

Moore Memorial Library
Board Meeting Minutes
February 10, 2025 @ 5:30 pm

Meeting was called to order by President Mike Paino at 5:30 p.m.

Members Present: T. Brant, N. Bromley, C. Buck, G. Hinman, M. Paino, K. Raymond, J. Roth, T. Winn. Also, in attendance was Library Director H. Harvey.

Members Absent: G. Breuilly, J. Ruth, D. Fowlston

Minutes of December 16, 2024, meeting as well as the January 20, 2025 meeting were approved for filing. Motion by C. Buck, seconded by N. Bromley. Ayes all.

Finance Report and Year-End Financials were provided by H. Harvey and C. Buck, covering the assets and a review of income and expenditures. Also, an update on year-end accounts. It was noted that the NBT CD will be closed out and moved to the money market account in February. Approved on a motion by T. Brant, seconded by G. Hinman. Ayes all.

Library Director Report - H. Harvey went over several topics, highlighting some personnel information, financial updates including grants and donations received. Staff members have all completed the required annual sexual harassment training. There was also a discussion regarding future days the library may be closed, including Lunar New Year and the day after Christmas. It was determined that the board would discuss these again in the future on a case-by-case basis. Various policies were discussed, as well as trustee training opportunities. N. Bromley has offered to write the necessary thank you notes for gifts received. It has been established that Pam Lipko will be Hailley's backup for payroll in the event Hailley is unable to fulfill those duties. It was confirmed that employees will be paid for their scheduled shift if the library closes due to a snow day. Finally, historical books written by Vicky House will be sold in the library. Each request to sell items needs to be reviewed by the trustees on a case-by-case basis.

Committee Reports

- The Finance Committee met and determined that a financial policy is needed. This will be prepped and discussed in the future.
- The Personnel Committee has not met.

Old Business:

- Circulation desk computers/printers have been installed and are in-use now. Staff members and patrons are very pleased with how helpful they are.

Action Items:

Reorganization

Appoint trustees for five-year term 2025-2030 – Approved on motion by C. Buck, seconded by N. Bromley. Ayes all.

- Karen Raymond
- James Ruth

Appointment of Officers for 2025 – Approved the following on a motion by G. Hinman, seconded by K. Raymond. Ayes all.

- President – Christine Buck
- Vice President – Michael Paino
- Secretary – Terri Brant
- Treasurer (Interim for now) – Tiffany Winn
- Authorized Signatories – Christine Buck, Nancy Bromley, Christine Burdette

Personnel Changes – Approved on motion by C. Buck, seconded by K. Raymond. Ayes all.

Accept the **resignations** of the following individuals:

- Tracey Lawrence
- Esther Shearer

Appoint the following individuals:

- Linda Brown
- Pamela Hero

2025 Staff Roster & Pay Rate was approved on a motion by J. Roth, seconded by M. Paino. Ayes all.

Tax Cap - 2025 Resolution to not exceed the tax cap for 2025 was approved on motion by J. Roth, seconded by M. Paino. Ayes all.

2025 Tax Levy for \$206,000 was approved on motion by J. Roth, seconded by T. Brant. Ayes all. H. Harvey will compose the required letter to the Greene Central School District to add the library to the upcoming school budget vote in May 2025.

2025 Moore Memorial Library Budget – for - \$337,500.00 was approved on motion by M. Paino, seconded by T. Brant. Ayes all.

Resolutions Approved on a motion by M. Paino, seconded by K. Raymond, ayes all, as follows:

- Authorization of bill payment between board meetings

- Authorization of Library Director (Hailley Harvey) to use library credit cards
- Establishment of a Petty Cash Fund to be accounted for and reconciled by Library Director (Hailley Harvey)
- Authorization of Library Director (Hailley Harvey) to certify library payroll
- Authorization of the current mileage reimbursement rate set forth by the IRS
- Authorization of Library Director (Hailley Harvey) to apply for grants
- Authorization of Library Director (Hailley Harvey) to approve attendance of Moore Memorial Library employees at conferences and workshops

Adjournment – The meeting was adjourned by outgoing President Paino at 6:30 p.m. on a motion by G. Hinman, seconded by T. Brant, ayes all. Next meeting will be on March 17, 2025, at 5:30 p.m. at the library.

Respectfully submitted:

Terri Brant

Theresa (Terri) Brant

Moore Memorial Library - 2025 Proposed Tax Levy

Moore Memorial Library is an association library that is home to 36,486 print books and is chartered to serve just over 5,000 people. In addition to print materials, the library offers free access to electronic books, electronic magazines, and digital audiobooks. Patrons are also able to borrow materials from any of the other 40 member libraries that are a part of the Four County Library System. In 2024, Moore Memorial Library circulated 19,634 physical items and 2,922 items from its online, digital collection.

Moore Memorial Library also provides vital services like free access to the internet. Community members are able to use one of 11 public access computers to access the internet. The library also provides free Wi-Fi that community members can access using personal mobile devices. In 2024, the library hosted 3,542 wireless internet sessions. Moore Memorial Library also has a copier, a fax machine, and printers for community members to make use of.

Moore Memorial Library also serves as a safe place for community members to make meaningful human connections, explore their curiosity, and feel empowered. Moore Memorial Library offers a variety of programs for patrons of all ages. Some of these offerings, like story time, focus on early literacy. Other programs focus on digital literacy, technology, book talks, history, genealogy, or art. The library also hosts special programs throughout the month of July for the Summer Reading Program.

The library's total operating expenses in 2024 were \$274,536.45. In 2025, operating expenses are projected to be \$337,500. Factors that have an impact on the library's budget include significant annual increases in the minimum wage and increases in the cost of utilities and supplies. To continue to be responsive to the needs of the community, provide exemplary programming and services, and maintain current hours of operation and staffing, the Library Board of Trustees is asking the community for an additional \$8,000 to support operating expenses. The proposition placed on the Greene Central School District budget ballot seeks a Tax Levy of \$206,000 and does not exceed the Tax Cap. This figure includes the \$198,000 that was previously approved by the taxpayers. If the request is denied, Moore Memorial Library will continue to receive \$198,000 annually. If the proposition is approved, taxpayers will be asked to pay the additional amount when school taxes are remitted.

If you have any further questions, please feel free to contact any of the members of the Moore Memorial Library Board of Trustees:

Christine Buck, President
Mike Paino, Vice-President
Terri Brant, Secretary
Tiffany Winn, Interim Treasurer
Joe Roth
Gordon Hinman
Nancy Bromley
Karen Raymond
Gary Breuilly
Dave Fowlston
Jim Ruth

MOORE MEMORIAL LIBRARY BUDGET 2025

| Receipts | |
|----------|--|
|----------|--|

| | |
|-----------------------|---------------------|
| Library Fund | \$84,000.00 |
| Building Fund | \$35,000.00 |
| Fines | \$1,200.00 |
| Gifts & Contributions | \$1,800.00 |
| LLSA | \$1,875.00 |
| Tax Levy | \$206,000.00 |
| | |
| Book Sale | \$600.00 |
| | |
| Copier fees | \$700.00 |
| Printing fees | \$1,100.00 |
| Fax fees | \$225.00 |
| Contingency | \$5,000.00 |
| TOTAL INCOME | \$337,500.00 |

| |
|--|
| |
|--|

| Disbursements | |
|---------------|--|
|---------------|--|

| | |
|---|---------------------|
| Salaries | \$210,000.00 |
| Benefits & payroll tax liabilities | \$28,000.00 |
| Professional Fees | \$4,000.00 |
| Books | \$14,000.00 |
| Periodicals | \$1,000.00 |
| LP & Video Circuit | \$400.00 |
| DVD | \$600.00 |
| | |
| Downloadable ebook & audio | \$867.00 |
| Research Center | \$460.00 |
| | |
| Book Processing | \$1,000.00 |
| Fuel | \$1,500.00 |
| Telephone | \$600.00 |
| Electricity | \$14,000.00 |
| Insurance | \$18,000.00 |
| Supplies-Custodial | \$1,500.00 |
| Supplies & Equipment Library | \$3,000.00 |
| Maintenance Contracts | \$8,000.00 |
| Maintenance Other | \$2,000.00 |
| Water & Sewer | \$1,000.00 |
| Misc | \$150.00 |
| Postage | \$200.00 |
| Movie license | \$395.00 |
| Programs | \$2,500.00 |
| Conferences & Cont Ed | \$250.00 |
| Annual online fee | \$13,078.00 |
| Computer/software/ website | \$6,000.00 |
| Contingency | \$5,000.00 |
| | |
| TOTAL DISBURSEMENTS | \$337,500.00 |

Moore Memorial Library

Temporary Long-Range Plan

2025-2027

Proposed: March 17, 2025

Mission Statement

The Moore Memorial Library exists to provide quality service to the residents of Greene, New York and adjacent communities in an open and non-judgmental environment with free access to library materials in a variety of formats.

Goals:

The goals of Moore Memorial Library's temporary long-range plan are:

1. Facility

- a. Assess and improve building accessibility
 - Consider moving or replacing seating to meet ADA compliance, support programming, and access to the library collection
- b. Establish a second phone line so patrons can call while faxing services are taking place
- c. Evaluate the safety and security needs of the library regularly

2. Collection

- a. Assess library materials to identify and reduce gaps in the collection
- b. Analyze circulation metrics and weed the entire library collection
 - Shelves are tight throughout the library
 - Maximize shelf space for new materials
- c. Shift the library collection to increase findability and make space for new materials
 - Interfile paperbacks with the rest of the collection (Young Adult and Juvenile)
 - Reduce number of "special" locations for materials (all)
- d. Institute better methods of wayfinding and update signage to empower patrons
- e. Order materials that inspire curiosity, foster innovation, and represent a multitude of voices
- f. Expand material types offered for circulation and introduce new material formats
 - Games
 - Park/museum passes
 - Playaway products (Wonderbooks, Playaway, Launchpads)
- g. Increase the number of displays to encourage circulation of library materials

3. Programming

- a. Design and deliver programming that fosters meaningful connections between the library and the community at large
- b. Identify outreach opportunities and collaborations
- c. Invest in new and existing relationships with community partners and stakeholders
- d. Design, promote, and deliver technology-based programs that meet the needs of the community and utilize existing library resources
 - Resume building, Microsoft Office Classes, Google Workplace, 1-on-1 technology help
- e. Continue to grow early literacy programs for children and their caregivers
- f. Establish and promote programs for school age children
- g. Offer and promote a variety of young adult and adult programs that appeal to different interests

4. Development

- a. Create, promote, and distribute widely the library's annual report to the community
- b. Keep policies up to date both physically and virtually
- c. Ensure new trustees are onboarded and that education requirements are met each year for new and established trustees
- d. Continue to honor the freedom to read set forth by the American Library Association



Survey submitted: Annual Report For Public And Association Libraries - 2024 by Moore Memorial Library

From collectconnect@baker-taylor.com <collectconnect@baker-taylor.com>

Date Mon 2025-02-24 11:45 AM

To cerisa.meunier@baker-taylor.com <cerisa.meunier@baker-taylor.com>

Cc Hailley Harvey <gr.hailley@4cls.org>

Congratulations... Moore Memorial Library has submitted their survey Annual Report For Public And Association Libraries - 2024 successfully on 2/24/2025 11:44:49 AM

Moore Memorial Library

Annual Report For Public And Association Libraries - 2024

CURRENT YEAR

PREVIOUS YEAR

1. GENERAL LIBRARY INFORMATION

Library / Director Information

Outline of Major Changes

Please be advised of two improvements that have been implemented:

- The report now saves automatically after every new entry or change.
- Multiple users can now view and edit reports at the same time. When logging in, you will receive a pop-up message notifying you if someone else is also using the report to enable coordination.

Report all information in Part 1 as of December 31, 2024, except for questions related to the current library director/manager (questions 1.37 through 1.44).

| | | | |
|-----|--|--|--|
| 1.1 | Library ID Number | 2800082640 | <i>2800082640</i> |
| 1.2 | Library Name | MOORE MEMORIAL LIBRARY | <i>MOORE MEMORIAL LIBRARY</i> |
| 1.3 | Name Status (State use only) | 00 (for no change from previous year) | <i>00 (for no change from previous year)</i> |
| 1.4 | Structure Status (State use only) | 00 (for no change from previous year) | <i>00 (for no change from previous year)</i> |
| 1.5 | Community | Greene | <i>Greene</i> |
| 1.6 | Beginning Fiscal Reporting Year | 01/01/2024 | <i>01/01/2023</i> |
| 1.7 | Ending Fiscal Reporting Year | 12/31/2024 | <i>12/31/2023</i> |
| 1.8 | Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report? | No | <i>No</i> |

| | | | |
|------|---|---------------------------------------|---------------------------------------|
| 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 | 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 | N/A |
| 1.11 | Beginning <u>Local</u> Fiscal Year | 01/01/2023 | 01/01/2023 |
| 1.12 | Ending <u>Local</u> Fiscal Year | 12/31/2023 | 12/31/2023 |
| 1.13 | Address Status | 00 (for no change from previous year) | 00 (for no change from previous year) |
| 1.14 | Street Address | 59 GENESEE STREET | 59 GENESEE STREET |
| 1.15 | City | GREENE | GREENE |
| 1.16 | Zip Code | 13778 | 13778 |
| 1.17 | Mailing Address | 59 GENESEE STREET | 59 GENESEE STREET |
| 1.18 | City | GREENE | GREENE |
| 1.19 | Zip Code | 13778 | 13778 |
| 1.20 | Telephone Number (enter 10 digits only and hit the Tab key; enter M (Missing) if no telephone number) | (607) 656-9349 | (607) 656-9349 |
| 1.21 | Fax Number (enter 10 digits only and hit the Tab key; enter M (Missing) if no telephone number) | (607) 656-9349 | (607) 656-9349 |
| 1.22 | E-Mail Address (enter M (Missing) if no E-Mail) | gr.hailley@4cls.org | gr.gary@4cls.org |

| | | | |
|------|--|--------------------------------|---------------------------------------|
| 1.23 | Library Home Page URL (Enter M (Missing) if no home page URL) | http://greenenylibrary.org | <i>http://greenenylibrary.org</i> |
| 1.24 | Population Chartered to Serve (per 2020 Census) | 5,296 | <i>5,296</i> |
| 1.25 | Indicate the type of library as stated in the library's charter (select one): | ASSOCIATION | <i>ASSOCIATION</i> |
| 1.26 | Indicate the area chartered to serve as stated in the library's charter (select one): | Town | <i>Town</i> |
| 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 | <i>N</i> |
| 1.28 | Indicate the type of charter the library currently holds (select one): | Absolute | <i>Absolute</i> |
| 1.29 | Date the library was granted its absolute charter <u>or</u> the date of the provisional charter if the library does not have an absolute charter | 05/21/1903 | <i>05/21/1903</i> |
| 1.30 | Date the library was last registered | 10/17/1907 | <i>10/17/1907</i> |
| 1.31 | Federal Employer Identification Number | 150548745 | <i>150548745</i> |
| 1.32 | County | CHENANGO | <i>CHENANGO</i> |
| 1.33 | School District | Greene Central School District | <i>Greene Central School District</i> |
| 1.34 | Town/City | Greene | <i>Greene</i> |
| 1.35 | Library System | Four County Library System | <i>Four County Library System</i> |

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 | Hailley | Gary |
| 1.38 Last Name of Library Director/Manager | Harvey | Quarella |
| 1.39 NYS Public Librarian Certification Number | N/A | N/A |
| 1.40 What is the highest education level of the library manager/director? | Bachelor's Degree | Bachelor's Degree |
| 1.41 If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science? | N/A | N/A |
| 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 | N/A |
| 1.43 E-mail Address of the Director/Manager | gr.hailley@4cls.org | gr.gary@4cls.org |
| 1.44 Fax Number of the Director/Manager | (607) 656-9349 | (607) 656-9349 |
| 1.45 Does the library charge fees for library cards to people residing outside the system's service area? | N | N |

Public Votes / Contracts

1.46 Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2024? (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 Y

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

- 1. Name of municipality or district holding the public vote: Greene Central School District *Greene Central School District*
- 2. Indicate the type of municipality or district holding the public vote: School District *School District*
- 3. Date the vote was held (mm/dd/2024): 05/21/2024 *06/15/2023*
- 4. Was the vote successful? Y/N: Y Y
- 5. What type of public vote was it? Other *school district ballot proposition (Ed. Law §259(1)(a))*

Note: Part of school district budget vote in May of 2024.

- 6a. Most recent prior year approved appropriation from a public vote: \$198,000 *\$178,000*
- 6b. Proposed increase in appropriation as a result of the vote held on the date reported in question number 3: \$0 *\$20,000*
- 6c. Total proposed appropriation (manually sum of 6a and 6b): \$198,000 *\$198,000*

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 2024) 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 N

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

1. Name of municipality or district holding the public vote N/A NA

2. Indicate the type of municipality or district holding the public vote N/A

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

4. What type of public vote was it? N/A

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

Unusual Circumstances

1.48 Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one record for each contract. If no, go to question 1.49. N N

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

1. Name of contracting municipality or district N/A NA

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

| | | | |
|----|---|-----|-----|
| 3. | Population of the geographic area served by this contract | N/A | N/A |
| 4. | Dollar amount of contract | N/A | N/A |
| 5. | Enter the appropriate code for range of services provided (select one): | N/A | 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 N

2. LIBRARY COLLECTION

Physical Holdings

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please read general information instructions below before completing this section.

This section of the survey (2.1-2.16) 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.

PRINT MATERIALS

Cataloged Books

| | | | |
|-----|---|--------|--------|
| 2.1 | Adult Fiction Books | 10,687 | 9,036 |
| 2.2 | Adult Non-fiction Books | 12,204 | 11,963 |
| 2.3 | Total Adult Books (Total questions 2.1 & 2.2) | 22,891 | 20,999 |

| | | | |
|-----|--|--------|--------|
| 2.4 | Children's Fiction Books | 9,288 | 10,819 |
| 2.5 | Children's Non-fiction Books | 4,289 | 4,716 |
| 2.6 | Total Children's Books (Total questions 2.4 & 2.5) | 13,577 | 15,535 |
| 2.7 | Total Cataloged Books (Total questions 2.3 & 2.6) | 36,468 | 36,534 |

Other Print Materials

| | | | |
|-----|-------------------------|-----|----|
| 2.8 | Total Uncataloged Books | 166 | 85 |
|-----|-------------------------|-----|----|

Note: There are books in storage that may not have been counted in the previous year.

| | | | |
|------|---------------------------|--------|----|
| 2.9 | Total Print Serials | 21 | 18 |
| 2.10 | All Other Print Materials | 29,660 | 98 |

Note: There is 251 hanging file folders that have not been counted before. There is also an estimated 29,409 handwritten genealogy cards in a filing cabinet that have never been counted before. To get this number we counted one side of the cabinet drawer which worked out to 2477 cards and then multiplied by number of full drawers and number of partial drawers. This worked out to be 29,409.

| | | | |
|------|--|--------|--------|
| 2.11 | Total Other Print Materials (Total questions 2.8 through 2.10) | 29,847 | 201 |
| 2.12 | Total Print Materials (Total questions 2.7 and 2.11) | 66,315 | 36,735 |

ALL OTHER MATERIALS

| | | | |
|------|------------------------|-----|----|
| 2.13 | Audio - Physical Units | 144 | 64 |
|------|------------------------|-----|----|

Note: The item count from the previous year must have been calculated incorrectly. The library currently has 144 physical audio units.

| | | | |
|------|--|-------|-------|
| 2.14 | Video - Physical Units | 2,501 | 2,503 |
| 2.15 | Other Circulating Physical Items | 4 | 114 |
| 2.16 | Total Other Physical Materials (Total questions 2.13 through 2.15) | 2,649 | 2,681 |

Grand Total / Additions to Holdings

2.17 **GRAND TOTAL HOLDINGS** 68,964 51,412
(Total questions 2.12 and 2.16)

Note: This report no longer counts digital materials so the number of holdings would typically be lower than in a previous report. However, this number now includes hanging file folders (251) and handwritten genealogy cards (estimated 29,409) that have never been counted before so it ended up being higher than expected.

ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

| | | | |
|------|---|-----|-----|
| 2.18 | Cataloged Books | 564 | 545 |
| 2.19 | All Other Print Materials | 17 | 0 |
| 2.20 | All Other Materials | 15 | 212 |
| 2.21 | Total Additions (Total questions 2.18 through 2.20) | 596 | 833 |

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Visits / Borrowers / Policies / Accessibility

Report all information on questions 3.1 through 3.3 and 3.17a through 3.34e as of the last day of the fiscal year stated in 1.6. and 1.7 in Part 1; report information on questions 3.4 through 3.16 and 3.35 through 3.77b based on the 2024 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 Questions 1.6 and 1.7 in Part 1.

LIBRARY USE

| | | | |
|-----|--|-------|--------|
| 3.1 | Library visits (total annual attendance) | 6,522 | 13,585 |
|-----|--|-------|--------|

Note: This data was taken from a week in December 2024. I believe December was a lower than average month for attendance but due to changes in personnel at the Director level a sample had not been take prior to December 2024.

| | | | |
|------|---|---|---|
| 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) | ES - Annual Estimate Based on Typical Week(s) |
|------|---|---|---|

| | | | |
|-----|-----------------------------------|------|-------|
| 3.2 | Registered resident borrowers | 1833 | 1,766 |
| 3.3 | Registered non-resident borrowers | 609 | 581 |

Please report information on WRITTEN POLICIES as of 12/31/24.

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

Answers are prefilled with the prior year's answers. If a change is made please add a note of explanation.

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

Please report information on ACCESSIBILITY as of 12/31/24.

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 | Y |
|------|--|---|---|

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

3.13 Does the library have large print books? Y Y

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

3.15 - If so, what do you have? If no, go to next question

screen reader, such as JAWS, Windoweyes or NVDA Yes Yes

refreshable Braille commonly referred to as a refreshable Braille display No

screen magnification software, such as Zoomtext No

electronic scanning and reading software, such as OpenBook No

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 N

Library Sponsored Programs

LIVE PROGRAM SESSIONS and ATTENDANCE

Report information on Library Program Sessions and Attendance based on the fiscal reporting year entered for Questions 1.6 and 1.7 in Section 1 General Library Information.

Live Program Sessions

- A 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 of live and prerecorded programs (previously called synchronous and asynchronous), please refer to the chart in Instructions.

IMPORTANT: If no programs within a category were offered/attended, enter 0. If they were offered/attended but that data is not available, enter M (Missing). N/A should not be entered for any programs.

NOTE: Summer Reading, Early Literacy, Adult Literacy, ESOL, and Digital Literacy programs are subsets of Live and Prerecorded programs and should be entered in those sections as well as in the appropriate subsequent section.

3.17a Number of Sessions Targeted at 50 72
Children Ages 0-5

3.17b Attendance at Sessions Targeted 562 7,942
at Children Ages 0-5

Note: Some data in 2024 is missing, there were personnel changes at the library director/manager level. However, the number reported in the previous year is still likely to be inaccurate. This is the actual count from available data for 2024.

3.18a Number of Sessions Targeted at 2 8
Children Ages 6-11

Note: Some of the data from 2024 is missing. There were personnel changes at the library director/manager level in 2024. This is the actual count from the available data for 2024.

3.18b Attendance at Sessions Targeted 188 254
at Children Ages 6-11

3.19a Number of Sessions Targeted at 3 4
Young Adults Ages 12-18

3.19b Attendance at Sessions Targeted 54 62
at Young Adults Ages 12-18

| | | | |
|-------|---|-----|-----|
| 3.20a | Number of Sessions Targeted at Adults Age 19 or Older | 78 | 52 |
| 3.20b | Attendance at Sessions Targeted at Adults Age 19 or Older | 474 | 179 |
| 3.21a | Number of General Interest Program Sessions | 0 | 16 |
| 3.21b | Attendance at General Interest Program Sessions | 0 | 622 |

Note: Some of the data from 2024 is missing. There were personnel changes at the library director/manager level in 2024. This is the actual count from the available data for 2024.

| | | | |
|------|---|-------|-------|
| 3.22 | Total Sessions of Live Programs Categorized by Age (sum of 3.17a, 3.18a, 3.19a, 3.20a, 3.21a) | 133 | 152 |
| 3.23 | Total Attendance at Live Programs Categorized by Age (sum of 3.17b, 3.18b, 3.19b, 3.20b, 3.21b) | 1,278 | 9,059 |

Note: While some of the data is missing due to personnel changes at the library director/manager level in 2024, it is likely that the number reported in the previous year was inaccurate.

Live Programs Categorized by Venue

| | | | |
|-------|---------------------------------------|-------|-------|
| 3.24a | Total Live Onsite Program Sessions | 133 | 152 |
| 3.24b | Total Live Onsite Program Attendance | 1,278 | 9,059 |
| 3.25a | Total Live Offsite Program Sessions | 0 | 0 |
| 3.25b | Total Live Offsite Program Attendance | 0 | 0 |
| 3.26a | Total Live Virtual Program Sessions | 0 | 0 |
| 3.26b | Total Live Virtual Program Attendance | 0 | 0 |

| | | | |
|-------------------------------------|---|-------|-------|
| 3.27 | Total Sessions of Live Programs Categorized by Venue (sum of 3.24a, 3.25a, 3.26a) | 133 | 152 |
| 3.28 | Total Attendance at Live Programs Categorized by Venue (sum of 3.24b, 3.25b, 3.26b) | 1,278 | 9,059 |
| Prerecorded and One-on-One Programs | | | |
| 3.29 | Total Number of Prerecorded Program Presentations | 0 | 0 |
| 3.30 | Total Views of Prerecorded Program Presentations within 30 Days | 0 | 0 |
| 3.31 | One-on-One Program Sessions | 261 | 416 |
| 3.32 | Attendance at One-on-One Program Sessions | 261 | 416 |

Teen-Led / Promotion / Summer Reading

| | | | |
|-------|--|-----|-----|
| 3.33 | Did your library offer teen-led activities during the 2024 calendar year? | Y | Y |
| 3.34a | 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 | Yes |
| 3.34b | Does your library use Facebook for promotion? | Yes | |

3.34c Does your library use Instagram for promotion? Yes

3.34d Does your library use Twitter/X for promotion? No

3.34e Does your library use TikTok for promotion? No

Please report information on SUMMER READING PROGRAMS for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

SUMMER READING PROGRAM

| | | | |
|-------|--|-----|-----|
| 3.35 | Did the library offer a summer reading program in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section. | Y | Y |
| 3.36 | Library outlets offering the summer reading program | 1 | 1 |
| 3.37 | Children registered for the library's summer reading program | 12 | 76 |
| 3.38 | Young adults registered for the library's summer reading program | 0 | 9 |
| 3.39 | Adults registered for the library's summer reading program | 0 | 16 |
| 3.40 | Total number registered for the library's summer reading program (total 3.37 + 3.38 + 3.39) | 12 | 101 |
| 3.41a | Children's program sessions - Summer 2024 | 6 | 5 |
| 3.41b | Children's program attendance - Summer 2024 | 338 | 542 |
| 3.42a | Young adult program sessions - Summer 2024 | 0 | 0 |

| | | | |
|----------------------|--|-----|-----|
| 3.42b | Young adult program attendance - Summer 2024 | 0 | 0 |
| 3.43a | Adult program sessions - Summer 2024 | 0 | 3 |
| 3.43b | Adult program attendance - Summer 2024 | 0 | 16 |
| 3.44 | Total program sessions - Summer 2024 (total 3.41a + 3.42a + 3.43a) | 6 | 8 |
| 3.45 | Total program attendance - Summer 2024 (total 3.41b + 3.42b + 3.43b) | 338 | 558 |
| 3.46 | Did the library use the Summer Reading at New York Libraries name and/or logo? | Y | Y |
| 3.47 | Did the library use the Collaborative Summer Library Program (CSLP) Manual, provided through the New York State Library? | Y | Y |
| COLLABORATORS | | | |
| 3.48 | Public school district(s) and/or BOCES | 0 | 1 |
| 3.49 | Non-public school(s) | 0 | 0 |
| 3.50 | Childcare center(s) | 0 | 3 |
| 3.51 | Summer camp(s) | 0 | 0 |
| 3.52 | Municipality/Municipalities | 0 | 2 |
| 3.53 | Literacy provider(s) | 0 | 0 |

3.54 Other (describe using the State note) 6 0

Note: 3 musicians, 1 storyteller, 1 animal educator, 1 entertainer for children

3.55 Total Collaborators (total 3.48 through 3.54) 6 6

Early Literacy

Please report information on EARLY LITERACY for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

EARLY LITERACY PROGRAMS

3.56 Did the library offer early literacy programs in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section. Y N

3.57a Focus on birth - school entry (kindergarten) sessions 50

3.57b Focus on birth - school entry (kindergarten) attendance 562

3.58a Focus on parents & caregivers sessions 0

3.58b Focus on parents & caregivers attendance 0

3.59a Combined audience sessions 0

3.59b Combined audience attendance 0

3.60 Total Sessions 50 0

3.61 Total Attendance 562 0

3.62 - 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 |

Adult Literacy

Please report information on ADULT LITERACY for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

ADULT LITERACY

| | | | |
|------|---|---|---|
| 3.63 | Did the library offer adult literacy programs in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section. | N | Y |
|------|---|---|---|

| | | | |
|-------|------------------------------|---|---|
| 3.64a | Total group program sessions | 1 | 0 |
|-------|------------------------------|---|---|

| | | | |
|-------|--------------------------------|---|---|
| 3.64b | Total group program attendance | 8 | 0 |
|-------|--------------------------------|---|---|

| | | | |
|-------|-----------------------------------|-----|----|
| 3.65a | Total one-on-one program sessions | 261 | 10 |
|-------|-----------------------------------|-----|----|

| | | | |
|-------|-------------------------------------|-----|----|
| 3.65b | Total one-on-one program attendance | 261 | 10 |
|-------|-------------------------------------|-----|----|

3.66 - Collaborators (check all that apply)

- | | | |
|----|--|-----|
| a. | Literacy NY (Literacy Volunteers of America) | Yes |
| b. | Public School District(s) and/or BOCES | Yes |
| c. | Non-Public Schools | No |
| d. | Other (see instructions and describe using Note) | No |

ESOL / Digital Literacy

Please report information on ESOL, for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAMS

3.67 Did the library offer English for Speakers of Other Languages (ESOL) programs in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section. Y

3.68a Children's program sessions 6

3.68b Children's program attendance 6

3.69a Young adult program sessions 4

3.69b Young adult program attendance 4

3.70a Adult program sessions 8

3.70b Adult program attendance 8

3.71 Total program sessions (total 0 18
3.68a + 3.69a + 3.70a)

3.72 Total program attendance (total 0 18
3.68b + 3.69b + 3.70b)

3.73a One-on-one program sessions 8

3.73b One-on-one program attendance 8

3.74 - Collaborators (check all that apply):

a. Literacy NY (Literacy 0 Yes
Volunteers of America)

b. Public School District(s) and/or 0 Yes
BOCES

c. Non-Public School(s) 0 No

d. Other (describe using the Note) 0 No

Please report information on DIGITAL LITERACY for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

DIGITAL LITERACY

3.75 Did the library offer digital 0 Y Y
literacy programs in 2024? (Enter Y for
Yes, N for No) If entering no, proceed
to the next section.

3.76a Total group program sessions 1 15

3.76b Total group program attendance 8 120

3.77a Total one-on-one program 261 416
sessions

3.77b Total one-on-one program 261 416
attendance

4. LIBRARY TRANSACTIONS

Circulation / Reference Transactions

Report all transactions as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. (Please note: Internal Library usage is not considered part of circulation.)

CATALOGED BOOK CIRCULATION

| | | | |
|-----|---|--------|--------|
| 4.1 | Adult Fiction Books | 7,690 | 7,777 |
| 4.2 | Adult Non-fiction Books | 2,575 | 2,579 |
| 4.3 | Total Adult Books (Total questions 4.1 & 4.2) | 10,265 | 10,356 |
| 4.4 | Children's Fiction Books | 5,781 | 6,517 |
| 4.5 | Children's Non-fiction Books | 1,715 | 2,295 |
| 4.6 | Total Children's Books (Total questions 4.4 & 4.5) | 7,496 | 8,812 |
| 4.7 | Total Cataloged Book Circulation (Total question 4.3 & 4.6) | 17,761 | 19,168 |

CIRCULATION OF OTHER MATERIALS

| | | | |
|------|--|--------|--------|
| 4.8 | Circulation of Adult Other Materials | 1,481 | 1,921 |
| 4.9 | Circulation of Children's Other Materials | 392 | 359 |
| 4.10 | Circulation of Other Physical Items (Total questions 4.8, 4.9) | 1,873 | 2,280 |
| 4.11 | Physical Item Circulation (Total questions 4.7 & 4.10) | 19,634 | 21,448 |

| | | | |
|------|--|-----|-----|
| 4.12 | 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? | Yes | Yes |
|------|--|-----|-----|

| | | | |
|------|--|----|--|
| 4.13 | Did your library offer automatic renewal for any physical materials during the reporting period? NOTE: Patrons do not have to take any action for automatic renewals. The Integrated Library System [ILS] rules determine how/when automatic renewals occur. | No | |
|------|--|----|--|

REFERENCE TRANSACTIONS

| | | | |
|------|------------------------------|-----|-------|
| 4.14 | Total Reference Transactions | 832 | 2,250 |
|------|------------------------------|-----|-------|

Note: More detailed metrics were not kept for reference transactions in 2024. This number is an estimate based on the metrics the library has from December 2024. I believe December 2024 was a slower than normal month but due to personnel changes at the library director/manager level, reference data was not gathered before December 2024.

| | | | |
|-------|---|---|--|
| 4.14a | 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) | <i>ES - Annual Estimate Based on Typical Week(s)</i> |
|-------|---|---|--|

| | | | |
|------|---|---|---|
| 4.15 | Does the library offer virtual reference? | Y | Y |
|------|---|---|---|

Interlibrary Loan / E-Rate

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

| | | | |
|------|--------------------------|-------|-------|
| 4.16 | TOTAL MATERIALS RECEIVED | 5,923 | 6,350 |
|------|--------------------------|-------|-------|

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

| | | | |
|------|--------------------------|-------|-------|
| 4.17 | TOTAL MATERIALS PROVIDED | 3,710 | 3,908 |
|------|--------------------------|-------|-------|

E-RATE

| | | | |
|------|--|----------------------------|-----------------------------------|
| 4.18 | Does the library file for E-rate benefits? | Y | Y |
| 4.19 | Is the library part of a consortium for E-rate benefits? | Y | Y |
| 4.20 | If yes, in which consortium are you participating? | Four County Library System | <i>Four County Library System</i> |

5. ELECTRONIC USE

Electronic Holdings

These are new questions added by IMLS that will be required to be answered for the 2025 report, and are voluntary for this year. All questions are simply reformulated methods of gathering data that has been previously required; no new data gathering should be needed by libraries to answer these questions.

For all questions: Answer *Missing* if the answer is unknown

Report information for Electronic Use based on the fiscal reporting year entered for Questions 1.6 and 1.7 in Section 1 General Library Information.

Electronic Books

E-books are the digital equivalent of printed books that may be accessed online from an electronic device. E-books also include e-comics. Do not consider resources available for free in the public domain when answering the following questions.

5.1 Did the library provide access to e-books purchased solely by the library? No

5.2 Did the library provide access to e-books purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Yes

5.3 Did the library provide access to e-books provided by the New York State Library at no or minimal cost to the library? No

Electronic Serials

E-serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown)

5.4 Did the library provide access to No
e-serials purchased solely by the
library?

5.5 Did the library provide access to Yes
e-serials purchased via a consortium,
cooperative, or other similar group at
the local, regional, or state level?

5.6 Did the library provide access to No
e-serials provided by the New York
State Library at no or minimal cost to
the library?

Electronic Audio

E-audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown)

5.7 Did the library provide access to No
e-audio purchased solely by the library?

5.8 Did the library provide access to Yes
e-audio purchased via a consortium,
cooperative, or other similar group at
the local, regional, or state level?

5.9 Did the library provide access to No
e-audio provided by the New York State
Library at no or minimal cost to the
library?

Electronic Video

E-videos are digital files of moving visual images with or without sound (e.g., movies, television shows) that may be accessed online from an electronic device. Examples include Hoopla, Kanopy, and cloudlibrary. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown)

5.10 Did the library provide access to No
e-videos purchased solely by the
library?

5.11 Did the library provide access to No
e-videos purchased via a consortium,
cooperative, or other similar group at
the local, regional, or state level? (Do
not include New York State Library-
provided content here; that should be
entered in 5.12.)

5.12 Did the library provide access to No
e-videos provided by the New York
State Library at no or minimal cost to
the library?

Databases / Online Learning / E-Material Circulation

Research Databases

Research databases are organized collections of electronic data or records (e.g., facts, abstracts, articles, bibliographic data, texts, photographs) that can be searched to retrieve information. Do not consider resources available for free when answering the following questions. Answer Yes/No/Missing (Unknown)

5.13 Did the library provide access to No
research databases purchased solely by
the library?

5.14 Did the library provide access to Yes
research databases purchased via a
consortium, cooperative, or other
similar group at the local, regional, or
state level?

5.15 Did the library provide access to Yes
research databases provided by the New
York State Library at no or minimal cost
to the library (e.g., NOVELny)?

Online Learning

Online learning platforms primarily provide instruction, tools, and resources to enhance education, lifelong learning, and skill building. Platforms may offer homework assistance, language learning, test preparation, professional development, resume assistance, hobby instruction, etc. Answer Yes if library provided access to a platform even if the platform itself is not owned by the library (e.g., paying for access to Ryan Dowd's Homeless Library). Do not consider resources available for free when answering the following questions. Answer Yes/No/Missing (Unknown)

5.16 Did the library provide access to No
online learning platforms purchased
solely by the library?

5.17 Did the library provide access to Yes
online learning platforms purchased via
a consortium, cooperative, or other
similar group at the local, regional, or
state level?

5.18 Did the library provide access to No
online learning platforms provided by
the New York State Library at no or
minimal cost to the library?

E-Material Circulation

Electronic (digital) materials can be accessed online from an electronic device. Types of electronic materials include e-books, e-serials, e-audio, and e-video. Only count items that require user authentication and have a limited period of use. Count all checkouts, including renewals.

5.19 The total circulation of e-books 965
during the reporting period

5.20 The total circulation of e-serials 456
during the reporting period.

5.21 The total circulation of e-audio 1,501
during the reporting period

5.22 The total circulation of e-videos 0
during the reporting period.

6. STAFF INFORMATION

All staff questions refer to PAID staff.

Note: Report figures as of the last day of the fiscal year reported in Questions 1.6 and 1.7 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 | 40 |
|-----|--|------|----|

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

| | | | |
|-----|--|---|---|
| 6.2 | Library Director (certified) | 0 | 0 |
| 6.3 | Vacant Library Director (certified) | 0 | 0 |
| 6.4 | Library Manager (not certified) | 1 | 1 |
| 6.5 | Vacant Library Manager (not certified) | 0 | 0 |
| 6.6 | Librarian | 0 | 0 |
| 6.7 | Vacant Librarian | 0 | 0 |
| 6.8 | Library Specialist/Paraprofessional | 0 | 3 |

Note: I believe that paid staff were categorized incorrectly in the previous year (2023). I also believe that their FTE status may not have been figured correctly.

| | | | |
|------|--|------|------|
| 6.9 | Vacant Library Specialist/Paraprofessional | 0 | 0 |
| 6.10 | Other Staff | 3.68 | 4.5 |
| 6.11 | Vacant Other Staff | .89 | 0 |
| 6.12 | TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10) | 4.68 | 8.50 |

Note: I believe that the FTE status of paid staff was not figured correctly in the previous year (2023). All staff have been calculated with 37.5 hours being considered full time status for 2024.

| | | | |
|------|---|------|------|
| 6.13 | VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11) | 0.89 | 0.00 |
|------|---|------|------|

SALARY INFORMATION

| | | | |
|------|--|----------|----------|
| 6.14 | FTE - Library Director (certified) | N/A | N/A |
| 6.15 | Salary - Library Director (certified) | N/A | N/A |
| 6.16 | FTE - Library Manager (not certified) | 1 | 1 |
| 6.17 | Salary - Library Manager (not certified) | \$57,000 | \$52,342 |
| 6.18 | FTE - Librarian | N/A | N/A |
| 6.19 | Salary - Librarian | N/A | N/A |

7. MINIMUM PUBLIC LIBRARY STANDARDS

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, 2024**. 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.

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 Y

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

Note: The long range plan is outdated.

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. N 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 | 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 | 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 | Y |
| 7. | Is open the minimum standard number of public service hours for population served. (see instructions) | Y | 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 | Y |
| 8b. | lighting | Y | Y |
| 8c. | shelving | Y | Y |
| 8d. | seating | Y | Y |
| 8e. | power infrastructure | Y | Y |
| 8f. | data infrastructure | Y | Y |
| 8g. | public restroom | Y | Y |
| 9. | Provides programming to address community needs, as outlined in the library's long-range plan of service. | Y | Y |

10. Provides

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

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

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

8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please click [here](#) to read general instructions before completing this section. Questions 8.1-8.4 are pre-filled with prior year answers but not locked to allow updating.

PUBLIC SERVICE OUTLETS - Libraries reporting main libraries, branches and bookmobiles should complete Service Outlets Information in Part 9.

8.1 Main Library 1 1

| | | | |
|-----|---|---|---|
| 8.2 | Branches | 0 | 0 |
| 8.3 | Bookmobiles | 0 | 0 |
| 8.4 | Other Outlets | 0 | 0 |
| 8.5 | TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4) | 1 | 1 |

PUBLIC SERVICE HOURS - Report hours to two decimal places.

| | | | |
|------|---|----------|----------|
| 8.6 | Minimum Weekly Total Hours - Main Library | 53.50 | 54.00 |
| 8.7 | Minimum Weekly Total Hours - Branch Libraries | 0.00 | 0.00 |
| 8.8 | Minimum Weekly Total Hours - Bookmobiles | 0.00 | 0.00 |
| 8.9 | Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8) | 53.50 | 54.00 |
| 8.10 | Annual Total Hours - Main Library | 2,782.00 | 2,808.00 |
| 8.11 | Annual Total Hours - Branch Libraries | 0.00 | 0.00 |
| 8.12 | Annual Total Hours - Bookmobiles | 0.00 | 0.00 |
| 8.13 | Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12) | 2,782.00 | 2,808.00 |

9. SERVICE OUTLET INFORMATION

Outlets should be arranged in alphabetical order if possible.

Report all information as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please click [here](#) to read general instructions before completing this section. Questions 1–14, 20–25, and 34–36 are pre-filled with prior year answers but not locked to allow updating.

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.

NEW OUTLETS: If a new outlet was open in the reporting year for any amount of time, it must be entered here. For locked fields, use the note to input information; enter *New* in the note for Question 40.

CLOSED OUTLETS: Even if an outlet was closed for the entire year it still must be reported and not simply left out of reporting. In these cases, enter either *Closed, will reopen* or *Closed permanently* in the note for Question 40. Permanently closed outlets will be removed and not appear in subsequent reports.

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.

Outlet fields 5–6, 11–14, and 20–23 should be locked.

| | | | |
|----|-----------------------------------|------------------------|-------------------------------|
| 1. | Outlet Name | MOORE MEMORIAL LIBRARY | <i>MOORE MEMORIAL LIBRARY</i> |
| 2. | Outlet Name Status | 00 (for no change) | <i>00</i> |
| 3. | Street Address | 59 GENESEE STREET | <i>59 GENESEE STREET</i> |
| 4. | Outlet Street Address Status | 00 (for no change) | <i>00</i> |
| 5. | City | GREENE | <i>GREENE</i> |
| 6. | Zip Code | 13778 | <i>13778</i> |
| 7. | Phone (enter 10 digits only) | (607) 656-9349 | <i>(607) 656-9349</i> |
| 8. | Fax Number (enter 10 digits only) | (607) 656-9349 | <i>(607) 656-9349</i> |
| 9. | E-mail Address | gr.hailley@4cls.org | <i>gr.gary@4cls.org</i> |

| | | | |
|-----|--|----------------------------|-----------------------------------|
| 10. | Outlet URL | http://greenenylibrary.org | <i>http://greenenylibrary.org</i> |
| 11. | County | CHENANGO | <i>CHENANGO</i> |
| 12. | School District | Greene Central School | <i>Greene Central School</i> |
| 13. | Library System | Four County Library System | <i>Four County Library System</i> |
| 14. | Outlet Type Code (select one): | CE | <i>CE</i> |
| 15. | Public Service Hours Per Year for This Outlet | 2,782 | <i>2,808</i> |
| 16. | Number of Weeks This Outlet is Open | 52 | <i>52</i> |
| 17. | Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)? | Y | <i>Y</i> |
| 18. | Is the meeting space available for public use even when the outlet is closed? | N | <i>N</i> |
| 19. | Total number of non-library sponsored programs, meetings and/or events at this outlet | 23 | <i>160</i> |
| 20. | Enter the appropriate outlet code (select one): | LO | <i>LO</i> |
| 21. | Who owns this outlet building? | Library Board | <i>Library Board</i> |
| 22. | Who owns the land on which this outlet is built? | Library Board | <i>Library Board</i> |
| 23. | Indicate the year this outlet was initially constructed | 1901 | <i>1901</i> |

| | | |
|---|--------|--------|
| 24. Indicate the year this outlet underwent a major renovation costing \$25,000 or more | 2007 | 2007 |
| 25. Square footage of the outlet | 10,794 | 10,794 |
| 26. Number of Internet Computers Used by General Public | 11 | 15 |
| 27. Number of uses (sessions) of public Internet computers per year | 261 | 3,676 |

Note: Some data from 2024 is missing due to changes in personnel at the Library Director/Manager level. However, the number from the previous year is likely to be overestimated.

| | | |
|---|---|--|
| 27a Reporting Method for Number of Uses of Public Internet Computers Per Year | CT - Annual Count | <i>ES - Annual Estimate Based on Typical Week(s)</i> |
| 28. Type of connection on the outlet's public Internet computers | Fiber | <i>Fiber</i> |
| 29. Maximum <u>download</u> speed of connection on the outlet's public Internet computers | 11 Greater than or equal to 100 mbps and less than 1 gbps | <i>11 Greater than or equal to 100 mbps and less than 1 gbps</i> |
| 30. Maximum <u>upload</u> speed of connection on the outlet's public Internet computers | 11 Greater than or equal to 100 mbps and less than 1 gbps | <i>11 Greater than or equal to 100 mbps and less than 1 gbps</i> |
| 31. Internet Provider | Other (specify using the State note) | <i>Other (specify using the State note)</i> |

Note: FirstLight

| | | |
|-----------------|---------------------------|----------------------------------|
| 32. WiFi Access | No restrictions to access | <i>No restrictions to access</i> |
|-----------------|---------------------------|----------------------------------|

Note: Users are required to agree to wireless internet connection policy before proceeding.

| | | |
|-----------------------|-------|--------|
| 33. Wireless Sessions | 3,542 | 21,472 |
|-----------------------|-------|--------|

Note: This number is greatly reduced from the number that was reported in the previous year. I believe the 2024 data is more accurate.

| | | | |
|-----|--|---|--|
| 33a | Reporting Method for Wireless Sessions | ES - Annual Estimate Based on Typical Week(s) | <i>ES - Annual Estimate Based on Typical Week(s)</i> |
|-----|--|---|--|

Note: I needed to estimate for the month of January 2024 due to software limitations, however, the rest of the year was an actual count tabulated by the software.

| | | | |
|-----|---|---|---|
| 34. | Does the outlet have a building entrance that is physically accessible to a person in a wheelchair? | Y | Y |
|-----|---|---|---|

| | | | |
|-----|--|---|---|
| 35. | Is every public part of the outlet accessible to a person in a wheelchair? | N | N |
|-----|--|---|---|

| | | | |
|-----|--|---|---|
| 36. | Does your outlet have a Makerspace? | N | N |
|-----|--|---|---|

| | | | |
|-----|--------------|------------|-------------------|
| 37. | <i>LIBID</i> | 2800082640 | <i>2800082640</i> |
|-----|--------------|------------|-------------------|

| | | | |
|-----|---------------|--------|---------------|
| 38. | <i>FSCSID</i> | NY0175 | <i>NY0175</i> |
|-----|---------------|--------|---------------|

| | | | |
|-----|--|---|----------|
| 39. | <i>Number of Bookmobiles in the Bookmobile Outlet Record</i> | 0 | <i>0</i> |
|-----|--|---|----------|

| | | | |
|-----|--------------------------------|---------------------------------------|-----------|
| 40. | <i>Outlet Structure Status</i> | 00 (for no change from previous year) | <i>00</i> |
|-----|--------------------------------|---------------------------------------|-----------|

10. OFFICERS AND TRUSTEES

Trustees and Terms / Trustee Names

Report information about trustee meetings as of December 31, 2024. 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, 2024 to December 31, 2024) | 10 | 6 |
|------|---|----|---|

NUMBER OF TRUSTEES AND TERMS

| | | | |
|------|--|------|------|
| 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. | 5-15 | 5-15 |
|------|--|------|------|

| | | | |
|------|--|----|---|
| 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. | 11 | 8 |
|------|--|----|---|

Note: The board of trustees voted to increase the number of voting positions to 11 on May 13, 2024. Last year's entry of 8 voting positions was incorrect. Before the increase to 11 voting positions, the by-laws state there are 9 voting positions.

| | | | |
|------|---|-----|-----|
| 10.4 | If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)? If library does have a range, enter N/A here. | N/A | N/A |
|------|---|-----|-----|

| | | | |
|------|---|---------|----------------|
| 10.5 | What is the trustee term length, as stated in your library's charter documents (incorporation) ? If a term length is not stated, please explain in a Note. | 5 years | <i>5 years</i> |
|------|---|---------|----------------|

| | | | |
|------|---|---|---|
| 10.6 | I attest that all trustees participated in trustee education in the last calendar year (2024). If entering No, provide explanation in a Note. | N | Y |
|------|---|---|---|

Note: There are 11 trustees - 3 trustees reported that they did not complete their education requirement, 7 trustees reported that they did complete their education requirement, and it is unknown if one remaining trustee completed their education. One of the trustees that did not complete the education requirement does not use the computer and/or does not have internet access and one trustee that did not complete the education began a shortened term.

BOARD MEMBER SELECTION

| | | | |
|------|---|---|--|
| 10.7 | Enter Board Member Selection Code (select one): | EP - board members are elected in a public election | <i>EP - board members are elected in a public election</i> |
|------|---|---|--|

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

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 Y

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

| | | | |
|------|---|--------------------------------|---------------------------------------|
| 1. | Source of Funds | School District | <i>School District</i> |
| 2. | Name of funding County, Municipality or School District | Greene Central School District | <i>Greene Central School District</i> |
| 3. | Amount | \$198,000 | <i>\$194,000</i> |
| 4. | Subject to public vote held in reporting year or in a previous reporting year(s). | Y | <i>Y</i> |
| 5. | Written Contractual Agreement | N | <i>N</i> |
| 11.2 | TOTAL LOCAL PUBLIC FUNDS | \$198,000 | <i>\$194,000</i> |

SYSTEM CASH GRANTS TO MEMBER LIBRARY

| | | | |
|------|--|---------|---------|
| 11.3 | Local Library Services Aid (LLSA) | \$3,110 | \$3,112 |
| 11.4 | Record all Central Library Services Aid monies received from system headquarters | \$0 | \$0 |
| 11.5 | Additional State Aid received from the System | \$0 | \$0 |
| 11.6 | Federal Aid received from the System | \$0 | \$0 |
| 11.7 | Other Cash Grants | \$0 | \$0 |
| 11.8 | TOTAL SYSTEM CASH GRANTS (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7) | \$3,110 | \$3,112 |

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 | \$0 |
|------|---|-----|-----|

Federal Aid / Other Receipts

FEDERAL AID FOR LIBRARY OPERATION

| | | | |
|-------|--|-----|-----|
| 11.10 | LSTA | \$0 | \$0 |
| 11.11 | Other Federal Aid | \$0 | \$0 |
| 11.12 | TOTAL FEDERAL AID (Add Questions 11.10 and 11.11) | \$0 | \$0 |

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

OTHER RECEIPTS

| | | | |
|--------------------------------|--|-----------|-----------|
| 11.14 | Gifts and Endowments | \$1,404 | \$2,686 |
| 11.15 | Fund Raising | \$0 | \$678 |
| 11.16 | Income from Investments | \$1,484 | \$999 |
| 11.17 | Library Charges | \$3,841 | \$2,295 |
| 11.18 | Other | \$300 | \$17,000 |
| 11.19 | TOTAL OTHER RECEIPTS (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18) | \$7,029 | \$23,658 |
| 11.20 | TOTAL OPERATING FUND RECEIPTS (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19) | \$208,139 | \$220,770 |
| 11.21 | BUDGET LOANS | \$0 | \$0 |
| Transfers / Grand Total | | | |
| TRANSFERS | | | |
| 11.22 | From Capital Fund (Same as Question 14.8) | \$0 | \$0 |
| 11.23 | From Other Funds | \$24,000 | \$50,000 |
| 11.24 | TOTAL TRANSFERS (Add Questions 11.22 and 11.23) | \$24,000 | \$50,000 |
| 11.25 | BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2024 (Same as Question 12.39 of previous year if fiscal year has not changed) | \$150,656 | \$98,566 |

| | | | |
|-------|--|-----------|-----------|
| 11.26 | GRAND TOTAL RECEIPTS, | \$382,795 | \$369,336 |
| | BUDGET LOANS, TRANSFERS | | |
| | AND BALANCE (Add Questions | | |
| | 11.20, 11.21, 11.24 and 11.25; Same as | | |
| | Question 12.40) | | |

12. OPERATING FUND DISBURSEMENTS

**Staff / Collection / Capital
Operation and Maintenance**

Report financial data based on the fiscal reporting year reported in Part 1. (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 | \$0 | \$0 |
| 12.2 | Other Staff | 161447 | \$176,236 |
| 12.3 | Total Salaries & Wages | \$161,447 | \$176,236 |
| | Expenditures (Add Questions 12.1 and 12.2) | | |
| 12.4 | Employee Benefits | \$28,353 | \$18,145 |
| | Expenditures | | |
| 12.5 | Total Staff Expenditures (Add Questions 12.3 and 12.4) | \$189,800 | \$194,381 |

COLLECTION EXPENDITURES

| | | | |
|------|------------------------------|---------|---------|
| 12.6 | Print Materials Expenditures | \$9,180 | \$9,788 |
| 12.7 | Electronic Materials | 1203 | \$1,041 |
| | Expenditures | | |
| 12.8 | Other Materials Expenditures | \$200 | \$135 |

| | | | |
|------|--------------------------------------|----------|----------|
| 12.9 | Total Collection Expenditures | \$10,583 | \$10,964 |
| | (Add Questions 12.6, 12.7 and 12.8) | | |

CAPITAL EXPENDITURES FROM OPERATING FUNDS

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

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

| | | | |
|-------|--|-----|-----|
| 12.12 | Total Capital Expenditures (Add Questions 12.10 and 12.11) | \$0 | \$0 |
|-------|--|-----|-----|

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

| | | | |
|-------|-----------------------------------|---------|-----|
| 12.13 | From Local Public Funds (72PF) | \$3,805 | \$0 |
|-------|-----------------------------------|---------|-----|

| | | | |
|-------|-------------------------|----------|-----|
| 12.14 | From Other Funds (72OF) | \$17,000 | \$0 |
|-------|-------------------------|----------|-----|

| | | | |
|-------|---|----------|-----|
| 12.15 | Total Repairs (Add Questions 12.13 and 12.14) | \$20,805 | \$0 |
|-------|---|----------|-----|

| | | | |
|-------|---|----------|----------|
| 12.16 | Other Disbursements for Operation & Maintenance of Buildings | \$24,318 | \$30,336 |
|-------|---|----------|----------|

| | | | |
|-------|--|----------|----------|
| 12.17 | Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16) | \$45,123 | \$30,336 |
|-------|--|----------|----------|

MISCELLANEOUS EXPENSES

| | | | |
|-------|-----------------------------|---------|---------|
| 12.18 | Office and Library Supplies | \$3,637 | \$8,232 |
|-------|-----------------------------|---------|---------|

| | | | |
|-------|--------------------|-------|-------|
| 12.19 | Telecommunications | \$568 | \$578 |
|-------|--------------------|-------|-------|

| | | | |
|-------|--------------------------------|---------|---------|
| 12.21 | Professional & Consultant Fees | \$5,507 | \$2,396 |
|-------|--------------------------------|---------|---------|

| | | | |
|-------|-----------|---------|---------|
| 12.22 | Equipment | \$3,395 | \$5,661 |
|-------|-----------|---------|---------|

| | | | |
|-------|---------------------|---------|---------|
| 12.23 | Other Miscellaneous | \$3,227 | \$3,248 |
|-------|---------------------|---------|---------|

| | | | |
|-------|--|----------|----------|
| 12.24 | Total Miscellaneous Expenses | \$16,334 | \$20,115 |
| | (Add Questions 12.18, 12.19, 12.21, 12.22 and 12.23) | | |

Contracts / Debt Service / Transfers / Grand Total

| | | | |
|-------|--|----------|----------|
| 12.25 | CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE | \$12,697 | \$12,884 |
|-------|--|----------|----------|

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

| | | | |
|-------|--------------------------------|-----|-----|
| 12.26 | From Local Public Funds (73PF) | \$0 | \$0 |
|-------|--------------------------------|-----|-----|

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

| | | | |
|-------|--|-----|-----|
| 12.28 | Total (Add Questions 12.26 and 12.27) | \$0 | \$0 |
|-------|--|-----|-----|

Other Loans

| | | | |
|-------|---------------------------------------|-----|-----|
| 12.29 | Budget Loans (Principal and Interest) | \$0 | \$0 |
|-------|---------------------------------------|-----|-----|

| | | | |
|-------|------------------|-----|-----|
| 12.30 | Short-Term Loans | \$0 | \$0 |
|-------|------------------|-----|-----|

| | | | |
|-------|--|-----|-----|
| 12.31 | Total Debt Service (Add Questions 12.28, 12.29 and 12.30) | \$0 | \$0 |
|-------|--|-----|-----|

| | | | |
|-------|--|-----------|-----------|
| 12.32 | TOTAL OPERATING FUND DISBURSEMENTS (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31) | \$274,537 | \$268,680 |
|-------|--|-----------|-----------|

TRANSFERS

Transfers to Capital Fund

| | | |
|--|-----------|-----------|
| 12.33 From Local Public Funds (76PF) | \$0 | \$0 |
| 12.34 From Other Funds (76OF) | \$0 | \$0 |
| 12.35 Total Transfers to Capital Fund (Add Questions 12.33 and 12.34; same as Question 13.8) | \$0 | \$0 |
| 12.36 Transfer to Other Funds | \$0 | \$0 |
| 12.37 TOTAL TRANSFERS (Add Questions 12.35 and 12.36) | \$0 | \$0 |
| 12.38 TOTAL DISBURSEMENTS AND TRANSFERS (Add Questions 12.32 and 12.37) | \$274,537 | \$268,680 |
| 12.39 BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2024 | \$108,258 | \$150,656 |
| 12.40 GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE (Add Questions 12.38 and 12.39; same as Question 11.26) | \$382,795 | \$419,336 |

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). | 03/17/2025 | 01/18/2024 |
|--|------------|------------|

FISCAL AUDIT

| | | |
|--|------------|------------|
| 12.42 Last audit performed (mm/dd/yyyy) | 10/15/2023 | 10/15/2023 |
|--|------------|------------|

| | | | |
|-------|---|-------------------------|-------------------------|
| 12.43 | Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy) | 01/01/2020-12/31/2020 | 01/01/2020-12/31/2020 |
| 12.44 | Indicate type of audit (select one): | Private Accounting Firm | Private Accounting Firm |

CAPITAL FUND

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

13. CAPITAL FUND RECEIPTS

Report financial data based on the fiscal year reported in Questions 1.6 and 1.7 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 | \$0 |
|------|--|-----|-----|

| | | | |
|------|---------------------------------------|-----|-----|
| 13.2 | All Other Revenues from Local Sources | \$0 | \$0 |
|------|---------------------------------------|-----|-----|

| | | | |
|------|--|-----|-----|
| 13.3 | Total Revenues from Local Sources (Add Questions 13.1 and 13.2) | \$0 | \$0 |
|------|--|-----|-----|

STATE AID FOR CAPITAL PROJECTS

| | | | |
|------|-------------------------------------|-----|-----|
| 13.4 | State Aid Received for Construction | \$0 | \$0 |
|------|-------------------------------------|-----|-----|

| | | | |
|------|-----------------|-----|-----|
| 13.5 | Other State Aid | \$0 | \$0 |
|------|-----------------|-----|-----|

| | | | |
|------|--|-----|-----|
| 13.6 | Total State Aid (Add Questions 13.4 and 13.5) | \$0 | \$0 |
|------|--|-----|-----|

FEDERAL AID FOR CAPITAL PROJECTS

| | | | |
|------|--------------------------|-----|-----|
| 13.7 | TOTAL FEDERAL AID | \$0 | \$0 |
|------|--------------------------|-----|-----|

INTERFUND REVENUE

| | | | |
|-------|--|-----------|-----------|
| 13.8 | Transfer from Operating Fund (Same as Question 12.35) | \$0 | \$0 |
| 13.9 | TOTAL REVENUES (Add Questions 13.3, 13.6, 13.7 and 13.8) | \$0 | \$0 |
| 13.10 | NON-REVENUE RECEIPTS | \$0 | \$0 |
| 13.11 | TOTAL CASH RECEIPTS (Add Questions 13.9 and 13.10) | \$0 | \$0 |
| 13.12 | BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2024 (Same as Question 14.11 of previous year, if fiscal year has not changed) | \$411,728 | \$411,728 |
| 13.13 | TOTAL CASH RECEIPTS AND BALANCE (Add Questions 13.11 and 13.12; same as Question 14.12) | \$411,728 | \$411,728 |

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 | \$0 |
| 14.2 | Incidental Construction | \$0 | \$0 |

Other Disbursements

| | | | |
|------|--|-----|-----|
| 14.3 | Purchase of Buildings | \$0 | \$0 |
| 14.4 | Interest | \$0 | \$0 |
| 14.5 | Collection Expenditures | \$0 | \$0 |
| 14.6 | Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5) | \$0 | \$0 |

| | | | |
|-------|---|-----------|-----------|
| 14.7 | TOTAL PROJECT EXPENDITURES (Add Questions 14.1, 14.2 and 14.6) | \$0 | \$0 |
| 14.8 | TRANSFER TO OPERATING FUND (Same as Question 11.22) | \$0 | \$0 |
| 14.9 | NON-PROJECT EXPENDITURES | \$0 | \$0 |
| 14.10 | TOTAL CASH DISBURSEMENTS AND TRANSFERS (Add Questions 14.7, 14.8 and 14.9) | \$0 | \$0 |
| 14.11 | BALANCE IN CAPITAL FUND - Ending Balance for the Fiscal Year Ending 2024 | \$411,728 | \$411,728 |
| 14.12 | TOTAL CASH DISBURSEMENTS AND BALANCE (Add Questions 14.10 and 14.11; same as Question 13.13) | \$411,728 | \$411,728 |

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 | 0.00 | 0.00 |
| 16.2 | Total Librarians | 0.94 | 4.00 |
| 16.3 | All Other Paid Staff | 4.28 | 4.50 |
| 16.4 | Total Paid Employees | 5.22 | 8.50 |

| | | | |
|--|---|-----------|-----------|
| 16.5 | State Government Revenue | \$3,110 | \$3,112 |
| 16.6 | Federal Government Revenue | \$0 | \$0 |
| 16.7 | Other Operating Revenue | \$7,029 | \$23,658 |
| 16.8 | Total Operating Revenue | \$208,139 | \$220,770 |
| 16.9 | Other Operating Expenditures | \$74,154 | \$63,335 |
| 16.10 | Total Operating Expenditures | \$274,537 | \$268,680 |
| 16.11 | Total Capital Expenditures | \$0 | \$0 |
| 16.12 | Print Materials | 36,655 | 36,637 |
| 16.12a | Total Physical Items in Collection | 39,304 | 39,318 |
| 16.13 | Circulation of Children's Physical Material | 7,888 | |
| 16.14 | Total Registered Borrowers | 2,442 | 2,347 |
| 16.15 | Other Capital Revenue and Receipts | \$0 | \$0 |
| 16.16 | Number of Internet Computers Used by General Public | 11 | 15 |
| 16.17 | Total Uses (sessions) of Public Internet Computers Per Year | 261 | 3,676 |
| <p>Note: I believe the number of total uses (sessions) of Public Internet Computers per year was confused for number of wifi sessions or that wifi sessions were included in this number. While some 2024 data is missing due to personnel changes at the library director/manager level, I still believe the 2024 data is more accurate than what was reported in the previous year.</p> | | | |
| 16.18 | Wireless Sessions | 3,542 | 21,472 |
| 16.19 | Total Capital Revenue | \$0 | \$0 |

17. FOR NEW YORK STATE LIBRARY USE ONLY

| | | | |
|------|---------------------------------------|--------------|--------------|
| 17.1 | <i>LIB ID</i> | 2800082640 | 2800082640 |
| 17.2 | <i>Interlibrary Relationship Code</i> | ME | ME |
| 17.3 | <i>Legal Basis Code</i> | NP | NP |
| 17.4 | <i>Administrative Structure Code</i> | SO | SO |
| 17.5 | <i>FSCS Public Library Definition</i> | Y | Y |
| 17.6 | <i>Geographic Code</i> | CD1 | CD1 |
| 17.7 | <i>FSCS ID</i> | NY0175 | NY0175 |
| 17.8 | <i>SED CODE</i> | 080601700005 | 080601700005 |
| 17.9 | <i>INSTITUTION ID</i> | 800000054019 | 800000054019 |

SUGGESTED IMPROVEMENTS

| | | |
|--|---|-----------------------------------|
| Library Name: | MOORE MEMORIAL LIBRARY | <i>MOORE MEMORIAL LIBRARY</i> |
| Library System: | Four County Library System | <i>Four County Library System</i> |
| Name of Person Completing Form: | Hailley Harvey/Christine Burdette (financial sections) | <i>Gary Quarella</i> |
| Phone Number: | (607) 656-9349 | <i>(607) 422-1849</i> |
| I am satisfied that this resource (Collect) is meeting library needs: | Agree | <i>Agree</i> |
| Applying this resource (Collect) will help improve library services to the public: | Agree | <i>Agree</i> |

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!

