 29,200.00** | **$ 24,336.13** | **$ 28,550.00** | **$ 21,687.89** | **$ 27,050.00** | **$ 21,373.00** | **$ 26,250.00** | **$ -** | **$ 22,750.00** |
| 7420 | programming/prog. Equip | 1500 | 1395 | 1500 | 1489 | 1500 | 2305.71 | 1500 | 3095 | 1500 | 4064 | 1500 | | 1500 |
| 7450 | equipment | | | | | | | | | | | | | |
| 7451 | laser printer | | 494 | | 172 | | | | 414 | | | | | |
| 7452 | other equipment | 200 | 123 | 200 | 139 | 200 | | 200 | -54 | 200 | | 200 | | 200 |
| 7453 | supplies | | | | | | 13.69 | | | | | | | |
| 7454 | café | 650 | | 0 | 312 | | 785.44 | 950 | 346 | 850 | 232 | 500 | | 300 |
| 9480 | family passes | | | | | | | | | | 300 | | | |
| 7310 | materials-other | | 5835 | | | | 130 | | | | 294 | | | |
| 7300 | tot adult services | $ 31,550.00 | $ 36,563.00 | $ 30,900.00 | $ 25,259.00 | $ 30,900.00 | $ 27,570.97 | $ 31,200.00 | $ 25,488.89 | $ 29,600.00 | $ 26,263.00 | $ 28,450.00 | $ - | $ 24,750.00 |

| | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 7500 Youth Services | budget 20-21 | actual 20-21 | approved 21-2 | actual 21-22 | approved 22-23 | actual 22-23 | approved 23-24 | actual 23-24 | 24-25 approved | Actual 24-25 | Approved | Actual | |
| | 7510 materials | | | | | | | | | | | 25-26 | 25-26 | 26-27 |
| 7520 | E | $ 1,800.00 | $ 1,052.00 | $ 1,800.00 | 1078 | 1800 | 931.43 | 1800 | 898 | 1500 | 897 | 1500 | | 1500 |
| 7530 | J Fic | $ 1,000.00 | $ 1,212.00 | $ 1,100.00 | 1970 | 1100 | 1247.11 | 1500 | 1466 | 1500 | 1011 | 1500 | | 1500 |
| 7540 | J nf | $ 600.00 | $ 823.00 | $ 600.00 | 749 | 600 | 944.96 | 750 | 800 | 800 | 695 | 800 | | 800 |
| 7550 | YA | $ 1,250.00 | $ 947.00 | $ 1,250.00 | 1073 | 1250 | 907.79 | 1250 | 787 | 1200 | 764 | 1200 | | 1200 |
| 7560 | realia (non-book) | $ 300.00 | $ - | $ 300.00 | | 300 | | 300 | 206 | 300 | 64 | 300 | | 300 |
| 7570 | periodicals | $ 200.00 | $ - | $ - | | | | | | | | | | |
| 7582 | audiobooks | $ 500.00 | $ 138.00 | $ 300.00 | 168 | 300 | | 200 | 71 | 200 | 89 | 200 | | 0 |
| | other | | $ 729.00 | | | | | | | | 20 | | | |
| 7584 | music cd | $ 100.00 | $ 20.00 | $ 100.00 | 315 | 100 | | 100 | | 100 | | 100 | | 0 |
| 7586 | dvd | | | | | | | | | | | | | |
| 7588 | video games | $ 1,000.00 | $ 1,258.00 | $ 1,000.00 | 1385 | 1000 | 1018.17 | 1200 | 938 | 1200 | 1263 | 1200 | | 1200 |
| 7510 | tot materials | **$ 6,750.00** | **$ 6,179.00** | **$ 6,450.00** | **$ 6,738.00** | **$ 6,450.00** | **$ 5,049.46** | **$ 7,100.00** | **$ 5,166.00** | **$ 6,800.00** | **$ 4,803.00** | **$ 6,800.00** | **$ -** | **$ 6,500.00** |
| 7620 | programming | $ 2,000.00 | $ 2,869.00 | $ 2,400.00 | 3733 | 2400 | 4685.34 | 2400 | 4286 | 2400 | 3648 | 2400 | | 2400 |
| 7650 | equipment | | | | | | | | | | | | | |
| 7655 | furnishings | | | | | | | | | | | | | |
| 7500 | tot youth services | **$ 8,750.00** | **$ 9,048.00** | **$ 8,850.00** | **$ 10,471.00** | **$ 8,850.00** | **$ 9,734.80** | **$ 9,500.00** | **$ 9,452.00** | **$ 9,200.00** | **$ 8,451.00** | **$ 9,200.00** | **$ -** | **$ 8,900.00** |
| | | | | | | | | | | | | | | |
| | | budget 20-21 | actual 20-21 | approved 21-22 | actual 21-22 | approved 22-23 | actual 22-23 | approved 23-24 | actual 23-24 | 24-25 approved | Actual 24-25 | Approved | Actual | |
| 8100 | 8100 Technical Services | | | | | | | | | | | 25-26 | 25-26 | 26-27 |
| 8155 | processing costs | 800 | 770 | 800 | 299 | 800 | 294.07 | 800 | 530 | 800 | 435 | 800 | | 600 |
| 8162 | repair supplies | 25 | 400 | 25 | 33 | 25 | 38.42 | 25 | 190 | 25 | 75 | 25 | | 25 |
| 8163 | av supplies | 575 | | 575 | | 575 | 73.29 | 575 | 293 | 575 | 161 | 575 | | 300 |
| 8165 | disc cleaner supplies | 100 | | 100 | 125 | 100 | | 100 | 183 | 100 | | 100 | | 100 |
| 8167 | misc supplies | 750 | 272 | 750 | 679 | 750 | 352.1 | 750 | 548 | 750 | 291 | 750 | | 550 |
| 8161 | tech supplies other | | 12 | | 544 | | | | 201 | | | | | |
| 8100 | tot tech services | **$ 2,250.00** | **$ 1,454.00** | **$ 2,250.00** | **$ 1,680.00** | **$ 2,250.00** | **$ 757.88** | **$ 2,250.00** | **$ 1,945.00** | **$ 2,250.00** | **$ 962.00** | **$ 2,250.00** | **$ -** | **$ 1,575.00** |
| | | | | | | | | | | | | | | |
| 8250 | 8200 Circulation | | | | | | | | 20 | | | | | |
| 8260 | equipment | 200 | | 200 | | 200 | | 200 | | 200 | 374 | 200 | | 200 |
| 8275 | patron cards | 200 | | 200 | 490 | 200 | 376 | 200 | | 200 | 194 | 200 | | 200 |
| 8280 | postage for overdues | 450 | 162 | 450 | | 300 | 61.58 | 300 | 129 | 300 | 213 | 300 | | 300 |
| 8200 | mailing supplies | 300 | 57 | 300 | 115 | 100 | | 100 | | 100 | 225 | 100 | | 100 |
| | | | | | | | | | | | | | | |
| 8295 | unique management | 1000 | 546 | 500 | 363 | 500 | 453.2 | 500 | 546 | 500 | 494 | 500 | | 500 |
| | tot circulation | **$ 2,150.00** | **$ 765.00** | **$ 1,650.00** | **$ 968.00** | **$ 1,300.00** | **$ 890.78** | **$ 1,300.00** | **$ 695.00** | **$ 1,300.00** | **$ 1,500.00** | **$ 1,300.00** | **$ -** | **$ 1,300.00** |
| 9100 | tot non-budgeted | | | | | | | | | | | | | |
| | | | | | -84 | | | | | | | | | |
| | total expenses | **$ 722,846.60** | **$ 662,096.16** | **$ 715,630.00** | **$ 638,799.00** | **$ 715,630.00** | **$ 700,194.25** | **$ 728,152.00** | **$ 727,472.89** | **$ 760,153.00** | **$ 744,975.00** | **$ 784,392.00** | **$ 55,247.53** | **$ 818,940.00** |

**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.

**December 2025 adult services report**

I answered 28 reference questions for 41 patrons in December.  (There's a bigger-than-usual discrepancy between those two numbers because there was a higher number than usual of groups of two and three people who approached me all together on a single question; there was even a family of five who all approached me and participated in the reference interview.)  I answered 20 tech questions, 0 legal questions and 1 local history questions.  I served 3 Mennonite patrons last month.  Interesting queries: how to use a recipe clipping app; info on the sale of the Bar 3 Ranch beef business in Texas; and books on crochet stitches.

Approximately 338 patrons attended 11 programs in December.  This is largely thanks to Angela's ever-popular Holiday Door Prize passive program, which racked up 290 participants.

Work on the Sustainable Finger Lakes traveling display continues., as does collaborative work with Dundee Library on our joint grant project to bring library services to remote locations in 2026.

# Penn Yan Public Library Monthly Youth Services Report to Board

*DECEMBER 2025 IN REVIEW*

As winter sicknesses made their rounds through families, we saw lower attendance numbers in December programs, but ended the year strong with the very fun Noon Year's Eve Party. I am beginning 2026 on vacation and wanted to thank the Board for their strong support of the Youth Services department, this and every year.

*MEETINGS/TRAININGS ATTENDED*

- PYCSD Extended School Day grant committee meeting

*DECEMBER 2025 YOUTH & FAMILY PROGRAMS*

| Program Type | Number of Programs | Attendance |
|---|---|---|
| Activity | 4 | 73 |
| Afterschool | 1 | 11 |
| Homeschool | 1 | 5 |
| Movie | 1 | 0 |
| Storytime | 3 | 18 |
| Outreach | 4 | 44 |
| Maker | 3 | 16 |
| Take-Home | 1 | 20 |
| **Grand Total** | **18** | **187** |

*JANUARY – DECEMBER 2025 YOUTH & FAMILY PROGRAMS*

| Program Type | Number of Programs | Attendance |
|---|---|---|
| Activity | 67 | 1243 |
| Afterschool | 25 | 137 |
| Homeschool | 12 | 80 |
| Movie | 11 | 21 |
| Storytime | 98 | 1253 |
| (blank) | | 0 |
| Outreach | 43 | 1631 |
| Maker | 19 | 129 |
| Take-Home | 10 | 458 |
| Early Literacy | 2 | 38 |
| Passive | 6 | 801 |
| **Grand Total** | **293** | **5791** |

*DECEMBER 2025 COMMUNITY PARTNERS*
Friends of the Outlet, Penn Yan Elementary School, Penn Yan Middle School, St Michael School

*Submitted December 31, 2025 by Sarah Crevelling, Youth Services Librarian*

**Penn Yan Public Library**
**Balance Sheet**
**As of December 31, 2025**

| | | |
|---|---|---|
| | | Dec 31, 25 |
| ASSETS | | |
| Current Assets | | |
| Checking/Savings | | |
| 1015 · Public Funds Money Market | | 102,457.01 |
| 1000 · Savings account | | |
| 1018 · Non designated | 6,815.03 | |
| 1028 · Phase IV Money | 18,163.50 | |
| 1000 · Savings account - Other | 1,114.04 | |
| Total 1000 · Savings account | | 26,092.57 |
| 1014 · Operating Acct | | 567,782.68 |
| Total Checking/Savings | | 696,332.26 |
| Accounts Receivable | | |
| 1261 · Accounts Receivable | | 0.43 |
| Total Accounts Receivable | | 0.43 |
| Other Current Assets | | |
| 1220 · Prepaid Expenses | | |
| 1250 · Insurance | (1,131.35) | |
| 1251 · Workers Comp | 2,628.59 | |
| Total 1220 · Prepaid Expenses | | 1,497.24 |
| 1275 · Cash Held For Friends | | 29,396.70 |
| 1499 · Undeposited Funds | | 49.65 |
| 1300 · Investments | | |
| 1350 · CDs | 264,011.37 | |
| Total 1300 · Investments | | 264,011.37 |
| Total Other Current Assets | | 294,954.96 |
| Total Current Assets | | 991,287.65 |
| 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 | | (947,991.61) |
| Total Fixed Assets | | 845,009.37 |
| TOTAL ASSETS | | 1,836,297.02 |

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

| | Dec 31, 25 | |
|---|---|---|
| **LIABILITIES & EQUITY** | | |
| Liabilities | | |
| Current Liabilities | | |
| Accounts Payable | | |
| 2005 · Payables | | 36,759.00 |
| Total Accounts Payable | | 36,759.00 |
| Other Current Liabilities | | |
| 1260 · Staff Receivables | | (0.36) |
| 2042 · New York Paid Family Leave | | 12,129.19 |
| 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 | | 375,548.64 |
| 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% | | 421.24 |
| 2038 · Employee Health Premiums | | 0.27 |
| 2046 · Voluntary Benefits | | (3,906.67) |
| Total Other Current Liabilities | | 502,768.69 |
| Total Current Liabilities | | 539,527.69 |
| Long Term Liabilities | | |
| 2030 · Pension Liability | | 177,761.00 |
| Total Long Term Liabilities | | 177,761.00 |
| Total Liabilities | | 717,288.69 |
| Equity | | |
| 3000 · General Fund Equity | | 470,674.42 |
| 3100 · Restricted Funds | | |
| 3101 · Watkins/Reiner | 2,904.99 | |
| 3102 · Hobart | 13,674.85 | |
| 3103 · Underwood | 4,500.34 | |
| 3100 · Restricted Funds - Other | 100.00 | |
| Total 3100 · Restricted Funds | | 21,180.18 |
| 3900 · Retained Earnings | | 673,314.93 |
| Net Income | | (46,161.20) |
| Total Equity | | 1,119,008.33 |

| | Dec 31, 25 |
|---|---|
| **TOTAL LIABILITIES & EQUITY** | **1,836,297.02** |

Penn Yan Public Library

# Profit & Loss Budget vs. Actual

01/09/26

Accrual Basis

July through December 2025

| | Jul - Dec 25 | Budget | $ Over Budget | % of Budget |
|---|---|---|---|---|
| **Ordinary Income/Expense** | | | | |
| **Income** | | | | |
| **4100 · Printing Income** | | | | |
| **4150 · Laser Printer** | 953.32 | 1,500.00 | (546.68) | 63.6% |
| **4160 · Other Copies** | 83.33 | | | |
| **Total 4100 · Printing Income** | 1,036.65 | 1,500.00 | (463.35) | 69.1% |
| **4200 · Village** | 0.00 | 1,000.00 | (1,000.00) | 0.0% |
| **4400 · Fines** | 166.99 | | | |
| **4500 · Lost/Damaged Books Refund** | 144.40 | | | |
| **4505 · Sale of Extraneous Materials** | 132.32 | | | |
| **4525 · Cafe Receipts** | 61.10 | 300.00 | (238.90) | 20.4% |
| **4540 · Tax Income** | 386,971.02 | 773,942.00 | (386,970.98) | 50.0% |
| **4550 · Miscellaneous** | 450.00 | | | |
| **4600 · LLSA** | 0.00 | 4,500.00 | (4,500.00) | 0.0% |
| **4700 · Interest** | 1,346.51 | 150.00 | 1,196.51 | 897.7% |
| **4800 · NonDesignated Donations** | 2,354.60 | 3,000.00 | (645.40) | 78.5% |
| **Total Income** | 392,663.59 | 784,392.00 | (391,728.41) | 50.1% |
| **Expense** | | | | |
| **5000 · HUMAN RESOURCES** | | | | |
| **5100 · Salaries** | | | | |
| **5110 · Library Director II** | 43,200.76 | 82,802.00 | (39,601.24) | 52.2% |
| **5115 · Librarian I** | 68,671.55 | 130,143.00 | (61,471.45) | 52.8% |
| **5130 · Clerical** | 141,302.23 | 255,420.00 | (114,117.77) | 55.3% |
| **5135 · Building Staff** | 0.00 | 27,284.00 | (27,284.00) | 0.0% |
| **Total 5100 · Salaries** | 253,174.54 | 495,649.00 | (242,474.46) | 51.1% |
| **5200 · Benefits** | | | | |
| **5210 · Medicare/SS** | 19,293.37 | 36,000.00 | (16,706.63) | 53.6% |
| **5225 · HRA Contributions** | 21,219.48 | 51,000.00 | (29,780.52) | 41.6% |
| **5230 · Disability** | 2,755.41 | 2,700.00 | 55.41 | 102.1% |
| **5235 · Voluntary Benefits** | (1,302.21) | | | |
| **5240 · SUTA** | 816.91 | 4,500.00 | (3,683.09) | 18.2% |
| **5250 · Workmens Compensation** | 0.00 | 4,500.00 | (4,500.00) | 0.0% |
| **5255 · Employee Assistance Plan** | 810.00 | 500.00 | 310.00 | 162.0% |
| **5260 · Retirement** | 56,189.00 | 55,360.00 | 829.00 | 101.5% |
| **Total 5200 · Benefits** | 99,781.96 | 154,560.00 | (54,778.04) | 64.6% |
| **5300 · Payroll Costs** | 1,724.26 | | | |
| **Total 5000 · HUMAN RESOURCES** | 354,680.76 | 650,209.00 | (295,528.24) | 54.5% |
| **5400 · ADMINISTRATION** | | | | |
| **5415 · Hotspots** | 3,106.83 | 2,500.00 | 606.83 | 124.3% |
| **5420 · Promotion** | 605.08 | 2,900.00 | (2,294.92) | 20.9% |
| **5422 · Annual Campaign Expense** | 1,437.47 | | | |
| **5425 · Internet Service** | 450.00 | 1,800.00 | (1,350.00) | 25.0% |
| **5430 · Telephone System** | 420.00 | 850.00 | (430.00) | 49.4% |
| **5435 · Insurance** | 11,334.53 | 9,500.00 | 1,834.53 | 119.3% |
| **5440 · Accounting** | | | | |

| | Jul - Dec 25 | Budget | $ Over Budget | % of Budget |
|---|---|---|---|---|
| 5442 · Review/Audit | 8,500.00 | 6,550.00 | 1,950.00 | 129.8% |
| 5444 · Supplies | 130.42 | 150.00 | (19.58) | 86.9% |
| Total 5440 · Accounting | 8,630.42 | 6,700.00 | 1,930.42 | 128.8% |
| 5450 · Equipment | 0.00 | 500.00 | (500.00) | 0.0% |
| 5451 · Service Contract | 461.94 | 1,500.00 | (1,038.06) | 30.8% |
| 5452 · Toshiba copier | 329.73 | 500.00 | (170.27) | 65.9% |
| 5460 · Office Supplies | | | | |
| 5461 · Staff Room | 11.28 | 150.00 | (138.72) | 7.5% |
| 5462 · White Paper | 248.93 | 300.00 | (51.07) | 83.0% |
| 5463 · Other | 260.13 | 500.00 | (239.87) | 52.0% |
| Total 5460 · Office Supplies | 520.34 | 950.00 | (429.66) | 54.8% |
| 5470 · Training/Travel | 0.00 | 1,200.00 | (1,200.00) | 0.0% |
| 5475 · Legal | 0.00 | 800.00 | (800.00) | 0.0% |
| 5480 · Dues | 200.00 | 1,000.00 | (800.00) | 20.0% |
| 5485 · Postage | 249.94 | 300.00 | (50.06) | 83.3% |
| 5486 · Vote Expense | 0.00 | 2,300.00 | (2,300.00) | 0.0% |
| 5490 · Misc | 4.99 | | | |
| Total 5400 · ADMINISTRATION | 27,751.27 | 33,300.00 | (5,548.73) | 83.3% |
| 5900 · BUILDINGS & GROUNDS | | | | |
| 5910 · Utilities | | | | |
| 5912 · Electric | 2,595.57 | 6,000.00 | (3,404.43) | 43.3% |
| 5913 · Sewer & Water | 649.07 | 1,900.00 | (1,250.93) | 34.2% |
| 5914 · Gas | 241.92 | 400.00 | (158.08) | 60.5% |
| Total 5910 · Utilities | 3,486.56 | 8,300.00 | (4,813.44) | 42.0% |
| 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 | 328.74 | 600.00 | (271.26) | 54.8% |
| 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 Contracts | 631.74 | 2,280.00 | (1,648.26) | 27.7% |
| 5970 · Supplies | | | | |
| 5972 · Custodial | 811.90 | 1,000.00 | (188.10) | 81.2% |
| 5974 · Building | 856.07 | 650.00 | 206.07 | 131.7% |
| 5976 · building depreciation | 0.00 | 1,000.00 | (1,000.00) | 0.0% |
| 5970 · Supplies - Other | 80.31 | | | |
| Total 5970 · Supplies | 1,748.28 | 2,650.00 | (901.72) | 66.0% |

| | Jul - Dec 25 | Budget | $ Over Budget | % of Budget |
|---|---|---|---|---|
| **Total 5900 · BUILDINGS & GROUNDS** | 12,504.98 | 16,530.00 | (4,025.02) | 75.7% |
| **6000 · TECH (NETWORK AND ILS)** | | | | |
| **6100 · New Hardware** | 0.00 | 2,750.00 | (2,750.00) | 0.0% |
| **6150 · Parts for Repair & Maint** | 0.00 | 300.00 | (300.00) | 0.0% |
| **6200 · New Software** | 80.00 | | | |
| **6300 · Maintenance** | 1,047.50 | 3,000.00 | (1,952.50) | 34.9% |
| **6400 · ILS Software** | 36,448.00 | 36,448.00 | 0.00 | 100.0% |
| **Total 6000 · TECH (NETWORK AND I...** | 37,575.50 | 42,498.00 | (4,922.50) | 88.4% |
| **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** | 3,930.27 | 10,000.00 | (6,069.73) | 39.3% |
| **7321 · Graphic Novels** | 0.00 | 350.00 | (350.00) | 0.0% |
| **7330 · Adult Non Fiction** | 1,836.29 | 5,000.00 | (3,163.71) | 36.7% |
| **7370 · Periodicals** | 2,791.95 | 4,200.00 | (1,408.05) | 66.5% |
| **Total 7315 · Print Materials** | 8,558.51 | 19,550.00 | (10,991.49) | 43.8% |
| **7380 · AV Materials** | | | | |
| **7382 · Audio Books** | 965.76 | 2,500.00 | (1,534.24) | 38.6% |
| **7384 · CD Music** | 50.96 | 200.00 | (149.04) | 25.5% |
| **7386 · DVD** | 2,084.68 | 4,000.00 | (1,915.32) | 52.1% |
| **Total 7380 · AV Materials** | 3,101.40 | 6,700.00 | (3,598.60) | 46.3% |
| **Total 7310 · Materials** | 11,659.91 | 26,250.00 | (14,590.09) | 44.4% |
| **7420 · Programming** | 1,755.30 | 1,500.00 | 255.30 | 117.0% |
| **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** | 13,853.37 | 28,450.00 | (14,596.63) | 48.7% |
| **7500 · YOUTH SERVICES** | | | | |
| **7510 · Materials** | | | | |
| **7515 · Print Materials** | | | | |
| **7520 · E** | 487.97 | 1,500.00 | (1,012.03) | 32.5% |
| **7530 · J Fiction** | 496.11 | 1,500.00 | (1,003.89) | 33.1% |

| | Jul - Dec 25 | Budget | $ Over Budget | % of Budget |
|---|---|---|---|---|
| 7540 · J Non-Fiction | 356.22 | 800.00 | (443.78) | 44.5% |
| 7550 · YA | 276.34 | 1,200.00 | (923.66) | 23.0% |
| 7560 · Realia(Non-Book) | 86.90 | 300.00 | (213.10) | 29.0% |
| Total 7515 · Print Materials | 1,703.54 | 5,300.00 | (3,596.46) | 32.1% |
| 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 | 2,176.89 | 6,800.00 | (4,623.11) | 32.0% |
| 7620 · Programming | 977.49 | 2,400.00 | (1,422.51) | 40.7% |
| Total 7500 · YOUTH SERVICES | 3,154.38 | 9,200.00 | (6,045.62) | 34.3% |
| 8100 · TECHNICAL SERVICES | | | | |
| 8155 · Processing Costs | 296.39 | 800.00 | (503.61) | 37.0% |
| 8161 · Tech Supplies | | | | |
| 8162 · Repair | 154.95 | 25.00 | 129.95 | 619.8% |
| 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 | 602.16 | 1,450.00 | (847.84) | 41.5% |
| Total 8100 · TECHNICAL SERVICES | 898.55 | 2,250.00 | (1,351.45) | 39.9% |
| 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 | 0.00 | 300.00 | (300.00) | 0.0% |
| 8280 · Mailing Supplies | 0.00 | 100.00 | (100.00) | 0.0% |
| 8295 · Unique Management | 175.10 | 500.00 | (324.90) | 35.0% |
| Total 8200 · CIRCULATION | 565.10 | 1,300.00 | (734.90) | 43.5% |
| Total Expense | 451,082.91 | 783,892.00 | (332,809.09) | 57.5% |
| Net Ordinary Income | (58,419.32) | 500.00 | (58,919.32) | (11,683.9)% |
| Other Income/Expense | | | | |
| Other Income | | | | |
| 9450 · Chargepoint Income | 1,892.74 | 0.00 | 1,892.74 | 100.0% |
| 9125 · Master Plan Phase 1 Income | 16,000.00 | | | |
| 8400 · NON-BUDGETED DONATIONS | | | | |
| 8405 · MISC/Donations-Materials | (132.09) | | | |
| 8425 · Hobart/Watkins/Reiner | (69.27) | | | |
| 8455 · GRANTS/Programs | 2,000.00 | | | |
| Total 8400 · NON-BUDGETED DONA... | 1,798.64 | | | |

| | Jul - Dec 25 | Budget | $ Over Budget | % of Budget |
|---|---|---|---|---|
| **Total Other Income** | 19,691.38 | 0.00 | 19,691.38 | 100.0% |
| **Other Expense** | | | | |
| **9475 · Chargepoint Expense** | 4,566.50 | 500.00 | 4,066.50 | 913.3% |
| **9126 · Master Plan Phase 1 expenses** | 2,866.76 | | | |
| **Total Other Expense** | 7,433.26 | 500.00 | 6,933.26 | 1,486.7% |
| **Net Other Income** | 12,258.12 | (500.00) | 12,758.12 | (2,451.6)% |
| **Net Income** | **(46,161.20)** | **0.00** | **(46,161.20)** | **100.0%** |

# Penn Yan Public Library

## MONTHLY INCOME & EXPENSE

### December 2025

| | | | Dec 25 |
|---|---|---|---|
| Ordinary Income/Expense | | | |
| Income | | | |
| 4100 · Printing Income | | | |
| 4150 · Laser Printer | | 231.34 | |
| Total 4100 · Printing Income | | | 231.34 |
| 4400 · Fines | | | 36.99 |
| 4500 · Lost/Damaged Books Refund | | | 127.40 |
| 4505 · Sale of Extraneous Materials | | | 17.59 |
| 4525 · Cafe Receipts | | | 18.53 |
| 4540 · Tax Income | | | 64,495.17 |
| 4700 · Interest | | | 209.01 |
| 4800 · NonDesignated Donations | | | 1,304.40 |
| Total Income | | | 66,440.43 |
| Expense | | | |
| 5000 · HUMAN RESOURCES | | | |
| 5100 · Salaries | | | |
| 5110 · Library Director II | 6,369.34 | | |
| 5115 · Librarian I | 10,011.01 | | |
| 5130 · Clerical | 20,041.12 | | |
| Total 5100 · Salaries | | 36,421.47 | |
| 5200 · Benefits | | | |
| 5210 · Medicare/SS | 2,774.80 | | |
| 5225 · HRA Contributions | 3,196.48 | | |
| 5230 · Disability | 2,755.41 | | |
| 5235 · Voluntary Benefits | (200.34) | | |
| 5240 · SUTA | 72.77 | | |
| 5255 · Employee Assistance Plan | 810.00 | | |
| Total 5200 · Benefits | | 9,409.12 | |
| 5300 · Payroll Costs | | 264.53 | |
| Total 5000 · HUMAN RESOURCES | | | 46,095.12 |
| 5400 · ADMINISTRATION | | | |
| 5415 · Hotspots | | 508.53 | |
| 5422 · Annual Campaign Expense | | 1,410.48 | |
| 5440 · Accounting | | | |
| 5442 · Review/Audit | 600.00 | | |
| 5444 · Supplies | 130.42 | | |
| Total 5440 · Accounting | | 730.42 | |
| 5451 · Service Contract | | 76.99 | |
| 5452 · Toshiba copier | | 126.13 | |
| 5460 · Office Supplies | | | |
| 5462 · White Paper | 107.96 | | |
| 5463 · Other | 23.64 | | |
| Total 5460 · Office Supplies | | 131.60 | |
| 5485 · Postage | | 80.75 | |
| Total 5400 · ADMINISTRATION | | | 3,064.90 |
| 5900 · BUILDINGS & GROUNDS | | | |
| 5910 · Utilities | | | |
| 5912 · Electric | 409.40 | | |
| 5913 · Sewer & Water | 98.28 | | |
| 5914 · Gas | 69.12 | | |
| Total 5910 · Utilities | | 576.80 | |
| 5930 · Repairs & Maint | | | |

| | Dec 25 | | | |
|---|---|---|---|---|
| 5934 · Blding & Ground | | 652.50 | | |
| Total 5930 · Repairs & Maint | | | 652.50 | |
| 5940 · Maintenance Contracts | | | | |
| 5943 · Trash Removal | | 55.77 | | |
| 5945 · Fire Protection | | 243.00 | | |
| Total 5940 · Maintenance Contracts | | | 298.77 | |
| 5970 · Supplies | | | | |
| 5972 · Custodial | | 214.78 | | |
| Total 5970 · Supplies | | | 214.78 | |
| Total 5900 · BUILDINGS & GROUNDS | | | | 1,742.85 |
| 6000 · TECH (NETWORK AND ILS) | | | | |
| 6300 · Maintenance | | | 75.00 | |
| Total 6000 · TECH (NETWORK AND ILS) | | | | 75.00 |
| 7300 · ADULT SERVICES | | | | |
| 7310 · Materials | | | | |
| 7315 · Print Materials | | | | |
| 7320 · Adult Fiction | 435.74 | | | |
| 7330 · Adult Non Fiction | 450.38 | | | |
| 7370 · Periodicals | 53.00 | | | |
| Total 7315 · Print Materials | | 939.12 | | |
| 7380 · AV Materials | | | | |
| 7382 · Audio Books | 184.95 | | | |
| 7384 · CD Music | 50.96 | | | |
| 7386 · DVD | 547.52 | | | |
| Total 7380 · AV Materials | | 783.43 | | |
| Total 7310 · Materials | | | 1,722.55 | |
| 7420 · Programming | | | 280.00 | |
| Total 7300 · ADULT SERVICES | | | | 2,002.55 |
| 7500 · YOUTH SERVICES | | | | |
| 7510 · Materials | | | | |
| 7515 · Print Materials | | | | |
| 7520 · E | 43.64 | | | |
| 7530 · J Fiction | 66.59 | | | |
| 7540 · J Non-Fiction | 64.74 | | | |
| 7550 · YA | 32.14 | | | |
| Total 7515 · Print Materials | | 207.11 | | |
| Total 7510 · Materials | | | 207.11 | |
| 7620 · Programming | | | 198.52 | |
| Total 7500 · YOUTH SERVICES | | | | 405.63 |
| 8100 · TECHNICAL SERVICES | | | | |
| 8155 · Processing Costs | | | 37.95 | |
| 8161 · Tech Supplies | | | | |
| 8163 · AV | | 35.99 | | |
| Total 8161 · Tech Supplies | | | 35.99 | |
| Total 8100 · TECHNICAL SERVICES | | | | 73.94 |
| 8200 · CIRCULATION | | | | |

| | | Dec 25 |
|---|---|---|
| 8295 · Unique Management | 20.60 | |
| Total 8200 · CIRCULATION | | 20.60 |
| Total Expense | | 53,480.59 |
| Net Ordinary Income | | 12,959.84 |
| Other Income/Expense | | |
| Other Income | | |
| 9450 · Chargepoint Income | | 431.98 |
| 9125 · Master Plan Phase 1 Income | | 16,000.00 |
| 8400 · NON-BUDGETED DONATIONS | | |
| 8405 · MISC/Donations-Materials | (112.89) | |
| 8455 · GRANTS/Programs | 2,000.00 | |
| Total 8400 · NON-BUDGETED DONATIONS | | 1,887.11 |
| Total Other Income | | 18,319.09 |
| Other Expense | | |
| 9475 · Chargepoint Expense | | 84.75 |
| 9126 · Master Plan Phase 1 expenses | | 2,045.01 |
| Total Other Expense | | 2,129.76 |
| Net Other Income | | 16,189.33 |
| Net Income | | 29,149.17 |

**Penn Yan Public Library**

01/09/26

# Reconciliation Summary

**1014 · Operating Acct, Period Ending 12/31/2025**

| | | Dec 31, 25 |
|---|---|---|
| **Beginning Balance** | | 611,165.25 |
| **Cleared Transactions** | | |
| **Checks and Payments - 69...** | (56,245.77) | |
| **Deposits and Credits - 6 it...** | 20,456.52 | |
| **Total Cleared Transactions** | | (35,789.25) |
| **Cleared Balance** | | **575,376.00** |
| **Uncleared Transactions** | | |
| **Checks and Payments - 16...** | (7,593.32) | |
| **Total Uncleared Transactions** | | (7,593.32) |
| **Register Balance as of 12/31/2025** | | **567,782.68** |
| **New Transactions** | | |
| **Checks and Payments - 25...** | (24,823.73) | |
| **Total New Transactions** | | (24,823.73) |
| **Ending Balance** | | **542,958.95** |

Penn Yan Public Library

01/09/26

# Reconciliation Summary

1000 · Savings account, Period Ending 12/31/2025

| | | |
|---|---|---|
| | | **Dec 31, 25** |
| **Beginning Balance** | | 26,092.12 |
| **Cleared Transactions** | | |
| **Deposits and Credits - 1 item** | 0.45 | |
| **Total Cleared Transactions** | 0.45 | |
| **Cleared Balance** | | **26,092.57** |
| **Register Balance as of 12/31/2025** | | 26,092.57 |
| **Ending Balance** | | 26,092.57 |

Penn Yan Public Library

01/09/26

# Reconciliation Summary

**1015 · Public Funds Money Market, Period Ending 12/31/2025**

| | | Dec 31, 25 |
|---|---|---|
| **Beginning Balance** | | 102,248.45 |
| **Cleared Transactions** | | |
| **Deposits and Credits - 1 item** | 208.56 | |
| **Total Cleared Transactions** | 208.56 | |
| **Cleared Balance** | | **102,457.01** |
| **Register Balance as of 12/31/2025** | | 102,457.01 |
| **Ending Balance** | | 102,457.01 |

Penn Yan Public Library

# Account QuickReport

01/09/26

Accrual Basis

Master plan Income

| | Type | Date | Memo | Amount |
|---|---|---|---|---|
| **9125 · Master Plan Phase 1 Income** | | | | |
| | Deposit | 12/03/2025 | Deposit | 2,050.00 |
| | Deposit | 12/10/2025 | Deposit | 11,850.00 |
| | Deposit | 12/17/2025 | Deposit | 2,100.00 |
| Total 9125 · Master Plan Phase 1 Income | | | | 16,000.00 |
| **TOTAL** | | | | **16,000.00** |

**Penn Yan Public Library**

01/09/26

Accrual Basis

# Account QuickReport

**July 1, 2025 through January 9, 2026**

| Type | Date | Num | Name | Memo | Amount |
|---|---|---|---|---|---|
| **9126 · Master Plan Phase 1 expenses** | | | | | |
| Check | 11/21/2025 | 15270 | Denise Hopkins | Grant writer ... | 821.75 |
| Check | 12/18/2025 | 15273 | Denise Hopkins | Grant writer | 1,160.25 |
| Check | 12/18/2025 | 15275 | Edge Architecture | Plan Poster | 884.76 |
| Total 9126 · Master Plan Phase 1 expenses | | | | | 2,866.76 |
| **TOTAL** | | | | | **2,866.76** |