

Annual Report Season

Every chartered public library is required to file a NYS Annual Report detailing the library's activities and finances. This report is essentially a snapshot of your yearly activities, including your holdings, programs/visits, and financial activities. It is critical to file this report accurately and on time, as the information is used in a couple ways:

- NYS uses the data you provide to ensure that you are adhering to your charter and to official minimum standards for public libraries.
- NYS passes the information you report on to the [Institute of Museum and Library Services](#). This federal agency uses your data to calculate funding needs.

2021 Annual reports will be due to the system mid-February 2022. Library boards must approve the annual report before it is submitted to FLLS and the approval date must be prior to March 1, 2022. Please plan to hold a special meeting if you don't normally meet in February. More information will be made available when it has been released by NYS.

Jenny Shonk is the contact for your 2021 Annual Report questions. She will be reaching out in January with more information.

Information from your library's Annual Report can be useful in crafting your Community Report. Check out this example from our member [Phillips Free Library](#) in Homer

New York State
Library



**BECAUSE
INVESTING IN
LIBRARIES IS AN
INVESTMENT
IN OUR
COMMUNITIES.**

**LIBRARIES
TRANSFORM**
ALA American Library Association

Throughout the pandemic, libraries supported and have been supported by the communities they serve. Visit [NYLA's Advocacy page](#) for more information.

Advocacy Day March 2, 2022

On March 2, 2022, library advocates around the state will gather virtually for NYLA's Annual Library Advocacy Day. FLLS will be coordinating virtual sessions with legislators to champion the work that your libraries do every day. Watch for updates on how you can participate.

Library funding and increased construction aid were top of the list last year. FLLS staff and members also advocated for vaccine access for interested library workers and continued our advocacy efforts for consortia purchasing of services, such as health care for our libraries. Locally, FLLS supported libraries as they organized successful school ballot referendum votes.



For more information on library policies and Covid visit [Ask the Lawyer](#) featuring lawyer Stephanie "Cole" Adams

Libraries and the Pandemic

Some key considerations as of this writing:

- The NY State Mask Mandate has been extended until at least February 1, 2022. Please make sure library staff and patrons wear masks in your libraries.
- With increased cases and a growing number of library staff in quarantine, please know that you can temporarily close your library if you cannot staff it. Contact Sarah immediately to let us know if you need to close.
- A reminder that as of January 1, 2022, curbside or other contactless pickup options cannot count as open library hours. Libraries can still offer this patron popular model, but it must be in conjunction with your library offering open hours.
- Association libraries (FLLS urges all libraries) must continue to participate in health screening questions of their staff due to the ongoing pandemic. With contact tracing not occurring at a county level, this is important in determining staff exposures at your libraries.

Trustee Handbook Book Club

This successful series with Jerry Nichols and Rebekkah Smith-Aldrich will continue in 2022! Save the date info has been shared and registration has begun. [Bookmark this link](#) for more information.

Board Meetings 101

Currently, Open Meetings Law has been relaxed until January 15, 2022. Besides knowing that you can hold your meetings virtually, in-person, or hybrid, there are other aspects of the law that your Board must legally follow.

This quick quiz was inspired by questions we've received lately. For more information on your specific questions please reach out to us.

True or False:

1. Meeting minutes must be posted on your library website asap even if they have not been approved.
2. Meeting documents, including financials, must be made available to the public 24 hours in advance of the meeting.
3. Library Boards are required to meet a minimum of 4 times per year.

Curious to learn more? Check out this [Board Meeting Toolkit](#) from the Mid-Hudson Library System that accompanied the Trustee Handbook Book Club session on Board meetings.

The answers to all of the above are true. However, we suggest a Board meet more often than the minimum, especially if there are ongoing projects.



Miss the bookclub? You can access the recordings and more resources [here](#).