

# Lansing Community Library

## Annual Report For Public And Association Libraries - 2022

### 1. GENERAL LIBRARY INFORMATION

#### Library/Director Information

#### [Outline of Major Changes](#)

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, 2022, except for questions related to the current 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	01/01/2022
1.7	Ending Fiscal Reporting Year	12/31/2022
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	01/01/2022
1.12	Ending <u>Local</u> Fiscal Year	12/31/2022
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 2020 Census) 7,882

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 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

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 current 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

1.46 Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2022? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.47. Y

#### Public Votes/Contracts

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

1. Name of municipality or district holding the public vote      Lansing School District
2. Indicate the type of municipality or district holding the public vote      School District
3. Date the vote was held (mm/dd/2022)      04/26/2022
4. Was the vote successful? Y/N      Y
5. What type of public vote was it?      budget vote (school district public library only)
- 6a. Most recent prior year approved appropriation from a public vote:      \$208,340
- 6b. Proposed increase in appropriation as a result of the vote held on the date reported in question number 3:      \$12,700
- 6c. Total proposed appropriation (sum of 6a and 6b):      \$221,040

**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 2022)      N
- 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.

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

1. Name of municipality or district holding the public vote
2. Indicate the type of municipality or district holding the public vote
3. Date the last successful vote was held (mm/dd/yyyy)

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

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

#### Unusual Circumstances

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

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

## 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	6,183
2.2	Adult Non-fiction Books	2,071
2.3 2.2)	Total Adult Books (Total questions 2.1 & 2.2)	8,254
2.4	Children's Fiction Books	7,300
2.5	Children's Non-fiction Books	1,454
2.6 2.4 & 2.5)	Total Children's Books (Total questions 2.4 & 2.5)	8,754
2.7 2.3 & 2.6)	Total Cataloged Books (Total questions 2.3 & 2.6)	17,008

### Other Print Materials

2.8	Total Uncataloged Books	25
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)	30
2.12	Total Print Materials (Total questions 2.7 and 2.11)	17,038

## **ALL OTHER MATERIALS**

### **Electronic Materials**

2.13	Electronic Books	20,986
2.14	Local Electronic Collections	5
2.15	NOVEL <sub>NY</sub> Electronic Collections	15
2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	20
2.17	Audio - Downloadable Units	10,419
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)	31,425

### **Non-Electronic Materials**

2.21	Audio - Physical Units	686
2.22	Video - Physical Units	2,830
2.23	Other Circulating Physical Items	82
2.24	Total Other Materials - Non-Electronic (Total questions 2.21 through 2.23)	3,598

## Grand Total/Additions to Holdings

2.25 **GRAND TOTAL HOLDINGS** (Total 52,061  
questions 2.12, 2.20 and 2.24)

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

2.26	Cataloged Books	1,277
2.27	All Other Print Materials	0
2.28	Electronic Materials	17,144
2.29	All Other Materials	111
2.30	<b>Total Additions</b> (Total questions 2.26 through 2.29)	18,532

## 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 fiscal year reported in Part 1; report information on questions 3.32 through 3.84 for the 2022 calendar year. Please click [here](#) to read general instructions before completing this section.

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

### LIBRARY USE

3.1	Library visits (total annual attendance)	20,100
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	1,476
3.3	Registered non-resident borrowers	482

Please report information on WRITTEN POLICIES as of 12/31/22.

### 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 12/31/22.

**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**

#### **Synchronous Program Sessions**

A synchronous (live) program session is any planned event which introduces the group attending to library services or which provides information to participants.

Program sessions may cover use of the library, library services, or library tours. Program sessions may also provide cultural, recreational, or educational information.

Examples of these types of program sessions include, but are not limited to, film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.

For specific examples, please refer to the chart in Instructions.

3.17 Number of Synchronous Program Sessions Targeted at Adults Age 19 or Older 10

3.18 Number of Synchronous Program Sessions Targeted at Young Adults Ages 12-18 6

3.19a Number of Synchronous Program Sessions Targeted at Children Ages 0-5 50

**Note:** We held many more in person programs in 2022.

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

3.20 Number of Synchronous General Interest Program Sessions 5

3.21 Total Number of Synchronous Program Sessions (Total questions 3.17, 3.18, 3.19a, 3.19b, 3.20) 82

3.21a Number of Synchronous In-Person Onsite Program Sessions 69

**Note:** We held many more in person programs in 2022.

3.21b Number of Synchronous In-Person Offsite Program Sessions 5

3.21c Number of Synchronous Virtual Program Sessions 8

3.21d Total number of synchronous programs (3.21a + 3.21b + 3.21c) 82

**Note:** We held many more in person programs in 2022.

3.22 One-on-One Program Sessions 1,000

**Note:** We held less one on one programs and more general public programs.

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 106

3.25 Attendance at Synchronous Programs Targeted at Young Adults Ages 12-18 100

3.26a Attendance at Synchronous Programs Targeted at Children Ages 0-5 300

3.26b Attendance at Synchronous Programs 400  
Targeted at Children Ages 6-11

**Note:** We held many more in person programs in 2022. Our building was fully open and people felt more comfortable attending in person programming. We did not need to hold the virtual programs.

3.27 Attendance at Synchronous General Interest Programs 90

3.28 Total Attendance at Synchronous Programs (Total questions 3.24, 3.25, 3.26a, 3.26b, 3.27). 996

3.28a Synchronous In-Person Onsite Program Attendance 763

**Note:** We held many more in person programs in 2022. Our building was fully open and people felt more comfortable attending in person programming. We did not need to hold the virtual programs.

3.28b Synchronous In-Person Offsite Program Attendance 150

3.28c Synchronous Virtual Program Attendance 83

3.28d Total synchronous program attendance (3.28a + 3.28b + 3.28c) 996

3.29 One-on-One Program Attendance 1,000

**Note:** We hosted more group programming and less one on one. We held many more in person programs in 2022. Our building was fully open and people felt more comfortable attending in person programming. We did not need to hold the virtual programs.

3.29a Total Number of Asynchronous Program Presentations 1

3.29b Total Views of Asynchronous Program Presentations within 30 Days 25

3.30 Total Number of Children's Programs (sum of Q3.19a and Q3.19b) 61

3.31 Total Children's Program Attendance (sum of Q3.26a and Q3.26b) 700

Please report information on SUMMER READING PROGRAMS for the 2022 calendar year.

## SUMMER READING PROGRAM

3.32 - Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2022 (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  |

3.33	Library outlets offering the summer reading program	1
------	---	---

3.34	Children registered for the library's summer reading program	164
------	--	-----

3.35	Young adults registered for the library's summer reading program	26
------	--	----

3.36	Adults registered for the library's summer reading program	37
------	--	----

3.37	Total number registered for the library's summer reading program (total 3.34 + 3.35 + 3.36)	227
------	---	-----

3.38	Children's program sessions - Summer 2022	16
------	---	----

3.39	Young adult program sessions - Summer 2022	0
------	--	---

3.40	Adult program sessions - Summer 2022	2
3.41	<b>Total program sessions - Summer 2022</b> (total 3.38 + 3.39 + 3.40)	18
3.42	Children's program attendance - Summer 2022	399
3.43	Young adult program attendance - Summer 2022	0
3.44	Adult program attendance - Summer 2022	11
3.45	<b>Total program attendance - Summer 2022</b> (total 3.42 + 3.43 + 3.44)	410

#### **COLLABORATORS**

3.46	Public school district(s) and/or BOCES	2
3.47	Non-public school(s)	3
3.48	Childcare center(s)	5
3.49	Summer camp(s)	1
3.50	Municipality/Municipalities	1
3.51	Literacy provider(s)	2
3.52	Other (describe using the State note)	0
3.53	<b>Total Collaborators</b> (total 3.46 through 3.52)	14

#### **Early/Adult/English Speaker/Digital Literacy**

Please report information on EARLY LITERACY PROGRAMS for the 2022 calendar year.

#### **EARLY LITERACY PROGRAMS**

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

3.55 - 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

3.56 - Number of sessions

a. Focus on birth - school entry (kindergarten) 5

b. Focus on parents & caregivers 1

c. Combined audience 100

d. N/A 0

3.57 **Total Sessions** 106

3.58 - Attendance at sessions

a. Focus on birth - school entry (kindergarten) 70

b. Focus on parents & caregivers 12

c. Combined audience 24

d. N/A 0

3.59 **Total Attendance** 106

3.60 - 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 2022 calendar year.

### **ADULT LITERACY**

- |      |  |    |
|------|--|----|
| 3.61 | Did the library offer adult literacy programs? | No |
| 3.62 | Total group program sessions                   | 0  |
| 3.63 | Total one-on-one program sessions              | 0  |
| 3.64 | Total group program attendance                 | 0  |
| 3.65 | Total one-on-one program attendance            | 0  |

3.66 - 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 Note) | No |

Please report information on PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL) for the 2022 calendar year.

### **PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)**

3.67	Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No)	N
3.68	Children's program sessions	0
3.69	Young adult program sessions	0
3.70	Adult program sessions	0
3.71	<b>Total program sessions (total 3.68 + 3.69 + 3.70)</b>	0
3.72	One-on-one program sessions	0
3.73	Children's program attendance	0
3.74	Young adult program attendance	0
3.75	Adult program attendance	0
3.76	<b>Total program attendance (total 3.73 + 3.74 + 3.75)</b>	0
3.77	One-on-one program attendance	0
3.78	- 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 2022 calendar year.

#### **DIGITAL LITERACY**

3.79	Did the library offer digital literacy programs?	Y
3.80	Total group program sessions	0
3.81	Total one-on-one program sessions	55
3.82	Total group program attendance	0
3.83	Total one-on-one program attendance	55
3.84	Did your library offer teen-led activities during the 2022 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 not considered part of circulation.)

### CATALOGED BOOK CIRCULATION

4.1	Adult Fiction Books	14,339
4.2	Adult Non-fiction Books	4,001
4.3 4.2)	Total Adult Books (Total questions 4.1 & 4.2)	18,340
4.4	Children's Fiction Books	25,122
4.5	Children's Non-fiction Books	3,970
4.6 4.4 & 4.5)	Total Children's Books (Total questions 4.4 & 4.5)	29,092
4.7 question 4.3 & 4.6)	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	47,432

### CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	6,364
4.9	Circulation of Children's Other Materials	1,540
4.10	<b>Circulation of Other Physical Items</b> (Total questions 4.8, 4.9)	7,904
4.11	<b>Physical Item Circulation (Total</b> questions 4.7 & 4.10)	55,336

## **ELECTRONIC USE**

4.12	Use of Electronic Material	6,437
4.13	Successful Retrieval of Electronic Information	0
4.14	<b>Electronic Content Use (Total questions</b> 4.12 & 4.13)	6,437
4.15	<b>Total Circulation of Materials (Total</b> questions 4.11 & 4.12)	61,773
4.16	<b>Total Collection Use (Total questions</b> 4.13 & 4.15)	61,773
4.17	<b>Grand Total Circulation of Children's</b> Materials (Total questions 4.6 & 4.9)	30,632
4.18	As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due?	No

## **REFERENCE TRANSACTIONS**

4.19	Total Reference Transactions	15,100
4.19a	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)

4.20 Does the library offer virtual reference? Y

#### **Interlibrary Loan**

#### **INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)**

4.21 TOTAL MATERIALS RECEIVED 10,827

#### **INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)**

4.22 TOTAL MATERIALS PROVIDED 4,200

### **5. TECHNOLOGY AND TELECOMMUNICATIONS**

Report all information as of December 31, 2022.

#### **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 35,000

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
- 5.12 IT contact's email address director@lansinglibrary.org

## 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)                                      | 1    |
| 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)        | 0    |
| 6.9  | Vacant Library Specialist/Paraprofessional (not certified) | 0    |
| 6.10 | Other Staff  | 1.12 |

6.11	Vacant Other Staff	0
6.12	<b>TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 &amp; 6.10)</b>	3.12
6.13	<b>VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 &amp; 6.11)</b>	0.00

## SALARY INFORMATION

6.14	FTE - Entry Level Librarian (certified)	1
6.15	Salary - Entry Level Librarian (certified)	\$31,500
6.16	FTE - Library Director (certified)	1
6.17	Salary - Library Director (certified)	\$62,610
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, 2023 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, 2022**. 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	<b>TOTAL PUBLIC SERVICE OUTLETS</b> (Total questions 8.1 - 8.4)	1

PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6	Minimum Weekly Total Hours - Main Library	44.00
8.7	Minimum Weekly Total Hours - Branch Libraries	0.00
8.8	Minimum Weekly Total Hours - Bookmobiles	0.00
8.9	<b>Minimum Weekly Total Hours - Total Hours Open</b> (Total questions 8.6 - 8.8)	44.00
8.10	Annual Total Hours - Main Library	2,288.00
8.11	Annual Total Hours - Branch Libraries	0.00
8.12	Annual Total Hours - Bookmobiles	0.00
8.13	<b>Annual Hours Open - Total Hours Open</b> (Total questions 8.10 through 8.12)	2,288.00

## 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, 2022 to December 31, 2022.

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?      No

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? No

**Note:** N/A

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? No

**Note:** N/A

CV5 Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic? No

CV6 Did the library intentionally provide Wi-Fi Internet access to users outside the building at one or more outlets during COVID-19 pandemic? No

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? No

CV8 Did library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties during the Coronavirus (COVID-19) pandemic? No

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

## **9. SERVICE OUTLET INFORMATION**

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

Outlets should be arranged in alphabetical order if possible.

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 will enter the data into the spreadsheet form available in the survey by clicking [a link to an Excel sheet listing prior year outlets is located in section 9](#). Complete this form and email it to [collectconnect@baker-taylor.com](mailto:collectconnect@baker-taylor.com) and your data will be uploaded into CollectConnect within 24 hours. The data will be loaded in the same order in which it appears in your file, so libraries should be in the correct order on the spreadsheet.

- |     |                                   |                           |
|-----|-----------------------------------|---------------------------|
| 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) 533-7196            |
| 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	2,288
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	22
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	4,400
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	2,555
33a	Reporting Method for Wireless Sessions	CT - Annual Count
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 <b>outlet</b> have a Makerspace?	N
37.	<i>LIBID</i>	2400613500
38.	<i>FSCSID</i>	NY0796

- |     |  |                                       |
|-----|--|---------------------------------------|
| 39. | <i>Number of Bookmobiles in the Bookmobile Outlet Record</i> | 0                                     |
| 40. | <i>Outlet Structure Status</i>                               | 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, 2022. 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, 2022 to December 31, 2022) | 11 |
|------|---|----|

**Note:** We did not hold a meeting in July.

### NUMBER OF TRUSTEES AND TERMS

- |      |   |         |
|------|---|---------|
| 10.2 | Does your library have a range of trustees stated in the library's charter documents (incorporation)?                           | No      |
| 10.5 | 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, 2023. 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	trusteehuber-hwang@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 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
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

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

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](#). Please Note: It is customized and contains all the data entered last year to be updated this year. Complete this form and email it to [collectconnect@baker-taylor.com](mailto: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. |                                    |

- |     |  |            |
|-----|--|------------|
| 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 Road                 |
| 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                           | 05/26/2020 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 05/27/2020 |
| 16. | Is this a brand new trustee?   | Y          |
- 
- |     |                            |   |
|-----|----------------------------|---|
| 1.  | Status                     | Filled                                      |
| 2.  | First Name of Board Member | Maureen                                     |
| 3.  | Last Name of Board Member  | Trowbridge                                  |
| 4.  | Mailing Address            | 289 Asbury Rd                               |
| 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)  | 2022  |
| 11. | Term Expires               | May   |
| 12. | Term Expires - Year (yyyy) | 2025  |
- 
- |     |   |     |
|-----|---|-----|
| 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  | 05/25/2022                        |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)  | 05/26/2022                        |
| 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@lanisinglibrary.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  | 05/26/2020                            |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)  | 05/27/2020                            |
| 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  | trusteeshaffmaster@lansinglibrary.org |
| 8.  | Office Held or Trustee  | Financial Officer                     |
| 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 Road          |
| 5.  | City                       | Lansing                           |
| 6.  | Zip Code (5 digits only)   | 14882                             |
| 7.  | E-mail address             | trusteegossett@lansinglibrary.org |
| 8.  | Office Held or Trustee     | Vice President                    |
| 9.  | Term Begins - Month        | June                              |
| 10. | Term Begins - Year (year)  | 2022                              |
| 11. | Term Expires               | May                               |
| 12. | Term Expires - Year (yyyy) | 2025                              |
- 
- |     |   |     |
|-----|---|-----|
| 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  | 05/25/2022                       |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)  | 05/26/2022                       |
| 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)   | 2022                             |
| 11. | Term Expires  | May                              |
| 12. | Term Expires - Year (yyyy)  | 2025                             |
| 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  | 05/26/2022                          |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)  | 05/27/2022                          |
| 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

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

Complete one record for each person serving as a trustee as of December 31, 2022. 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 (2022)? Y

1. Trustee Name Darcey Rigdon

2. Has the trustee participated in trustee  
education in the last calendar year (2022)? Y

1. Trustee Name Christine Eisenhut

2. Has the trustee participated in trustee  
education in the last calendar year (2022)? Y

1. Trustee Name Elizabeth Gossett

2. Has the trustee participated in trustee  
education in the last calendar year (2022)? Y

1. Trustee Name Bruce Barber

2. Has the trustee participated in trustee  
education in the last calendar year (2022)? Y

1. Trustee Name Maureen Trowbridge

2. Has the trustee participated in trustee education in the last calendar year (2022)? Y

1. Trustee Name Christian Shaffmaster

2. Has the trustee participated in trustee education in the last calendar year (2022)? Y

1. Trustee Name Isabelle Schweitzer

2. Has the trustee participated in trustee education in the last calendar year (2022)? Y

1. Trustee Name Stephen Patrician

2. Has the trustee participated in trustee education in the last calendar year (2022)? 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. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). *ROUND TO THE NEAREST DOLLAR*. Please click [here](#) to read general instructions before completing this section.

### 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

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

1. Source of Funds County

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

3. Amount \$36,750

4. Subject to public vote held in reporting year or in a previous reporting year(s). N

5. Written Contractual Agreement Y

11.2 **TOTAL LOCAL PUBLIC FUNDS** \$36,750

**Note:** Our 2022 Lansing school District tax levy was deposited in November of 2021. Our 2023 public vote Lansing school district tax levy was recieved/deposited in January 2023.

#### **SYSTEM CASH GRANTS TO MEMBER LIBRARY**

11.3 Local Library Services Aid (LLSA) \$2,311

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 \$0

11.7 Other Cash Grants \$0

11.8 **TOTAL SYSTEM CASH GRANTS** \$2,311  
(Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)

#### **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/Other Receipts**

#### **FEDERAL AID FOR LIBRARY OPERATION**

11.10 LSTA \$0

11.11 Other Federal Aid \$0

11.12	<b>TOTAL FEDERAL AID</b> (Add Questions 11.10 and 11.11)	\$0
-------	--	-----

11.13	<b>CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE</b>	\$0
-------	--	-----

**OTHER RECEIPTS**

11.14	Gifts and Endowments	\$31,894
-------	----------------------	----------

11.15	Fund Raising	\$0
-------	--------------	-----

11.16	Income from Investments	\$124
-------	-------------------------	-------

**Note:** The Board of Trustees decided not to take a \$2,000 payout from our endowment in 2022 as we were successful with grants and gifts.

11.17	Library Charges	\$137
-------	-----------------	-------

11.18	Other	\$0
-------	-------	-----

11.19	<b>TOTAL OTHER RECEIPTS</b> (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$32,155
-------	--	----------

11.20	<b>TOTAL OPERATING FUND RECEIPTS</b> (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$71,216
-------	---	----------

11.21	<b>BUDGET LOANS</b>	\$0
-------	---------------------	-----

**Transfers/Grant Total**

**TRANSFERS**

11.22	From Capital Fund (Same as Question 14.8)	\$1,473
-------	---	---------

**Note:** PFL employee deductions reimbursed from 2017-2021. Did not have a PFL plan, but deductions were being taken.

11.23	From Other Funds	\$0
11.24	<b>TOTAL TRANSFERS</b> (Add Questions 11.22 and 11.23)	\$1,473
11.25	BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2022 (Same as Question 12.39 of previous year if fiscal year has not changed)	\$236,836
11.26	<b>GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE</b> (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.40)	\$309,525

**Note:** We usually deposit the Lansing Town Tax \$ in December for the next year. We then make a journal entry to show that amount as income in the year it was given for. However, this year's tax \$ was deposited in 2023 for 2023, but the bank balance is lower than usual, throwing our disbursements off.

## 12. OPERATING FUND DISBURSEMENTS

Staff/Collection/Capital/Operation and Maintenance

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

### STAFF EXPENDITURES

#### Salaries & Wages Paid from Library Funds

12.1	Certified Librarians	\$62,351
12.2	Other Staff	\$82,546
12.3	<b>Total Salaries &amp; Wages Expenditures</b> (Add Questions 12.1 and 12.2)	\$144,897
12.4	Employee Benefits Expenditures	\$40,253

12.5	<b>Total Staff Expenditures (Add Questions 12.3 and 12.4)</b>	\$185,150
------	---	-----------

#### **COLLECTION EXPENDITURES**

12.6	Print Materials Expenditures	\$17,685
------	------------------------------	----------

12.7	Electronic Materials Expenditures	\$2,300
------	-----------------------------------	---------

12.8	Other Materials Expenditures	\$5,317
------	------------------------------	---------

12.9	<b>Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8)</b>	\$25,302
------	--	----------

#### **CAPITAL EXPENDITURES FROM OPERATING FUNDS**

12.10	From Local Public Funds (71PF)	\$0
-------	--------------------------------	-----

12.11	From Other Funds (71OF)	\$0
-------	-------------------------	-----

12.12	<b>Total Capital Expenditures (Add Questions 12.10 and 12.11)</b>	\$0
-------	---	-----

#### **OPERATION AND MAINTENANCE OF BUILDINGS**

##### **Repairs to Building & Building Equipment**

12.13	From Local Public Funds (72PF)	\$0
-------	--------------------------------	-----

12.14	From Other Funds (72OF)	\$6,523
-------	-------------------------	---------

12.15	<b>Total Repairs (Add Questions 12.13 and 12.14)</b>	\$6,523
-------	--	---------

12.16	Other Disbursements for Operation & Maintenance of Buildings	\$14,403
-------	--	----------

12.17	<b>Total Operation &amp; Maintenance of Buildings (Add Questions 12.15 and 12.16)</b>	\$20,926
-------	---	----------

#### **MISCELLANEOUS EXPENSES**

12.18	Office and Library Supplies	\$6,836
-------	-----------------------------	---------

**Note:** Purchased a tampon dispenser, 2 cabinets and a receiving cart.

12.19	Telecommunications	\$2,308
-------	--------------------	---------

12.20	Postage and Freight	\$288
-------	---------------------	-------

12.21	Professional & Consultant Fees	\$3,264
-------	--------------------------------	---------

**Note:** We did not have a dungeon & dragons club this year or a large multi-library program like last year, David Kirk.

12.22	Equipment	\$6,101
-------	-----------	---------

12.23	Other Miscellaneous	\$26,231
-------	---------------------	----------

12.24	<b>Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22 and 12.23)</b>	\$45,028
-------	---	----------

#### **Contracts/Debt Service/Transfers/Grand Total**

12.25	<b>CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE</b>	\$6,184
-------	--	---------

**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
-------	--------------------------------	-----

**Note:** Money invested into LPL Financial

12.27	From Other Funds (73OF)	\$0
-------	-------------------------	-----

12.28	<b>Total (Add Questions 12.26 and 12.27)</b>	\$0
-------	--	-----

Other Loans

12.29	Budget Loans (Principal and Interest)	\$0
12.30	Short-Term Loans	\$0
12.31	<b>Total Debt Service</b> (Add Questions 12.28, 12.29 and 12.30)	\$0
12.32	<b>TOTAL OPERATING FUND DISBURSEMENTS</b> (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31)	\$282,590

## TRANSFERS

### Transfers to Capital Fund

12.33	From Local Public Funds (76PF)	\$0
12.34	From Other Funds (76OF)	\$0
12.35	<b>Total Transfers to Capital Fund</b> (Add Questions 12.33 and 12.34; same as Question 13.8)	\$0
12.36	<b>Transfer to Other Funds</b>	\$0
12.37	<b>TOTAL TRANSFERS</b> (Add Questions 12.35 and 12.36)	\$0
12.38	<b>TOTAL DISBURSEMENTS AND TRANSFERS</b> (Add Questions 12.32 and 12.37)	\$282,590
12.39	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2022	\$26,935

**Note:** We usually deposit the Lansing Town Tax \$ in December for the next year. We then make a journal entry to show that amount as income in the year it was given for. However, this year's tax \$ was deposited in 2023 for 2023, but the bank balance is lower than usual, throwing our disbursements off.

12.40 **GRAND TOTAL DISBURSEMENTS,** \$309,525

**TRANSFERS & BALANCE** (Add Questions

12.38 and 12.39; same as Question 11.26)

**Note:** We usually deposit the Lansing Town Tax \$ in December for the next year. We then make a journal entry to show that amount as income in the year it was given for. However, this year's tax \$ was deposited in 2023 for 2023, but the bank balance is lower than usual, throwing our disbursements off.

## **ASSURANCE**

12.41 The Library operated in accordance with 02/13/2023  
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).

## **FISCAL AUDIT**

12.42 Last audit performed (mm/dd/yyyy) 12/15/2022

12.43 Time period covered by this audit 1/1/2022-12/31/2022  
(mm/dd/yyyy) - (mm/dd/yyyy)

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

## **CAPITAL FUND**

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

## **13. CAPITAL FUND RECEIPTS**

Report financial data based on the fiscal year reported in 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 \$24

**Note:** Capital Savings Interest

13.3      **Total Revenues from Local Sources**      \$24  
(Add Questions 13.1 and 13.2)

#### 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)      \$0

13.9      **TOTAL REVENUES** (Add Questions      \$24  
13.3, 13.6, 13.7 and 13.8)

**Note:** Last year we transferred the 2020 surplus \$28,054.86 & \$6,000 PPP Loan Reimbursement to Capital Savings.

13.10      **NON-REVENUE RECEIPTS**      \$0

13.11      **TOTAL CASH RECEIPTS** (Add      \$24  
Questions 13.9 and 13.10)

13.12      BALANCE IN CAPITAL FUND -      \$36,292  
Beginning Balance for Fiscal Year Ending 2022  
(Same as Question 14.11 of previous year, if fiscal  
year has not changed)

13.13      **TOTAL CASH RECEIPTS AND**      \$36,316  
**BALANCE**(Add Questions 13.11 and 13.12;  
same as Question 14.12)

#### 14. CAPITAL FUND DISBURSEMENTS

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

#### **PROJECT EXPENDITURES**

14.1 Construction \$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) \$1,473

14.9 **NON-PROJECT EXPENDITURES** \$0

14.10 **TOTAL CASH DISBURSEMENTS AND TRANSFERS** (Add Questions 14.7, 14.8 and 14.9) \$1,473

14.11 **BALANCE IN CAPITAL FUND -** Ending Balance for the Fiscal Year Ending 2022 \$34,843

14.12 **TOTAL CASH DISBURSEMENTS AND BALANCE** (Add Questions 14.10 and 14.11; same as Question 13.13) \$36,316

#### **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	2.00
------	---------------	------

**Note:** certified librarian position to equal 2.0

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	\$2,311
------	--------------------------	---------

16.6	Federal Government Revenue	\$0
------	----------------------------	-----

16.7	Other Operating Revenue	\$32,155
------	-------------------------	----------

16.8	Total Operating Revenue	\$71,216
------	-------------------------	----------

**Note:** Our 2022 Lansing school District tax levy was deposited in November of 2021. Our 2023 public vote Lansing school district tax levy was recieved/deposited in January 2023.

16.9	Other Operating Expenditures	\$72,138
------	------------------------------	----------

**Note:** We purchased a 3D printer and other various equipment, through grant funding, in 2022. These purchases increased out" other operating expenditures" category.

16.10	Total Operating Expenditures	\$282,590
-------	------------------------------	-----------

16.11	Total Capital Expenditures	\$1,473
-------	----------------------------	---------

**Note:** Last year, we opened an investment account with LPL financial. \$30,005 is the amount we put into it. This year, we reimbursed our employees for PFL that had been taken out.

16.12	Print Materials	17,038
-------	-----------------	--------

16.12a	Total Physical Items in Collection	20,636
--------	------------------------------------	--------



**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) is meeting library needs: Neither Agree nor Disagree

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

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!