# Warsaw Public Library
# Annual Report For Public And Association Libraries - 2024

## 1. GENERAL LIBRARY INFORMATION

**Library / Director Information**

<u>Outline of Major Changes</u>

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, <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 | 6400676780 |
| 1.2 | Library Name | WARSAW PUBLIC LIBRARY |
| 1.3 | Name Status (State use only) | 00 (for no change from previous year) |
| 1.4 | Structure Status (State use only) | 00 (for no change from previous year) |
| 1.5 | Community | Warsaw |
| 1.6 | Beginning Fiscal Reporting Year | 01/01/2024 |
| 1.7 | Ending Fiscal Reporting Year | 12/31/2024 |
| 1.8 | Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report? | No |
| 1.9 | If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8. | N/A |
| 1.10 | Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8. | N/A |
| 1.11 | Beginning <u>Local</u> Fiscal Year | 01/01/2024 |
| 1.12 | Ending <u>Local</u> Fiscal Year | 12/31/2024 |
| 1.13 | Address Status | 00 (for no change from previous year) |
| 1.14 | Street Address | 130 NORTH MAIN STREET |
| 1.15 | City | WARSAW |

| | | |
|---|---|---|
| 1.16 | Zip Code | 14569 |
| 1.17 | Mailing Address | 130 NORTH MAIN STREET |
| 1.18 | City | WARSAW |
| 1.19 | Zip Code | 14569 |
| 1.20 | Telephone Number (enter 10 digits only and hit the Tab key; enter M (Missing) if no telephone number) | (585) 786-5606 |
| 1.21 | Fax Number (enter 10 digits only and hit the Tab key; enter M (Missing) if no telephone number) | (585) 786-8706 |
| 1.22 | E-Mail Address (enter M (Missing) if no E-Mail) | lgricius@owwl.org |
| 1.23 | Library Home Page URL (Enter M (Missing) if no home page URL) | www.warsawpubliclibrary.org |
| 1.24 | Population Chartered to Serve (per 2020 Census) | 5,316 |
| 1.25 | Indicate the type of library as stated in the library's charter (select one): | PUBLIC |
| 1.26 | Indicate the area chartered to serve as stated in the library's charter (select one): | Town |
| 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 | 04/26/1904 |
| 1.30 | Date the library was last registered | 10/17/1907 |
| 1.31 | Federal Employer Identification Number | 383876787 |
| 1.32 | County | WYOMING |
| 1.33 | School District | Warsaw Central School District |
| 1.34 | Town/City | Warsaw |
| 1.35 | Library System | OWWL 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          Lisa

1.38      Last Name of Library Director/Manager           Gricius

1.39      NYS Public Librarian Certification Number       24751

1.40      What is the highest education level of the      Master's Degree
library manager/director?

1.41      If the library manager/director holds a Master's   Y
Degree, is it a Master's Degree in Library/Information
Science?

1.42      Do all staff working in the budgeted Librarian   Y
(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.

1.43      E-mail Address of the Director/Manager          lgricius@owwl.org

1.44      Fax Number of the Director/Manager              (585) 786-8706

1.45      Does the library charge fees for library cards to   N
people residing outside the system's service area?

**Public Votes / Contracts**

1.46      Was all or part of the library's funding subject   Y
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.

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

1.        Name of municipality or district holding the     Warsaw
public vote

2.        Indicate the type of municipality or district    School District
holding the public vote

3.        Date the vote was held (mm/dd/2024)              05/21/2024

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    $45,331
from a public vote:

6b.     Proposed increase in appropriation as a result    $1,240
of the vote held on the date reported in question
number 3:

6c.     Total proposed appropriation (manually sum of    $46,571
6a and 6b):

**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          N
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.

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

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

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

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

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

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

**Unusual Circumstances**

1.48    Does the reporting library have a contractual    N
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.

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

1.      Name of contracting municipality or district     N/A

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

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

4.      Dollar amount of contract                        N/A

5.      Enter the appropriate code for range of services   N/A
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

**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 | 5,384 |
| 2.2 | Adult Non-fiction Books | 2,922 |
| 2.3 | Total Adult Books (Total questions 2.1 & 2.2) | 8,306 |
| 2.4 | Children's Fiction Books | 4,250 |
| 2.5 | Children's Non-fiction Books | 2,135 |
| 2.6 | Total Children's Books (Total questions 2.4 & 2.5) | 6,385 |
| 2.7 | Total Cataloged Books (Total questions 2.3 & 2.6) | 14,691 |

**Other Print Materials**

| | | |
|---|---|---|
| 2.8 | Total Uncataloged Books | 0 |
| 2.9 | Total Print Serials | 53 |
| 2.10 | All Other Print Materials | 12 |
| 2.11 | Total Other Print Materials (Total questions 2.8 through 2.10) | 65 |

2.12    Total Print Materials (Total questions 2.7 and    14,756
2.11)


**ALL OTHER MATERIALS**

2.13    Audio - Physical Units                            442


2.14    Video - Physical Units                            1,334


2.15    Other Circulating Physical Items                  19


2.16    Total Other Physical Materials (Total questions   1,795
2.13 through 2.15)


**Grand Total / Additions to Holdings**


2.17    **GRAND TOTAL HOLDINGS** (Total                   16,551
questions 2.12 and 2.16)


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

2.18    Cataloged Books                                   1,342


2.19    All Other Print Materials                         9


2.20    All Other Materials                               202


2.21    Total Additions (Total questions 2.18 through     1,553
2.20)


# 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 <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 Questions 1.6 and 1.7 in Part 1.

**LIBRARY USE**

3.1     Library visits (total annual attendance)          12,347


3.1a    Regarding the number of Library Visits            ES - Annual Estimate Based on Typical Week(s)
entered, is this an annual count or an annual estimate
based on a typical week or weeks?


3.2     Registered resident borrowers                     1,296


3.3     Registered non-resident borrowers                 513


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


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


3.6      Does the library have an Internet use policy?     Y


3.7      Does the library have a disaster plan?     Y


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


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


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


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


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


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

         screen reader, such as JAWS, Windoweyes or    Yes
NVDA


         refreshable Braille commonly referred to as a
refreshable Braille display


         screen magnification software, such as     Yes
Zoomtext


         electronic scanning and reading software, such   Yes
as OpenBook


3.16     Is the library registered for services from either  N
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**

**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 Children Ages 0-5 | 97 |
| 3.17b    Attendance at Sessions Targeted at Children Ages 0-5 | 1272 |
| 3.18a    Number of Sessions Targeted at Children Ages 6-11 | 44 |
| 3.18b    Attendance at Sessions Targeted at Children Ages 6-11 | 1,246 |
| 3.19a    Number of Sessions Targeted at Young Adults Ages 12-18 | 60 |
| 3.19b    Attendance at Sessions Targeted at Young Adults Ages 12-18 | 229 |
| 3.20a    Number of Sessions Targeted at Adults Age 19 or Older | 69 |
| 3.20b    Attendance at Sessions Targeted at Adults Age 19 or Older | 630 |
| 3.21a    Number of General Interest Program Sessions | 3 |
| 3.21b    Attendance at General Interest Program Sessions | 80 |
| 3.22    Total Sessions of Live Programs Categorized by Age (sum of 3.17a, 3.18a, 3.19a, 3.20a, 3.21a) | 273 |
| 3.23    Total Attendance at Live Programs Categorized by Age (sum of 3.17b, 3.18b, 3.19b, 3.20b, 3.21b) | 3,457 |

Live Programs Categorized by Venue

| | |
|---|---|
| 3.24a    Total Live Onsite Program Sessions | 199 |

| | | |
|---|---|---|
| 3.24b | Total Live Onsite Program Attendance | 1,872 |
| 3.25a | Total Live Offsite Program Sessions | 74 |
| 3.25b | Total Live Offsite Program Attendance | 1,585 |
| 3.26a | Total Live Virtual Program Sessions | 0 |
| 3.26b | Total Live Virtual Program Attendance | 0 |
| 3.27 | Total Sessions of Live Programs Categorized by Venue (sum of 3.24a, 3.25a, 3.26a) | 273 |
| 3.28 | Total Attendance at Live Programs Categorized by Venue (sum of 3.24b, 3.25b, 3.26b) | 3,457 |

Prerecorded and One-on-One Programs

| | | |
|---|---|---|
| 3.29 | Total Number of Prerecorded Program Presentations | 0 |
| 3.30 | Total Views of Prerecorded Program Presentations within 30 Days | 0 |
| 3.31 | One-on-One Program Sessions | 17 |
| 3.32 | Attendance at One-on-One Program Sessions | 17 |

**Teen-Led / Promotion / Summer Reading**

| | | |
|---|---|---|
| 3.33 | Did your library offer teen-led activities during the 2024 calendar year? | 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 |
| 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    Y
in 2024? (Enter Y for Yes, N for No) If entering no,
proceed to the next section.

3.36    Library outlets offering the summer reading    1
program

3.37    Children registered for the library's summer    96
reading program

3.38    Young adults registered for the library's    38
summer reading program

3.39    Adults registered for the library's summer    97
reading program

3.40    Total number registered for the library's    231
summer reading program (total 3.37 + 3.38 + 3.39)

3.41a   Children's program sessions - Summer 2024    50

3.41b   Children's program attendance - Summer 2024    859

3.42a   Young adult program sessions - Summer 2024    16

3.42b   Young adult program attendance - Summer    36
2024

3.43a   Adult program sessions - Summer 2024    38

3.43b   Adult program attendance - Summer 2024    348

3.44    Total program sessions - Summer 2024 (total    104
3.41a + 3.42a + 3.43a)

3.45    Total program attendance - Summer 2024 (total  1,243
3.41b + 3.42b + 3.43b)

3.46    Did the library use the Summer Reading at    Y
New York Libraries name and/or logo?

3.47    Did the library use the Collaborative Summer    Y
Library Program (CSLP) Manual, provided through the
New York State Library?

**COLLABORATORS**

3.48    Public school district(s) and/or BOCES    1

3.49    Non-public school(s)    0

3.50    Childcare center(s)    1

3.51    Summer camp(s)    0

| | | |
|---|---|---|
| 3.52 | Municipality/Municipalities | 0 |
| 3.53 | Literacy provider(s) | 0 |
| 3.54 | Other (describe using the State note) | 0 |
| 3.55 | Total Collaborators (total 3.48 through 3.54) | 2 |

**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 |
| 3.57a | Focus on birth - school entry (kindergarten) sessions | 38 |
| 3.57b | Focus on birth - school entry (kindergarten) attendance | 439 |
| 3.58a | Focus on parents & caregivers sessions | 0 |
| 3.58b | Focus on parents & caregivers attendance | 0 |
| 3.59a | Combined audience sessions | 52 |
| 3.59b | Combined audience attendance | 678 |
| 3.60 | Total Sessions | 90 |
| 3.61 | Total Attendance | 1,117 |

3.62 - Collaborators (check all that apply):

| | | |
|---|---|---|
| a. | Childcare center(s) | Yes |
| b. | Public School District(s) and/or BOCES | Yes |
| c. | Non-Public School(s) | |
| d. | Health care providers/agencies | |
| e. | Other (describe using the State note) | |

**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    N
2024? (Enter Y for Yes, N for No) If entering no,
proceed to the next section.

3.64a    Total group program sessions

3.64b    Total group program attendance

3.65a    Total one-on-one program sessions

3.65b    Total one-on-one program attendance

3.66 - Collaborators (check all that apply)

a.        Literacy NY (Literacy Volunteers of America)

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

c.        Non-Public Schools

d.        Other (see instructions and describe using
Note)

**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    N
Other Languages (ESOL) programs in 2024? (Enter Y
for Yes, N for No) If entering no, proceed to the next
section.

3.68a    Children's program sessions

3.68b    Children's program attendance

3.69a    Young adult program sessions

3.69b    Young adult program attendance

3.70a    Adult program sessions

3.70b    Adult program attendance

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

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

3.73a    One-on-one program sessions

3.73b    One-on-one program attendance

3.74 - Collaborators (check all that apply):

a.       Literacy NY (Literacy Volunteers of America)

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

c.       Non-Public School(s)

d.       Other (describe using the Note)

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

3.76a    Total group program sessions

3.76b    Total group program attendance

3.77a    Total one-on-one program sessions

3.77b    Total one-on-one program 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 <u>not</u> considered part of circulation.)

**CATALOGED BOOK CIRCULATION**

4.1      Adult Fiction Books                          9,513

4.2      Adult Non-fiction Books                      2,971

4.3      Total Adult Books (Total questions 4.1 & 4.2)    12,484

| 4.4 | Children's Fiction Books | 7,504 |
|---|---|---|
| 4.5 | Children's Non-fiction Books | 2,648 |
| 4.6 | Total Children's Books (Total questions 4.4 & 4.5) | 10,152 |
| 4.7 | Total Cataloged Book Circulation (Total question 4.3 & 4.6) | 22,636 |

### CIRCULATION OF OTHER MATERIALS

| 4.8 | Circulation of Adult Other Materials | 5,364 |
|---|---|---|
| 4.9 | Circulation of Children's Other Materials | 586 |
| 4.10 | Circulation of Other Physical Items (Total questions 4.8, 4.9) | 5,950 |
| 4.11 | Physical Item Circulation (Total questions 4.7 & 4.10) | 28,586 |
| 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? | No |
| 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. | Yes |

### REFERENCE TRANSACTIONS

| 4.14 | Total Reference Transactions | 2,433 |
|---|---|---|
| 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) |
| 4.15 | Does the library offer virtual reference? | N |

**Interlibrary Loan / E-Rate**

### INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

| 4.16 | TOTAL MATERIALS RECEIVED | 4,937 |
|---|---|---|

### INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

| 4.17 | TOTAL MATERIALS PROVIDED | 5,017 |
|---|---|---|

### E-RATE

| 4.18 | Does the library file for E-rate benefits? | Y |
|---|---|---|

4.19     Is the library part of a consortium for E-rate          Y
benefits?

4.20     If yes, in which consortium are you          OWWL Library System
participating?

# 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          No
purchased solely by the library?

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

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

## 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 e-serials          No
purchased solely by the library?

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

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

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


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


5.11    Did the library provide access to e-videos      Yes
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 e-videos      No
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 research       No
databases purchased solely by the library?


5.14    Did the library provide access to research       Yes
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 research       Yes
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 online         No
learning platforms purchased solely by the library?


5.17    Did the library provide access to online         Yes
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 online          No
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 during the       3,588
reporting period

5.20    The total circulation of e-serials during the     1,048
reporting period.

5.21    The total circulation of e-audio during the       4,540
reporting period

5.22    The total circulation of e-videos during the      115
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          37.5
compute FTE for all paid library personnel in this
section.

**BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS**

6.2     Library Director (certified)                      1

6.3     Vacant Library Director (certified)               0

6.4     Library Manager (not certified)                   0

6.5     Vacant Library Manager (not certified)            0

6.6     Librarian                                         .67

6.7     Vacant Librarian                                  0

6.8     Library Specialist/Paraprofessional               .67

6.9     Vacant Library Specialist/Paraprofessional        0

6.10    Other Staff                                       .77

6.11    Vacant Other Staff                                0

6.12    TOTAL PAID STAFF (Total questions 6.2, 6.4,    3.11
6.6, 6.8 & 6.10)


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


**SALARY INFORMATION**

6.14    FTE - Library Director (certified)             1


6.15    Salary - Library Director (certified)          $60,000


6.16    FTE - Library Manager (not certified)          0


6.17    Salary - Library Manager (not certified)       $0


6.18    FTE - Librarian                                .67


6.19    Salary - Librarian                             $28,698


# 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    Y
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.


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


3.      Provides a board-approved written annual          Y
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 the       Y
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 board-          Y
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 of the   Y
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 community needs, as outlined in the library's long-range plan of service.      Y

10.  Provides

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

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

11.     Provides access to current library information in print and online, facilitating the understanding of library services, operations and governance; information provided online shall include the standards referenced in numbers (1) through (5) above.      Y

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

13.     Provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service.      Y

14.     Establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service.      Y

## 8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in 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

| 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 <u>two</u> decimal places.

| 8.6 | Minimum Weekly Total Hours - Main Library | 41.00 |
|-----|-------------------------------------------|-------|

| 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) | 41.00 |
|-----|---------------------------------------------------------------------------|-------|

| 8.10 | Annual Total Hours - Main Library | 2,132.00 |
|------|-----------------------------------|----------|

| 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) | 2,132.00 |
|------|--------------------------------------------------------------------------|----------|

## 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 | WARSAW PUBLIC LIBRARY |
|----|-------------|------------------------|

| 2. | Outlet Name Status | 00 (for no change) |
|----|--------------------|--------------------|

| 3. | Street Address | 130 NORTH MAIN STREET |
| 4. | Outlet Street Address Status | 00 (for no change) |
| 5. | City | WARSAW |
| 6. | Zip Code | 14569 |
| 7. | Phone (enter 10 digits only) | (585) 786-5650 |
| 8. | Fax Number (enter 10 digits only) | (585) 786-8706 |
| 9. | E-mail Address | lgricius@owwl.org |
| 10. | Outlet URL | warsawpubliclibrary.org |
| 11. | County | WYOMING |
| 12. | School District | Warsaw |
| 13. | Library System | OWWL Library System |
| 14. | Outlet Type Code (select one): | CE |
| 15. | Public Service Hours Per Year for This Outlet | 2,132 |
| 16. | Number of Weeks This Outlet is Open | 52 |
| 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 | 13 |
| 20. | Enter the appropriate outlet code (select one): | LRF |
| 21. | Who owns this outlet building? | Town |
| 22. | Who owns the land on which this outlet is built? | Town |
| 23. | Indicate the year this outlet was initially constructed | 1906 |
| 24. | Indicate the year this outlet underwent a major renovation costing $25,000 or more | 1989 |
| 25. | Square footage of the outlet | 6,850 |

| 26. | Number of Internet Computers Used by General Public | 6 |

| 27. | Number of uses (sessions) of public Internet computers per year | 1,911 |

| 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 | 9 Greater than or equal to 25 mbps and less than 50 mbps |

| 31. | Internet Provider | Spectrum/Time Warner Cable |

| 32. | WiFi Access | No restrictions to access |

| 33. | Wireless Sessions | 1,468 |

| 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? | N |

| 37. | *LIBID* | 6400676780 |

| 38. | *FSCSID* | NY0560 |

| 39. | *Number of Bookmobiles in the Bookmobile Outlet Record* | 0 |

| 40. | *Outlet Structure Status* | 00 (for no change from previous year) |

## 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) | 11 |

**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

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.                                    5

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

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.                                    3

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.                                    Y

**BOARD MEMBER SELECTION**

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

List Officers and Board Members as of February 1 of the CURRENT year.

Trustee information has been pre-filled with prior year answers but not locked; please make sure to delete former trustees, add new ones, and update position titles, dates and make any other needed changes. 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. 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 previously entered data in need of updating. Complete this form and email it to collectconnect@baker-taylor.com.

| | | |
|---|---|---|
| 1. | Status | Filled |
| 2. | First Name of Board Member | Shani |
| 3. | Last Name of Board Member | Jones |
| 4. | Mailing Address | 5610 Mungers Mill Rd. |
| 5. | City | Silver Springs |
| 6. | Zip Code (5 digits only) | 14550 |
| 7. | E-mail address | xena9812@netscape.net |
| 8. | Office Held or Trustee | President |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (year) | 2025 |
| 11. | Term Expires | December |
| 12. | Term Expires - Year (yyyy) | 2027 |

13.    Is the trustee serving a full term? If No, add a       Yes
Note. The Note should identify the previous trustee
whose unexpired term is being filled, and should
identify the beginning and ending date of the unexpired
previous trustee's term. Example: Trustee is filling the
remainder of [name]'s term, which was to run from
beginning date to ending date.

14.    The date the Oath of Office (mm/dd/yyyy) was    12/30/2024
taken

15.    The date the Oath of Office was filed with town  12/30/2024
or county clerk (mm/dd/yyyy)

16.    Is this a brand new trustee?                    N

1.    Status                                          Filled

2.    First Name of Board Member                      Jason

3.    Last Name of Board Member                       Linderman

4.    Mailing Address                                 3579 Buck Rd.

5.    City                                            Warsaw

6.    Zip Code (5 digits only)                        14569

7.    E-mail address                                  Jlinderman1984@hotmail.com

8.    Office Held or Trustee                          Trustee

9.    Term Begins - Month                             January

10.    Term Begins - Year (year)                      2024

11.    Term Expires                                   December

12.    Term Expires - Year (yyyy)                     2026

13.    Is the trustee serving a full term? If No, add a       Yes
Note. The Note should identify the previous trustee
whose unexpired term is being filled, and should
identify the beginning and ending date of the unexpired
previous trustee's term. Example: Trustee is filling the
remainder of [name]'s term, which was to run from
beginning date to ending date.

14.    The date the Oath of Office (mm/dd/yyyy) was    11/16/2023
taken

15.    The date the Oath of Office was filed with town  11/16/2023
or county clerk (mm/dd/yyyy)

16.    Is this a brand new trustee?                    Y

| 1. | Status | Filled |
|---|---|---|
| 2. | First Name of Board Member | Susan |
| 3. | Last Name of Board Member | Schell |
| 4. | Mailing Address | 3408 South Main St. |
| 5. | City | Warsaw |
| 6. | Zip Code (5 digits only) | 14569 |
| 7. | E-mail address | sue.m.schell@gmail.com |
| 8. | Office Held or Trustee | Secretary |
| 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 | 11/10/2022 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 11/10/2022 |
| 16. | Is this a brand new trustee? | N |
| 1. | Status | Filled |
| 2. | First Name of Board Member | John |
| 3. | Last Name of Board Member | Rutledge |
| 4. | Mailing Address | 117 W Court St |
| 5. | City | Warsaw |
| 6. | Zip Code (5 digits only) | 14569 |
| 7. | E-mail address | john.rutledge15@gmail.com |

| 8. | Office Held or Trustee | Vice President |
|----|------------------------|----------------|

| 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 | 11/30/2022 |
|---|---|

| 15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 11/30/2022 |
|---|---|

| 16. | Is this a brand new trustee? | N |
|-----|------------------------------|---|

| 1. | Status | Filled |
|----|--------|--------|

| 2. | First Name of Board Member | Elizabeth |
|----|----------------------------|-----------|

| 3. | Last Name of Board Member | Fox |
|----|---------------------------|-----|

| 4. | Mailing Address | 190 Wyoming St. |
|----|-----------------|-----------------|

| 5. | City | Warsaw |
|----|------|--------|

| 6. | Zip Code (5 digits only) | 14569 |
|----|--------------------------|-------|

| 7. | E-mail address | efoxspeechie@gmail.com |
|----|----------------|------------------------|

| 8. | Office Held or Trustee | Trustee |
|----|------------------------|---------|

| 9. | Term Begins - Month | January |
|----|---------------------|---------|

| 10. | Term Begins - Year (year) | 2024 |
|-----|---------------------------|------|

| 11. | Term Expires | December |
|-----|--------------|----------|

| 12. | Term Expires - Year (yyyy) | 2026 |
|-----|----------------------------|------|

13.     Is the trustee serving a full term? If No, add a       Yes
Note. The Note should identify the previous trustee
whose unexpired term is being filled, and should
identify the beginning and ending date of the unexpired
previous trustee's term. Example: Trustee is filling the
remainder of [name]'s term, which was to run from
beginning date to ending date.

14.     The date the Oath of Office (mm/dd/yyyy) was   11/21/2023
taken

15.     The date the Oath of Office was filed with town   11/21/2023
or county clerk (mm/dd/yyyy)

16.     Is this a brand new trustee?                              Y

## 11. OPERATING FUNDS RECEIPTS

**Local Public Funds / System Cash**
**Grants / Other State**

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

**LOCAL PUBLIC FUNDS**
Specify by name the municipalities or school districts which are the source of funds.

11.1    Does the library receive any local public funds?  Y
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 | Town |
| 2. | Name of funding County, Municipality or School District | Warsaw |
| 3. | Amount | $215,850 |
| 4. | Subject to public vote held in reporting year or in a previous reporting year(s). | N/A |
| 5. | Written Contractual Agreement | N |
| 1. | Source of Funds | School District |
| 2. | Name of funding County, Municipality or School District | Warsaw |
| 3. | Amount | $46,571 |
| 4. | Subject to public vote held in reporting year or in a previous reporting year(s). | Y |
| 5. | Written Contractual Agreement | N |

11.2     **TOTAL LOCAL PUBLIC FUNDS**          $262,421

**SYSTEM CASH GRANTS TO MEMBER LIBRARY**

11.3     Local Library Services Aid (LLSA)          $1,916

11.4     Record all Central Library Services Aid monies  $0
received from system headquarters

11.5     Additional State Aid received from the System   $0

11.6     Federal Aid received from the System         $0

11.7     Other Cash Grants                      $500

**Note:** Eclipse Stipend. Check dated 12/2023, but not cashed by library until 1/2024.

11.8     **TOTAL SYSTEM CASH GRANTS** (Add      $2,416
Questions 11.3, 11.4, 11.5, 11.6 and 11.7)

**OTHER STATE AID**

11.9     State Aid other than LLSA, Central Library Aid  $3,750
(CLDA and/or CBA), or other State Aid reported as
system cash grants

**Note:** NYS Council for the arts grant.

**Federal Aid / Other Receipts**

**FEDERAL AID FOR LIBRARY OPERATION**

11.10   LSTA                                  $0

11.11   Other Federal Aid                       $0

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

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

**OTHER RECEIPTS**

11.14   Gifts and Endowments                   $11,448

11.15   Fund Raising                          $0

11.16   Income from Investments                 $17,821

**Note:** Note: The interest income is because our municipality is now enrolled in NYCLASS which provides interest to municipalities.

11.17   Library Charges                        $1,499

| | | |
|---|---|---|
| 11.18 | Other | $106 |

**Note:** Note: Refund from prior year's expense.

| | | |
|---|---|---|
| 11.19 | **TOTAL OTHER RECEIPTS** (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18) | $30,874 |
| 11.20 | **TOTAL OPERATING FUND RECEIPTS** (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19) | $299,461 |
| 11.21 | **BUDGET LOANS** | $0 |

**Transfers / Grand Total**

**TRANSFERS**

| | | |
|---|---|---|
| 11.22 | From Capital Fund (Same as Question 14.8) | $0 |
| 11.23 | From Other Funds | $0 |
| 11.24 | **TOTAL TRANSFERS** (Add Questions 11.22 and 11.23) | $0 |
| 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) | $285,484 |
| 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) | $584,945 |

# 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 | $88,698 |
| 12.2 | Other Staff | $46,756 |
| 12.3 | **Total Salaries & Wages Expenditures** (Add Questions 12.1 and 12.2) | $135,454 |
| 12.4 | **Employee Benefits Expenditures** | $29,248 |

| 12.5 | **Total Staff Expenditures (Add Questions 12.3 and 12.4)** | $164,702 |

## COLLECTION EXPENDITURES

| 12.6 | Print Materials Expenditures | $26,187 |
| 12.7 | Electronic Materials Expenditures | $3,282 |
| 12.8 | Other Materials Expenditures | $6,131 |
| 12.9 | **Total Collection Expenditures** (Add Questions 12.6, 12.7 and 12.8) | $35,600 |

## 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) | $0 |
| 12.14 | From Other Funds (72OF) | $4,180 |
| 12.15 | **Total Repairs** (Add Questions 12.13 and 12.14) | $4,180 |
| 12.16 | Other Disbursements for Operation & Maintenance of Buildings | $27,320 |
| 12.17 | **Total Operation & Maintenance of Buildings** (Add Questions 12.15 and 12.16) | $31,500 |

## MISCELLANEOUS EXPENSES

| 12.18 | Office and Library Supplies | $4,664 |
| 12.19 | Telecommunications | $3,410 |
| 12.21 | Professional & Consultant Fees | $5,260 |
| 12.22 | Equipment | $2,612 |
| 12.23 | Other Miscellaneous | $5,472 |
| 12.24 | **Total Miscellaneous Expenses** (Add Questions 12.18, 12.19, 12.21, 12.22 and 12.23) | $21,418 |

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

| 12.25 **CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE** | $5,862 |

**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) | $259,082 |

**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) | $259,082 |

| 12.39 BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2024 | $325,863 |

| 12.40 **GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE** (Add Questions 12.38 and 12.39; same as Question 11.26) | $584,945 |

**ASSURANCE**

12.41   The Library operated in accordance with all    02/11/2025
provisions of Education Law and the Regulations of
the Commissioner, and assures that the "Annual
Report" was reviewed and accepted by the Library
Board on (date - mm/dd/yyyy).

**FISCAL AUDIT**

12.42   Last audit performed (mm/dd/yyyy)               N/A

12.43   Time period covered by this audit              N/A
(mm/dd/yyyy) - (mm/dd/yyyy)

12.44   Indicate type of audit (select one):           N/A

**CAPITAL FUND**

12.45   Does the library have a separate 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 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

13.2    All Other Revenues from Local Sources         $0

13.3    **Total Revenues from Local Sources** (Add    $0
Questions 13.1 and 13.2)

**STATE AID FOR CAPITAL PROJECTS**

13.4    State Aid Received for Construction            $0

13.5    Other State Aid                                $0

13.6    **Total State Aid** (Add Questions 13.4 and 13.5)  $0

**FEDERAL AID FOR CAPITAL PROJECTS**

13.7    **TOTAL FEDERAL AID**                          $0

**INTERFUND REVENUE**

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

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

13.10   **NON-REVENUE RECEIPTS**                       $0

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

13.12   BALANCE IN CAPITAL FUND - Beginning      $0
Balance for Fiscal Year Ending 2024 (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 <u>here</u> to read general instructions before completing this section.**

**PROJECT EXPENDITURES**

14.1   Construction      $0

14.2   Incidental Construction      $0

**Other Disbursements**

14.3   Purchase of Buildings      $0

14.4   Interest      $0

14.5   Collection Expenditures      $0

14.6   Total Other Disbursements (Add Questions      $0
14.3, 14.4 and 14.5)

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

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

14.9   **NON-PROJECT EXPENDITURES**      $0

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

14.11   **BALANCE IN CAPITAL FUND** - Ending   $0
Balance for the Fiscal Year Ending 2024

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

## 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 | 1.57 |
| 16.2 | Total Librarians | 2.20 |
| 16.3 | All Other Paid Staff | 0.72 |
| 16.4 | Total Paid Employees | 2.92 |
| 16.5 | State Government Revenue | $5,666 |
| 16.6 | Federal Government Revenue | $0 |
| 16.7 | Other Operating Revenue | $31,374 |
| 16.8 | Total Operating Revenue | $299,461 |
| 16.9 | Other Operating Expenditures | $58,780 |
| 16.10 | Total Operating Expenditures | $259,082 |
| 16.11 | Total Capital Expenditures | $0 |
| 16.12 | Print Materials | 14,744 |
| 16.12a | Total Physical Items in Collection | 16,539 |
| 16.13 | Circulation of Children's Physical Material | 10,738 |
| 16.14 | Total Registered Borrowers | 1,809 |
| 16.15 | Other Capital Revenue and Receipts | $0 |
| 16.16 | Number of Internet Computers Used by General Public | 6 |
| 16.17 | Total Uses (sessions) of Public Internet Computers Per Year | 1,911 |
| 16.18 | Wireless Sessions | 1,468 |
| 16.19 | Total Capital Revenue | $0 |

## 17. FOR NEW YORK STATE LIBRARY USE ONLY

| | | |
|---|---|---|
| 17.1 | *LIB ID* | 6400676780 |
| 17.2 | *Interlibrary Relationship Code* | ME |
| 17.3 | *Legal Basis Code* | CI |

| 17.4 | *Administrative Structure Code* | SO |
| 17.5 | *FSCS Public Library Definition* | Y |
| 17.6 | *Geographic Code* | CD1 |
| 17.7 | *FSCS ID* | NY0560 |
| 17.8 | *SED CODE* | 671501700135 |
| 17.9 | *INSTITUTION ID* | 800000034489 |

## SUGGESTED IMPROVEMENTS

| | |
|---|---|
| Library Name: | Warsaw Public Library |
| Library System: | OWWL Library System |
| Name of Person Completing Form: | Lisa Gricius |
| Phone Number: | (585) 786-5650 |
| I am satisfied that this resource (Collect) is meeting library needs: | Neither Agree nor Disagree |
| Applying this resource (Collect) will help improve library services to the public: | Neither Agree nor Disagree |
| Please share with us your suggestions for improving the *Annual Report.* When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank you! | None. |