Phillips Free 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, <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	2400113010
1.2	Library Name	PHILLIPS FREE LIBRARY
1.3	Name Status (State use only)	
1.4	Structure Status (State use only)	00 (for no change from previous year)
1.5	Community	Homer
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	07/01/2022
1.12	Ending <u>Local</u> Fiscal Year	06/30/2023

1.13	Address Status	
1.14	Street Address	37 SOUTH MAIN STREET
1.15	City	HOMER
1.16	Zip Code	13077
1.17	Mailing Address	P.O. BOX 7
1.18	City	HOMER
1.19	Zip Code	13077
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	(607) 749-4616
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)	(607) 749-4616
1.22	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	director@phillipsfreelibrary.org
1.23	Library Home Page URL (Enter N/A if no home page URL)	www.phillipsfreelibrary.org
1.24	Population Chartered to Serve (per 2020 Census)	12,003
1.25	Indicate the type of library as stated in the library's charter (select one):	ASSOCIATION
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	03/29/1974
1.30	Date the library was last registered	08/12/1968
1.31	Federal Employer Identification Number	150532226
1.32	County	CORTLAND
1.33	School District	Homer Central School District

| 1.34 | Town/City | Town of Homer |
| 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	Priscilla
1.38	Last Name of Library Director/Manager	Berggren-Thomas
1.39	NYS Public Librarian Certification Number	25134
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.	N/A
1.43	E-mail Address of the Director/Manager	director@phillipsfreelibrary.org
1.44	Fax Number of the Director/Manager	(607) 749-4616
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

1.	Name of municipality or district holding the public vote — Homer 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) — 05/17/2022

4.	Was the vote successful? Y/N — Y

5.	What type of public vote was it? — school district ballot proposition (Ed. Law §259(1)(a))

6a.	Most recent prior year approved appropriation from a public vote: — $196,165

6b.	Proposed increase in appropriation as a result of the vote held on the date reported in question number 3: — $7,758

6c.	Total proposed appropriation (sum of 6a and 6b): — $203,923

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) 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. — N

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   N
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.

Unusual Circumstances

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

1.   Name of contracting municipality or   N/A
district

2.   Is this a written contractual agreement?   N/A

3.   Population of the geographic area served N/A
by this contract

4.   Dollar amount of contract   N/A

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

1.49   For the reporting year, has the library   N
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.

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	9,920
2.2	Adult Non-fiction Books	3,443
2.3	Total Adult Books (Total questions 2.1 & 2.2)	13,363
2.4	Children's Fiction Books	4,855
2.5	Children's Non-fiction Books	2,241
2.6	Total Children's Books (Total questions 2.4 & 2.5)	7,096
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	20,459

Other Print Materials

2.8	Total Uncataloged Books	157
2.9	Total Print Serials	10
2.10	All Other Print Materials	0
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	167
2.12	Total Print Materials (Total questions 2.7 and 2.11)	20,626

ALL OTHER MATERIALS
Electronic Materials

2.13	Electronic Books	20,986
2.14	Local Electronic Collections	5
2.15	NOVELNY 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.)	N/A
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	699
2.22	Video - Physical Units	1,635
2.23	Other Circulating Physical Items	124
2.24	Total Other Materials - Non-Electronic (Total questions 2.21 through 2.23)	2,458

Grand Total/Additions to Holdings

2.25	**GRAND TOTAL HOLDINGS** (Total questions 2.12, 2.20 and 2.24)	54,509

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

2.26	Cataloged Books	1,495
2.27	All Other Print Materials	0
2.28	Electronic Materials	17,144
2.29	All Other Materials	170
2.30	Total Additions (Total questions 2.26 through 2.29)	18,809

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 3.32 through 3.84 for the 2022 <u>calendar</u> year. Please click <u>here</u> 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)   21,042

3.1a   Regarding the number of Library Visits   CT - Annual Count
entered, is this an annual count or an annual
estimate based on a typical week or weeks?

3.2   Registered resident borrowers   2,605

3.3   Registered non-resident borrowers   371

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   Y
policy?

3.5   Does the library have a policy protecting   Y
the confidentiality of library records?

3.6   Does the library have an Internet use   Y
policy?

3.7   Does the library have a disaster plan?   Y

3.8   Does the library have a board-approved   Y
conflict of interest policy?

3.9   Does the library have a board-approved   Y
whistle blower policy?

3.10   Does the library have a board-approved   Y
sexual harassment prevention policy?

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   Y
persons who cannot visit the library (homebound
persons, persons in nursing homes, persons in jail,
etc.)?

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

3.13   Does the library have large print books?   Y

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

3.15 - If so, what do you have?

        screen reader, such as JAWS,   No
Windoweyes or NVDA

        refreshable Braille commonly referred to   No
as a refreshable Braille display

        screen magnification software, such as   No
Zoomtext

        electronic scanning and reading   No
software, such as OpenBook

3.16   Is the library registered for services from   N
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)?

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   88
Sessions Targeted at Adults Age 19 or Older

3.18   Number of Synchronous Program   23
Sessions Targeted at Young Adults Ages 12-18

3.19a   Number of Synchronous Program   32
Sessions Targeted at Children Ages 0-5

3.19b   Number of Synchronous Program   201
Sessions Targeted at Children Ages 6-11

3.20   Number of Synchronous General Interest 20
Program Sessions

3.21   Total Number of Synchronous Program 364
Sessions (Total questions 3.17, 3.18, 3.19a, 3.19b,
3.20)

3.21a   Number of Synchronous In-Person 203
Onsite Program Sessions

3.21b   Number of Synchronous In-Person 121
Offsite Program Sessions

3.21c   Number of Synchronous Virtual Program 40
Sessions

3.21d   Total number of synchronous programs 364
(3.21a + 3.21b + 3.21c)

3.22   One-on-One Program Sessions 125

3.23   Do library staff, trustees and/or Yes
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?

3.24   Attendance at Synchronous Programs 621
Targeted at Adults Age 19 or Older

3.25   Attendance at Synchronous Programs 257
Targeted at Young Adults Ages 12-18

3.26a   Attendance at Synchronous Programs 236
Targeted at Children Ages 0-5

3.26b   Attendance at Synchronous Programs 2307
Targeted at Children Ages 6-11

3.27   Attendance at Synchronous General 407
Interest Programs

3.28   Total Attendance at Synchronous 3,828
Programs (Total questions 3.24, 3.25, 3.26a,
3.26b, 3.27).

3.28a   Synchronous In-Person Onsite Program 2,116
Attendance

3.28b   Synchronous In-Person Offsite Program 1,432
Attendance

3.28c   Synchronous Virtual Program 280
Attendance

3.28d   Total synchronous program attendance   3,828
(3.28a + 3.28b + 3.28c)

3.29   One-on-One Program Attendance   125

3.29a   Total Number of Asynchronous Program   0
Presentations

3.29b   Total Views of Asynchronous Program   0
Presentations within 30 Days

3.30   Total Number of Children's Programs   233
(sum of Q3.19a and Q3.19b)

3.31   Total Children's Program Attendance   2,543
(sum of Q3.26a and Q3.26b)

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   No
name and/or logo used

e.   Collaborative Summer Library Program   Yes
(CSLP Manual, provided through the New York
State Library, used)

f.   N/A   No

3.33   Library outlets offering the summer   1
reading program

3.34   Children registered for the library's   91
summer reading program

3.35   Young adults registered for the library's   33
summer reading program

3.36   Adults registered for the library's   74
summer reading program

3.37   Total number registered for the library's   198
summer reading program (total 3.34 + 3.35 +
3.36)

3.38	Children's program sessions - Summer 2022	82
3.39	Young adult program sessions - Summer 2022	10
3.40	Adult program sessions - Summer 2022	7
3.41	Total program sessions - Summer 2022 (total 3.38 + 3.39 + 3.40)	99
3.42	Children's program attendance - Summer 2022	1,584
3.43	Young adult program attendance - Summer 2022	91
3.44	Adult program attendance - Summer 2022	36
3.45	Total program attendance - Summer 2022 (total 3.42 + 3.43 + 3.44)	1,711

COLLABORATORS

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

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	No
c.	Combined audience	No
d.	N/A	No

3.56 - Number of sessions

a.	Focus on birth - school entry (kindergarten)	32
b.	Focus on parents & caregivers	0
c.	Combined audience	0
d.	N/A	N/A
3.57	Total Sessions	32

3.58 - Attendance at sessions

a.	Focus on birth - school entry (kindergarten)	236
b.	Focus on parents & caregivers	0
c.	Combined audience	0
d.	N/A	N/A
3.59	Total Attendance	236

3.60 - Collaborators (check all that apply):

a.	Childcare center(s)	No
b.	Public School District(s) and/or BOCES	No
c.	Non-Public School(s)	No
d.	Health care providers/agencies	No
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	N/A

3.63	Total one-on-one program sessions	N/A
3.64	Total group program attendance	N/A
3.65	Total one-on-one program attendance	N/A

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)	Y
3.68	Children's program sessions	1
3.69	Young adult program sessions	N/A
3.70	Adult program sessions	N/A
3.71	Total program sessions (total 3.68 + 3.69 + 3.70)	1
3.72	One-on-one program sessions	N/A
3.73	Children's program attendance	7
3.74	Young adult program attendance	N/A
3.75	Adult program attendance	N/A
3.76	Total program attendance (total 3.73 + 3.74 + 3.75)	7
3.77	One-on-one program attendance	N/A

3.78 - 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 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   Y
programs?

3.80   Total group program sessions   N/A

3.81   Total one-on-one program sessions   125

3.82   Total group program attendance   N/A

3.83   Total one-on-one program attendance   125

3.84   Did your library offer teen-led activities   N
during the 2022 calendar year?

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   11,283

4.2   Adult Non-fiction Books   3,184

4.3   Total Adult Books (Total questions 4.1 &   14,467
4.2)

4.4   Children's Fiction Books   10,503

4.5   Children's Non-fiction Books   2,024

4.6   Total Children's Books (Total questions   12,527
4.4 & 4.5)

4.7   Total Cataloged Book Circulation (Total   26,994
question 4.3 & 4.6)

CIRCULATION OF OTHER MATERIALS

4.8   Circulation of Adult Other Materials   3,526

4.9   Circulation of Children's Other Materials 692

4.10   Circulation of Other Physical Items   4,218
(Total questions 4.8, 4.9)

4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	31,212

ELECTRONIC USE

4.12	Use of Electronic Material	5,892
4.13	Successful Retrieval of Electronic Information	0
4.14	Electronic Content Use (Total questions 4.12 & 4.13)	5,892
4.15	Total Circulation of Materials (Total questions 4.11 & 4.12)	37,104
4.16	Total Collection Use (Total questions 4.13 & 4.15)	37,104
4.17	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	13,219
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	268
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?	CT - Annual Count
4.20	Does the library offer virtual reference?	Y

Interlibrary Loan

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.21	TOTAL MATERIALS RECEIVED	5,640

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.22	TOTAL MATERIALS PROVIDED	5,309

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	16,864
5.5	Does the library use Internet filtering software on any computer?	Y
5.6	Does your library use social media?	Y
5.7	Does the library file for E-rate benefits?	Y
5.8	Is the library part of a consortium for E-rate benefits?	Y
5.9	If yes, in which consortium are you participating?	Finger Lakes Library System
5.10	Name of the person responsible for the library's Information Technology (IT) services	Rex Helwig
5.11	IT contact's telephone number (enter 10 digits only and hit the Tab key)	(607) 273-4074
5.12	IT contact's email address	rhelwig@flls.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.	37.5

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2	Library Director (certified)	0.94
6.3	Vacant Library Director (certified)	N/A
6.4	Librarian (certified)	N/A
6.5	Vacant Librarian (certified)	N/A

6.6	Library Manager (not certified)	N/A
6.7	Vacant Library Manager (not certified)	N/A
6.8	Library Specialist/Paraprofessional (not certified)	2.32
6.9	Vacant Library Specialist/Paraprofessional (not certified)	N/A
6.10	Other Staff	N/A
6.11	Vacant Other Staff	N/A
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	3.26
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)	N/A
6.15	Salary - Entry Level Librarian (certified)	N/A
6.16	FTE - Library Director (certified)	.94
6.17	Salary - Library Director (certified)	$62,689
6.18	FTE - Library Manager (not certified)	N/A
6.19	Salary - Library Manager (not certified)	N/A

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   Y
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.

4.   Has board-approved written policies for   Y
the operation of the library, which shall be
reviewed and updated at least once every five
years or earlier if required by law.

5.   Annually prepares and publishes a   Y
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.

6.   Periodically evaluates the effectiveness   Y
of the library's programs, services and collections
to address community needs, as outlined in the
library's long-range plan of service.

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

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   Y
community needs, as outlined in the library's long-
range plan of service.

10. Provides

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

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 two decimal places.

8.6	Minimum Weekly Total Hours - Main Library	37.00
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)   37.00

8.10   Annual Total Hours - Main Library   1,924.00

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)   1,924.00

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

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

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?   No

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

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

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 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	PHILLIPS FREE LIBRARY
2.	Outlet Name Status	00
3.	Street Address	37 SOUTH MAIN STREET
4.	Outlet Street Address Status	00
5.	City	HOMER
6.	Zip Code	13077
7.	Phone (enter 10 digits only)	(607) 749-4616
8.	Fax Number (enter 10 digits only)	(607) 749-4616
9.	E-mail Address	circulation@phillipsfreelibrary.org
10.	Outlet URL	www.phillipsfreelibrary.org
11.	County	CORTLAND
12.	School District	Homer
13.	Library System	Finger Lakes Library System

14.	Outlet Type Code (select one):	CE
15.	Public Service Hours Per Year for This Outlet	1,924
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?	N
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	88
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?	Library Board
23.	Indicate the year this outlet was initially constructed	1902
24.	Indicate the year this outlet underwent a major renovation costing $25,000 or more	2007
25.	Square footage of the outlet	3,820
26.	Number of Internet Computers Used by General Public	3
27.	Number of uses (sessions) of public Internet computers per year	779
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count
28.	Type of connection on the outlet's public Internet computers	Cable
29.	Maximum download speed of connection on the outlet's public Internet computers	11 Greater than or equal to 100 mbps and less than 1 gbps
30.	Maximum upload speed of connection on the outlet's public Internet computers	7 Greater than or equal to 10 mbps and less than 15 mbps

31.	Internet Provider	Spectrum/Time Warner Cable
32.	WiFi Access	No restrictions to access
33.	Wireless Sessions	1,825
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?	N
36.	Does your **outlet** have a Makerspace?	Y
37.	*LIBID*	2400113010
38.	*FSCSID*	NY0144
39.	*Number of Bookmobiles in the Bookmobile Outlet Record*	0
40.	*Outlet Structure Status*	00

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)	9

NUMBER OF TRUSTEES AND TERMS

10.2	Does your library have a range of trustees stated in the library's charter documents (incorporation)?	Yes
10.3	If yes, what is the range?	7-11
10.4	If your library has a range, how many voting positions are stated in the library's current by-laws?	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):   EA - board members are elected by the library association membership

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   Meghan

10.10   Last Name   Gilbert

10.11   Mailing Address   6156 Cheningo Rd

10.12   City   Truxton

10.13   Zip Code (5 digits only)   13158

10.14   Phone (enter 10 digits only)   (607) 423-8675

10.15   E-mail Address   meggilbert624@yahoo.com

10.16   Term Begins - Month   January

10.17   Term Begins - Year (yyyy)   2021

10.18   Term Expires - Month   December

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)   N/A

10.22   The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)   N/A

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.

#	Field	Value
1.	Status	Filled
2.	First Name of Board Member	Bryn
3.	Last Name of Board Member	Carr
4.	Mailing Address	6863 Rt. 41
5.	City	Homer
6.	Zip Code (5 digits only)	13077
7.	E-mail address	carrtb05@gmail.com
8.	Office Held or Trustee	Vice President
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2021
11.	Term Expires	December
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	N/A
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
16.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name of Board Member	Meghan
3.	Last Name of Board Member	Aagaard
4.	Mailing Address	P. O. Box 319

5.	City	McGraw
6.	Zip Code (5 digits only)	13101
7.	E-mail address	meghangibb17@yahoo.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2021
11.	Term Expires	December
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	N/A
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
16.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name of Board Member	Sarah
3.	Last Name of Board Member	Roller
4.	Mailing Address	2364 Ashburn Dr.
5.	City	LaFayette
6.	Zip Code (5 digits only)	13084
7.	E-mail address	sarah.willsey1@gmail.com
8.	Office Held or Trustee	Secretary
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2021
11.	Term Expires	December
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   N/A

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

16.   Is this a brand new trustee?   N

1.   Status   Filled

2.   First Name of Board Member   Zack

3.   Last Name of Board Member   Arthur

4.   Mailing Address   4 Elm St.

5.   City   Homer

6.   Zip Code (5 digits only)   13077

7.   E-mail address   zackarthur15@gmail.com

8.   Office Held or Trustee   Financial Officer

9.   Term Begins - Month   February

10.   Term Begins - Year (year)   2022

11.   Term Expires   December

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.   No

14.   The date the Oath of Office (mm/dd/yyyy) was taken   N/A

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

16.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name of Board Member	Shari
3.	Last Name of Board Member	Powers
4.	Mailing Address	5 Suits Ave
5.	City	Homer
6.	Zip Code (5 digits only)	13077
7.	E-mail address	spowers@homercentral.org
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2021
11.	Term Expires	December
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	N/A
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
16.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name of Board Member	Jennifer
3.	Last Name of Board Member	Block
4.	Mailing Address	1175 Wolf Rd.
5.	City	Cortland
6.	Zip Code (5 digits only)	13045
7.	E-mail address	jblock607@gmail.com

8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2023
11.	Term Expires	December
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	N/A
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
16.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name of Board Member	Linda
3.	Last Name of Board Member	Robison
4.	Mailing Address	6123 W Scott Rd
5.	City	Homer
6.	Zip Code (5 digits only)	13077
7.	E-mail address	lindarobison48@gmail.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2023
11.	Term Expires	December
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   N/A

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

16.   Is this a brand new trustee?   Y

1.   Status   Filled

2.   First Name of Board Member   Kelley

3.   Last Name of Board Member   Nadge Brown

4.   Mailing Address   14 Park Ave

5.   City   Homer

6.   Zip Code (5 digits only)   13077

7.   E-mail address   knadge@hotmail.com

8.   Office Held or Trustee   Trustee

9.   Term Begins - Month   January

10.   Term Begins - Year (year)   2023

11.   Term Expires   December

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   N/A

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

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   Linda Robison

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

1.   Trustee Name   Meghan Gilbert

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

1.   Trustee Name   Meghan Aagaard

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

1.   Trustee Name   Sarah Roller

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

1.   Trustee Name   Zack Arthur

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

1.   Trustee Name   Bryn Carr

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

1.   Trustee Name   Jennifer Block

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

1.   Trustee Name   Shari Powers

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

1.   Trustee Name   Kelley Nadge Brown

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

1.   Trustee Name   Heather Slade

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

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   Y
funds? If yes, complete one record for each taxing
authority; if no, go to question 11.3.

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

1.	Source of Funds	School District
2.	Name of funding County, Municipality or School District	Homer
3.	Amount	$203,923
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	Y
5.	Written Contractual Agreement	N/A

| 11.2 | **TOTAL LOCAL PUBLIC FUNDS** | $203,923 |

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3	Local Library Services Aid (LLSA)	$3,558
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	$2,000
11.8	**TOTAL SYSTEM CASH GRANTS** (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	$5,558

OTHER STATE AID

11.9   State Aid other than LLSA, Central $0
Library Aid (CLDA and/or CBA), or other State
Aid reported as system cash grants

FEDERAL AID FOR LIBRARY OPERATION

11.10   LSTA $0

11.11   Other Federal Aid $0

11.12   **TOTAL FEDERAL AID** (Add $0
Questions 11.10 and 11.11)

11.13   **CONTRACTS WITH PUBLIC** $0
LIBRARIES AND/OR PUBLIC LIBRARY
SYSTEMS IN NEW YORK STATE

OTHER RECEIPTS

11.14   Gifts and Endowments $23,213

11.15   Fund Raising $4,925

11.16   Income from Investments $23

11.17   Library Charges $812

11.18   Other $1,516

11.19   **TOTAL OTHER RECEIPTS** (Add $30,489
Questions 11.14, 11.15, 11.16, 11.17 and 11.18)

11.20   **TOTAL OPERATING FUND** $239,970
RECEIPTS (Add Questions 11.2, 11.8, 11.9,
11.12, 11.13 and 11.19)

11.21   **BUDGET LOANS** $0

TRANSFERS

11.22   From Capital Fund (Same as Question $0
14.8)

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 2022 (Same as Question 12.39 of previous year if fiscal year has not changed) $324,469

11.26 **GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE** (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.40) $564,439

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	$62,689
12.2	Other Staff	$65,677
12.3	**Total Salaries & Wages Expenditures** (Add Questions 12.1 and 12.2)	$128,366
12.4	**Employee Benefits Expenditures**	$16,089
12.5	**Total Staff Expenditures (Add Questions 12.3 and 12.4)**	$144,455

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	$18,805
12.7	Electronic Materials Expenditures	$4,384
12.8	Other Materials Expenditures	$3,213
12.9	**Total Collection Expenditures** (Add Questions 12.6, 12.7 and 12.8)	$26,402

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) $6,745

12.14   From Other Funds (72OF) $5,703

12.15   **Total Repairs** (Add Questions 12.13 and 12.14) $12,448

12.16   Other Disbursements for Operation & Maintenance of Buildings $24,105

12.17   **Total Operation & Maintenance of Buildings** (Add Questions 12.15 and 12.16) $36,553

MISCELLANEOUS EXPENSES

12.18   Office and Library Supplies $2,285

12.19   Telecommunications $2,095

12.20   Postage and Freight $440

12.21   Professional & Consultant Fees $7,550

12.22   Equipment $2,603

12.23   Other Miscellaneous $19,990

12.24   **Total Miscellaneous Expenses** (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22 and 12.23) $34,963

Contracts/Debt Service/Transfers/Grand Total

12.25   **CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE** $5,700

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 |

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) $248,073

TRANSFERS

Transfers to Capital Fund

12.33   From Local Public Funds (76PF) $0

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) $0

12.36 **Transfer to Other Funds** $0

12.37 **TOTAL TRANSFERS** (Add Questions 12.35 and 12.36) $0

12.38 **TOTAL DISBURSEMENTS AND TRANSFERS** (Add Questions 12.32 and 12.37) $248,073

12.39   BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2022 $316,366

12.40 **GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE** (Add Questions 12.38 and 12.39; same as Question 11.26) $564,439

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).   02/13/2023

FISCAL AUDIT

12.42   Last audit performed (mm/dd/yyyy)   09/04/2014

12.43	Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	01/01/2013-12/31/2013
12.44	Indicate type of audit (select one):	Private Accounting Firm

CAPITAL FUND

12.45   Does the library have a Capital Fund?   N
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 $0
Sources

13.2   All Other Revenues from Local Sources $0

13.3   **Total Revenues from Local Sources** $0
(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 $0
13.5)

FEDERAL AID FOR CAPITAL PROJECTS

13.7   **TOTAL FEDERAL AID** $0

INTERFUND REVENUE

13.8   Transfer from Operating Fund (Same as $0
Question 12.35)

13.9   **TOTAL REVENUES** (Add Questions $0
13.3, 13.6, 13.7 and 13.8)

13.10   **NON-REVENUE RECEIPTS** $0

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

13.12   BALANCE IN CAPITAL FUND - $0
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** $0
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 $0
Questions 14.3, 14.4 and 14.5)

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

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

14.9   **NON-PROJECT EXPENDITURES** $0

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

14.11   **BALANCE IN CAPITAL FUND -** $0
Ending Balance for the Fiscal Year Ending 2022

14.12   **TOTAL CASH DISBURSEMENTS** $0
AND BALANCE (Add Questions 14.10 and
14.11; same as Question 13.13)

15. CENTRAL LIBRARIES

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	0.88
16.2	Total Librarians	3.06
16.3	All Other Paid Staff	0.00
16.4	Total Paid Employees	3.06
16.5	State Government Revenue	$3,558
16.6	Federal Government Revenue	$0
16.7	Other Operating Revenue	$32,489
16.8	Total Operating Revenue	$239,970
16.9	Other Operating Expenditures	$77,216
16.10	Total Operating Expenditures	$248,073
16.11	Total Capital Expenditures	$0
16.12	Print Materials	20,626
16.12a	Total Physical Items in Collection	23,084
16.13	Total Registered Borrowers	2,976
16.14	Other Capital Revenue and Receipts	$0
16.15	Number of Internet Computers Used by General Public	3
16.16	Total Uses (sessions) of Public Internet Computers Per Year	779
16.17	Wireless Sessions	1,825
16.18	Total Capital Revenue	$0

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	*LIB ID*	2400113010
17.2	*Interlibrary Relationship Code*	ME
17.3	*Legal Basis Code*	NP

17.4	*Administrative Structure Code*	SO
17.5	*FSCS Public Library Definition*	Y
17.6	*Geographic Code*	SU1
17.7	*FSCS ID*	NY0144
17.8	*SED CODE*	110701700007
17.9	*INSTITUTION ID*	800000053601

SUGGESTED IMPROVEMENTS

Library Name: PHILLIPS FREE LIBRARY

Library System: Finger Lakes Library System

Name of Person Completing Form: Priscilla Berggren-Thomas

Phone Number: (607) 749-4616

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

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