

Lansing Community Library

Annual Report For Public And Association Libraries - 2023

1. GENERAL LIBRARY INFORMATION

No Notes

2. LIBRARY COLLECTION

- 2.9 Total Print Serials We purchased a subscription service this year and added many titles.
- 2.18 Video - Downloadable Units We purchased hoopla and kanopy streaming platforms in October 2023.

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

- 3.1 Library visits (total annual attendance) We were open the same amount of hours and estimate we were equally as busy.
- 3.17a Number of Sessions Targeted at Children Ages 0-5 We had significant building issues and had to close our programming room for a few months
- 3.19a Number of Sessions Targeted at Young Adults Ages 12-18 We had significant building issues and had to close our programming room for a few months and reduce programming .
- 3.19b Attendance at Sessions Targeted at Young Adults Ages 12-18 due to our flooded bathroom we had to reduce programming and therefor had less attendees.
- 3.21a Number of General Interest Program Sessions We held the same number of programs.
- 3.25b Total Live Offsite Program Attendance We did not hold off site programming this year.
- 3.26a Total Live Virtual Program Sessions We did not offer virtual programming this year as the library is back open.
- 3.26b Total Live Virtual Program Attendance We did not offer virtual programming this year as the library is back open.

3.29	Total Number of Prerecorded Program Presentations	We did not offer recorded programs as the library was back open.
3.30	Total Views of Prerecorded Program Presentations within 30 Days	We did not offer recorded programs as the library was back open.
3.38	Young adults registered for the library's summer reading program	We are working on building back up our services to teens but last summer was very slow.
3.39	Adults registered for the library's summer reading program	Last summer was slow for adult registrations but we have plans to increase pr and programming for 2024
3.41b	Children's program attendance - Summer 2023	some of our programming session had bad weather and were not well attended.
3.45	Total program attendance - Summer 2023 (total 3.41b + 3.42b + 3.43b)	Some of our programs were smaller or had inclement weather.
3.57a	Focus on birth - school entry (kindergarten) sessions	We had building issues and had to close ou programming room in the fall.
3.59a	Combined audience sessions	We had building issues and had to close ou programming room in the fall.
e.	Other (describe using the State note)	We hired an american sign language teacher for a classes this year.

4. LIBRARY TRANSACTIONS

4.19	Total Reference Transactions	We were open the same amount of hours last year and estimate about the same number of transactions.
------	------------------------------	---

5. TECHNOLOGY AND TELECOMMUNICATIONS

No Notes

6. STAFF INFORMATION

6.6	Librarian	Our second mastered librarian left her position in 2023.
-----	-----------	--

6.8	Library Specialist/Paraprofessional	We filled the vacant library position with a paraprofessional.
6.18	FTE - Librarian	Librarian left her position and we hired a paraprofessional.
6.19	Salary - Librarian	Librarian left her position and we hired a paraprofessional.

7. MINIMUM PUBLIC LIBRARY STANDARDS

No Notes

8. PUBLIC SERVICE INFORMATION

No Notes

9. SERVICE OUTLET INFORMATION

Repeating Group 1

19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	Many more groups used our library meeting spaces in 2023
-----	---	--

10. OFFICERS AND TRUSTEES

10.2	If the library's charter documents (incorporation) state a range of trustees, what is it? If a range is not stated, enter N/A.	A range is not stated
------	--	-----------------------

10.3	If your library has a range, how many voting positions are stated in the library's current by-laws? If a range is not stated, enter N/A.	A range is not stated
------	--	-----------------------

11. OPERATING FUNDS RECEIPTS

11.2	TOTAL LOCAL PUBLIC FUNDS	We received 2023 and 2024 Town of Lansing Tax in 2023 (\$490,978).
11.11	Other Federal Aid	Tompkins County Grant for Hybrid meeting equipment.
11.14	Gifts and Endowments	Received \$10,000 of grant income from Triad for both 2023 and 2024, \$20,000 total. Received \$5,000 from Town of Lansing (Program Grant) and \$2,000 from FLLS (Collection Grant) for 2024.
11.16	Income from Investments	Open 4 CDs.

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

We received the Town of Lansing tax money in 2023, while we received the 2022 tax money in 2021.

11.25 **BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2023** (Same as Question 12.39 of previous year if fiscal year has not changed)

We did not receive the Town of Lansing Tax money until January 18, 2023 (\$234,989)

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)

We received 2023 and 2024 Town of Lansing Tax in 2023.

12. OPERATING FUND DISBURSEMENTS

12.3 **Total Salaries & Wages Expenditures** (Add Questions 12.1 and 12.2)

We increased the hours for our children's librarian (\$6,000) and held more in person programs. We also employed a second teen worker (\$3,200). We increased all wages by 3% from 2023.

12.5 **Total Staff Expenditures** (Add Questions 12.3 and 12.4)

We increased the hours for our children's librarian (\$6,000) and held more in person programs. We also employed a second teen worker (\$3,200). We increased all wages by 3% from 2023.

12.18 Office and Library Supplies

We bought filing cabinets and book shelving in 2022.

12.21 Professional & Consultant Fees

We held many more programs than we did last year (\$5,000) and also used the services of lawyer (\$2,000)

12.23 Other Miscellaneous

We increased our advertising/marketing by \$2,300 this year. Increased our technology by \$4,000 this year. Attended more Conferences this year (\$2,000).

12.33 From Local Public Funds (76PF)

2022 Surplus

12.36 **Transfer to Other Funds**

We have opened 4 CDs (\$50,000, \$50,000, \$25,000, \$50,000)

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

We received 2023 and 2024 Town of Lansing Tax in 2023. We opened 4 CDs totaling \$175,000.

13. CAPITAL FUND RECEIPTS

13.2 All Other Revenues from Local Sources

Interest

13.13 **TOTAL CASH RECEIPTS AND BALANCE**(Add Questions 13.11 and 13.12; same as Question 14.12)

Transferred \$10,639.93 from the checking account for our 2022 surplus.

14. CAPITAL FUND DISBURSEMENTS

No Notes

15. CENTRAL LIBRARIES

No Notes

16. FEDERAL TOTALS

16.2 Total Librarians

We did not have two librarians in 2023

16.3 All Other Paid Staff

we hired a non librarian in 2023

16.4 Total Paid Employees

We changed our staff in 2023.

16.8 Total Operating Revenue

We received our 2023 and 2024 Town of Lansing tax money in 2023 (\$490,978)

17. FOR NEW YORK STATE LIBRARY USE ONLY

No Notes

SUGGESTED IMPROVEMENTS

No Notes

No Notes