

Annual Report For Public And Association Libraries - 2024

1. GENERAL LIBRARY INFORMATION

Library / Director Information

[Outline of Major Changes](#)

Please be advised of two improvements that have been implemented:

- The report now saves automatically after every new entry or change.
- Multiple users can now view and edit reports at the same time. When logging in, you will receive a pop-up message notifying you if someone else is also using the report to enable coordination.

Report all information in Part 1 as of December 31, 2024, except for questions related to the current library director/manager (questions 1.37 through 1.44).

1.1	Library ID Number	Locked Field	_____
1.2	Library Name	Locked Field	_____
1.3	Name Status (State use only)	Locked Field	_____
1.4	Structure Status (State use only)	Locked Field	_____
1.5	Community	Locked Field	_____
1.6	Beginning Fiscal Reporting Year	Locked Field	_____
1.7	Ending Fiscal Reporting Year	Locked Field	_____
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?		_____
1.9	If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.		_____
1.10	Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.		_____
1.11	Beginning <u>Local</u> Fiscal Year		_____
1.12	Ending <u>Local</u> Fiscal Year		_____

1.13	Address Status	
1.14	Street Address	Locked Field
1.15	City	Locked Field
1.16	Zip Code	Locked Field
1.17	Mailing Address	Locked Field
1.18	City	Locked Field
1.19	Zip Code	Locked Field
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter M (Missing) if no telephone number)	
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter M (Missing) if no telephone number)	
1.22	E-Mail Address (enter M (Missing) if no E-Mail)	
1.23	Library Home Page URL (Enter M (Missing) if no home page URL)	
1.24	Population Chartered to Serve (per 2020 Census)	Locked Field
1.25	Indicate the type of library as stated in the library's charter (select one):	Locked Field
1.26	Indicate the area chartered to serve as stated in the library's charter (select one):	Locked Field
1.27	During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No.	Locked Field
1.28	Indicate the type of charter the library currently holds (select one):	Locked Field
1.29	Date the library was granted its absolute charter <u>or</u> the date of the provisional charter if the library does not have an absolute charter	Locked Field
1.30	Date the library was last registered	

- 1.31 Federal Employer Identification Number Locked Field

- 1.32 County Locked Field

- 1.33 School District Locked Field

- 1.34 Town/City Locked Field

- 1.35 Library System Locked Field

THESE QUESTIONS ARE FOR NYC LIBRARIES ONLY. PLEASE PROCEED TO THE NEXT QUESTION.

- 1.36a President/CEO Name Leave Blank

- 1.36b President/CEO Phone Number Leave Blank

- 1.36c President/CEO Email Leave Blank

NOTE: For questions 1.37 through 1.44, report all information for the **current** library director/manager.

1.37 First Name of Library Director/Manager _____

1.38 Last Name of Library Director/Manager _____

1.39 NYS Public Librarian Certification Number _____

Enter NYS Certification Number otherwise enter N/A if the Library Director does not have a public library certification

1.40 What is the highest education level of the library manager/director? _____

1.41 If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science? _____

1.42 Do all staff working in the budgeted Librarian (certified) positions reported in 6.4 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note. _____

1.43 E-mail Address of the Director/Manager _____

1.44 Fax Number of the Director/Manager _____

1.45 Does the library charge fees for library cards to people residing outside the system's service area? _____

Public Votes / Contracts

Enter Y for Yes if you did have a public vote in 2024 and complete one record for the public vote from each funding source.
Enter N for No if you did not have a public vote in 2024 and then go to Q1.47.

1.46 Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2024? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.47.

Please Note: last year's answers for repeating groups cannot be displayed.

1. Name of municipality or district holding the public vote _____

2. Indicate the type of municipality or district holding the public vote _____

3. Date the vote was held (mm/dd/2023) _____

4. Was the vote successful? Y/N _____

5. What type of public vote was it? _____

6a. Most recent prior year approved appropriation from a public vote: _____

6b. Proposed increase in appropriation as a result of the vote held on the date reported in question number 3: _____

6c. Total proposed appropriation (manually sum of 6a and 6b): _____

This question should only be answered if "No" was answered in Q1.46 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.

1.47 Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2024) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.48.

_____ You must enter either Yes or No, do not leave it blank.

Please Note: last year's answers for repeating groups cannot be displayed.

1. Name of municipality or district holding the public vote _____
2. Indicate the type of municipality or district holding the public vote _____
3. Date the last successful vote was held (mm/dd/yyyy) _____
4. What type of public vote was it? _____
5. What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote? _____

Unusual Circumstances

Use Aide C here as a guide only
Report 2024 data if applicable

1.48 Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one record for *each* contract. If no, go to question 1.49.

Please Note: last year's answers for repeating groups cannot be displayed.

1. Name of contracting municipality or district _____
2. Is this a written contractual agreement? _____
3. Population of the geographic area served by this contract _____
4. Dollar amount of contract _____
5. Enter the appropriate code for range of services provided (select one): _____

Explain any situation or circumstance that affected the statistics reported. Answer N for No or Y for Yes. If Yes add a note to explain.

1.49 For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? If yes, please annotate explaining the circumstance(s) and the impact on the library using the Note; if no, please go to Part 2, Library Collection.

(Examples of an unusual circumstance: library was closed to renovations/construction, library was closed for a few days due to flooding from weather or a pipe burst.)

2. LIBRARY COLLECTION

USE AIDE D

Physical Holdings

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please [read](#) general information instructions below before completing this section.

This section of the survey (2.1-2.16) collects data on selected types of materials.

It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (questions 12.6, 12.7 and 12.8). Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange.

PRINT MATERIALS

Cataloged Books

2.1	Adult Fiction Books	<hr/> <u>OWWL STATS PROVIDED AIDE D</u>
2.2	Adult Non-fiction Books	<hr/> <u>OWWL STATS PROVIDED AIDE D</u>
2.3	Total Adult Books (Total questions 2.1 & 2.2)	<hr/>
2.4	Children's Fiction Books	<hr/> <u>OWWL STATS PROVIDED AIDE D</u>
2.5	Children's Non-fiction Books	<hr/> <u>OWWL STATS PROVIDED AIDE D</u>
2.6	Total Children's Books (Total questions 2.4 & 2.5)	<hr/>
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	<hr/>

Other Print Materials

2.8	Total Uncataloged Books	<hr/> <u>You will need to provide this number if applicable</u>
2.9	Total Print Serials	<hr/> <u>OWWL STATS PROVIDED AIDE D</u>
2.10	All Other Print Materials	<hr/> <u>OWWL STATS PROVIDED AIDE D</u>
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	<hr/>
2.12	Total Print Materials (Total questions 2.7 and 2.11)	<hr/>

ALL OTHER MATERIALS

2.13	Audio - Physical Units	OWWL STATS PROVIDED AIDE D	_____
2.14	Video - Physical Units	OWWL STATS PROVIDED AIDE D	_____
2.15	Other Circulating Physical Items	OWWL STATS PROVIDED AIDE D	_____
2.16	Total Other Physical Materials (Total questions 2.13 through 2.15)		_____

Grand Total / Additions to Holdings

2.17	GRAND TOTAL HOLDINGS (Total questions 2.12 and 2.16)		_____
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ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.18	Cataloged Books	OWWL STATS PROVIDED AIDE D	_____
2.19	All Other Print Materials	OWWL STATS PROVIDED AIDE D	_____
2.20	All Other Materials	OWWL STATS PROVIDED AIDE D	_____
2.21	Total Additions (Total questions 2.18 through 2.20)		_____

ADD IN ANY DIRECT PURCHASES YOUR LIBRARY MADE

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Visits / Borrowers / Policies / Accessibility

Report all information on questions 3.1 through 3.3 and 3.17a through 3.34e as of the last day of the fiscal year stated in 1.6. and 1.7 in Part 1; report information on questions 3.4 through 3.16 and 3.35 through 3.77b based on the 2024 calendar year. Please click [here](#) to read general instructions before completing this section.

Please report information on LIBRARY USE as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1.

LIBRARY USE

3.1	Library visits (total annual attendance)	May be provided on Aide D	_____
3.1 a	Regarding the number of Library Visits entered, is this an annual count or an annual estimate based on a typical week or weeks?		_____
3.2	Registered resident borrowers	OWWL STATS PROVIDED AIDE D	_____
3.3	Registered non-resident	OWWL STATS PROVIDED AIDE D	_____

borrowers

Please report information on WRITTEN POLICIES as of 12/31/24.

WRITTEN POLICIES (Answer Y for Yes, N for No)

These should all be YES, if you answered NO to any of the following questions please contact Ron Kirsop.

Answers are prefilled with the prior year's answers. If a change is made please add a note of explanation.

3.4 Does the library have an open meeting policy? _____

3.5 Does the library have a policy protecting the confidentiality of library records? _____

3.6 Does the library have an Internet use policy? _____

3.7 Does the library have a disaster plan? _____

3.8 Does the library have a board-approved conflict of interest policy? _____

3.9 Does the library have a board-approved whistle blower policy? _____

3.10 Does the library have a board-approved sexual harassment prevention policy? _____

Please report information on ACCESSIBILITY as of 12/31/24.

ACCESSIBILITY (Answer Y for Yes, N for No)

3.11 Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)? Do NOT count System services _____

3.12 Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)? _____

3.13 Does the library have large print books? _____

3.14 Does the library have assistive technology for people who are visually impaired or blind? _____

3.15 - If so, what do you have? If no, go to next question

screen reader, such as JAWS, Windoweyes or NVDA _____

refreshable Braille commonly referred to as a refreshable Braille display _____

screen magnification software, such as Zoomtext _____

electronic scanning and reading software, such as OpenBook _____

3.16 Is the library registered for services from either the New York State Talking Book and Braille Library (New York State Library, Albany) or the Andrew Heiskell Braille and Talking Book Library (The New York Public Library, New York)? _____

Library Sponsored Programs

LIVE PROGRAM SESSIONS and ATTENDANCE

Report information on Library Program Sessions and Attendance based on the fiscal reporting year entered for Questions 1.6 and 1.7 in Section 1 General Library Information.

Live Program Sessions

- A live program session is any planned event which introduces the group attending to library services or which provides information to participants.
- Program sessions may cover use of the library, library services, or library tours. Program sessions may also provide cultural, recreational, or educational information.
- Examples of these types of program sessions include, but are not limited to, film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.
- For specific examples of live and prerecorded programs (previously called synchronous and asynchronous), please refer to the chart in Instructions.

IMPORTANT: If no programs within a category were offered/attended, enter 0. If they were offered/attended but that data is not available, enter M (Missing). N/A should not be entered for any programs.

NOTE: Summer Reading, Early Literacy, Adult Literacy, ESOL, and Digital Literacy programs are subsets of Live and Prerecorded programs and should be entered in those sections as well as in the appropriate subsequent section.

3.17 a Number of Sessions Targeted at Children Ages 0-5 _____

3.17 b Attendance at Sessions Targeted at Children Ages 0-5 _____

3.18 a Number of Sessions Targeted at Children Ages 6-11 _____

3.18 b Attendance at Sessions Targeted at Children Ages 6-11 _____

3.19 a Number of Sessions Targeted at Young Adults Ages 12-18 _____

3.19 b Attendance at Sessions Targeted at Young Adults Ages 12-18 _____

3.20 a Number of Sessions Targeted at Adults Age 19 or Older _____

3.20 b Attendance at Sessions Targeted at Adults Age 19 or Older _____

3.21 a Number of General Interest Program Sessions _____

3.21 b Attendance at General Interest Program Sessions _____

3.22 Total Sessions of Live Programs Categorized by Age (sum of 3.17a, 3.18a, 3.19a, 3.20a, 3.21a) _____

3.23 Total Attendance at Live Programs Categorized by Age (sum of 3.17b, 3.18b, 3.19b, 3.20b, 3.21b) _____

Live Programs Categorized by Venue

3.24 a Total Live Onsite Program Sessions _____

3.24 b Total Live Onsite Program Attendance _____

3.25 a Total Live Offsite Program Sessions _____

3.25 b Total Live Offsite Program Attendance _____

3.26 a Total Live Virtual Program Sessions _____

3.26 b Total Live Virtual Program Attendance _____

3.27 Total Sessions of Live Programs Categorized by Venue (sum of 3.24a, 3.25a, 3.26a) _____

3.28 Total Attendance at Live Programs Categorized by Venue (sum of 3.24b, 3.25b, 3.26b) _____

Prerecorded and One-on-One Programs

3.29 Total Number of Prerecorded Program Presentations _____

3.30 Total Views of Prerecorded Program Presentations within 30 Days _____

3.31 One-on-One Program Sessions _____

Report Take and Make kits that are left out for patrons to pick up, count each kit prepared as one session.

3.32 Attendance at One-on-One Program Sessions _____

Count each kit picked up as one attendee.

Teen-Led / Promotion / Summer Reading

3.33 Did your library offer teen-led activities during the 2024 calendar year? _____

3.34 a Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library? _____

3.34b Does your library use Facebook for promotion? _____

3.34c Does your library use Instagram for promotion? _____

3.34d Does your library use Twitter/X for promotion? _____

3.34 e Does your library use TikTok for promotion? _____

Please report information on SUMMER READING PROGRAMS for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

SUMMER READING PROGRAM

3.35 Did the library offer a summer reading program in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section. _____

3.36 Library outlets offering the summer reading program _____

3.37 Children registered for the library's summer reading program _____

3.38 Young adults registered for the library's summer reading program _____

3.39 Adults registered for the library's summer reading program _____

3.40 Total number registered for the library's summer reading program (total 3.37 + 3.38 + 3.39) _____

3.41 a Children's program sessions - Summer 2024 _____

3.41 b Children's program attendance - Summer 2024 _____

3.42 a Young adult program sessions - Summer 2024 _____

3.42 b Young adult program attendance - Summer 2024 _____

3.43 a Adult program sessions - Summer 2024 _____

3.43 b Adult program attendance - Summer 2024 _____

3.44 Total program sessions - Summer 2024 (total 3.41a + 3.42a + 3.43a) _____

3.45 Total program attendance - Summer 2024 (total 3.41b + 3.42b + 3.43b) _____

3.46 Did the library use the Summer Reading at New York Libraries name and/or logo? _____

3.47 Did the library use the Collaborative Summer Library Program (CSLP) Manual, provided through the New York State Library? _____

COLLABORATORS

3.48 Public school district(s) and/or BOCES _____

3.49 Non-public school(s) _____

3.50 Childcare center(s) _____

3.51 Summer camp(s) _____

- 3.52 Municipality/Municipalities _____
- 3.53 Literacy provider(s) _____
- 3.54 Other (describe using the State note) _____
- 3.55 **Total Collaborators (total 3.48 through 3.54)** _____

Early Literacy

Please report information on EARLY LITERACY for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

EARLY LITERACY PROGRAMS

3.56 Did the library offer early literacy programs in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section. _____

3.57a Focus on birth - school entry (kindergarten) sessions _____

3.57b Focus on birth - school entry (kindergarten) attendance _____

3.58a Focus on parents & caregivers sessions _____

3.58b Focus on parents & caregivers attendance _____

3.59a Combined audience sessions _____

3.59b Combined audience attendance _____

3.60 **Total Sessions** _____

3.61 **Total Attendance** _____

3.62 - Collaborators (check all that apply):

a. Childcare center(s) _____

b. Public School District(s) and/or BOCES _____

c. Non-Public School(s) _____

d. Health care providers/agencies _____

e. Other (describe using the State note) _____

Adult Literacy

Please report information on ADULT LITERACY for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

ADULT LITERACY

3.63 Did the library offer adult literacy programs in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section. _____

3.64 a Total group program sessions _____

3.64 b Total group program attendance _____

3.65 a Total one-on-one program sessions _____

3.65 b Total one-on-one program attendance _____

3.66 - Collaborators (check all that apply)

a. Literacy NY (Literacy Volunteers of America) _____

b. Public School District(s) and/or BOCES _____

c. Non-Public Schools _____

d. Other (see instructions and describe using Note) _____

ESOL / Digital Literacy

Please report information on ESOL, for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAMS

3.67 Did the library offer English for Speakers of Other Languages (ESOL) programs in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section. _____

3.68a Children's program sessions _____

3.68b Children's program attendance _____

3.69a Young adult program sessions _____

3.69b Young adult program attendance _____

3.70a Adult program sessions _____

3.70b Adult program attendance _____

3.71 Total program sessions (total
3.68a + 3.69a + 3.70a) _____

3.72 Total program attendance (total
3.68b + 3.69b + 3.70b) _____

3.73 a One-on-one program sessions _____

3.73 b One-on-one program attendance _____

3.74 - Collaborators (check all that apply):

a. Literacy NY (Literacy
Volunteers of America) _____

b. Public School District(s) and/or
BOCES _____

c. Non-Public School(s) _____

d. Other (describe using the Note) _____

Please report information on DIGITAL LITERACY for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

DIGITAL LITERACY

3.75 Did the library offer digital
literacy programs in 2024? (Enter Y for
Yes, N for No) If entering no, proceed
to the next section. _____

3.76a Total group program sessions _____

3.76b Total group program attendance _____

3.77a Total one-on-one program
sessions _____

3.77b Total one-on-one program
Attendance _____

4. LIBRARY TRANSACTIONS

Circulation / Reference Transactions

Report all transactions as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. (Please note: Internal Library usage is not considered part of circulation.)

CATALOGED BOOK CIRCULATION

- 4.1 Adult Fiction Books OWWL STATS PROVIDED AIDE D

- 4.2 Adult Non-fiction Books OWWL STATS PROVIDED AIDE D

- 4.3 Total Adult Books (Total questions 4.1 & 4.2)

- 4.4 Children's Fiction Books OWWL STATS PROVIDED AIDE D

- 4.5 Children's Non-fiction Books OWWL STATS PROVIDED AIDE D

- 4.6 Total Children's Books (Total questions 4.4 & 4.5)

- 4.7 Total Cataloged Book Circulation (Total question 4.3 & 4.6)

CIRCULATION OF OTHER MATERIALS

- 4.8 Circulation of Adult Other Materials OWWL STATS PROVIDED AIDE D

- 4.9 Circulation of Children's Other Materials OWWL STATS PROVIDED AIDE D

- 4.10 Circulation of Other Physical Items (Total questions 4.8, 4.9)

- 4.11 Physical Item Circulation (Total questions 4.7 & 4.10)

- 4.12 As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due?

- 4.13 Did your library offer automatic renewal for any physical materials during the reporting period? NOTE: Patrons do not have to take any action for automatic renewals. The Integrated Library System [ILS] rules determine how/when automatic renewals occur.

REFERENCE TRANSACTIONS

- 4.14 Total Reference Transactions

- 4.14 a Regarding the number of Reference Transactions entered, is this an annual count or an annual estimate

based on a typical week or weeks?

4.15 Does the library offer virtual reference?

Only answer Yes if your library offers reference service online. The reference transaction is a remote computer-mediated communication which also includes delivery of reference information from library staff to users who cannot access or do not want face to face communication.

Interlibrary Loan / E-Rate

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.16 TOTAL MATERIALS RECEIVED

OWWL STATS PROVIDED AIDE D

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.17 TOTAL MATERIALS PROVIDED

OWWL STATS PROVIDED AIDE D

E-RATE

4.18 Does the library file for E-rate benefits?

YES

4.19 Is the library part of a consortium for E-rate benefits?

YES

4.20 If yes, in which consortium are you participating?

OWWL LIBRARY SYSTEM

5. ELECTRONIC USE

Electronic Holdings

These are new questions added by IMLS that will be required to be answered for the 2025 report, and are voluntary for this year. All questions are simply reformulated methods of gathering data that has been previously required; no new data gathering should be needed by libraries to answer these questions.

For all questions: **Answer Missing** if the answer is unknown

Report information for Electronic Use based on the fiscal reporting year entered for Questions 1.6 and 1.7 in Section 1 General Library Information.

Electronic Books

NEW QUESTIONS THIS YEAR. THEY ARE VOLUNTARY, BUT WE DO ASK THAT YOU COMPLETE THEM.

E-books are the digital equivalent of printed books that may be accessed online from an electronic device. E-books also include e-comics. Do not consider resources available for free in the public domain when answering the following questions. (Overdrive, Hoopla E-books)

5.1 Did the library provide access to e-books purchased solely by the library?

5.2 Did the library provide access to e-books purchased via a consortium,

Yes (Overdrive E-books)

cooperative, or other similar group at the local, regional, or state level?

5.3 Did the library provide access to _____
e-books provided by the New York State
Library at no or minimal cost to the
library?

Electronic Serials

E-serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query. Do not consider resources available for free in the public domain when answering the following questions.

Answer Yes/No/Missing (Unknown) (Newspapers.com, Hoopla magazines)

5.4 Did the library provide access to _____
e-serials purchased solely by the
library?

5.5 Did the library provide access to _____
e-serials purchased via a consortium,
cooperative, or other similar group at
the local, regional, or state level? **Yes (Overdrive Magazines)**

5.6 Did the library provide access to _____
e-serials provided by the New York
State Library at no or minimal cost to
the library?

Electronic Audio

E-audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions. **Answer Yes/No/Missing** (Unknown) (Overdrive audiobooks, Hoopla audiobooks and music)

5.7 Did the library provide access to _____
e-audio purchased solely by the library?

5.8 Did the library provide access to _____
e-audio purchased via a consortium,
cooperative, or other similar group at
the local, regional, or state level? **Yes (Overdrive audiobooks)**

5.9 Did the library provide access to _____
e-audio provided by the New York State
Library at no or minimal cost to the
library?

Electronic Video

E-videos are digital files of moving visual images with or without sound (e.g., movies, television shows) that may be accessed online from an electronic device. **Examples include Hoopla, Kanopy, and**

cloudlibrary. Do not consider resources available for free in the public domain when answering the following questions. **Answer Yes/No/Missing** (Unknown) (Hoopla movies and TV, Kanopy)

5.10 Did the library provide access to _____
e-videos purchased solely by the
library?

5.11 Did the library provide access to _____
e-videos purchased via a consortium,
cooperative, or other similar group at
the local, regional, or state level? (Do
not include New York State Library-
provided content here; that should be
entered in 5.12.)

Yes (Kanopy)

5.12 Did the library provide access to _____
e-videos provided by the New York
State Library at no or minimal cost to
the library?

Databases / Online Learning / E-Material Circulation

Research Databases

Research databases are organized collections of electronic data or records (e.g., facts, abstracts, articles, bibliographic data, texts, photographs) that can be searched to retrieve information. Do not consider resources available for free when answering the following questions. **Answer Yes/No/Missing** (Unknown) (Ancestry, Law Depot, Ground News, Consumer Reports)

5.13 Did the library provide access to _____
research databases purchased solely by
the library?

5.14 Did the library provide access to research databases purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? _____

5.15 Did the library provide access to research databases provided by the New York State Library at no or minimal cost to the library (e.g., NOVELny)? _____

Online Learning

Online learning platforms primarily provide instruction, tools, and resources to enhance education, lifelong learning, and skill building. Platforms may offer homework assistance, language learning, test preparation, professional development, resume assistance, hobby instruction, etc. Answer Yes if library provided access to a platform even if the platform itself is not owned by the library (e.g., paying for access to Ryan Dowd’s Homeless Library). Do not consider resources available for free when answering the following questions. **Answer Yes/No/Missing (Unknown)**

5.16 Did the library provide access to online learning platforms purchased solely by the library? _____

Yes (Mango, American Sign Language)

5.17 Did the library provide access to online learning platforms purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? _____

5.18 Did the library provide access to online learning platforms provided by the New York State Library at no or minimal cost to the library? _____

E-Material Circulation

Electronic (digital) materials can be accessed online from an electronic device. Types of electronic materials include e-books, e-serials, e-audio, and e-video. Only count items that require user authentication and have a limited period of use. Count all checkouts, including renewals.

5.19 The total circulation of e-books during the reporting period	OverDrive Stats Aide G	E-books are the digital equivalent of printed books that may be accessed online from an electronic device. E-books also include e-comics
5.20 The total circulation of e-serials during the reporting period.	OverDrive Stats Aide G	E-serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query
5.21 The total circulation of e-audio during the reporting period	OverDrive Stats Aide G	E-audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device.
5.22 The total circulation of e-videos during the reporting period.	Kanopy Stats Aide G	E-videos are digital files of moving visual images (e.g., movies, television shows) with or without sound that may be accessed online from an electronic device

6. STAFF INFORMATION

All staff questions refer to PAID staff.

Note: Report figures as of the last day of the fiscal year reported in Questions 1.6 and 1.7 in Part 1.

Include the FTE for all positions funded in the library's budget whether those positions are filled or not. This report requires conversion of part-time hours to full-time equivalents (FTE). To compute the FTE of employees in any category, take the total number of hours worked per week for all budgeted positions in that category and divide that total by the number of hours per week the library considers to be full-time. Report the FTE to two decimal places.

To convert part-time hours to full-time equivalents (FTE):
Total number of hours worked per week for all budgeted positions in that category
DIVIDED BY by the number of hours per week the library considers to be full-time
(reported in Q6.1)
EX: You report 30 hours on Q6.1 and an employee works 20 hours a week. $20/30=.67$
Count this employee as .67 FTE.

FTE (FULL-TIME EQUIVALENT CALCULATION)

6.1 The number of hours per workweek used to compute FTE for all paid library personnel in this section.

**If your library is open 35 hours a week, then 35 hours is considered full-time.*

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2 Library Director (certified)

_____ *This position requires a NYS Public Librarian's Certificate*

6.3 Vacant Library Director (certified)

6.4 Library Manager (not certified)

6.5 Vacant Library Manager (not certified)

6.6 Librarian

6.7 Vacant Librarian

6.8 Library Specialist/Paraprofessional

6.9 Vacant Library Specialist/Paraprofessional

6.10 Other Staff

6.11 Vacant Other Staff

6.12 **TOTAL PAID STAFF** (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)

6.13 **VACANT TOTAL PAID STAFF** (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)

SALARY INFORMATION

6.14 FTE - Library Director (certified)

_____ *see highlighted note above to calculate FTE*

6.15 Salary - Library Director
(certified)

6.16 FTE - Library Manager (not certified)	<u>see highlighted note above to calculate FTE</u> _____
6.17 Salary - Library Manager (not certified)	_____
6.18 FTE - Librarian	<u>see highlighted note above to calculate FTE</u> _____
6.19 Salary - Librarian	_____

7. MINIMUM PUBLIC LIBRARY STANDARDS ALL Libraries must meet minimum standards

All public, free association and Indian libraries in New York State are required to meet the minimum standards listed below. Please indicate which of these standards your library meets as of **December 31, 2024**. Please click [here](#) to read general instructions before completing this section. [Helpful information for meeting minimum public library standards](#) is available on the State Library's website.

1. Is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law. _____
2. Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff. _____
3. Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service. _____
4. Has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law. _____
5. Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service. _____
6. Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service. _____

If your library does not meet minimum standard requirements, please contact Ron Kirsop as soon as possible for assistance so these standards are met.

7. Is open the minimum standard number of public service hours for population served. (see instructions) _____

8. Maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate:

8a. space _____

8b. lighting _____

8c. shelving _____

8d. seating _____

8e. power infrastructure _____

8f. data infrastructure _____

8g. public restroom _____

9. Provides programming to address community needs, as outlined in the library's long-range plan of service. _____

10. Provides

10a. a circulation system that facilitates access to the local library collection and other library catalogs _____

10b. equipment, technology, and internet connectivity to address community needs and facilitate access to information. _____

11. Provides access to current library information in print and online, facilitating the understanding of library services, operations and governance; information provided online shall include the standards referenced in numbers (1) through (5) above. _____

12. Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8. _____

13. Provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service. _____

14. Establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service.

8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please click [here](#) to read general instructions before completing this section. Questions 8.1-8.4 are pre-filled with prior year answers but not locked to allow updating.

PUBLIC SERVICE OUTLETS - Libraries reporting main libraries, branches and bookmobiles should complete Service Outlets Information in Part 9.

8.1	Main Library	<u>1.0</u>
8.2	Branches	<u>0</u>
8.3	Bookmobiles	<u>0</u>
8.4	Other Outlets	<u>With designated library space & a frequently changed collection: Ex-Sr. Citizen Centers, Day Care Centers</u>
8.5	TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)	<u></u>

PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6	Minimum Weekly Total Hours - Main Library	<u></u>
8.7	Minimum Weekly Total Hours - Branch Libraries	<u></u>
8.8	Minimum Weekly Total Hours - Bookmobiles	<u></u>
8.9	Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	<u></u>
8.10	Annual Total Hours - Main Library	<u>MUST EQUAL Q9.15</u>
8.11	Annual Total Hours - Branch Libraries	<u>0</u>
8.12	Annual Total Hours - Bookmobiles	<u>0</u>

A "minimum week" is a week in which the library is open its fewest regularly scheduled hours, and contains no holidays/special events.
An example of minimum weekly total hours - reduced hours in the summer

8.13 Annual Hours Open - Total
Hours Open (Total questions 8.10
through 8.12)

9. SERVICE OUTLET INFORMATION

Outlets should be arranged in alphabetical order if possible.

Report all information as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please click [here](#) to read general instructions before completing this section. Questions 1–14, 20–25, and 34–36 are pre-filled with prior year answers but not locked to allow updating.

NOTE: Libraries reporting Public Service Outlets in questions 8.1, 8.2 and 8.3 of Part 8 are required to complete this part of the Annual Report. Use this section to enter outlet information on main libraries, branches or bookmobiles. Complete one record for each main library, branch or bookmobile.

NEW OUTLETS: If a new outlet was open in the reporting year for any amount of time, it must be entered here. For locked fields, use the note to input information; enter *New* in the note for Question 40.

CLOSED OUTLETS: Even if an outlet was closed for the entire year it still must be reported and not simply left out of reporting. In these cases, enter either *Closed, will reopen* or *Closed permanently* in the note for Question 40. Permanently closed outlets will be removed and not appear in subsequent reports.

If you have multiple libraries, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you will enter the data into the spreadsheet form available in the survey by clicking [a link](#) to an Excel sheet listing prior year outlets is located in section 9. Complete this form and email it to collectconnect@baker-taylor.com and your data will be uploaded into CollectConnect within 24 hours. The data will be loaded in the same order in which it appears in your file, so libraries should be in the correct order on the spreadsheet.

Outlet fields 5–6, 11–14, and 20–23 should be locked.

1. Outlet Name

2. Outlet Name Status

Locked Field
3. Street Address

Locked Field
4. Outlet Street Address Status

5. City

6. Zip Code

7. Phone (enter 10 digits only)

8. Fax Number (enter 10 digits only)

9. E-mail Address

10. Outlet URL

11. County

12. School District _____
13. Library System OWWL LIBRARY SYSTEM
14. Outlet Type Code (select one): CE(Main Library)
15. Public Service Hours Per Year for This Outlet THIS MUST EQUAL Q8.10
16. Number of Weeks This Outlet is Open _____
17. Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)? _____
18. Is the meeting space available for public use even when the outlet is closed? _____
19. Total number of non-library sponsored programs, meetings and/or events at this outlet _____
20. Enter the appropriate outlet code (select one): _____
21. Who owns this outlet building? _____
22. Who owns the land on which this outlet is built? _____
23. Indicate the year this outlet was initially constructed _____
24. Indicate the year this outlet underwent a major renovation costing \$25,000 or more _____
25. Square footage of the outlet _____
26. Number of Internet Computers Used by General Public _____
27. Number of uses (sessions) of public Internet computers per year MAY BE FOUND ON AIDE D
- 27a Reporting Method for Number of Uses of Public Internet Computers Per Year OWWL STATS PROVIDED AIDE D
28. Type of connection on the outlet's public Internet computers USE AIDE G

This sq ft amount is important. If the libraries sq footage listed is incorrect or has changed, please let Kelly Nemitz know asap.

- | | |
|---|--------------------------|
| 29. Maximum <u>download</u> speed of connection on the outlet's public Internet computers | USE AIDE G
_____ |
| 30. Maximum <u>upload</u> speed of connection on the outlet's public Internet computers | USE AIDE G
_____ |
| 31. Internet Provider | USE AIDE G
_____ |
| 32. WiFi Access | NO RESTRICTIONS
_____ |
| 33. Wireless Sessions | USE AIDE D
_____ |
| 33a Reporting Method for Wireless Sessions | USE AIDE D
_____ |
| 34. Does the outlet have a building entrance that is physically accessible to a person in a wheelchair? | _____ |
| 35. Is every public part of the outlet accessible to a person in a wheelchair? | _____ |
| 36. Does your outlet have a Makerspace? | _____ |
| 37. <i>LIBID</i> | _____ |
| 38. <i>FSCSID</i> | _____ |
| 39. <i>Number of Bookmobiles in the Bookmobile Outlet Record</i> | _____ |
| 40. <i>Outlet Structure Status</i> | _____ |

10. OFFICERS AND TRUSTEES

Trustees and Terms / Trustee Names

Report information about trustee meetings as of December 31, 2024. All public and association libraries are required by Education Law to hold at least four meetings a year.

BOARD MEETINGS

10.1 Total number of board meetings held during calendar year (January 1, 2024 to December 31, 2024) _____

NUMBER OF TRUSTEES AND TERMS

10.2 If the library's charter documents (incorporation) state a range of trustees, what is it? If a range is not stated, enter N/A. _____

10.3 If your library has a range, how many voting positions are stated in the library's current by-laws? If a range is not stated, enter N/A. _____

10.4 If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)? If library does have a range, enter N/A here. _____

10.5 What is the **trustee term length, as stated in your library's charter documents (incorporation)**? If a term length is not stated, please explain in a Note. _____

10.6 I attest that all trustees participated in trustee education in the last calendar year (2024). If entering No, provide explanation in a Note. _____

BOARD MEMBER SELECTION

10.7 Enter Board Member Selection Code (select one): _____

List Officers and Board Members as of February 1 of the CURRENT year.

Trustee information has been pre-filled with prior year answers but not locked; please make sure to delete former trustees, add new ones, and update position titles, dates and make any other needed changes. You may 1) enter the data for the Officers and Board Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available [here](#) . Please Note: It is customized and contains previously entered data in need of updating. Complete this form and email it to collectconnect@baker-taylor.com.

1. Status _____
2. First Name of Board Member _____
3. Last Name of Board Member _____

IMPORTANT- ENTER THE NAMES OF YOUR TRUSTEES THAT ARE ON YOUR BOARD AS OF FEBRUARY 1, 2025.

NOTE - For trustees not filling a full term, enter the month/year their term actually began and specify with a NOTE identifying the name of the previous trustee whose unexpired term is being filled and identify the beginning and ending date of the unexpired previous trustee's term.

4. Mailing Address _____
5. City _____
6. Zip Code (5 digits only) _____
7. E-mail address _____

8. Office Held or Trustee _____
9. Term Begins - Month Enter actual month the trustee's term began _____
10. Term Begins - Year (year) _____
11. Term Expires _____
12. Term Expires - Year (yyyy) _____
13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. _____
14. The date the Oath of Office (mm/dd/yyyy) was taken _____
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) _____
16. Is this a brand new trustee? _____

11. OPERATING FUNDS RECEIPTS

CASH BASIS - enter receipts deposited and expenditures disbursed in the fiscal period reported in Section 1.

Local Public Funds / System Cash
Grants / Other State

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). *ROUND TO THE NEAREST DOLLAR*. Please click [here](#) to read general instructions before completing this section.

Round to the nearest dollar

LOCAL PUBLIC FUNDS

Specify by name the municipalities or school districts which are the source of funds.

- 11.1 Does the library receive any local public funds? If yes, complete one record for each taxing authority; if no, go to question 11.3. _____

NOTE-Print your financial report by CASH BASIS

Please Note: last year's answers for repeating groups cannot be displayed.

1. Source of Funds _____
2. Name of funding County, Municipality or School District _____

- 3. Amount _____
- 4. Subject to public vote held in reporting year or in a previous reporting year(s). _____
- 5. Written Contractual Agreement _____

11.2 TOTAL LOCAL PUBLIC FUNDS _____

SYSTEM CASH GRANTS TO MEMBER LIBRARY

- 11.3 Local Library Services Aid (LLSA) **USE AIDE E** _____
- USE AIDE E** _____
- 11.4 Record all Central Library Services Aid monies received from system headquarters _____
- USE AIDE E** _____
- 11.5 Additional State Aid received from the System _____
- USE AIDE E** _____
- 11.6 Federal Aid received from the System _____
- USE AIDE E** _____
- 11.7 Other Cash Grants _____
- USE AIDE E** _____
- 11.8 **TOTAL SYSTEM CASH GRANTS** (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7) _____

OTHER STATE AID DIRECT AID PAID TO YOUR LIBRARY (NOT PAID BY THE SYSTEM)

11.9 State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants

Add a note and list the grants and amounts of each grant

Examples:
 Direct Special Legislative Grants, Parent and Child Services Grant, Adult Literacy Services Grant,
 Conservation/Preservation Grant, Council of the Arts.
 If the library does not have a separate capital funds account, report here any monies received in 2024 through NYS Construction Grant Program.

Federal Aid / Other Receipts

FEDERAL AID FOR LIBRARY OPERATION

- 11.10 LSTA _____
- 11.11 Other Federal Aid _____
- 11.12 **TOTAL FEDERAL AID** (Add Questions 11.10 and 11.11) _____
- 11.13 **CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN** _____

NEW YORK STATE

OTHER RECEIPTS

- 11.14 Gifts and Endowments Please add a note for sizable amounts with detail

- 11.15 Fund Raising Please add a note for sizable amounts with detail

- 11.16 Income from Investments Only include income from investments that were
deposited to the Operating Fund

- 11.17 Library Charges

- 11.18 Other

- 11.19 **TOTAL OTHER RECEIPTS**
(Add Questions 11.14, 11.15, 11.16,
11.17 and 11.18)

- 11.20 **TOTAL OPERATING FUND
RECEIPTS** (Add Questions 11.2, 11.8,
11.9, 11.12, 11.13 and 11.19)

- 11.21 **BUDGET LOANS**

- Transfers / Grand Total**

TRANSFERS

- 11.22 From Capital Fund (Same as
Question 14.8) _____
- 11.23 From Other Funds _____
- 11.24 **TOTAL TRANSFERS** (Add
Questions 11.22 and 11.23) _____

- 11.25 BALANCE IN OPERATING
FUND - Beginning Balance for Fiscal
Year Ending 2024 (Same as Question
12.39 of previous year if fiscal year has
not changed) MUST BALANCE TO Q12.40

- 11.26 GRAND TOTAL RECEIPTS,
BUDGET LOANS, TRANSFERS
AND BALANCE** (Add Questions
11.20, 11.21, 11.24 and 11.25; Same as
Question 12.40)

12. OPERATING FUND DISBURSEMENTS

Staff / Collection / Capital
Operation and Maintenance

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). **ROUND TO THE NEAREST DOLLAR.** Please click [here](#) to read general instructions before completing this section.

STAFF EXPENDITURES GROSS WAGES

Salaries & Wages Paid from Library Funds

12.1 Certified Librarians _____

12.2 Other Staff _____

12.3 **Total Salaries & Wages Expenditures** (Add Questions 12.1 and 12.2) _____

12.4 **Employee Benefits Expenditures** _____
(State retirement, SS, unemployment insurance, workers comp, disability insurance, health insurance)

12.5 **Total Staff Expenditures (Add Questions 12.3 and 12.4)** _____

COLLECTION EXPENDITURES

12.6 Print Materials Expenditures _____

12.7 Electronic Materials Expenditures _____
Include amount paid to System for OverDrive Commitment (Include FFRPL Grant Amount) Aide F

12.8 Other Materials Expenditures _____

12.9 **Total Collection Expenditures** (Add Questions 12.6, 12.7 and 12.8) _____

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10 From Local Public Funds (71PF) _____

12.11 From Other Funds (71OF) _____

12.12 **Total Capital Expenditures** (Add Questions 12.10 and 12.11) _____

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment Record cost of repairs to building and building equipment - for repairs to office equipment fax machines, copiers, computers, enter these repairs under Q12.22.

12.13 From Local Public Funds (72PF) _____

12.14 From Other Funds (72OF) _____

12.15 **Total Repairs** (Add Questions 12.13 and 12.14) _____

12.16 Other Disbursements for Operation & Maintenance of Buildings _____

Record all other costs related to the operation and maintenance of buildings. (Utilities, insurance general and liability, custodial supplies, custodial services, snow removal) DO NOT INCLUDE EMPLOYEE HEALTH INSURANCE HERE that belongs on line 12.4

12.17 **Total Operation & Maintenance of Buildings** (Add Questions 12.15 and 12.16) _____

MISCELLANEOUS EXPENSES

12.18 Office and Library Supplies _____

12.19 Telecommunications TELEPHONE & INTERNET Also add amount from AIDE F _____

12.21 Professional & Consultant Fees _____

If the fee is over \$5,000 add a NOTE with detail

12.22 Equipment Include copiers, fax machines, computers, printers, scanners, repairs to this equipment, and lease of equipment _____

12.23 Other Miscellaneous Record all other expenses not appropriate to above categories. Include technology exp (software), postage and freight _____

12.24 **Total Miscellaneous Expenses** (Add Questions 12.18, 12.19, 12.21, 12.22 and 12.23) _____

Contracts / Debt Service / Transfers / Grand Total

12.25 **CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE** _____

OWWL COST SHARES AIDE F

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

12.26 From Local Public Funds (73PF) _____

12.27 From Other Funds (73OF) _____

12.28 **Total** (Add Questions 12.26 and 12.27) _____

Other Loans

12.29 Budget Loans (Principal and Interest) _____

12.30 Short-Term Loans _____

12.31 **Total Debt Service** (Add Questions 12.28, 12.29 and 12.30) _____

12.32 **TOTAL OPERATING FUND DISBURSEMENTS** (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31) _____

TRANSFERS

Transfers to Capital Fund

12.33 From Local Public Funds (76PF) _____

12.34 From Other Funds (76OF) _____

12.35 **Total Transfers to Capital Fund** (Add Questions 12.33 and 12.34; same as Question 13.8) _____

12.36 **Transfer to Other Funds** _____

12.37 **TOTAL TRANSFERS** (Add Questions 12.35 and 12.36) _____

12.38 **TOTAL DISBURSEMENTS AND TRANSFERS** (Add Questions 12.32 and 12.37) _____

12.39 **BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2024** _____

12.40 **GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE** (Add Questions 12.38 and 12.39; same as Question 11.26) _____

MUST BALANCE TO Q11.26

ASSURANCE

12.41 The Library operated in accordance with all provisions of Education Law and the Regulations of

Enter the date of your next board meeting AFTER you have submitted your annual report to the System. Please do not have your board approve until after receiving your FINAL PDF from the System, just in case the System makes changes.

the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy).

FISCAL AUDIT

AUDIT MUST HAVE BEEN DONE BY AN OUTSIDE FIRM , DO NOT INCLUDE IF AUDIT WAS DONE INTERNALLY.

12.42 Last audit performed _____
(mm/dd/yyyy)

12.43 Time period covered by this _____
audit (mm/dd/yyyy) - (mm/dd/yyyy)

12.44 Indicate type of audit (select _____
one):

CAPITAL FUND

12.45 Does the library have a **separate** _____
Capital Fund? Enter Y for Yes, N for
No. If No, stop here. If Yes, complete
the Capital Fund Report.

13. CAPITAL FUND RECEIPTS

Report financial data based on the fiscal year reported in Questions 1.6 and 1.7 in Part 1. *ROUND TO THE NEAREST DOLLAR*. Please click [here](#) to read general instructions before completing this section.

REVENUES FROM LOCAL SOURCES

13.1 Revenues from Local _____
Government Sources

13.2 All Other Revenues from Local _____
Sources

13.3 **Total Revenues from Local** _____
Sources (Add Questions 13.1 and 13.2)

STATE AID FOR CAPITAL PROJECTS

13.4 State Aid Received for _____
Construction

13.5 Other State Aid _____

13.6 **Total State Aid** (Add Questions _____
13.4 and 13.5)

FEDERAL AID FOR CAPITAL PROJECTS

13.7 **TOTAL FEDERAL AID** _____

INTERFUND REVENUE

13.8 Transfer from Operating Fund _____
(Same as Question 12.35)

13.9 **TOTAL REVENUES** (Add Questions 13.3, 13.6, 13.7 and 13.8) _____

13.10 **NON-REVENUE RECEIPTS** _____

13.11 **TOTAL CASH RECEIPTS**
(Add Questions 13.9 and 13.10) _____

13.12 **BALANCE IN CAPITAL FUND** - Beginning Balance for Fiscal Year Ending 2024 (Same as Question 14.11 of previous year, if fiscal year has not changed) _____

MUST BALANCE TO Q14.12

13.13 **TOTAL CASH RECEIPTS AND BALANCE**(Add Questions 13.11 and 13.12; same as Question 14.12) _____

14. CAPITAL FUND DISBURSEMENTS

Report financial data based on the fiscal reporting year reported in Part 1. **ROUND TO THE NEAREST DOLLAR.** Please click [here](#) to read general instructions before completing this section.

PROJECT EXPENDITURES

14.1 Construction _____

14.2 Incidental Construction _____

Other Disbursements

14.3 Purchase of Buildings _____

14.4 Interest _____

14.5 Collection Expenditures _____

14.6 Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5) _____

14.7 **TOTAL PROJECT EXPENDITURES** (Add Questions 14.1, 14.2 and 14.6) _____

14.8 **TRANSFER TO OPERATING FUND** (Same as Question 11.22) _____

14.9 **NON-PROJECT EXPENDITURES** _____

14.10 **TOTAL CASH
DISBURSEMENTS AND
TRANSFERS** (Add Questions 14.7,
14.8 and 14.9)

14.11 **BALANCE IN CAPITAL
FUND** - Ending Balance for the Fiscal
Year Ending 2024

14.12 **TOTAL CASH
DISBURSEMENTS AND BALANCE**
(Add Questions 14.10 and 14.11; same
as **Question 13.13**)

MUST BALANCE TO Q13.13

15. CENTRAL LIBRARIES

GENEVA LIBRARY ONLY COMPLETES THIS SECTION

PART 15 EXISTS FOR THE CENTRAL/CO-CENTRAL LIBRARIES ONLY. PLEASE PROCEED TO SECTION 16. FEDERAL TOTALS AND CONTINUE ON WITH YOUR SURVEY

15. CENTRAL LIBRARIES

CENTRAL LIBRARY SERVICES AID (CLSA)

CENTRAL LIBRARY SERVICES AID (CLSA)

Statutory Education Law § 273(1)(b)

Reference: Commissioners Regulations 90.4

Central Library Services Aid is a flat sum of \$0.32 cents per capita of population within the chartered area of service of such library system with a minimum amount of \$105,000, and an additional \$71,500 to each library system for the purchase of books and materials including nonprint materials, as defined in regulations of the commissioner, for its central library.

The fiscal year for Central Library Services Aid is the calendar year. Please see the Central Library Program Guidelines at <http://www.nysl.nysed.gov/libdev/clda/index.html> for more information.

Library expenditures from Central Library Services Aid may only be used for adult non-fiction and foreign language library materials, including electronic content. Record the central/co-central library's actual disbursement of these State Aid funds as allocated to the Library by the public library system. Report here only those funds actually expended by the Library during the calendar year ending December 31, 2023. Do not report funds spent by the public

library system on the Library's behalf.

15.1.1 - 15.1.2 **Professional Salaries:** Indicate total FTE and salaries for all professional central/co-central library employees (paid from CLDA funds).

15.1.1 Total Full-Time Equivalents (FTE) _____

15.1.2 Total Expenditure for Professional Salaries _____

15.1.3 - 15.1.4 **Other Staff Salaries:** Indicate total FTE and salaries for all other central/co-central library employees (paid from CLDA funds).

15.1.3 Total Full-Time Equivalents (FTE) _____

15.1.4 Total Expenditures for Other Staff Salaries _____

15.1.5 **Employee Benefits:** Indicate the total expenditures for all central/co-central library employee benefits (paid from CLDA funds). _____

15.1.6 **Purchased Services:** Did the central/co-central library expend CLDA funds for purchased services? Enter Y for Yes, N for No. _____

Please Note: last year's answers for repeating groups cannot be displayed.

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

If yes, complete one record for each applicable category; if no, enter N/A for questions 1, 2, and 3 of one repeating group.

1. Expenditure Category _____

2. Provider of Services _____

3. Expenditure _____

15.1.7 **Total Expenditure - Purchased Services** _____

15.1.8 **Supplies and Materials:** Did the central/co-central library expend funds for supply items, postage, adult nonfiction and foreign language library materials, or equipment and furnishings _____

with a unit cost less than \$5,000? Enter Y for Yes, N for No.

Please Note: last year's answers for repeating groups cannot be displayed.

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

If yes, complete one record for each applicable category; if no, enter N/A for questions 1 and 2 of one repeating group.

1. Expenditure Category _____

2. Expenditure _____

15.1.9 Total Expenditure - Supplies and Materials _____

15.1.10 Travel Expenditures: Did the central/co-central library expend funds for travel? Enter Y for Yes, N for No. _____

Please Note: last year's answers for repeating groups cannot be displayed.

If yes, complete one record for each type of travel; if no, enter N/A for questions 1 and 2 of one repeating group.

1. Type of travel _____

2. Expenditure _____

15.1.11 Total Expenditures - Travel _____

15.1.12 Equipment and Furnishings: Did the central/co-central library expend funds for equipment and furnishings with a unit cost of \$5,000 or more and having a useful life of more than one year? Enter Y for Yes, N for No. _____

Please Note: last year's answers for repeating groups cannot be displayed.

If yes, complete one record for each type of item purchased; if no, enter N/A for questions 1, 2, 3 and 4 of one repeating group.

1. Type of item _____

2. Quantity _____

3. Unit cost _____

4. Expenditure _____

15.1.13 **Total Expenditure - Equipment and Furnishings** _____

15.1.14 **Total Expenditure (total 15.1.2, 15.1.4, 15.1.5, 15.1.7, 15.1.9, 15.1.11 and 15.1.13)** _____

15.1.15 **Cash Balance at the Opening of the Fiscal Year** _____

NOTE: The opening balance must be the same as the closing balance of the previous year.

15.1.16 **Total Allocation received from the system:** _____

15.1.17 **Cash Balance at the end of the Current Fiscal Year (total 15.1.16 - 15.1.14 + 15.1.15)** _____

15.1.18 **Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds. _____

16. FEDERAL TOTALS LOCKED FIELDS

All questions in Part 16 are calculated, locked fields.
Note: See instructions for definitions and calculations of each of these Federal Totals.

16.1 **Total ALA-MLS** _____

16.2 **Total Librarians** _____

16.3 **All Other Paid Staff** _____

16.4 **Total Paid Employees** _____

16.5 **State Government Revenue** _____

16.6 **Federal Government Revenue** _____

16.7 **Other Operating Revenue** _____

16.8 **Total Operating Revenue** _____

16.9 **Other Operating Expenditures** _____

16.10 **Total Operating Expenditures** _____

16.11 **Total Capital Expenditures** _____

- 16.12 **Print Materials** _____
- 16.12a **Total Physical Items in Collection** _____
- 16.13 **Total Registered Borrowers** _____
- 16.14 **Other Capital Revenue and Receipts** _____
- 16.15 **Number of Internet Computers Used by General Public** _____
- 16.16 **Total Uses (sessions) of Public Internet Computers Per Year** _____
- 16.17 **Wireless Sessions** _____
- 16.18 **Total Capital Revenue** _____

17. FOR NEW YORK STATE LIBRARY USE ONLY

- 17.1 *LIB ID* _____
- 17.2 *Interlibrary Relationship Code* _____
- 17.3 *Legal Basis Code* _____
- 17.4 *Administrative Structure Code* _____
- 17.5 *FSCS Public Library Definition* _____
- 17.6 *Geographic Code* _____
- 17.7 *FSCS ID* _____
- 17.8 *SED CODE* _____
- 17.9 *INSTITUTION ID* _____

SUGGESTED IMPROVEMENTS NEED TO COMPLETE

- Library Name: _____
- Library System: _____
- Name of Person Completing Form: _____
- Phone Number: _____
- I am satisfied that this resource (Collect) is meeting library needs: _____

Applying this resource (Collect) _____
will help improve library services to the
public:

Please share with us your _____
suggestions for improving the *Annual
Report*. When providing feedback, if
applicable please indicate the question
number each comment/suggestion refers
to. Thank you!