1. GENERAL LIBRARY INFORMATION

Report all information in Part 1 as of December 31, 2013, except for questions related to the current library director/manager (questions 1.35 through 1.40).

1.1 Library ID Number
2400613500

1.2 Library Name
LANSING COMMUNITY LIBRARY

1.3 Name Status (State use only)
00 (for no change from previous year)

1.4 Structure Status (State use only)
00 (for no change from previous year)

1.5 Community
Lansing

1.6 Beginning Fiscal Reporting Year
01/01/2013

1.7 Ending Fiscal Reporting Year
12/31/2013

1.8 Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?
No

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.
N/A

1.10 Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.
N/A

1.11 Beginning Local Fiscal Year
01/01/2013

1.12 Ending Local Fiscal Year
12/31/2013

1.13 Address Status
00 (for no change from previous year)

1.14 Street Address
27 AUBURN RD

1.15 City
LANSING

1.16 Zip Code
14882

1.17 Mailing Address
27 AUBURN RD

1.18 City
LANSING

1.19 Zip Code
14882

1.20 Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)
(607) 533-4939

1.21 Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)
(607) 533-7196

1.22 E-Mail Address to Contact the Library (Enter N/A if no e-mail address)
info@lansinglibrary.org

1.23 Library Home Page URL (Enter N/A if no home page URL)
www.lansinglibrary.org

1.24 Population Chartered to Serve (per 2010 Census)
7,354

1.25 Indicate the type of library as stated in the library's charter (select one):
PUBLIC

1.26 Indicate the area chartered to serve as stated in the library's charter (select one):
School District

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.
N

1.28 Indicate the type of charter the library currently holds (select one):
Provisional

1.29 Date the library was granted its absolute charter or the date of the provisional charter if the library does not have an absolute charter
03/18/2008

1.30 Date the library was last registered
10/09/2009
NOTE: For questions 1.36 through 1.41, report all information for the current library director/manager.

1.36 Title of Library Director/Manager (select one): Mrs.
1.37 First Name of Library Director/Manager Susan
1.38 Last Name of Library Director/Manager Gutenberger-Fitzpatrick
1.39 NYS Public Librarian Certification Number 24422
1.40 E-mail Address of the Director/Manager manager@lansinglibrary.org
1.41 Fax Number of the Director/Manager (607) 533-4939

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

1.43 Was all or part of the library's budget either subject to public vote held during the fiscal reporting year, or from an appropriation which was approved by public vote in a previous year? Enter Y for Yes, N for No. If yes, complete one record for the most recent vote from each funding source. If no, go to question 1.45.

1.44 For the fiscal year that ended in 2013, indicate the total percentage of the library's local public funding that was either subject to public vote during the fiscal reporting year, or that came from an appropriation which was approved by public vote in a previous year. 86%

1.45 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 1.46.

1.46 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 State note; if no, please go to Part 2, Library Collection.

2. LIBRARY COLLECTION

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Part 1.
## PRINT MATERIALS

### Cataloged Books

<table>
<thead>
<tr>
<th>Question</th>
<th>Category</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1</td>
<td>Adult Fiction Books</td>
<td>6,706</td>
</tr>
<tr>
<td>2.2</td>
<td>Adult Non-fiction Books</td>
<td>1,813</td>
</tr>
<tr>
<td>2.3</td>
<td>Total Adult Books (Total questions 2.1 &amp; 2.2)</td>
<td>8,519</td>
</tr>
<tr>
<td>2.4</td>
<td>Children's Fiction Books</td>
<td>5,723</td>
</tr>
<tr>
<td>2.5</td>
<td>Children's Non-fiction Books</td>
<td>1,043</td>
</tr>
<tr>
<td>2.6</td>
<td>Total Children's Books (Total questions 2.4 &amp; 2.5)</td>
<td>6,766</td>
</tr>
<tr>
<td>2.7</td>
<td>Total Cataloged Books (Total questions 2.3 &amp; 2.6)</td>
<td>15,285</td>
</tr>
</tbody>
</table>

### Other Print Materials

<table>
<thead>
<tr>
<th>Question</th>
<th>Category</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.8</td>
<td>Total Uncataloged Books</td>
<td>50</td>
</tr>
<tr>
<td>2.9</td>
<td>Total Print Serials</td>
<td>20</td>
</tr>
<tr>
<td>2.10</td>
<td>All Other Print Materials</td>
<td>40</td>
</tr>
<tr>
<td>2.11</td>
<td>Total Other Print Materials (Total questions 2.8 through 2.10)</td>
<td>110</td>
</tr>
<tr>
<td>2.12</td>
<td>Total Print Materials (Total questions 2.7 and 2.11)</td>
<td>15,395</td>
</tr>
</tbody>
</table>

### ELECTRONIC MATERIALS

<table>
<thead>
<tr>
<th>Question</th>
<th>Category</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.13</td>
<td>Electronic Books</td>
<td>16,008</td>
</tr>
<tr>
<td>2.14</td>
<td>Local Databases</td>
<td>11</td>
</tr>
<tr>
<td>2.15</td>
<td>NOVELNY Databases</td>
<td>11</td>
</tr>
<tr>
<td>2.16</td>
<td>Total Databases (Total questions 2.14 and 2.15)</td>
<td>22</td>
</tr>
<tr>
<td>2.17</td>
<td>Other Electronic Materials (includes all other materials in digital format such as e-serials, government documents, electronic files, reference tools, scores, maps, collection of digital photographs, etc.)</td>
<td>20</td>
</tr>
<tr>
<td>2.18</td>
<td>Total Electronic Materials (Total questions 2.13, 2.16 and 2.17)</td>
<td>16,050</td>
</tr>
</tbody>
</table>

### ALL OTHER MATERIALS

<table>
<thead>
<tr>
<th>Question</th>
<th>Category</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.19</td>
<td>Audio - Physical Units</td>
<td>500</td>
</tr>
<tr>
<td>2.20</td>
<td>Audio - Downloadable Units</td>
<td>2,317</td>
</tr>
<tr>
<td>2.21</td>
<td>Video - Physical Units</td>
<td>1,790</td>
</tr>
<tr>
<td>2.22</td>
<td>Video - Downloadable Units</td>
<td>0</td>
</tr>
<tr>
<td>2.23</td>
<td>All Other Materials (includes microform, films, slides, etc.)</td>
<td>0</td>
</tr>
<tr>
<td>2.24</td>
<td>Total Other Materials Holdings (Total questions 2.19 through 2.23)</td>
<td>4,607</td>
</tr>
<tr>
<td>2.25</td>
<td><strong>GRAND TOTAL HOLDINGS</strong> (Total questions 2.12, 2.18 and 2.24)</td>
<td>36,052</td>
</tr>
</tbody>
</table>

### CURRENT SERIAL SUBSCRIPTIONS

<table>
<thead>
<tr>
<th>Question</th>
<th>Category</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.26</td>
<td>Current Print Serial Subscriptions</td>
<td>15</td>
</tr>
</tbody>
</table>

### ADDITIONS TO HOLDINGS - Do **not** subtract withdrawals or discards.

<table>
<thead>
<tr>
<th>Question</th>
<th>Category</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.27</td>
<td>Cataloged Books</td>
<td>1,111</td>
</tr>
<tr>
<td>2.28</td>
<td>All Other Print Materials</td>
<td>0</td>
</tr>
<tr>
<td>2.29</td>
<td>Electronic Materials</td>
<td>15,942</td>
</tr>
<tr>
<td>2.30</td>
<td>All Other Materials</td>
<td>2,577</td>
</tr>
<tr>
<td>2.31</td>
<td>Total Additions (Total questions 2.27 through 2.30)</td>
<td>19,630</td>
</tr>
</tbody>
</table>

### 3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Report all information on questions 3.1 through 3.10 and 3.56 through 3.64 as of the end of the fiscal year.
reported in Part 1; report information on questions 3.11 through 3.55 for the 2013 calendar year.

**LIBRARY SPONSORED PROGRAMS**

<table>
<thead>
<tr>
<th>Question</th>
<th>Type of Program Sessions</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1</td>
<td>Adult Program Sessions</td>
<td>191</td>
</tr>
<tr>
<td>3.2</td>
<td>Young Adult Program Sessions</td>
<td>7</td>
</tr>
<tr>
<td>3.3</td>
<td>Children's Program Sessions</td>
<td>125</td>
</tr>
<tr>
<td>3.4</td>
<td>All Other Program Sessions</td>
<td>0</td>
</tr>
<tr>
<td>3.5</td>
<td>Total Number of Program Sessions (Total questions 3.1 through 3.4)</td>
<td>323</td>
</tr>
<tr>
<td>3.6</td>
<td>Adult Program Attendance</td>
<td>3,050</td>
</tr>
<tr>
<td>3.7</td>
<td>Young Adult Program Attendance</td>
<td>85</td>
</tr>
<tr>
<td>3.8</td>
<td>Children's Program Attendance</td>
<td>3,000</td>
</tr>
<tr>
<td>3.9</td>
<td>All Other Program Attendance</td>
<td>0</td>
</tr>
<tr>
<td>3.10</td>
<td>Total Program Attendance (Total questions 3.6 through 3.9)</td>
<td>6,135</td>
</tr>
</tbody>
</table>

**SUMMER READING PROGRAM**

3.11- Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2013 (check all that apply):

a. Program(s) for children: Yes
b. Program(s) for young adults: Yes
c. Program(s) for Adults: Yes
d. Summer Reading at New York Libraries name and/or logo used: No
e. Collaborative Summer Library Program (CSLP Manual, provided through the New York State Library, used): Yes
f. N/A: No

<table>
<thead>
<tr>
<th>Question</th>
<th>Type of Program Sessions</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.12</td>
<td>Library outlets offering a summer reading program</td>
<td>1</td>
</tr>
<tr>
<td>3.13</td>
<td>Children registered for the library's summer reading program</td>
<td>289</td>
</tr>
<tr>
<td>3.14</td>
<td>Young adults registered for the library's summer reading program</td>
<td>45</td>
</tr>
<tr>
<td>3.15</td>
<td>Total number registered for the library's summer reading program (total 3.13 + 3.14)</td>
<td>334</td>
</tr>
<tr>
<td>3.16</td>
<td>Children's program sessions - Summer 2013</td>
<td>26</td>
</tr>
<tr>
<td>3.17</td>
<td>Young adult program sessions - Summer 2013</td>
<td>6</td>
</tr>
<tr>
<td>3.18</td>
<td>Adult program sessions - Summer 2013</td>
<td>2</td>
</tr>
<tr>
<td>3.19</td>
<td>Total program sessions - Summer 2013 (total 3.16 + 3.17 + 3.18)</td>
<td>34</td>
</tr>
<tr>
<td>3.20</td>
<td>Children's program attendance - Summer 2013</td>
<td>650</td>
</tr>
<tr>
<td>3.21</td>
<td>Young adult program attendance - Summer 2013</td>
<td>50</td>
</tr>
<tr>
<td>3.22</td>
<td>Adult program attendance - Summer 2013</td>
<td>30</td>
</tr>
<tr>
<td>3.23</td>
<td>Total program attendance - Summer 2013 (total 3.20 + 3.21 + 3.22)</td>
<td>730</td>
</tr>
</tbody>
</table>

**COLLABORATORS**

<table>
<thead>
<tr>
<th>Question</th>
<th>Type of Collaborator</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.24</td>
<td>Public school district(s) and/or BOCES</td>
<td>1</td>
</tr>
<tr>
<td>3.25</td>
<td>Non-public school(s)</td>
<td>2</td>
</tr>
<tr>
<td>3.26</td>
<td>Childcare center(s)</td>
<td>1</td>
</tr>
<tr>
<td>3.27</td>
<td>Summer camp(s)</td>
<td>8</td>
</tr>
<tr>
<td>3.28</td>
<td>Municipality/Municipalities</td>
<td>1</td>
</tr>
<tr>
<td>3.29</td>
<td>Literacy provider(s)</td>
<td>1</td>
</tr>
</tbody>
</table>
3.30 Other (describe using the State note) 0
3.31 Total Collaborators (total 3.24 through 3.30) 14

EARLY LITERACY PROGRAMS

3.32 Did the library offer early literacy programs? (Enter Y for Yes, N for No) Y
3.33 Indicate types of programs offered (check all that apply)
   a. Focus on birth - school entry Yes
   b. Focus on parents & caregivers Yes
   c. Combined audience Yes
   d. N/A No
3.34 Number of sessions
   a. Focus on birth - school entry 100
   b. Focus on parents & caregivers 5
   c. Combined audience 63
   d. N/A N/A
3.35 Total Sessions 168
3.36 Attendance at sessions
   a. Focus on birth - school entry 1,200
   b. Focus on parents & caregivers 20
   c. Combined audience 650
   d. N/A N/A
3.37 Total Attendance 1,870

ADULT LITERACY

3.39 Did the library offer adult literacy programs? Yes
3.40 Total program sessions 7
3.41 Total program attendance 40
3.42 Collaborators (check all that apply)
   a. Literacy NY (Literacy Volunteers of America) No
   b. Public School District(s) and/or BOCES No
   c. Non-Public Schools No
   d. Other (see instructions and describe using State Note) No
   e. N/A Yes

PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

3.43 Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No) N
3.44 Children's program sessions 0
3.45 Young adult program sessions 0
3.46 Adult program sessions 0
3.47 Total program sessions (total 3.44 + 3.45 + 3.46) 0
3.48 Children's program attendance 0
3.49 Young adult program attendance 0
3.50 Adult program attendance
3.51 Total program attendance (total 3.48 + 3.49 + 3.50)
3.52 Collaborators (check all that apply):
   a. Literacy NY (Literacy Volunteers of America) No
   b. Public School District(s) and/or BOCES No
   c. Non-Public School(s) No
   d. Other (describe using the State note) No
   e. N/A Yes

**DIGITAL LITERACY**
3.53 Did the library offer digital literacy programs? Y
3.54 Total program sessions 84
3.55 Total program attendance 200

**LIBRARY USE**
3.56 Library visits (total annual attendance) 31,000
3.57 Registered resident borrowers 3,735
3.58 Registered non-resident borrowers 302

**WRITTEN POLICIES (Answer Y for Yes, N for No)**
3.59 Does the library have an open meeting policy? Y
3.60 Does the library have a policy protecting the confidentiality of library records? Y
3.61 Does the library have an Internet use policy? Y
3.62 Does the library have a disaster plan? Y

**ACCESSIBILITY (Answer Y for Yes, N for No)**
3.63 Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)? Y
3.64 Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)? Y

**4. LIBRARY TRANSACTIONS**
Report all transactions as of the end of the fiscal year reported in Part 1. (Please note: Internal Library usage is not considered part of circulation)

**CATALOGED BOOK CIRCULATION**
4.1 Adult Fiction Books 14,509
4.2 Adult Non-fiction Books 4,234
4.3 Total Adult Books (Total questions 4.1 & 4.2) 18,743
4.4 Children's Fiction Books 23,816
4.5 Children's Non-fiction Books 2,994
4.6 Total Children's Books (Total questions 4.4 & 4.5) 26,810
4.7 Total Cataloged Book Circulation (Total question 4.3 & 4.6) 45,553

**CIRCULATION OF OTHER MATERIALS**
4.8 Circulation of Adult Other Materials 11,704
4.9 Circulation of Children's Other Materials 4,543
4.10 Circulation of Electronic Materials 31
4.11 Total Circulation of Other Materials (Total questions 4.8, 4.9 & 4.10) 16,278
4.12 Grand Total Circulation Transactions (Total questions 4.7 & 4.11) 61,831
4.13 Grand Total Circulation of Children’s Materials (Total questions 4.6 & 4.9) 31,353

REFERENCE TRANSACTIONS
4.14 Total Reference Transactions 22,100
4.15 Does the library offer virtual reference? N

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)
4.16 TOTAL MATERIALS RECEIVED 8,282

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)
4.17 TOTAL MATERIALS PROVIDED 4,126

5. TECHNOLOGY AND TELECOMMUNICATIONS
Report all information as of December 31, 2013.

SYSTEMS AND SERVICES
5.1 Automated circulation system? Y
5.2 Online public access catalog (OPAC)? Y
5.3 Electronic access to the OPAC from outside the library? Y
5.4 Annual number of visits to the library's web site 15,500
5.5 Does the library use Internet filtering software on any computer? Y
5.6 Number of uses (sessions) of public Internet computers per year 9,000
5.7 Name of the person responsible for the library's Information Technology (IT) services Susie Gutenberger
5.8 IT contact's telephone number (enter 10 digits only and hit the Tab key) (607) 533-4939
5.9 IT contact's email address manager@lansinglibrary.org

6. STAFF INFORMATION
Report all staff information as of the end of the fiscal year reported in Part 1.

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. 32

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS
6.2 Library Director (certified) 1
6.3 Vacant Library Director (certified) 0
6.4 Librarian (certified) 0
6.5 Vacant Librarian (certified) 0
6.6 Library Manager (not certified) 0
6.7 Vacant Library Manager (not certified) 0
6.8 Library Specialist/Paraprofessional (not certified) 1.5
6.9 Vacant Library Specialist/Paraprofessional (not certified) 0
6.10 Other Staff 0
6.11 Vacant Other Staff 0
6.12 TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10) 2.50
6.13 VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11) 0.00

SALARY INFORMATION
7. MINIMUM PUBLIC LIBRARY STANDARDS

Report all information as of December 31, 2013.

7.1 1. Is governed by board-approved written bylaws.     Y
7.2 2. Has a board-approved written long range plan of service.    Y
7.3 3. Presents an annual report to the community.    Y
7.4 4. Has board-approved written policies.    Y
7.5 5. Presents an annual written budget to appropriate funding agencies.    Y
7.6 6. Periodically evaluates the effectiveness of the collection and services in meeting community needs.    Y
7.7 7. Is open the minimum standard number of public service hours for population served. (see instructions)    Y

8. Maintains a facility to meet community needs, including adequate:

7.8 8a. space    Y
7.9 8b. lighting    Y
7.10 8c. shelving    Y
7.11 8d. seating    Y
7.12 8e. restroom (see instructions)    Y

9. Has the equipment and connections necessary to facilitate access to information:

7.13 9a. telephone    Y
7.14 9b. photocopier (see instructions)    Y
7.15 9c. microcomputer or terminal    Y
7.16 9d. printer    Y
7.17 9e. telefacsimile capability (see instructions)    Y
7.18 10. Distributes printed information listing the library's hours open, borrowing rules, services, location and phone number.    Y
7.19 11. Employs a paid director in accordance with the provisions of section 90.8 of Commissioner' Regulations. (see instructions)    Y

8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Part 1.

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

8.1 Main Library  1
8.2 Branches  0
8.3 Bookmobiles  0
8.4 Other Outlets  0
8.5 TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)  1

PUBLIC SERVICE HOURS - Report hours to two decimal places.
### 8. Minimum Weekly Total Hours
- **Main Library**: 40
- **Branch Libraries**: 0
- **Bookmobiles**: 0
- **Total Hours Open (Questions 8.6 - 8.8)**: 40.00

<table>
<thead>
<tr>
<th>Question</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.10</td>
<td>Annual Total Hours - Main Library</td>
</tr>
<tr>
<td>8.11</td>
<td>Annual Total Hours - Branch Libraries</td>
</tr>
<tr>
<td>8.12</td>
<td>Annual Total Hours - Bookmobiles</td>
</tr>
<tr>
<td>8.13</td>
<td>Annual Hours Open - Total Hours Open (Questions 8.10 through 8.12)</td>
</tr>
<tr>
<td></td>
<td>2,100.00</td>
</tr>
</tbody>
</table>

### 9. SERVICE OUTLET INFORMATION

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.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Outlet Name</td>
<td>Lansing Community Library</td>
</tr>
<tr>
<td>2. Outlet Name Status</td>
<td>00 (for no change)</td>
</tr>
<tr>
<td>3. Street Address</td>
<td>27 Auburn Road</td>
</tr>
<tr>
<td>4. Outlet Street Address Status</td>
<td>00 (for no change)</td>
</tr>
<tr>
<td>5. City</td>
<td>Lansing</td>
</tr>
<tr>
<td>6. Zip Code</td>
<td>14882</td>
</tr>
<tr>
<td>7. Phone (enter 10 digits only)</td>
<td>(607) 533-4939</td>
</tr>
<tr>
<td>8. Fax Number (enter 10 digits only)</td>
<td>(607) 533-7916</td>
</tr>
<tr>
<td>9. E-mail Address</td>
<td><a href="mailto:info@lansinglibrary.org">info@lansinglibrary.org</a></td>
</tr>
<tr>
<td>10. Outlet URL</td>
<td><a href="http://www.lansinglibrary.org">www.lansinglibrary.org</a></td>
</tr>
<tr>
<td>11. County</td>
<td>Tompkins</td>
</tr>
<tr>
<td>12. School District</td>
<td>Lansing Central School</td>
</tr>
<tr>
<td>13. Outlet Type Code (select one):</td>
<td>CE</td>
</tr>
<tr>
<td>14. Public Service Hours Per Year for This Outlet</td>
<td>2,000</td>
</tr>
<tr>
<td>15. Number of Weeks This Outlet is Open</td>
<td>52</td>
</tr>
<tr>
<td>16. Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?</td>
<td>Y</td>
</tr>
<tr>
<td>17. Is the meeting space available for public use even when the outlet is closed?</td>
<td>Y</td>
</tr>
<tr>
<td>18. Total number of non-library sponsored programs, meetings and/or events at this outlet</td>
<td>50</td>
</tr>
<tr>
<td>19. Enter the appropriate outlet code (select one):</td>
<td>LO</td>
</tr>
<tr>
<td>20. Who owns this outlet building?</td>
<td>Library Board</td>
</tr>
<tr>
<td>21. Who owns the land on which this outlet is built?</td>
<td>Town</td>
</tr>
<tr>
<td>22. Indicate the year this outlet was initially constructed</td>
<td>1925</td>
</tr>
<tr>
<td>23. Indicate the year this outlet underwent a major renovation costing $25,000 or more</td>
<td>2007</td>
</tr>
<tr>
<td>24. Square footage of the outlet</td>
<td>4,200</td>
</tr>
<tr>
<td>25. Total number of Internet terminals at this outlet used by the general public</td>
<td>4</td>
</tr>
<tr>
<td>26. Type of connection on the outlet's public Internet computers</td>
<td>Cable</td>
</tr>
<tr>
<td>27. Maximum download speed of connection on the outlet's public Internet computers</td>
<td>Greater than 6 mbps and less than 9 mbps</td>
</tr>
<tr>
<td></td>
<td>Greater than 200 kbps and less than</td>
</tr>
</tbody>
</table>
28. Maximum upload speed of connection on the outlet's public Internet computers: 768 kbps
29. Internet Provider: Time Warner Cable
30. WiFi Access (click the hyperlink for types of WiFi Access): No restrictions to access
31. Number of wireless access uses per year: Report the total number of uses of wireless access in the outlet during the last year: 3,000
32. Does the outlet have interactive videoconferencing capability for public use? Y
33. Does the outlet have a building entrance that is physically accessible to a person in a wheelchair? Y
34. Is every public part of the outlet accessible to a person in a wheelchair? Y
35. LIBID: 2400613500
36. FSCSID: NY0796
37. Metropolitan Status Code: NO
38. Number of Bookmobiles in the Bookmobile Outlet Record: 0
39. Outlet Structure Status: 00 (for no change from previous year)

10. OFFICERS AND TRUSTEES
Report information about trustee meetings as of December 31, 2013. 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, 2013 to December 31, 2013): 11
10.2 Number of voting library board positions stated in the library's charter: 9
10.3 Number of current voting positions on library board: 9

BOARD MEMBER SELECTION
10.4 Enter Board Member Selection Code (select one): EP - board members are elected in a public election

List Officers and Board Members for the current Calendar Year (January 1 - December 31, 2014). Complete one record for each board member. There must be a record for each voting position, whether filled or vacant.

BOARD PRESIDENT
10.5 Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), or Vacant: Mrs.
10.6 First Name: Emily
10.7 Last Name: Franco
10.8 Mailing Address: 309 Peruville Rd
10.9 City: Groton
10.10 Zip Code (5 digits only): 13073
10.11 Phone (enter 10 digits only): (607) 533-8783
10.12 E-mail Address: trusteefranco@lansinglibrary.org
10.13 Term Begins - Month: May
10.14 Term Begins - Year (yyyy): 2010
10.15 Term Expires - Month: June
10.16 Term Expires - Year (yyyy): 2014
10.17 The date the Oath of Office was taken (mm/dd/yyyy): 05/26/2010
10.18 The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)
05/27/2010

10.19 Is this a brand new trustee?
N

1. Title of Board Member (select one):
2. First Name of Board Member
Tania
3. Last Name of Board Member
Lawrence
4. Mailing Address
104 Lansing Station Rd
Lansing
5. City
6. Zip Code (5 digits only)
14882
7. E-mail address
trusteelawrence@lansinglibrary.org
8. Office Held or Trustee
Secretary
9. Term Begins - Month
May
10. Term Begins - Year (year)
2012
11. Term Expires
June
12. Term Expires - Year (yyyy)
2015
13. The date the Oath of Office (mm/dd/yyyy) was taken
05/26/2012
14. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)
05/27/2012

15. Is this a brand new trustee?
N

1. Title of Board Member (select one):
2. First Name of Board Member
Andra
3. Last Name of Board Member
Benson
4. Mailing Address
112 Lansingville Rd
lansing
5. City
6. Zip Code (5 digits only)
14882
7. E-mail address
trusteebenson@lansinglibrary.org
8. Office Held or Trustee
Treasurer
9. Term Begins - Month
March
10. Term Begins - Year (year)
2008
11. Term Expires
May
12. Term Expires - Year (yyyy)
2016
13. The date the Oath of Office (mm/dd/yyyy) was taken
03/01/2008
14. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)
03/02/2008

15. Is this a brand new trustee?
N

1. Title of Board Member (select one):
2. First Name of Board Member
Craig
3. Last Name of Board Member
Trowbridge
4. Mailing Address
15 Aspen Way
ithaca
5. City
6. Zip Code (5 digits only)
14850
7. E-mail address
trustee@lansinglibrary.org
8. Office Held or Trustee
Trustee
9. Term Begins - Month
May
10. Term Begins - Year (year)
2011
11. Term Expires
May
12. Term Expires - Year (yyyy)
2017
13. The date the Oath of Office (mm/dd/yyyy) was taken
05/26/2011
14. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 05/27/2011
15. Is this a brand new trustee? N
1. Title of Board Member (select one): Mrs.
2. First Name of Board Member Julie
3. Last Name of Board Member Berens
4. Mailing Address 22 Sperry Lane
5. City Lansing
6. Zip Code (5 digits only) 14882
7. E-mail address trusteeberens@lansinglibrary.org
8. Office Held or Trustee Vice President
9. Term Begins - Month March
10. Term Begins - Year (year) 2008
11. Term Expires May
12. Term Expires - Year (yyyy) 2014
13. The date the Oath of Office (mm/dd/yyyy) was taken 03/01/2008
14. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 03/02/2008

15. Is this a brand new trustee? N
1. Title of Board Member (select one): Mrs.
2. First Name of Board Member Elizabeth
3. Last Name of Board Member Miller
4. Mailing Address 129 David Rd
5. City Lansing
6. Zip Code (5 digits only) 14882
7. E-mail address trusteeemiller@lansinglibrary.org
8. Office Held or Trustee Trustee
9. Term Begins - Month May
10. Term Begins - Year (year) 2013
11. Term Expires May
12. Term Expires - Year (yyyy) 2016
13. The date the Oath of Office (mm/dd/yyyy) was taken 05/26/2013
14. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 05/27/2013

15. Is this a brand new trustee? Y
1. Title of Board Member (select one): Mr.
2. First Name of Board Member Ron
3. Last Name of Board Member Ostman
4. Mailing Address 465 Van Ostrand Rd
5. City Groton
6. Zip Code (5 digits only) 13073
7. E-mail address trusteeostman@lansinglibrary.org
8. Office Held or Trustee Trustee
9. Term Begins - Month May
10. Term Begins - Year (year) 2012
11. Term Expires May
12. Term Expires - Year (yyyy) 2015
13. The date the Oath of Office (mm/dd/yyyy) was taken 05/26/2012
14. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 05/27/2012
15. Is this a brand new trustee? N
1. Title of Board Member (select one): Mr.
2. First Name of Board Member matt
3. Last Name of Board Member montague
4. Mailing Address 186 Buck Road
5. City lansing
6. Zip Code (5 digits only) 14882
7. E-mail address trustee@lansinglibrary.org
8. Office Held or Trustee Trustee
9. Term Begins - Month May
10. Term Begins - Year (year) 2012
11. Term Expires May
12. Term Expires - Year (yyyy) 2015
13. The date the Oath of Office (mm/dd/yyyy) was taken 05/26/2012
14. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 05/27/2012
15. Is this a brand new trustee? N
1. Title of Board Member (select one): Mrs.
2. First Name of Board Member Ami
3. Last Name of Board Member Walters
4. Mailing Address 22 read run rd
5. City ithaca
6. Zip Code (5 digits only) 14850
7. E-mail address trustee@lansinglibrary.org
8. Office Held or Trustee Trustee
9. Term Begins - Month May
10. Term Begins - Year (year) 2012
11. Term Expires May
12. Term Expires - Year (yyyy) 2015
13. The date the Oath of Office (mm/dd/yyyy) was taken 05/26/2013
14. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 05/27/2013
15. Is this a brand new trustee? Y

11. OPERATING FUNDS RECEIPTS
Report financial data based on the fiscal reporting year reported in Part 1. ROUND TO THE NEAREST DOLLAR.

LOCAL PUBLIC FUNDS
Specify by name the municipalities or districts which are the source of funds.
11.1 Does the library receive any local public funds? If yes, complete one record for each funding source; if no, go to question 11.3 (see instructions). Y
1. Source of Funds County
2. Name of funding County, Municipality or District Tompkins
3. Amount $28,050
4. Subject to public vote held in reporting year or in a previous reporting year(s).

5. Written Contractual Agreement

<table>
<thead>
<tr>
<th>1. Source of Funds</th>
<th>School District</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Name of funding County, Municipality or District</td>
<td>Lansing</td>
</tr>
<tr>
<td>3. Amount</td>
<td>$113,310</td>
</tr>
<tr>
<td>4. Subject to public vote held in reporting year or in a previous reporting year(s).</td>
<td>Y</td>
</tr>
</tbody>
</table>

5. Written Contractual Agreement

**11.2 TOTAL LOCAL PUBLIC FUNDS**

**SYSTEM CASH GRANTS TO MEMBER LIBRARY**

| 11.3 Local Library Services Aid (LLSA) | $1,721 |
| 11.4 Central Library Aid (CLDA and/or CBA) | $0 |
| 11.5 Additional State Aid received from the System | $10,000 |
| 11.6 Federal Aid received from the System | $0 |
| 11.7 Other Cash Grants | $187 |

**11.8 TOTAL SYSTEM CASH GRANTS** *(Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)*

**$11,908**

**OTHER STATE AID**

| 11.9 State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants | $7,000 |

**FEDERAL AID FOR LIBRARY OPERATION**

| 11.10 LSTA | $0 |
| 11.11 Other Federal Aid | $0 |

**11.12 TOTAL FEDERAL AID** *(Add Questions 11.10 and 11.11)*

**$0**

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

**$0**

**OTHER RECEIPTS**

| 11.14 Gifts and Endowments | $0 |
| 11.15 Fund Raising | $0 |
| 11.16 Income from Investments | $19 |
| 11.17 Library Charges | $3,970 |
| 11.18 Other | $0 |

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

**$3,989**

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

**$164,257**

**11.21 BUDGET LOANS**

**$0**

**TRANSFERS**

| 11.22 From Capital Fund (Same as Question 14.8) | $0 |
| 11.23 From Other Funds | $0 |

**11.24 TOTAL TRANSFERS** *(Add Questions 11.22 and 11.23)*

**$0**

**11.25 BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2013 (Same as Question 12.39 of previous year if fiscal year has not changed)**

**$109,000**

**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)*

**$273,257**
12. OPERATING FUND DISBURSEMENTS

**STAFF EXPENDITURES**

Salaries & Wages Paid from Library Funds

12.1 Certified Librarians $41,500
12.2 Other Staff $34,866

12.3 Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2) $76,366

12.4 Employee Benefits Expenditures $19,884

12.5 Total Staff Expenditures (Add Questions 12.3 and 12.4) $96,250

**COLLECTION EXPENDITURES**

12.6 Print Materials Expenditures $16,504
12.7 Electronic Materials Expenditures $952
12.8 Other Materials Expenditures $1,868

12.9 Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8) $19,324

**CAPITAL EXPENDITURES FROM OPERATING FUNDS**

12.10 From Local Public Funds (71PF) $0
12.11 From Other Funds (71OF) $0

12.12 Total Capital Expenditures (Add Questions 12.10 and 12.11) $0

**OPERATION AND MAINTENANCE OF BUILDINGS**

Repairs to Building & Building Equipment

12.13 From Local Public Funds (72PF) $4,359
12.14 From Other Funds (72OF) $0

12.15 Total Repairs (Add Questions 12.13 and 12.14) $4,359

12.16 Other Disbursements for Operation & Maintenance of Buildings $12,615

12.17 Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16) $16,974

**MISCELLANEOUS EXPENSES**

12.18 Office and Library Supplies $8,973
12.19 Telecommunications $3,886
12.20 Binding Expenses $908
12.21 Postage and Freight $83
12.22 Professional & Consultant Fees $5,101
12.23 Other Miscellaneous $6,402

12.24 Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22 and 12.23) $25,353

12.25 Contracts with Public Libraries and/or Public Library Systems in New York State $5,356

**DEBT SERVICE**

Capital Purposes Loans (Principal and Interest)

12.26 From Local Public Funds (73PF) $0
12.27 From Other Funds (73OF) $0

12.28 Total (Add Questions 12.26 and 12.27) $0

12.29 Budget Loans (Principal and Interest) $0

12.30 Short-Term Loans $0

12.31 Total Debt Service (Add Questions 12.28, 12.29 and 12.30) $0
12.32 **TOTAL OPERATING FUND DISBURSEMENTS** (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31) $163,257

### TRANSFERS

**Transfers to Capital Fund**

<table>
<thead>
<tr>
<th>Question</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.33 From Local Public Funds (76PF)</td>
<td>$0</td>
</tr>
<tr>
<td>12.34 From Other Funds (76OF)</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Total Transfers to Capital Fund</strong> (Add Questions 12.33 and 12.34; same as Question 13.8)</td>
<td>$0</td>
</tr>
<tr>
<td>12.36 Transfer to Other Funds</td>
<td>$0</td>
</tr>
<tr>
<td><strong>TOTAL TRANSFERS</strong> (Add Questions 12.35 and 12.36)</td>
<td>$0</td>
</tr>
</tbody>
</table>

12.39 **BALANCE IN OPERATING FUND** - Ending Balance for the Fiscal Year Ending 2013 $110,000

12.40 **GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE** (Add Questions 12.38 and 12.39; same as Question 11.26) $273,257

### ASSURANCE

12.41 The Library operated under its plan of service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy) 02/21/2014

### FISCAL AUDIT

<table>
<thead>
<tr>
<th>Question</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.42 Last audit performed (mm/dd/yyyy)</td>
<td>12/30/2013</td>
</tr>
<tr>
<td>12.43 Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)</td>
<td>03/01/2008-12/30/2013</td>
</tr>
<tr>
<td>12.44 Indicate type of audit (select one):</td>
<td>Private Accounting Firm</td>
</tr>
</tbody>
</table>

### CAPITAL FUND

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

### 13. CAPITAL FUND RECEIPTS

Report financial data based on the fiscal year reported in Part 1. *ROUND TO THE NEAREST DOLLAR.*

#### REVENUES FROM LOCAL SOURCES

<table>
<thead>
<tr>
<th>Question</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.1 Revenues from Local Government Sources</td>
<td>$0</td>
</tr>
<tr>
<td>13.2 All Other Revenues from Local Sources</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Total Revenues from Local Sources</strong> (Add Questions 13.1 and 13.2)</td>
<td>$0</td>
</tr>
</tbody>
</table>

#### STATE AID FOR CAPITAL PROJECTS

<table>
<thead>
<tr>
<th>Question</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.4 State Aid Received for Construction</td>
<td>$0</td>
</tr>
<tr>
<td>13.5 Other State Aid</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Total State Aid</strong> (Add Questions 13.4 and 13.5)</td>
<td>$0</td>
</tr>
</tbody>
</table>

#### FEDERAL AID FOR CAPITAL PROJECTS

<table>
<thead>
<tr>
<th>Question</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.7 TOTAL FEDERAL AID</td>
<td>$0</td>
</tr>
<tr>
<td><strong>INTERFUND REVENUE</strong></td>
<td>$0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Question</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.8 Transfer from Operating Fund (Same as Question 12.35)</td>
<td>$0</td>
</tr>
</tbody>
</table>
13.9 **TOTAL REVENUES** (Add Questions 13.3, 13.6, 13.7 and 13.8) $0

13.10 **NON-REVENUE RECEIPTS** $0

13.11 **TOTAL CASH RECEIPTS** (Add Questions 13.9 and 13.10) $0

13.12 **BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2013** (Same as Question 14.11 of previous year, if fiscal year has not changed) $40,000

13.13 **TOTAL CASH RECEIPTS AND BALANCE** (Add Questions 13.11 and 13.12; same as Question 14.12) $40,000

### 14. CAPITAL FUND DISBURSEMENTS

#### PROJECT EXPENDITURES

14.1 Construction $0

14.2 Incidental Construction $0

#### Other Disbursements

14.3 Purchase of Buildings $0

14.4 Interest $0

14.5 Collection Expenditures $0

14.6 **Total Other Disbursements** (Add Questions 14.3, 14.4 and 14.5) $0

14.7 **TOTAL PROJECT EXPENDITURES** (Add Questions 14.1, 14.2 and 14.6) $0

14.8 **TRANSFER TO OPERATING FUND** (Same as Question 11.22) $0

14.9 **NON-PROJECT EXPENDITURES** $0

14.10 **TOTAL CASH DISBURSEMENTS AND TRANSFERS** (Add Questions 14.7, 14.8 and 14.9) $0

14.11 **BALANCE IN CAPITAL FUND - Ending Balance for the Fiscal Year Ending 2013** $40,000

14.12 **TOTAL CASH DISBURSEMENTS AND BALANCE** (Add Questions 14.10 and 14.11; same as Question 13.13) $40,000

### 15. FEDERAL TOTALS

All questions in Part 15 are calculated, locked fields.

*Note: See instructions for definitions and calculations of each of these Federal Totals.*

15.1 **Total ALA-MLS** 0.80

15.2 **Total Librarians** 2.00

15.3 **All Other Paid Staff** 0.00

15.4 **Total Paid Employees** 2.00

15.5 **State Government Revenue** $18,721

15.6 **Federal Government Revenue** $0

15.7 **Other Operating Revenue** $4,176

15.8 **Total Operating Revenue** $164,257

15.9 **Other Operating Expenditures** $47,683

15.10 **Total Operating Expenditures** $163,257

15.11 **Total Capital Expenditures** $0

15.12 **Print Materials** 15,355

15.13 **Total Registered Borrowers** 4,037

15.14 **Other Capital Revenue and Receipts** $0
16. FOR NEW YORK STATE LIBRARY USE ONLY

16.1 LIB ID 2400613500
16.2 Interlibrary Relationship Code ME
16.3 Legal Basis Code LD
16.4 Administrative Structure Code SO
16.5 FSCS Public Library Definition Y
16.6 Geographic Code SD1
16.7 FSCS ID NY0796

SUGGESTED IMPROVEMENTS

Library Name: LANSING COMMUNITY LIBRARY
Library System: Finger Lakes Library System
Name of Person Completing Form: Susie Gutenberger
Phone Number: (607) 533-4939

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!