

Annual Report Season

Every chartered public library in New York State is required to file an [Annual Report](#). This report is essentially a snapshot of your yearly activities, including your holdings, programs/visits, and financials. It is critical to file this report accurately and on time, as the information is used in a couple ways:

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

Library boards must approve the annual report before it is submitted to FLLS. Please plan to hold a special meeting if you don't normally meet in February. Jenny Shonk is the contact for your 2023 Annual Report questions. She will be reaching out to libraries in the new year with more information.



New York State
Library



Minimum Standards Checklist

NYS Education law requires that libraries meet the [fourteen minimum standards](#) to “support improved public library services for the people of New York” by:

- Promoting quality local public library service in all communities of New York State,
- Empowering libraries to strengthen community relations and promote public support for quality library services, and
- Supporting a culture of transparency, accountability, and continuous improvement.

To support you in this requirement, the New York State Library has created the [Helpful Information for Meeting Minimum Public Library Standards Guide](#)

If there is ever a situation where your library is unable to meet a minimum standard please contact Sarah as soon as possible to discuss options.

NYS Library Legislation: Bills Supporting Books

Public libraries play a vital role in safeguarding [intellectual freedom](#) and your [library's policies](#)—collection development, programming, meeting room, social media, etc. are the first step. Your policies are legal documents that can be used in a court of law.

Libraries in our system have experienced book reconsideration requests and First Amendment audits. To underscore the importance of having these policies up-to-date and handy, read about the recent events at the [Cuba and Almond libraries](#) in the neighboring Southern Tier Library System.

In New York, several bills have been recently introduced supporting the freedom to read in public libraries (A7830; A7878). Two representatives from our service area, [State Senator Rachel May](#) and [Assemblymember Anna Kelles](#), teamed up to sponsor [S7677/A7843A](#) and included the library community in the conversation. The resulting bill would require any library receiving state aid to adopt policies and procedures that ensure library materials, services and programming could not be removed because of partisan disapproval. You can read the [full text here](#).

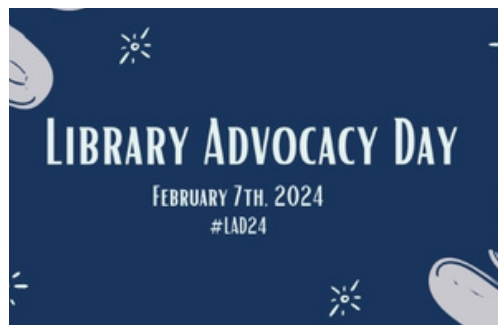
You can learn more about legislative initiatives and library advocacy on [NYLA's Advocacy page](#).

Have policy questions? Reach out to Sarah or Heidi.

Sustainable Funding

Your library provides essential services that people count on, making adequate and stable funding crucial. We advocate for libraries to secure funding through a public vote on their tax levy. When a library provides services that responds to community needs and priorities, a community is willing to invest in that library.

Now is the time to consider planning for your [referendums and school ballots](#) for the May 2024 vote. FLLS can provide your library with timelines, strategies, ballot wording and more. Reach out to Sarah or Heidi for more info.



Advocacy Day February 7, 2024

We know you advocate for libraries everyday. The 2024 New York State Legislative Session starts soon and it's the perfect time to remind our legislators that of the importance of libraries in our communities. You can learn more at [NYLA's Advocacy page](#).