Lansing Community Library
Annual Report For Public And Association Libraries - 2021

1. GENERAL LIBRARY INFORMATION

Library/Director Information

Please note: Bibliostat CollectConnect is now compatible with major browsers including Google Chrome, Mozilla Firefox, Safari and Internet Explorer.

Please be advised Bibliostat CollectConnect is now using a new interface. If you have accessed or if you believe you may have accessed the old Bibliostat Collect, please click the new link here and you will be taken to the new interface. Please be sure you exit and close the old Bibliostat Collect before you begin your survey.

To avoid loss of data, only one person at a time should be logged into a member library report. Multiple people logged into the same report will cause data to be lost.

Libraries should not have reports from two different years open at the same time.

Report all information in Part 1 as of December 31, 2021, <u>except</u> for questions related to the <u>current</u> library director/manager (questions 1.37 through 1.44).

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	01/01/2021
1.7	Ending Fiscal Reporting Year	12/31/2021
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 <u>Local</u> Fiscal Year	01/01/2021
1.12	Ending <u>Local</u> Fiscal Year	12/31/2021
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. Answer Y for Yes, N for No.	N
1.28	Indicate the type of charter the library currently holds (select one):	Absolute
1.29	Date the library was granted its absolute charter <u>or</u> the date of the provisional charter <u>if</u> the library does not have an absolute charter	03/18/2008
1.30	Date the library was last registered	10/09/2009
1.31	Federal Employer Identification Number	161599749
1.32	County	TOMPKINS
1.33	School District	Lansing Central School District
1.34	Town/City	Lansing
1.35	Library System	Finger Lakes Library System

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

1.36a President/CEO Name

1.36b President/CEO Phone Number

1.36c   President/CEO Email

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

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   What is the highest education level of the library manager/director?   Master's Degree

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

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.   Y

1.43   E-mail Address of the Director/Manager manager@lansinglibrary.org

1.44   Fax Number of the Director/Manager   (607) 533-4939

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

Public Votes/Contracts

1.46   Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2021? (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   N

funding source. If no, go to question 1.47.

1.	Name of municipality or district holding the public vote	N/A
2.	Indicate the type of municipality or district holding the public vote	N/A
3.	Date the vote was held (mm/dd/2021)	N/A
4.	Was the vote successful? Y/N	N/A
5.	What type of public vote was it?	N/A
6a.	Most recent prior year approved appropriation from a public vote:	N/A
6b.	Proposed increase in appropriation as a result of the vote held on the date reported in question number 3:	N/A
6c.	Total proposed appropriation (sum of 6a and 6b):	N/A

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 2021) 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.	Y
1.	Name of municipality or district holding the public vote	Lansing Central School District
2.	Indicate the type of municipality or district holding the public vote	School District

3. Date the last successful vote was held (mm/dd/yyyy)

04/27/2021

4. What type of public vote was it?

budget vote (school district public library only)

5. What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote?

$221,040

Unusual Circumstances

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.

N

1. Name of contracting municipality or district

N/A

2. Is this a written contractual agreement?

N/A

3. Population of the geographic area served by this contract

N/A

4. Dollar amount of contract

N/A

5. Enter the appropriate code for range of services provided (select one):

N/A

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,

Y

please annotate explaining the circumstance(s) and the impact on the library using the Note; if no, please go to Part 2, Library Collection.

Note: Library services were interrupted due to world pandemic.

2. LIBRARY COLLECTION

Print/Electronic/Other Holdings

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Part 1. Please read general information instructions below before completing this section.

NOTE: This section of the survey (2.1-2.25) 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. Count electronic materials at the administrative entity level (main library); do not duplicate numbers at each branch.

PRINT MATERIALS

Cataloged Books

2.1	Adult Fiction Books	5,719

Note: We conducted a weeding project in 2021.

2.2	Adult Non-fiction Books	1,968

2.3	Total Adult Books (Total questions 2.1 & 2.2)	7,687

2.4	Children's Fiction Books	6,888

2.5	Children's Non-fiction Books	1,378

2.6	Total Children's Books (Total questions 2.4 & 2.5)	8,266

2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	15,953

Other Print Materials

2.8	Total Uncataloged Books	20
2.9	Total Print Serials	5
2.10	All Other Print Materials	0
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	25
2.12	Total Print Materials (Total questions 2.7 and 2.11)	15,978

ALL OTHER MATERIALS

Electronic Materials

2.13	Electronic Books	26,309
2.14	Local Electronic Collections	5
2.15	NOVEL$_{NY}$ Electronic Collections	15
2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	20
2.17	Audio - Downloadable Units	8,741
2.18	Video - Downloadable Units	0
2.19	Other Electronic Materials (Include items that are not included in the above categories, such as e-serials; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)	0
2.20	Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	35,070

Non-Electronic Materials

2.21	Audio - Physical Units	680
2.22	Video - Physical Units	2,765
2.23	Other Circulating Physical Items	72
2.24	Total Physical Items in Collection (Total questions 2.21 through 2.23)	3,517

Grand Total/Additions to Holdings

2.25	**GRAND TOTAL HOLDINGS** (Total questions 2.12, 2.20 and 2.24)	54,565

ADDITIONS TO HOLDINGS - Do <u>not</u> subtract withdrawals or discards.

2.26	Cataloged Books	1,248
2.27	All Other Print Materials	0
2.28	Electronic Materials	9,751
2.29	All Other Materials	55
2.30	Total Additions (Total questions 2.26 through 2.29)	11,054

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Visits/Borrowers/Policies/Accessibility

Report all information on questions 3.1 through 3.29 as of the end of the <u>fiscal</u> year reported in Part 1; report information on questions 3.30 through 3.82 for the 2021 <u>calendar</u> 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 Part 1.

LIBRARY USE

3.1	Library visits (total annual attendance)	20,050

3.1a	Regarding the number of Library Visits entered, is this an annual count or an annual estimate based on a typical week or weeks?	ES - Annual Estimate Based on Typical Week(s)
3.2	Registered resident borrowers	1,716
3.3	Registered non-resident borrowers	519

Please report information on WRITTEN POLICIES as of 12/31/21.

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

3.4	Does the library have an open meeting policy?	Y
3.5	Does the library have a policy protecting the confidentiality of library records?	Y
3.6	Does the library have an Internet use policy?	Y
3.7	Does the library have a disaster plan?	Y
3.8	Does the library have a board-approved conflict of interest policy?	Y
3.9	Does the library have a board-approved whistle blower policy?	Y
3.10	Does the library have a board-approved sexual harassment prevention policy?	Y

Please report information on ACCESSIBILITY as of 12/31/21.

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.)?	Y

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

3.13	Does the library have large print books?	Y

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

3.15 - If so, what do you have?

screen reader, such as JAWS, Windoweyes or NVDA	No
refreshable Braille commonly referred to as a refreshable Braille display	Yes
screen magnification software, such as Zoomtext	Yes
electronic scanning and reading software, such as OpenBook	Yes

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)?	N

Library Sponsored Programs/Summer Reading Program

SYNCHRONOUS PROGRAM SESSIONS and ATTENDANCE

For Questions 3.19, 3.19a, 3.19b,
- If you have broken out Synchronous Program Sessions for Children by age group, 0–5 and 6–11, please complete Q3.19a and Q3.19b. Enter the total in Q3.19.
- If you have not broken out Synchronous Program Sessions by age group, enter the Number of Children's Programs in Q3.19, and enter N/A in Q3.19a and Q3.19b.

For Questions 3.26, 3.26a, 3.26b,
- If you have broken out Synchronous Children's Program Attendance by age group, 0–5 and 6–11, please complete Q3.26a and Q3.26b. Enter that total in Q3.26.

○ If you have not broken out Synchronous Children's Program Attendance by age group, enter the Children's Program Attendance in Q3.26, and enter N/A in Q3.26a and Q3.26b.

3.17   Number of Synchronous Program Sessions Targeted at Adults Age 19 or Older   13

Note: We were able to host more programs this year as we were open more hours.

3.18   Number of Synchronous Program Sessions Targeted at Young Adults Ages 12-18   11

3.19   Number of Children's Programs   17

Note: We held 6 sessions of online programming this year. We had low attendance at the programming for young people last year.

3.19a   Number of Synchronous Program Sessions Targeted at Children Ages 0-5   11

3.19b   Number of Synchronous Program Sessions Targeted at Children Ages 6-11   6

3.20   Number of Synchronous General Interest Program Sessions   0

3.20a   Total Number of Synchronous Program Sessions for those libraries who are not reporting the number of Children's Programs in Q3.19a and Q3.19b (Total questions 3.17, 3.18, 3.19, 3.20)   41

3.21   Total Number of Synchronous Program Sessions (Total questions 3.17, 3.18, 3.19a, 3.19b, 3.20). This is the Total Number for those libraries who are breaking out Children's Programming questions by age.   41

3.21a   Number of Synchronous In-Person Onsite Program Sessions   0

3.21b   Number of Synchronous In-Person Offsite Program Sessions   0

3.21c	Number of Synchronous Virtual Program Sessions	41

3.22	One-on-One Program Sessions	1,290

Note: We held more in person programming this year so our passive programming was reduced.

3.23	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?	Yes

3.24	Attendance at Synchronous Programs Targeted at Adults Age 19 or Older	272

Note: We held more adult programming over zoom this year.

3.25	Attendance at Synchronous Programs Targeted at Young Adults Ages 12-18	76

Note: We held virtual dungeons and dragons book clob session which were popular in 2022.

3.26	Children's Program Attendance	417

Note: We 66 sessions of online programming this year. We held less sessions than last year

3.26a	Attendance at Synchronous Programs Targeted at Children Ages 0-5	242

3.26b	Attendance at Synchronous Programs Targeted at Children Ages 6-11	175

3.27	Attendance at Synchronous General Interest Programs	0

3.27a	Total Attendance at Synchronous Programs for those libraries who are not reporting the Children's Program Attendance in Q3.26a and Q3.26b (Total questions 3.24, 3.25, 3.26, 3.27)	765

3.28	Total Attendance at Synchronous Programs (Total questions 3.24, 3.25, 3.26a, 3.26b, 3.27). This is the Total	765

3.28a   Synchronous In-Person Onsite Program Attendance   0

3.28b   Synchronous In-Person Offsite Program Attendance   0

3.28c   Synchronous Virtual Program Attendance   765

3.29   One-on-One Program Attendance   1,290

Note: We held more in person programming this year so our passive programming was reduced.

3.29a   Total Number of Asynchronous Program Presentations   0

3.29b   Total Views of Asynchronous Program Presentations within 7 Days   0

Please report information on SUMMER READING PROGRAMS for the 2021 calendar year.

SUMMER READING PROGRAM

3.30 - Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2021 (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

3.31	Library outlets offering the summer reading program	1

3.32	Children registered for the library's summer reading program	240

Note: We were open more hours this year and more programming. This increase in programming added more participants for 2022.

3.33	Young adults registered for the library's summer reading program	30

3.34	Adults registered for the library's summer reading program	140

Note: We were open more hours this year and more programming. This increase in programming added more participants for 2022.

3.35	Total number registered for the library's summer reading program (total 3.32 + 3.33 + 3.34)	410

3.36	Children's program sessions - Summer 2021	5

Note: We were open more hours this year and more programming. This increase in programming added more participants for 2022.

3.37	Young adult program sessions - Summer 2021	5

3.38	Adult program sessions - Summer 2021	1

Note: We were open more hours this year and more programming. This increase in programming added more participants for 2022.

3.39	Total program sessions - Summer 2021 (total 3.36 + 3.37 + 3.38)	11

3.40	Children's program attendance - Summer 2021	175

Note: There was a change made in how we report our programs. Our popular take and make program is now in another area. This change reduced this number/

3.41	Young adult program attendance - Summer 2021	40

Note: We had five sessions of a teen program this year with 8 registered attendees at each program.

3.42	Adult program attendance - Summer 2021	50
3.43	Total program attendance - Summer 2021 (total 3.40 + 3.41 + 3.42)	265

COLLABORATORS

3.44	Public school district(s) and/or BOCES	2
3.45	Non-public school(s)	3
3.46	Childcare center(s)	5
3.47	Summer camp(s)	1
3.48	Municipality/Municipalities	1
3.49	Literacy provider(s)	2
3.50	Other (describe using the State note)	0
3.51	Total Collaborators (total 3.44 through 3.50)	14

Early/Adult/English Speaker/Digital Literacy

Please report information on EARLY LITERACY PROGRAMS for the 2021 calendar year.

EARLY LITERACY PROGRAMS

3.52	Did the library offer early literacy programs? (Enter Y for Yes, N for No)	Y

3.53 - Indicate types of programs offered (check all that apply)

a.	Focus on birth - school entry (kindergarten)	Yes

b.	Focus on parents & caregivers	Yes

c.	Combined audience	Yes

d.	N/A	No

3.54 - Number of sessions

a.	Focus on birth - school entry (kindergarten)	0

Note: We did not host these programs in 2021 due to Covid and limited indoor space.

b.	Focus on parents & caregivers	0

Note: We did not host these programs in 2021 due to Covid and limited indoor space.

c.	Combined audience	0

Note: We did not host these programs in 2021 due to Covid and limited indoor space.

d.	N/A	N/A

3.55	Total Sessions	0

3.56 - Attendance at sessions

a.	Focus on birth - school entry (kindergarten)	0

Note: We did not host these programs in 2021 due to Covid and limited indoor space.

b.	Focus on parents & caregivers	0

Note: We did not host these programs in 2021 due to Covid and limited indoor space.

c.	Combined audience	0

Note: We did not host these programs in 2021 due to Covid and limited indoor space.

d.	N/A	N/A

3.57	Total Attendance	0

3.58 - Collaborators (check all that apply):

a.	Childcare center(s)	No

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

c.	Non-Public School(s)	Yes

d.	Health care providers/agencies	Yes

e.	Other (describe using the State note)	No

Please report information on ADULT LITERACY for the 2021 calendar year.

ADULT LITERACY

3.59	Did the library offer adult literacy programs?	No

3.60	Total group program sessions	0

3.61	Total one-on-one program sessions	0

3.62	Total group program attendance	0

3.63	Total one-on-one program attendance	0

3.64 - Collaborators (check all that apply)

a.	Literacy NY (Literacy Volunteers of America)	No

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

c.	Non-Public Schools	Yes

d.	Other (see instructions and describe using Note)	No

Please report information on PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL) for the 2021 calendar year.

PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

3.65	Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No)	N

3.66	Children's program sessions	0

3.67	Young adult program sessions	0
3.68	Adult program sessions	0
3.69	Total program sessions (total 3.66 + 3.67 + 3.68)	0
3.70	One-on-one program sessions	0
3.71	Children's program attendance	0
3.72	Young adult program attendance	0
3.73	Adult program attendance	0
3.74	Total program attendance (total 3.71 + 3.72 + 3.73)	0
3.75	One-on-one program attendance	0

3.76 - 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 Note)	No

Please report information on DIGITAL LITERACY for the 2021 calendar year.

DIGITAL LITERACY

3.77	Did the library offer digital literacy programs?	Y
3.78	Total group program sessions	0
3.79	Total one-on-one program sessions	50

3.80	Total group program attendance	0
3.81	Total one-on-one program attendance	50
3.82	Did your library offer teen-led activities during the 2021 calendar year?	N

4. LIBRARY TRANSACTIONS

Circulation/Electronic Use/Reference Transactions

Report all transactions as of the end of the fiscal year reported in Part 1. (Please note: Internal Library usage is <u>not</u> considered part of circulation.)

CATALOGED BOOK CIRCULATION

4.1	Adult Fiction Books	13,417
4.2	Adult Non-fiction Books	4,015
4.3	Total Adult Books (Total questions 4.1 & 4.2)	17,432
4.4	Children's Fiction Books	22,643
4.5	Children's Non-fiction Books	3,644
4.6	Total Children's Books (Total questions 4.4 & 4.5)	26,287
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	43,719

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	5,306
4.9	Circulation of Children's Other Materials	1,418

4.10	Circulation of Other Physical Items (Total questions 4.8, 4.9)	6,724
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	50,443

ELECTRONIC USE

4.12	Use of Electronic Material	6,699

Note: Patrons checked out less electronic books this year. We were open for more in person hours for checking out of physical books.

4.13	Successful Retrieval of Electronic Information	0

Note: Our system stopped subscribing to RBDigital.

4.14	Electronic Content Use (Total questions 4.12 & 4.13)	6,699
4.15	Total Circulation of Materials (Total questions 4.11 & 4.12)	57,142
4.16	Total Collection Use (Total questions 4.13 & 4.15)	57,142
4.17	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	27,705

REFERENCE TRANSACTIONS

4.18	Total Reference Transactions	15,000

Note: We are not open to our pre-pandemic hours. This number is an estimation.

4.18a	Regarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks?	ES - Annual Estimate Based on Typical Week(s)
4.19	Does the library offer virtual reference?	Y

Interlibrary Loan

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.20   TOTAL MATERIALS RECEIVED   13,257

Note: We borrowed more books this year.

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.21   TOTAL MATERIALS PROVIDED   5,034

Note: We sent out more books this year

5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2021.

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   35,321

Note: We built a new website and are now able to take visits to our page.

5.5   Does the library use Internet filtering software on any computer?   N

5.6   Does your library use social media?   Y

5.7   Does the library file for E-rate benefits? N

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

5.9   If yes, in which consortium are you participating?   N/A

5.10   Name of the person responsible for the library's Information Technology (IT) services   Susie Gutenberger

5.11   IT contact's telephone number (enter 10 digits only and hit the Tab key)   (607) 533-4939

6. STAFF INFORMATION

Note: Report figures as of the last day of the fiscal year reported 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.

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.	40

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
6.9	Vacant Library Specialist/Paraprofessional (not certified)	0
6.10	Other Staff	1.12
6.11	Vacant Other Staff	0

6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	3.12
6.13	VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	0.00

SALARY INFORMATION

6.14	FTE - Entry Level Librarian (certified)	1

| 6.15 | Salary - Entry Level Librarian (certified) | $0 |

Note: We do not have an entry level librarian on staff. We have a paraprofessional.

6.16	FTE - Library Director (certified)	1

6.17	Salary - Library Director (certified)	$59,240

6.18	FTE - Library Manager (not certified)	0

6.19	Salary - Library Manager (not certified)	$0

7. MINIMUM PUBLIC LIBRARY STANDARDS

As of January 1, 2021 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, 2021**. 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. Questions about the new standards should be directed to your library system.

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.	Y

2.	Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff.	Y

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.   Y

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.   Y

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.   Y

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.   Y

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

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

8a.	space	Y
8b.	lighting	Y
8c.	shelving	Y
8d.	seating	Y
8e.	power infrastructure	Y
8f.	data infrastructure	Y
8g.	public restroom	Y

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

10. Provides

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

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

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.   Y

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

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.   Y

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.   Y

8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Part 1. Please click here to read general instructions before completing this section.

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 <u>two</u> decimal places.

8.6	Minimum Weekly Total Hours - Main Library	42.00

Note: We have not added back in all of hour open hours yet. We are open in person 42 hours per week.

8.7	Minimum Weekly Total Hours - Branch Libraries	0.00

8.8	Minimum Weekly Total Hours - Bookmobiles	0.00

8.9	Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	42.00

8.10	Annual Total Hours - Main Library	2,184.00

Note: The library was able to be consistently open to the public this year.

8.11	Annual Total Hours - Branch Libraries	0.00

8.12	Annual Total Hours - Bookmobiles	0.00

8.13	Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)	2,184.00

8A. COVID

NOTE: This section of the survey (8A) collects data on the impact of the COVID–19 pandemic. Report all information in Part 8A from January 1, 2021 to December 31, 2021.

CV1   Were any of the library's outlets physically closed to the public for any period of time due to the Coronavirus (COVID-19) pandemic?   Yes

Note: Staff tested positive for Covid and the library had to close for a few days dur to the staff shortage.

CV2   Did library staff continue to provide services to the public during any portion of the period when the building was physically closed to the public due to the Coronavirus (COVID-19) pandemic?   Yes

CV3   Did the library allow users to complete registration for library cards online without having to come to the library during the Coronavirus (COVID-19) pandemic?   Yes

CV4   Did the library provide reference service via the Internet or telephone when the building was physically closed to the public during the Coronavirus (COVID-19) pandemic?   Yes

CV5   Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic?   Yes

CV6   Did the library intentionally provide Wi-Fi Internet access to users outside the building at one or more outlets during COVID-19 pandemic?   Yes

CV7   Did the library increase access to Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic?   Yes

CV8   Did library staff work for other government agencies or nonprofit organizations instead of, or in addition   No

to, their normal duties during the
Coronavirus (COVID-19) pandemic?

CV9   Number of Weeks an Outlet Had
Limited Occupancy Due to COVID-19   0

9. SERVICE OUTLET INFORMATION

Outlets should be arranged in alphabetical order if possible. br>
Report all information as of the end of the fiscal year reported in Part 1. Please click here to read
general instructions before completing this section.

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.

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 must enter the
data into the spreadsheet form available in the survey by clicking here. Complete this form and
email it to collectconnect@baker-taylor.com

1.	Outlet Name	Lansing Community Library
2.	Outlet Name Status	00 (for no change)
3.	Street Address	27 Auburn Road
4.	Outlet Street Address Status	00 (for no change)
5.	City	Lansing
6.	Zip Code	14882
7.	Phone (enter 10 digits only)	(607) 533-4939
8.	Fax Number (enter 10 digits only)	(607) 533-7916
9.	E-mail Address	info@lansinglibrary.org
10.	Outlet URL	www.lansinglibrary.org

11.	County	Tompkins
12.	School District	Lansing Central School
13.	Library System	Finger Lakes Library System
14.	Outlet Type Code (select one):	CE
15.	Public Service Hours Per Year for This Outlet	2,184
16.	Number of Weeks This Outlet is Open	52
16a	Number of weeks an outlet closed due to COVID-19	0
16b	Number of weeks an outlet had limited occupancy due to COVID-19	0
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y
18.	Is the meeting space available for public use even when the outlet is closed?	Y
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	20
20.	Enter the appropriate outlet code (select one):	LO
21.	Who owns this outlet building?	Library Board
22.	Who owns the land on which this outlet is built?	Town
23.	Indicate the year this outlet was initially constructed	1925

24.	Indicate the year this outlet underwent a major renovation costing $25,000 or more	2007
25.	Square footage of the outlet	4,200
26.	Number of Internet Computers Used by General Public	6
27.	Number of uses (sessions) of public Internet computers per year	4,368
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	ES - Annual Estimate Based on Typical Week(s)
28.	Type of connection on the outlet's public Internet computers	Cable
29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	10 Greater than or equal to 50 mbps and less than 100 mbps
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	1 Less than or equal to 200 kbps
31.	Internet Provider	Spectrum/Time Warner Cable
32.	WiFi Access	No restrictions to access
33.	Wireless Sessions	5,200
33a	Reporting Method for Wireless Sessions	ES - Annual Estimate Based on Typical Week(s)
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y

36.	Does your **outlet** have a Makerspace?	N
37.	*LIBID*	2400613500
38.	*FSCSID*	NY0796
39.	*Number of Bookmobiles in the Bookmobile Outlet Record*	0
40.	*Outlet Structure Status*	00 (for no change from previous year)

10. OFFICERS AND TRUSTEES

Trustees and Terms/Board President/Trustee Names

Report information about trustee meetings as of December 31, 2021. 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, 2021 to December 31, 2021) 12

NUMBER OF TRUSTEES AND TERMS

10.2 Does your library have a range of trustees stated in the library's charter documents (incorporation)? No

10.3 If yes, what is the range?

10.4 If your library has a range, how many voting positions are stated in the library's current by-laws?

10.5 If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)? 9

10.6 Does your library's charter documents (incorporation) state a specified term for trustees? If no, please explain in a Note. Yes

| 10.7 | If yes, what is the trustee term length, as stated in your library's charter documents (incorporation)? | 3 years |

BOARD MEMBER SELECTION

| 10.8 | Enter Board Member Selection Code (select one): | EP - board members are elected in a public election |

List Officers and Board Members as of February 1, 2022. Complete one record for each board member. There must be a record for each voting position, whether filled or vacant. Do not include non-voting positions.

BOARD PRESIDENT

| 10.9 | First Name | Debora |

| 10.10 | Last Name | Huber-Hwang |

| 10.11 | Mailing Address | 31 Cherry Road |

| 10.12 | City | Ithaca |

| 10.13 | Zip Code (5 digits only) | 14850 |

| 10.14 | Phone (enter 10 digits only) | (607) 257-8568 |

| 10.15 | E-mail Address | trusteehuberhwang@lansinglibrary.org |

| 10.16 | Term Begins - Month | June |

| 10.17 | Term Begins - Year (yyyy) | 2020 |

| 10.18 | Term Expires - Month | May |

| 10.19 | Term Expires - Year (yyyy) | 2023 |

| 10.20 | 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 | Yes |

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.

10.21	The date the Oath of Office was taken (mm/dd/yyyy)	07/22/2020
10.22	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/23/2020
10.23	Is this a brand new trustee?	N

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 (but do not include the Board President—this information should still be entered directly into the survey). If you choose to send your data for uploading, you must enter the data into the spreadsheet form available here. Complete this form and email it to collectconnect@baker-taylor.com.

1.	Status	Filled
2.	First Name of Board Member	Christine
3.	Last Name of Board Member	Eisenhut
4.	Mailing Address	12 Bean Hill Road
5.	City	Ithaca
6.	Zip Code (5 digits only)	14850
7.	E-mail address	trusteeeisenhut@lansinglibrary.org
8.	Office Held or Trustee	Secretary
9.	Term Begins - Month	June
10.	Term Begins - Year (year)	2021
11.	Term Expires	May

12.	Term Expires - Year (yyyy)	2024
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.	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	05/26/2021
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	05/27/2021
16.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name of Board Member	Isabelle
3.	Last Name of Board Member	Schweitzer
4.	Mailing Address	76 Autumn Ridge
5.	City	Ithaca
6.	Zip Code (5 digits only)	14850
7.	E-mail address	trusteeschweitzer@lansinglibrary.org
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	June
10.	Term Begins - Year (year)	2020

11.	Term Expires	May
12.	Term Expires - Year (yyyy)	2023
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.	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/22/2020
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/23/2020
16.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name of Board Member	Maureen
3.	Last Name of Board Member	Trowbridge
4.	Mailing Address	289 Asbury Road
5.	City	Lansing
6.	Zip Code (5 digits only)	14882
7.	E-mail address	trusteemaureentrowbridge@lansinglibrary.org
8.	Office Held or Trustee	Trustee

9.	Term Begins - Month	June

10.	Term Begins - Year (year)	2019

11.	Term Expires	May

12.	Term Expires - Year (yyyy)	2022

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.	Yes

14.	The date the Oath of Office (mm/dd/yyyy) was taken	06/22/2019

15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	06/23/2019

16.	Is this a brand new trustee?	N

1.	Status	Filled

2.	First Name of Board Member	Darcey

3.	Last Name of Board Member	Rigdon

4.	Mailing Address	14 Placid Terrace

5.	City	Ithaca

6.	Zip Code (5 digits only)	14850

7.	E-mail address	trusteerigdon@lansinglibrary.org

8.	Office Held or Trustee	Financial Officer
9.	Term Begins - Month	June
10.	Term Begins - Year (year)	2020
11.	Term Expires	May
12.	Term Expires - Year (yyyy)	2023
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.	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/22/2020
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/23/2020
16.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name of Board Member	Christian
3.	Last Name of Board Member	Shaffmaster
4.	Mailing Address	424 Lansingville Road
5.	City	Lansing

6.	Zip Code (5 digits only)	14882

7.	E-mail address	trusteeschaffmaster@lansinglibrary.org

8.	Office Held or Trustee	Trustee

9.	Term Begins - Month	June

10.	Term Begins - Year (year)	2021

11.	Term Expires	May

12.	Term Expires - Year (yyyy)	2024

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.	Yes

14.	The date the Oath of Office (mm/dd/yyyy) was taken	05/26/2021

15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	05/27/2021

16.	Is this a brand new trustee?	N

1.	Status	Filled

2.	First Name of Board Member	Elizabeth

3.	Last Name of Board Member	Gossett

4.	Mailing Address	655 Lansing Station Rd

5.	City	Lansing
6.	Zip Code (5 digits only)	14882
7.	E-mail address	trusteegossett@lansinglibrary.org
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	June
10.	Term Begins - Year (year)	2019
11.	Term Expires	May
12.	Term Expires - Year (yyyy)	2022
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.	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	06/22/2019
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	06/23/2019
16.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name of Board Member	Bruce

3.	Last Name of Board Member	Barber
4.	Mailing Address	8 Sunset Drive
5.	City	Lansing
6.	Zip Code (5 digits only)	14882
7.	E-mail address	trusteebarber@lansinglibrary.org
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	June
10.	Term Begins - Year (year)	2020
11.	Term Expires	May
12.	Term Expires - Year (yyyy)	2023
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.	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/22/2020
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/23/2020
16.	Is this a brand new trustee?	N
1.	Status	Filled

2.	First Name of Board Member	Stephen
3.	Last Name of Board Member	Patrician
4.	Mailing Address	139 Ludlow Rd
5.	City	Lansing
6.	Zip Code (5 digits only)	14882
7.	E-mail address	trusteepatrician@lansinglibrary.org
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	June
10.	Term Begins - Year (year)	2021
11.	Term Expires	May
12.	Term Expires - Year (yyyy)	2024
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.	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	05/26/2021
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	05/27/2021
16.	Is this a brand new trustee?	N

Trustee Education

Complete one record for each person serving as a trustee as of December 31, 2021. These trustees will not be exactly the same as the trustees listed in the section above.

1.   Trustee Name   Debora Huber-Hwang

2.   Has the trustee participated in trustee
        education in the last calendar year   Y
        (2021)?

1.   Trustee Name   Darcey Rigdon

2.   Has the trustee participated in trustee
        education in the last calendar year   Y
        (2021)?

1.   Trustee Name   Christine Eisenhut

2.   Has the trustee participated in trustee
        education in the last calendar year   Y
        (2021)?

1.   Trustee Name   Elizabeth Gossett

2.   Has the trustee participated in trustee
        education in the last calendar year   Y
        (2021)?

1.   Trustee Name   Bruce Barber

2.   Has the trustee participated in trustee
        education in the last calendar year   Y
        (2021)?

1.	Trustee Name	Christian Shaffmaster

2.	Has the trustee participated in trustee education in the last calendar year (2021)?	Y

1.	Trustee Name	Isabelle Schweitzer

2.	Has the trustee participated in trustee education in the last calendar year (2021)?	Y

1.	Trustee Name	Stephen Patrician

2.	Has the trustee participated in trustee education in the last calendar year (2021)?	Y

11. OPERATING FUNDS RECEIPTS

Local Public Funds/System Cash Grants/Other State

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.

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.	Y

1.	Source of Funds	County

2.	Name of funding County, Municipality or School District	Tompkins County

3.	Amount	$33,955

4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N
5.	Written Contractual Agreement	Y

1.	Source of Funds	School District
2.	Name of funding County, Municipality or School District	Lansing Central School District
3.	Amount	$208,340
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	Y
5.	Written Contractual Agreement	N

11.2 **TOTAL LOCAL PUBLIC FUNDS** $242,295

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3 Local Library Services Aid (LLSA) $2,479

Note: 2020 - 10% Balance - $168 20% Reduction not paid in 2020 - $420 2021 - 90% - $1,891

11.4	Record all Central Library Services Aid monies received from system headquarters	$0
11.5	Additional State Aid received from the System	$0
11.6	Federal Aid received from the System	$824

Note: CARES act funds 9/24/21 - $339 & $485

11.7	Other Cash Grants	$0

11.8	**TOTAL SYSTEM CASH GRANTS** (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	$3,303

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

$0

FEDERAL AID FOR LIBRARY OPERATION

11.10 LSTA

$0

11.11 Other Federal Aid

$0

Note: We did not receive federal aid in 2021.

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 $34,048

Note: We did not receive as many grants in 2021. In 2020 we did a Feasibility Study and
Building Improvements that we received many grants for. We also received $2,000 less from
Friends of LCL.

11.15 Fund Raising $0

11.16 Income from Investments $2,138

11.17 Library Charges $287

11.18 Other $6,048

Note: Reimbursed in 2021 for EIDL funds originally withheld from PPP reimbursement in 2020.
The EIDL funds were wrongly withheld and reimbursed in 2021.

11.19 **TOTAL OTHER RECEIPTS** (Add
Questions 11.14, 11.15, 11.16, 11.17 and $42,521
11.18)

11.20 **TOTAL OPERATING FUND
RECEIPTS** (Add Questions 11.2, 11.8, $288,119
11.9, 11.12, 11.13 and 11.19)

11.21 **BUDGET LOANS** $0
Note: We did not receive any loans in 2021 (PPP or EIDL) that we received in 2020.

Transfers/Grant Total

TRANSFERS

11.22 From Capital Fund (Same as Question $0
14.8)
Note: We drew $5,000 in 2020 from capital funds for a grant that was being held for the
Feasibility Study. We did not do this in 2021.

11.23 From Other Funds $0

11.24 **TOTAL TRANSFERS** (Add Questions $0
11.22 and 11.23)

11.25 BALANCE IN OPERATING FUND -
Beginning Balance for Fiscal Year
Ending 2021 (Same as Question 12.40 $243,228
of previous year if fiscal year has not
changed)

11.26 **GRAND TOTAL RECEIPTS,
BUDGET LOANS, TRANSFERS
AND BALANCE** (Add Questions $531,347
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. ROUND TO
THE NEAREST DOLLAR. Please click here to read general instructions before completing
this section.**

STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds

12.1	Certified Librarians	$59,108
12.2	Other Staff	$80,122
12.3	**Total Salaries & Wages Expenditures** (Add Questions 12.1 and 12.2)	$139,230
12.4	**Employee Benefits Expenditures**	$42,729

Note: $12,227 of Payroll taxes unaccounted for in 2020, put in 11.

12.5	**Total Staff Expenditures (Add Questions 12.3 and 12.4)**	$181,959

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	$18,615
12.7	Electronic Materials Expenditures	$2,015
12.8	Other Materials Expenditures	$3,909
12.9	**Total Collection Expenditures** (Add Questions 12.6, 12.7 and 12.8)	$24,539

Note: We were open more hours in person and were busier. We decided to add more materials to our collection.

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)	$0

Note: The library had a large repair project in 2020. We went back to regular maintenance for 2021

12.14	From Other Funds (72OF)	$4,784

Note: The library had a large repair project in 2020. We went back to regular maintenance for 2021. This amount if from grants.

12.15	**Total Repairs** (Add Questions 12.13 and 12.14)	$4,784

Note: The library had a large repair project in 2020. We went back to regular maintenance for 2021

12.16	Other Disbursements for Operation & Maintenance of Buildings	$13,089

12.17	**Total Operation & Maintenance of Buildings** (Add Questions 12.15 and 12.16)	$17,873

Note: The library had a large repair project in 2020. We went back to regular maintenance for 2021

MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	$2,386

Note: $824 Cares Refund, moved to income. Covid 2020 reimbursement.

12.19	Telecommunications	$2,358

12.20	Postage and Freight	$152

12.21	Professional & Consultant Fees	$8,158

Note: We only had a financial review in 2021 and a full audit in 202. The review is cheaper. However, we began using a payroll service in 2021. We had 1 presenter in 2020, but started a Dungeons & Dragon club in 2021 and paid $4,000 to David Kirk from a grant that included presentations by David at 7 other libraries. We also had 4 other programs.

12.22	Equipment	$5,992

Note: We did not replace computers in 2020. We placed some computers in 2021.

12.23	Other Miscellaneous	$11,305

12.24	**Total Miscellaneous Expenses** (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22 and 12.23)	$30,351

12.25 **CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE** $5,734

Note: Amount FLLS billed us in 2021, Polaris & Faronics.

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

Other Loans

12.29 Budget Loans (Principal and Interest) $0

12.30 Short-Term Loans $0

Note: In 2020 we received the EIDL that was forgiven. This year we did not receive a loan.

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) $260,456

TRANSFERS

Transfers to Capital Fund

12.33 From Local Public Funds (76PF) $34,055

Note: 2020 Surplus - $28,055 2021 EIDL reimbursement - $6,000

12.34 From Other Funds (76OF) $0

12.35	**Total Transfers to Capital Fund** (Add Questions 12.33 and 12.34; same as Question 13.8)	$34,055

12.36	**Transfer to Other Funds**	$0

Note: Set up an Investment Account w/ LPL Financial.

12.37	**TOTAL TRANSFERS** (Add Questions 12.35 and 12.36)	$34,055

12.38	**TOTAL DISBURSEMENTS AND TRANSFERS** (Add Questions 12.32 and 12.37)	$294,511

12.39	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2021	$236,836

12.40	**GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE** (Add Questions 12.38 and 12.39; same as Question 11.26)	$531,347

ASSURANCE

12.41	The Library operated in accordance with all 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).	02/23/2022

FISCAL AUDIT

12.42	Last audit performed (mm/dd/yyyy)	12/19/2019

12.43	Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	01/01/2015-12/31/2018

12.44	Indicate type of audit (select one):	Private Accounting Firm

CAPITAL FUND

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

here. If Yes, complete the Capital Fund Report.

13. CAPITAL FUND RECEIPTS

Report financial data based on the fiscal year reported 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 $0

13.2   All Other Revenues from Local Sources $41
Note: Capital Savings Interest

13.3   **Total Revenues from Local Sources** (Add Questions 13.1 and 13.2) $41

STATE AID FOR CAPITAL PROJECTS

13.4   State Aid Received for Construction $0

13.5   Other State Aid $0

13.6   **Total State Aid** (Add Questions 13.4 and 13.5) $0

FEDERAL AID FOR CAPITAL PROJECTS

13.7   **TOTAL FEDERAL AID** $0

INTERFUND REVENUE

13.8   Transfer from Operating Fund (Same as Question 12.35) $34,055

13.9   **TOTAL REVENUES** (Add Questions 13.3, 13.6, 13.7 and 13.8) $34,096

13.10   **NON-REVENUE RECEIPTS** $0

13.11   **TOTAL CASH RECEIPTS** (Add Questions 13.9 and 13.10) $34,096

13.12 BALANCE IN CAPITAL FUND -
Beginning Balance for Fiscal Year
Ending 2021 (Same as Question 14.11 $32,201
of previous year, if fiscal year has not
changed)

13.13 **TOTAL CASH RECEIPTS AND
BALANCE**(Add Questions 13.11 and $66,297
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 $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** $30,005

Note: 12/1/21 - Opened an investment account with LPL Financial

14.10	**TOTAL CASH DISBURSEMENTS AND TRANSFERS** (Add Questions 14.7, 14.8 and 14.9)	$30,005

14.11	**BALANCE IN CAPITAL FUND** - Ending Balance for the Fiscal Year Ending 2021	$36,292

14.12	**TOTAL CASH DISBURSEMENTS AND BALANCE** (Add Questions 14.10 and 14.11; same as Question 13.13)	$66,297

15. CENTRAL LIBRARIES

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

16. FEDERAL TOTALS

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	1.00
16.2	Total Librarians	2.00
16.3	All Other Paid Staff	1.12
16.4	Total Paid Employees	3.12
16.5	State Government Revenue	$2,479
16.6	Federal Government Revenue	$824

Note: CARES FUNDING as per Q11.6 - NYLS added note

16.7	Other Operating Revenue	$42,521
16.8	Total Operating Revenue	$288,119
16.9	Other Operating Expenditures	$53,958
16.10	Total Operating Expenditures	$260,456

16.11	Total Capital Expenditures	$30,005
16.12	Print Materials	15,978
16.13	Total Registered Borrowers	2,235
16.14	Other Capital Revenue and Receipts	$34,096
16.15	Number of Internet Computers Used by General Public	6
16.16	Total Uses (sessions) of Public Internet Computers Per Year	4,368

Note: Change due to pandemic. NYSL added note

16.17	Wireless Sessions	5,200
16.18	Total Capital Revenue	$34,096

Note: We transferred $28,054.88 into the Capital Savings for 2020 Surplus, $6,000 from PPP loan reimbursement when they did not refund for the $6,000 EIDL money in 2020 and $41 of interest.

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	*LIB ID*	2400613500
17.2	*Interlibrary Relationship Code*	ME
17.3	*Legal Basis Code*	LD
17.4	*Administrative Structure Code*	SO
17.5	*FSCS Public Library Definition*	Y
17.6	*Geographic Code*	SD1
17.7	*FSCS ID*	NY0796
17.8	*SED CODE*	800000064211

17.9   *INSTITUTION ID*   800000064211

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

I am satisfied that this resource (Collect)   Neither Agree nor Disagree
is meeting library needs:

Applying this resource (Collect) will
help improve library services to the   Neither Agree nor Disagree
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!