

# Monroe County Library System

## Annual Report for Library Systems - 2022 (Public Library Systems 2022)

CURRENT YEAR

*PREVIOUS  
YEAR*

### 1. General System Information

#### System/Director Information

Please be advised Bibliostat CollectConnect is now using a new interface. If you have accessed or if you believe you may have accessed the old Bibliostat CollectConnect, please click the new link [here](#) and you will be taken to the new interface. Please be sure you exit and close the old Bibliostat CollectConnect before you begin your survey.

Please use the note field to explain answers when necessary. This note field can also be used for local notes.

To avoid loss of data, only one person at a time should be logged into a member library report. Multiple people logged into the same report will cause data to be lost.

Libraries should not have reports from two different years open at the same time.

1.1	SEDCODE	261600700020	<i>261600700020</i>
1.2	Institution ID	800000050235	<i>800000050235</i>
1.3	System Name	Monroe County Library System	<i>Monroe County Library System</i>
1.4	Beginning Reporting Year	01/01/2022	<i>01/01/2021</i>
1.5	Ending Reporting Year	12/31/2022	<i>12/31/2021</i>
1.6	Street Address	115 South Ave	<i>115 South Ave</i>
1.7	City	Rochester	<i>Rochester</i>
1.8	Zip Code	14604	<i>14604</i>
1.9	Four-Digit Zip Code Extension (enter N/A if unknown)	1896	<i>1896</i>
1.10	Mailing Address	115 South Ave	<i>115 South Ave</i>
1.11	City	Rochester	<i>Rochester</i>

1.12	Zip Code	14604	14604
1.13	Four-Digit Zip Code Extension (enter N/A if unknown)	1896	1896
1.14	Library System Telephone Number (enter 10 digits only and hit the Tab key)	(585) 428-8046	(585) 428-8046
1.15	Fax Number (enter 10 digits only)	(585) 428-8353	(585) 428-8353
1.16	System Home Page URL	www.libraryweb.org	www.libraryweb.org
1.17	URL of the system's complete Plan of Service	<a href="https://libraryweb.org/wp-content/uploads/2020/08/DLD-FIVE-YEAR-SYSTEM-PLAN-OF-SERVICE.pdf">https://libraryweb.org/wp-content/uploads/2020/08/DLD-FIVE-YEAR-SYSTEM-PLAN-OF-SERVICE.pdf</a>	<a href="https://libraryweb.org/wp-content/uploads/2020/08/DLD-FIVE-YEAR-SYSTEM-PLAN-OF-SERVICE.pdf">https://libraryweb.org/wp-content/uploads/2020/08/DLD-FIVE-YEAR-SYSTEM-PLAN-OF-SERVICE.pdf</a>
1.18	Population Chartered to Serve (2020 Census)	759,443	744,344
1.19	Area Chartered to Serve (square miles)	657	657
1.20	Federal Employer Identification Number	166002563	166002563
1.21	County	Monroe	Monroe
1.22	County (Counties) Served	Monroe	Monroe
1.23	School District	Rochester City School District	Rochester City School District
1.24	First Name of System Director	Patricia	Patricia
1.25	Last Name of System Director	Uttaro	Uttaro
1.26	NYS Public Librarian Certification Number of the Director of Public Library System, and Reference and Research Library Resources System.	18640	18640
1.31	Telephone Number of the System Director, including area code and extension (enter digits only, field will automatically format with extension)	5854288045	5854288045

1.32	E-Mail Address of the System Director	patricia.uttaro@libraryweb.org	<i>patricia.uttaro@libraryweb.org</i>
1.33	Fax Number of the System Director (enter 10 digits only and hit the Tab key)	(585) 428-8353	<i>(585) 428-8353</i>
1.34	Name of Outreach Coordinator	Amy Discenza	<i>Amy Discenza</i>

**Contracts/Unusual Circumstances**

1.48	Does the reporting system 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 repeating group for each contract. If no, enter N/A on questions 1 through 5 of one repeating group.	N	<i>N</i>
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1.	Name of Contracting Municipality or District	N/A	<i>N/A</i>
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2.	Is this a written contract? (Enter Y for Yes, N for No)	N/A	<i>N/A</i>
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3.	Population of the geographic area served by this contract	N/A	<i>N/A</i>
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4.	Dollar amount of contract	N/A	<i>N/A</i>
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5.	Indicate "Full" or "Partial" range of services provided by this contract (Select one)	N/A	<i>N/A</i>
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1.49	For the reporting year, has the system experienced any unusual circumstance(s) that affected the statistics and/or information reported (e.g. natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? Indicate Y for Yes, N for No. If Yes, please annotate using the note.	N	<i>N</i>
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THESE QUESTIONS ARE FOR NYC PUBLIC LIBRARY SYSTEMS ONLY. PLEASE PROCEED TO THE NEXT QUESTION.

1.50	President/CEO Name. If there is no President/CEO please enter "N/A"
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1.51	President/CEO Phone Number
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**2. Personnel Information**

2.1 FTE (Full-Time Equivalent Calculation) 37.5 37.5  
 The number of hours per work week used to compute FTE for all budgeted positions.

**BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS**  
 (enter to two decimal places; enter decimal point)

2.4 Public Library System Director per CR 90.3(f) - 1 0  
 Filled Position FTE

**Note:** Unsure why the system director was not reported in this section in previous years

2.5 Public Library System Director per CR 90.3(f) - 0 0  
 Vacant Position FTE

2.10 Librarians - Filled Position(s) FTE 0 0

2.11 Librarians - Vacant Position(s) FTE 0 0

2.12 Outreach Coordinator (certified) per CR 90.3 (1) 1 1  
 (2)(iii) - Filled Position FTE

2.13 Outreach Coordinator (certified) per CR 90.3 (1) 0 0  
 (2)(iii) - Vacant Position FTE

2.14 Total Certified Librarians - Filled Position(s) 2.00 1.00  
 FTE (total questions 2.4 + 2.10 + 2.12)

**Note:** Note: Rochester Public Library pays salaries, not the System.

2.15 Total Certified Librarians - Vacant Position(s) 0.00 0.00  
 FTE (total questions 2.5 + 2.11 + 2.13)

2.16 Total Other Professional Staff - Filled Position(s) FTE 0 0

2.17 Total Other Professional Staff - Vacant Position(s) FTE 0 0

2.18 Total Other Staff - Filled Position(s) FTE 0 0

2.19 Total Other Staff - Vacant Position(s) FTE 0 0

2.20	Total Paid Staff - Filled Position(s) FTE (total questions 2.14 + 2.16 + 2.18)	2.00	1.00
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2.21	Total Paid Staff - Vacant Position(s) FTE (total questions 2.15 + 2.17 + 2.19)	0.00	0.00
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#### SALARY INFORMATION

2.22	Entry-Level Librarian (certified) FTE	N/A	N/A
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2.23	Entry-Level Librarian (certified) Current Annual Salary	N/A	N/A
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2.24	System Director FTE	1	1
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2.25	System Director Current Annual Salary	\$150,920	\$147,239
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### 3. System Membership, Outlets and Governance

#### Service Outlets/Meetings/System Council

#### PUBLIC SERVICE OUTLETS

3.9	Number of member libraries. Do not include branches.	20	20
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3.15	Main Library/System Headquarters	1	1
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3.16	Indicate the year the system building was initially constructed	1936	1936
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3.17	Indicate the year the system building underwent a major renovation costing \$25,000 or more	2022	1997
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3.18	Square footage of the system building	330,000	330,000
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3.19	Branches of the Library System	0	0
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3.20	Bookmobiles	0	0
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3.21	Reading Centers	0	0
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3.22	Other Outlets	0	0
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3.23	Total Public Service Outlets (total questions 3.15, 3.19 through 3.22)	1	<i>1</i>
3.24	Name of Central Library/Co-Central Libraries	Rochester Public Library	<i>Rochester Public Library</i>

**BOARD/COUNCIL MEETINGS**

3.25	Total number of public library system/3Rs board meetings or school library system council meetings held during reporting year	10	<i>10</i>
3.26	Current number of <u>voting</u> positions on system board/council. Please add a note if this has changed from the previous year report.	11	<i>11</i>
3.27	Term length for system board/council members. Please add a note if this has changed from the previous year report.	5	<i>5</i>

**Note: For questions which include a choice of "Other" in a drop-down menu, please add a Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.**

3.28	Board/Council Selection - Enter Board/Council Selection Code (select one; drop-down). If O is selected, please use the State note to explain how members were named to the Board/Council.	A	<i>A</i>
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**SYSTEM BOARD/COUNCIL**

Public Library Systems - enter information for the period January 1, 2023, through December 31, 2023.  
President/Council Chair

3.29	Status	Filled	<i>Filled</i>
3.30	First Name	Suzanne	<i>Suzanne</i>
3.31	Last Name	Stockman	<i>Stockman</i>
3.32	Institutional Affiliation	Harris Beach, LLC Law Firm	<i>Harris Beach, PLLC Law Firm</i>
3.33	Professional Title	Paralegal	<i>Paralegal</i>
3.34	Mailing Address	58 Clarkes Crossing	<i>58 Clarkes Crossing</i>

3.35	City	Fairport	<i>Fairport</i>
3.36	Zip Code (enter five digits only)	14450	<i>14450</i>
3.37	Telephone for the Board President (enter 10 digits only and hit the Tab key)	(585) 506-8948	<i>(585) 506-8948</i>
3.38	E-mail Address	sstockman@rochester.rr.com	<i>sstockma@rochester.rr.com</i>
3.39	Term Begins - Month	July	<i>July</i>
3.40	Term Begins - Year (yyyy)	2020	<i>2020</i>
3.41	Term Expires - Month or N/A	June	<i>June</i>
3.42	Term Expires - Year (YYYY) or N/A	2025	<i>2025</i>
3.43	Is this trustee serving a full term? If No, add a State Note if this trustee's term is not a full term (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes	<i>Yes</i>
3.44	The date the board president took the Oath of Office (mm/dd/yyyy)	12/29/2020	<i>12/29/2020</i>
3.45	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/05/2021	<i>01/05/2021</i>
3.46	Is this a brand new trustee?	N	<i>N</i>

Board/Council Member - complete one record for each Board/Council Member. For each vacant position, select "Vacant" in question 1, and enter N/A in questions 2-16 of the repeating group. You may 1) enter the data for the Board/Council 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 in the survey by clicking [here](#). **Please Note: It is customized and contains all the data entered last year to be updated this year.** Complete this form and email it to [collectconnect@baker-taylor.com](mailto:collectconnect@baker-taylor.com). The number of Council members must be 5 to 11 (no less than five and no more than 11).

1.	Status	Filled	<i>Filled</i>
2.	First Name	Gary	<i>Gary</i>
3.	Last Name	Brandt	<i>Brandt</i>

4.	Institutional Affiliation	N/A	<i>Retired</i>
5.	Professional Title	Retired	<i>n/a</i>
6.	Mailing Address	27 Landsdowne Lane	<i>27 Landsdowne Lane</i>
7.	City	Rochester	<i>Rochester</i>
8.	Zip Code (enter five digits only)	14618	<i>14618</i>
9.	Term Begins - Month	July	<i>July</i>
10.	Term Begins - Year (yyyy)	2021	<i>2021</i>
11.	Term Expires - Month or N/A	June	<i>June</i>
12.	Term Expires - Year (YYYY) or N/A	2026	<i>2026</i>
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes	<i>Yes</i>
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	4/19/2022	<i>4/19/2022</i>

**Note:** The County Legislature reappoints trustees and the County Clerk then send the Oath to the trustee to execute and return. There was a clerical error in the County Clerk's office and the re-appointed trustees were not sent their Oaths. This was finally discovered after an extensive search of records. The trustees re-appointed in July 2021 did not complete their oaths until spring 2022.

15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	5/5/2022	<i>05/05/2022</i>
16.	Is this a brand new trustee?	N	<i>N</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name	Kimberly	<i>Christopher</i>
3.	Last Name	Brown	<i>Corcoran</i>
4.	Institutional Affiliation	Rochester City School District	<i>Torres Law Office</i>

5.	Professional Title	Community School Site Coordinator	<i>Attorney</i>
6.	Mailing Address	100 Normandy Ave.	<i>132 Allen's Creek Road</i>
7.	City	Rochester	<i>Rochester</i>
8.	Zip Code (enter five digits only)	14619	<i>14618</i>
9.	Term Begins - Month	July	<i>July</i>
10.	Term Begins - Year (yyyy)	2022	<i>2018</i>
11.	Term Expires - Month or N/A	June	<i>June</i>
12.	Term Expires - Year (YYYY) or N/A	2026	<i>2023</i>
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	No	<i>Yes</i>

14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	08/09/2022	<i>04/16/2018</i>
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**Note:** The County Legislature reappoints trustees and the County Clerk then send the Oath to the trustee to execute and return. There was a clerical error in the County Clerk's office and the re-appointed trustees were not sent their Oaths. This was finally discovered after an extensive search of records. The trustees re-appointed in July 2021 did not complete their oaths until spring 2022.

15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	08/31/2022	<i>04/18/2018</i>
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16.	Is this a brand new trustee?	Y	<i>N</i>
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1.	Status	Filled	<i>Filled</i>
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2.	First Name	Christopher	<i>Lois</i>
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3.	Last Name	Corcoran	<i>Giess</i>
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4.	Institutional Affiliation	Torres Law Office	<i>N/A</i>
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5.	Professional Title	Attorney	<i>Retired</i>
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6.	Mailing Address	132 Allen's Creek Road	<i>15 East Boulevard</i>
7.	City	Rochester	<i>Rochester</i>
8.	Zip Code (enter five digits only)	14618	<i>14610</i>
9.	Term Begins - Month	July	<i>July</i>
10.	Term Begins - Year (yyyy)	2018	<i>2021</i>
11.	Term Expires - Month or N/A	June	<i>June</i>
12.	Term Expires - Year (YYYY) or N/A	2023	<i>2026</i>
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes	<i>Yes</i>
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	04/16/2018	<i>04/13/2022</i>

**Note:** The County Legislature reappoints trustees and the County Clerk then send the Oath to the trustee to execute and return. There was a clerical error in the County Clerk's office and the re-appointed trustees were not sent their Oaths. This was finally discovered after an extensive search of records. The trustees re-appointed in July 2021 did not complete their oaths until spring 2022.

15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	04/16/2018	<i>04/26/2022</i>
16.	Is this a brand new trustee?	N	<i>N</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name	Emily	<i>Emily</i>
3.	Last Name	Hessney Lynch	<i>Hessney Lynch</i>
4.	Institutional Affiliation	Serve Me the Sky Digital	<i>Serve Me the Sky Digital</i>
5.	Professional Title	Owner	<i>Owner</i>
6.	Mailing Address	84 Delray Road	<i>84 Delray Road</i>

7.	City	Rochester	<i>Rochester</i>
8.	Zip Code (enter five digits only)	14610	<i>14610</i>
9.	Term Begins - Month	July	<i>July</i>
10.	Term Begins - Year (yyyy)	2021	<i>2021</i>
11.	Term Expires - Month or N/A	June	<i>June</i>
12.	Term Expires - Year (YYYY) or N/A	2026	<i>2026</i>
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes	<i>yes</i>
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	9/20/2021	<i>06/20/2021</i>

**Note:** The County Legislature reappoints trustees and the County Clerk then send the Oath to the trustee to execute and return. There was a clerical error in the County Clerk's office and the re-appointed trustees were not sent their Oaths. This was finally discovered after an extensive search of records. The trustees re-appointed in July 2021 did not complete their oaths until spring 2022.

15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	10/7/2021	<i>10/07/2021</i>
16.	Is this a brand new trustee?	N	<i>Y</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name	Peter	<i>Peter</i>
3.	Last Name	Knapp	<i>Knapp</i>
4.	Institutional Affiliation	N/A	<i>N/A</i>
5.	Professional Title	Retired	<i>Retired</i>
6.	Mailing Address	782 Bel Arbor Trail	<i>782 Bel Arbor Trail</i>
7.	City	Webster	<i>Webster</i>

8.	Zip Code (enter five digits only)	14580	<i>14580</i>
9.	Term Begins - Month	July	<i>July</i>
10.	Term Begins - Year (yyyy)	2022	<i>2017</i>
11.	Term Expires - Month or N/A	June	<i>June</i>
12.	Term Expires - Year (YYYY) or N/A	2027	<i>2022</i>
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes	<i>yes</i>
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	7/27/2022	<i>10/16/2017</i>

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15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	8/04/2022	<i>10/16/2017</i>
16.	Is this a brand new trustee?	N	<i>N</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name	Amy	<i>John</i>
3.	Last Name	Moffitt	<i>Lovenheim</i>
4.	Institutional Affiliation	First American Equipment Finance	<i>N/A</i>
5.	Professional Title	Controller	<i>Retired</i>
6.	Mailing Address	17 East Park Road	<i>24 Grove Street</i>
7.	City	Pittsford	<i>Rochester</i>
8.	Zip Code (enter five digits only)	14534	<i>14605</i>

9.	Term Begins - Month	July	<i>July</i>
10.	Term Begins - Year (yyyy)	2022	<i>2019</i>
11.	Term Expires - Month or N/A	June	<i>June</i>
12.	Term Expires - Year (YYYY) or N/A	2027	<i>2024</i>
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes	<i>yes</i>
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	07/20/2022	<i>01/07/2021</i>

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15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/27/2022	<i>01/07/2021</i>
16.	Is this a brand new trustee?	N	<i>N</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name	Mack	<i>Amy</i>
3.	Last Name	Smith	<i>Moffitt</i>
4.	Institutional Affiliation	N/A	<i>First American Equipment Finance</i>
5.	Professional Title	Retired	<i>Controller</i>
6.	Mailing Address	784 Hidden Valley Road	<i>17 E Park Road</i>
7.	City	Rochester	<i>Pittsford</i>
8.	Zip Code (enter five digits only)	14624	<i>14534</i>
9.	Term Begins - Month	April	<i>September</i>

10.	Term Begins - Year (yyyy)	2021	<i>2019</i>
11.	Term Expires - Month or N/A	June	<i>June</i>
12.	Term Expires - Year (YYYY) or N/A	2025	<i>2022</i>
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	No	<i>No</i>
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	04/07/2021	<i>10/28/2019</i>

**Note:** The County Legislature reappoints trustees and the County Clerk then send the Oath to the trustee to execute and return. There was a clerical error in the County Clerk's office and the re-appointed trustees were not sent their Oaths. This was finally discovered after an extensive search of records. The trustees re-appointed in July 2021 did not complete their oaths until spring 2022.

15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	04/07/2021	<i>10/28/2019</i>
16.	Is this a brand new trustee?	N	<i>N</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name	Marjorie	<i>Marjorie</i>
3.	Last Name	Shelly	<i>Shelly</i>
4.	Institutional Affiliation	N/A	<i>N/A</i>
5.	Professional Title	Retired	<i>Retired</i>
6.	Mailing Address	6 Watchman Court	<i>6 Watchman Court</i>
7.	City	Rochester	<i>Rochester</i>
8.	Zip Code (enter five digits only)	14624	<i>14624</i>
9.	Term Begins - Month	July	<i>July</i>
10.	Term Begins - Year (yyyy)	2021	<i>2021</i>

11.	Term Expires - Month or N/A	June	<i>June</i>
12.	Term Expires - Year (YYYY) or N/A	2026	<i>2026</i>
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes	<i>Yes</i>
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	04/15/2022	<i>04/15/2022</i>

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15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	05/05/2022	<i>05/05/2022</i>
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16.	Is this a brand new trustee?	N	<i>N</i>
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1.	Status	Filled	<i>Filled</i>
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2.	First Name	Erick	<i>Mack</i>
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3.	Last Name	Stephens	<i>Smith</i>
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4.	Institutional Affiliation	Common Ground Health	<i>N/A</i>
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5.	Professional Title	Parent Engagement Specialist	<i>Retired</i>
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6.	Mailing Address	60 Inglewood Drive	<i>784 Hidden Valley Road</i>
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7.	City	Rochester	<i>Rochester</i>
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8.	Zip Code (enter five digits only)	14619	<i>14624</i>
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9.	Term Begins - Month	February	<i>April</i>
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10.	Term Begins - Year (yyyy)	2021	<i>2021</i>
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11.	Term Expires - Month or N/A	June	<i>June</i>
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12.	Term Expires - Year (YYYY) or N/A	2025	2025
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	No	No
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	06/11/2021	04/07/2021

**Note:** The County Legislature reappoints trustees and the County Clerk then send the Oath to the trustee to execute and return. There was a clerical error in the County Clerk's office and the re-appointed trustees were not sent their Oaths. This was finally discovered after an extensive search of records. The trustees re-appointed in July 2021 did not complete their oaths until spring 2022.

15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	06/11/2021	04/07/2021
16.	Is this a brand new trustee?	N	N
1.	Status	Vacant	<i>Filled</i>
2.	First Name		<i>Erick</i>
3.	Last Name		<i>Stephens</i>
4.	Institutional Affiliation		<i>Common Ground Health</i>
5.	Professional Title		<i>Parent Engagement Specialist</i>
6.	Mailing Address		<i>499 Beach Avenue</i>
7.	City		<i>Rochester</i>
8.	Zip Code (enter five digits only)		<i>14612</i>
9.	Term Begins - Month		<i>February</i>
10.	Term Begins - Year (yyyy)		<i>2021</i>
11.	Term Expires - Month or N/A		<i>June</i>

12. Term Expires - Year (YYYY) or N/A 2025
13. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). No
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 6/11/2021
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 6/11/2021
16. Is this a brand new trustee? Y

**Coordinated Outreach Council**

**COORDINATED OUTREACH COUNCIL**

- 3.47 Has the Coordinated Outreach Council met at least two times during the calendar year per CR 90.3 (j) (2)(iv)? (Enter Y for Yes, N for No). Y Y

Coordinated Outreach Council Members - complete one record for each Council Member for the period January 1, 2023, through December 31, 2023. For each vacant position, select "Vacant" in question 1 and enter N/A in questions 2-5 of the repeating group. You may 1) enter the data for the Coordinated Outreach Council 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 in the survey by clicking [here](#). Please Note: It is customized and contains all the data entered last year to be updated this year. Complete this form and email it to [collectconnect@baker-taylor.com](mailto:collectconnect@baker-taylor.com). The number of council members must be 5 to 11 (no less than five and no more than 11).

**Note: For questions which include a choice of "Other" in a drop-down menu, please add a Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.**

- |    |                           |                              |                                     |
|----|---------------------------|------------------------------|-------------------------------------|
| 1. | Status                    | Filled                       | <i>Filled</i>                       |
| 2. | First Name                | Amy                          | <i>Amy</i>                          |
| 3. | Last Name                 | Discenza                     | <i>Discenza</i>                     |
| 4. | Institutional Affiliation | Monroe County Library System | <i>Monroe County Library System</i> |

5.	Professional Title	Outreach Coordinator	<i>Outreach Coordinator</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name	Wes	<i>Wes</i>
3.	Last Name	Becker	<i>Becker</i>
4.	Institutional Affiliation	Monroe County Library System	<i>Monroe County Library System</i>
5.	Professional Title	Library Assistant	<i>Library Assistant</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name	Erin	<i>Erin</i>
3.	Last Name	Clarke	<i>Clarke</i>
4.	Institutional Affiliation	Rochester Public Library	<i>Rochester Public Library</i>
5.	Professional Title	Librarian	<i>Librarian</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name	Lisa	<i>Briana</i>
3.	Last Name	Daswani	<i>Flugel</i>
4.	Institutional Affiliation	Pathstone Services	<i>Volunteers of America Residential Reentry Center</i>
5.	Professional Title	Regional Administrator	<i>Employment Placement Specialist</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name	Briana	<i>Kitty</i>

3.	Last Name	Flugel	<i>Koul</i>
4.	Institutional Affiliation	Volunteers of America Residential Reentry Center	<i>Monroe County Office of the Aging</i>
5.	Professional Title	Employment Placement Specialist	<i>Program Monitor</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name	Jill	<i>Marianne</i>
3.	Last Name	Gibney	<i>Sernoffsky</i>
4.	Institutional Affiliation	Pathstone Services	<i>Veterans Outreach Center</i>
5.	Professional Title	Placement and Career Services Developer	<i>Supportive Services Manager</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name	Maren	<i>Jill</i>
3.	Last Name	Kyle	<i>Gibney</i>
4.	Institutional Affiliation	Monroe County Library System	<i>Pathstone- Employment Focused Services Program</i>
5.	Professional Title	Outreach Librarian	<i>Placement and Career Services Developer</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name	Twig	<i>Lenora</i>
3.	Last Name	Hickam	<i>Henry</i>

4.	Institutional Affiliation	Monroe County Jail	<i>Rochester Correctional Facility</i>
5.	Professional Title	Educational Coordinator	<i>Offender Rehabilitation Coordinator</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name	Mara	<i>Twig</i>
3.	Last Name	Kouides	<i>Hickam</i>
4.	Institutional Affiliation	Lifespan	<i>Monroe County Jail</i>
5.	Professional Title	Education & training Program Manager	<i>Educational Coordinator</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name	Kitty	<i>Mara</i>
3.	Last Name	Koul	<i>Kouides</i>
4.	Institutional Affiliation	Monroe County Office of the Aging	<i>Lifespan</i>
5.	Professional Title	Program Monitor	<i>Education and Training Program Manager</i>
1.	Status	Filled	
2.	First Name	Suzanne	
3.	Last Name	Lewis	
4.	Institutional Affiliation	Lifespan	
5.	Professional Title	Admin. Education & Training Dept.	

1.	Status	Filled
2.	First Name	Marianne
3.	Last Name	Sernoffsky
4.	Institutional Affiliation	Veterans Outreach Center
5.	Professional Title	Supportive Services Manager

#### **4. Public Library System Transactions and Collection: Borrowers/Visits/Circulation/ Holdings**

##### **Borrowers/Visits/Circulation/Holdings**

4.1	Number of registered system borrowers	0	0
4.2	System Visits	0	0

##### **CIRCULATION**

4.3	Total Cataloged Book Circulation	0	0
4.4	Total Circulation of Other Materials	0	0
4.5 4.4)	Physical Item Circulation (Total questions 4.3 & 4.4)	0	0
4.6	Use of Electronic Material	0	0
4.7	Successful Retrieval of Electronic Information	5,122,599	1,265,091
4.8 4.7)	Electronic Content Use (Total Questions 4.6 & 4.7)	5,122,599	1,265,091
4.9 4.5 & 4.6)	Total Circulation of Materials (Total Questions 4.5 & 4.6)	0	0
4.10	Total Collection Use (Total Questions 4.7 & 4.9)	5,122,599	1,265,091

##### **GENERAL SYSTEM HOLDINGS**

4.11	Total Cataloged Book Holdings	0	0
4.12	Uncataloged Book Holdings	0	0
4.13	Total Print Serial Holdings	0	0
4.14	All Other Print Materials Holdings	0	0
4.15	Total Print Materials (Total questions 4.11, 4.12, 4.13 and 4.14)	0	0
4.16	Electronic Books	0	0
4.17	Local Electronic Collections	13	13
4.18	Total Number of NOVELNY Databases	15	15
4.19	Total Electronic Collections ( Total questions 4.16 + 4.17 )	13	13
4.20	Audio - Downloadable Units	0	0
4.21	Video - Downloadable Units	0	0
4.22	Other Electronic Materials (Include items that are not included in the above categories, such as e-serials; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)	0	0
4.23	Total Electronic Materials (Total questions 4.18, 4.19, 4.20, 4.21 and 4.22)	28	28

**Holdings Continued**

Non-Electronic Materials

4.24	Audio - Physical Units	0	0
4.25	Video - Physical Units	0	0
4.26	Other Non-Electronic Materials	0	0
4.27	Total Other Materials Holdings (Total questions 4.24 through 4.26)	0	0

4.28 Grand Total Holdings (Total questions 4.15, 4.23 and 4.27) 28 28

### ROTATING COLLECTIONS/BOOK LOANS

4.29 Does the system have rotating collections/bulk loans? (Enter Y for Yes, N for No) Y Y

4.30 Number of collections 3 3

4.31 Average number of items per collection 8 8

## 5. System Services

### ILS

### TECHNOLOGY AND RESOURCE SHARING

#### INTEGRATED LIBRARY SYSTEM (ILS)

5.1 Does the system provide an integrated library automation system (ILS) for its member libraries? (Enter Y for Yes, N for No) Y Y

5.2 Indicate which modules of the system's ILS have been implemented (check all that apply):

a.	Circulation	Yes	Yes
b.	Public Access Catalog	Yes	Yes
c.	Cataloging	Yes	Yes
d.	Acquisitions	Yes	Yes
e.	Inventory	No	No
f.	Serials Control	Yes	Yes
g.	Media Booking	No	No
h.	Community Information	No	No
i.	Electronic Resource Management	No	No
j.	Digital Collections Management	No	No

5.3	Identify ILS system vendor	TLC	<i>TLC</i>
5.4	How many member libraries fully participate in the ILS?	20	20
5.5	% of member libraries participating (calculated field)	100.00%	100.00%
5.6	How many member libraries participate in some ILS modules?	0	0
5.7	Indicate features of the system's ILS (check all that apply):		
a.	ILS shared with other library systems	No	No
b.	ILS software permits patron-initiated ILL	No	No
c.	ILL feature implemented and used	No	No
5.8	Number of titles in the ILS bibliographic database	894,737	891,962
5.9	Number of new titles added by the system in the reporting year	5,012	5,445
5.10	Number of Central Library Aid titles added in the reporting year	4,996	4,919
5.11	Number of new titles added by the members in the reporting year	21,500	21,056
5.12	Total new titles (total questions 5.9 through 5.11)	31,508	31,420

#### Catalog

#### UNION CATALOG OF RESOURCES

**For this report, a union catalog is defined as a vehicle that can access member and / or non-member catalogs. It can be either print, disc, or online (virtual) format.**

5.13 In what format(s) is the union catalog available? (Check all that apply):

a.	Print	No	No
b.	Disc	No	No

c.	Online (virtual catalog)	Yes	Yes
5.14	How many libraries participate in (or submit records for) the union catalog?	20	20
5.15	Is the system's union catalog shared with any other library system(s)? (Enter Y for Yes, N for No)	N	N
5.16	Number of titles in the system's union catalog	894,737	891,962
5.17	Number of holdings in the system's union catalog	2,166,951	2,562,187
5.18	Number of new titles added in the last year	31,508	31,420
5.19	Number of holdings added in the last year	173,195	163,376

5.20 If the union catalog is online (virtual catalog) Indicate the features of the system's virtual catalog (check all that apply):

a.	Non-member catalogs are included (if checked, please name non-member catalogs using the State note)	No	No
b.	Non-library catalogs are included (if checked, please name non-library catalogs using the State note)	No	No
c.	Patron-initiated ILL available and used through this catalog	No	No

#### **UNION LIST OF SERIALS**

5.21	Does the system have a union list of serials? (Enter Y for Yes, N for No. If No, enter zero (0) on question 5.22.)	Y	Y
5.22	How many libraries participate in (or submit records for) the union list of serials?	20	20

#### **COMBINED SYSTEM UNION CATALOG AND UNION LIST OF SERIALS**

5.23	Does the system's union catalog contain both books and serials? (Enter Y for Yes, N for No, or N/A)	Y	Y
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**Website/Interlibrary Loan/Delivery/Continuing Edu.**

#### **VISITS TO THE SYSTEM'S WEB SITE**

5.24	Annual number of visits to the system's web site	781,342	1,143,435
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#### SYSTEM INTERLIBRARY LOAN ACTIVITY

5.25	Total items provided (loaned)	1,660	1,990
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5.26	Total items received (borrowed)	500	425
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5.27	Total requests provided (loaned) unfilled	5,520	5,670
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5.28	Total requests received (borrowed) unfilled	25	50
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5.29	Total interlibrary loan activity (total questions 5.25 through 5.28)	7,705	8,135
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#### DELIVERY

5.30 Indicate delivery methods used by the system (check all that apply):

Note: For questions which include a choice of "Other", please add a Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

a.	System courier (on the System's payroll)	Yes	Yes
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b.	Other system's courier	Yes	Yes
----	------------------------	-----	-----

d.	Contracted service (paid by System - not on payroll)	Yes	Yes
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e.	U.S. Mail	Yes	Yes
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f.	Commercial carrier (e.g., UPS, DHL, etc.)	No	No
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g.	Other (specify using the note)	No	No
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5.31	Number of stops (pick-up and delivery sites per week)	165	162
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#### CONTINUING EDUCATION/STAFF DEVELOPMENT Workshops/Meetings/Training Sessions

##### Resource sharing (ILL, collection development, etc.)

5.32	Number of sessions	3	5
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5.33	Number of participants	58	40
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**Continuing Education Cont.**

**Technology**

5.34	Number of sessions	1	2
5.35	Number of participants	22	68

**Digitization**

5.36	Number of sessions	0	0
5.37	Number of participants	0	0

**Leadership**

5.38	Number of sessions	1	3
5.39	Number of participants	61	48

**Management & Supervisory**

5.40	Number of sessions	3	1
5.41	Number of participants	29	5

**Planning and Evaluation**

5.42	Number of sessions	2	0
5.43	Number of participants	36	0

**Awareness and Advocacy**

5.44	Number of sessions	36	24
5.45	Number of participants	157	84

**Trustee/Council Training**

5.46	Number of sessions	3	6
5.47	Number of participants	20	80

**Special Client Populations**

5.48	Number of sessions	1	0
5.49	Number of participants	7	0
<b>Children's Services/Birth to Kindergarten</b>			
5.50	Number of sessions	1	2
5.51	Number of participants	27	59
<b>Children's Services/Elementary Grade Levels</b>			
5.52	Number of sessions	1	2
5.53	Number of participants	11	59
<b>Young Adult Services/Middle and High School Grade Levels</b>			
5.54	Number of sessions	0	0
5.55	Number of participants	0	0
<b>General Adult Services</b>			
5.56	Number of sessions	0	3
5.57	Number of participants	0	43
5.58	<b>Other:</b> Does the system provide other Workshops/Meetings/Training Sessions not listed above? Enter Y for Yes, N for No. If Yes, complete one record for each topic; if No, enter N/A for questions 1, 2 and 3 of one repeating group.	Y	Y
1.	Topic	E-Resources	<i>Electronic Resources</i>
2.	Number of sessions	2	5
3.	Number of participants	16	30
1.	Topic	Public Safety	
2.	Number of sessions	3	

3.	Number of participants	18	
1.	Topic	Diversity Equity & Inclusion	
2.	Number of sessions	5	
3.	Number of participants	140	
5.59	<b>Grand Total Sessions</b> (total questions 5.32, 5.34, 5.36, 5.38, 5.40, 5.42, 5.44, 5.46, 5.48, 5.50, 5.52, 5.54, 5.56 and total of question #2 of Repeating Group #5)	62	53
5.60	<b>Grand Total Participants</b> (total questions 5.33, 5.35, 5.37, 5.39, 5.41, 5.43, 5.45, 5.47, 5.49, 5.51, 5.53, 5.55, 5.57 and total of question #3 of Repeating Group #5)	602	516
5.61	Do library system staff and/or trustees reach outside of the library system building to promote system programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library System?	Y	Y

**Coordinated Services/Consulting/Reference**

**COORDINATED SERVICES**

5.62 Indicate which services the system provides (check all that apply):

Note: For questions which include a choice of "Other", please add a Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

a.	Coordinated purchase of print materials	No	No
b.	Coordinated purchase of non-print materials	Yes	Yes
c.	Negotiated pricing for licensed electronic collection purchases (not purchasing)	Yes	Yes
d.	Cataloging	Yes	Yes
e.	Materials processing	No	No
f.	Coordinated purchase of office supplies	No	No

g.	Coordinated computer services/purchases	Yes	Yes
h.	Virtual reference	No	No
i.	Other (describe using the note)	No	No
j.	N/A	No	No

## CONSULTING AND TECHNICAL ASSISTANCE SERVICES

Indicate which consulting and technical assistance services the system provides (check all that apply).

**Note: If "Other" is selected, please add a Note of explanation.**

5.63	Consulting with member libraries and/or branches on grants, and state and federal funding	Y	1,016
5.64	Consulting with member libraries and/or branches on funding and governance	Y	1,463
5.65	Consulting with member libraries and/or branches on charter and registration work	Y	9
5.66	Consulting with member libraries and/or branches on automation and technology	Y	2,283
5.67	Consulting with member libraries and/or branches on youth services	Y	1,508
5.68	Consulting with member libraries and/or branches on adult services	Y	978
5.69	Consulting with member libraries and/or branches on physical plant needs	Y	979
5.70	Consulting with member libraries and/or branches on personnel and management issues	Y	2,434
5.71	Consulting with state and county correctional facilities	Y	43
5.72	Providing information to local, county, and state legislators and their staffs	Y	1,083
5.73	Providing system and member library information to the media	Y	486

5.74	Providing website development and maintenance for member libraries	Y	215
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5.75	Other Consulting and Technical Assistance Services not listed above - Add Note	Y	Y
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### REFERENCE SERVICES

5.76	Total Reference Transactions	314	189
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### Special Clients/Fees

### SERVICES TO SPECIAL CLIENTS (Direct and Contractual)

5.77 Indicate services the system provides to special clients (check all that apply):

a.	Services for patrons with disabilities	Yes	Yes
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b.	Services for patrons who are educationally disadvantaged	Yes	Yes
----	--	-----	-----

c.	Services for patrons who are aged	Yes	Yes
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d.	Services for patrons who are geographically isolated	No	No
----	--	----	----

e.	Services for patrons who are members of ethnic or minority groups in need of special library services	Yes	Yes
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f.	Services to patrons who are in institutions	Yes	Yes
----	---	-----	-----

g.	Services for unemployed and underemployed individuals	Yes	Yes
----	---	-----	-----

i.	N/A	No	No
----	-----	----	----

5.78	Number of BOOKS BY MAIL loans	50	137
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5.79	Number of member libraries with Job/Education Information Centers or collections	14	14
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5.80	Number of State Correctional Facilities libraries served	1	1
------	--	---	---

5.81	Number of County Jails libraries served	1	<i>1</i>
5.82	Number of institutions served other than jails or correctional facilities	0	<i>0</i>
5.83	Does the system provide other special client services not listed above? If yes, complete one record for each service provided. If no, enter N/A in questions 1 and 2 of one repeating group.	Y	<i>Y</i>
1.	Service provided	Senior Living Agencies	<i>Senior Living Agencies Micro Collections</i>
2.	Number of facilities/institutions served	3	<i>27</i>
1.	Service provided	Unemployed and Underemployed	<i>Home Bound Visits/ Delivery</i>
2.	Number of facilities/institutions served	1	<i>43</i>
5.84	Does the system charge fees for any program or service? Enter Y for Yes; N for No. If yes, briefly describe using the text box below; if no, enter N/A in Question 5.85.	Y	<i>Y</i>
5.85	Description of fees	\$5.00 Inter Library Loan (outside of Monroe County Library System) \$25.00 Out Of County Cards	<i>Response has been entered.</i>

## 6. Operating Funds Receipts

### Local Public Funds

#### LOCAL PUBLIC FUNDS

6.1 Does the system receive county funding? Enter Y for Yes, N for No. If yes, please complete one record for each county. If No, enter N/A on questions 1 through 4 of one repeating group.

1.	County Name	MONROE COUNTY	<i>MONROE COUNTY</i>
----	-------------	---------------	----------------------

2.	Amount	\$239,223	\$219,810
3.	Subject to Public Vote (Enter Y for Yes, N for No, or N/A)	N	N
4.	Written Contract (Enter Y for Yes, N for No, or N/A)	N	N
6.2	<b>Total County Funding</b>	\$239,223	\$219,810
6.3	All Other Local Public Funds	\$0	\$0
6.4	<b>Total Local Public Funds (total questions 6.2 and 6.3)</b>	\$239,223	\$219,810

**STATE AID RECEIPTS - arranged in alphabetical order**

6.6	Central Library Services Aid	\$300,616	\$342,431
6.8	Conservation/Preservation Grants	\$0	\$0
6.9	Construction for Public Libraries Aid	\$0	\$0
6.10	Coordinated Outreach Services Aid	\$157,444	\$165,882
6.11	Correctional Facilities Library Aid	\$0	\$963
6.12	County Jails Library Aid	\$7,882	\$10,119
6.18	Local Library Services Aid - Kept at System	\$0	\$0
6.19	Local Library Services Aid - Distributed to Members	\$267,168	\$299,030
6.20	<b>Total LLSA (total questions 6.18 and 6.19)</b>	\$267,168	\$299,030
6.21	Local Services Support Aid	\$179,917	\$201,373
6.22	Local Consolidated Systems Aid	\$0	\$0
6.26	Public Library System Basic Aid	\$1,300,889	\$1,477,913

6.27	Public Library System Supplementary Operational Aid	\$179,582	\$204,795
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**State Aid**

6.36	Special Legislative Grants and Member Items	\$180,992	\$196,500
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**Note:** \$5,992.00 LOVE YOUR LIBRARY GRANT \$175,000.00 SENATE/ASSEMBLY AID 1800146053

6.37	The New York Public Library - The Research Libraries	\$0	\$0
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6.38	The New York Public Library, Andrew Heiskell Library for the Blind and Physically Handicapped Aid	\$0	\$0
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6.39	The New York Public Library, City University of New York	\$0	\$0
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6.40	The New York Public Library, Schomburg Center for Research in Black Culture Library Aid	\$0	\$0
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6.41	The New York Public Library, Science, Industry and Business Library	\$0	\$0
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6.42	Does the system receive state funding from other sources? Enter Y for Yes, N for No. (Report Special Legislative Grants and Member Items on Q 6.36).	N	N
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Complete one record for each grant. If the system does not receive other state aid, enter N/A on questions 1 and 2 of one repeating group.

1.	Funding Source	N/A	N/A
----	----------------	-----	-----

2.	Amount	N/A	N/A
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6.43	Total Other State Aid (total question #2 of Repeating Group #9 above)	\$0	\$0
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6.44	<b>Total State Aid Receipts</b> (total questions 6.6 through 6.12, questions 6.20 through 6.22, questions 6.26 through 6.27, questions 6.36 through 6.41, and question 6.43)	\$2,574,490	\$2,913,109
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**Note:** Amount is lower due to MCLS receiving 2020 funding allocations in 2021 due to initial cuts at the commencement of the pandemic and later restored. The 2022 amount reflects one complete year of funding only.

**FEDERAL AID**

6.45	Library Services and Technology Act (LSTA)	\$0	\$56,991
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6.46	Does the system receive any other Federal Aid (specify Act and Title) e.g., NEH, NEA, etc.? Enter Y for Yes, N for No.	Y	Y
------	--	---	---

Complete one record for each grant. If the system does not receive other federal aid, enter N/A on questions 1 and 2 of one repeating group

1.	Funding Source	N/Universal Service Administrative Company	USAC/FEDERAL E-RATE
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2.	Amount	\$312,109	\$288,237
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**Note:** \$19,980.00 INTERNET \$194,737.90 DIGITAL TRANSMISSION SERVICES \$12,765.81 WIRELESS ACCESS POINTS \$84,624.80 MIFI UNITS

**Federal Aid/Contracts**

6.47	Total Other Federal Aid (total questions #2 of Repeating Group #10 above)	\$312,109	\$288,237
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6.48	Total Federal Aid (total questions 6.45 and 6.47)	\$312,109	\$345,228
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**CONTRACTS WITH LIBRARIES, LIBRARY SYSTEMS AND/OR OTHER INSTITUTIONS IN NEW YORK STATE**

6.49	Does the system contract with libraries, library systems or other institutions in New York State? Enter Y for Yes, N for No.	N	N
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Complete one record for each contract. If the system does not contract, enter N/A on questions 1, 2 and 3 of one repeating group.

1.	Contracting Agency	N/A	N/A
----	--------------------	-----	-----

2.	Contracted Service	N/A	N/A
----	--------------------	-----	-----

3.	Total Contract Amount	N/A	N/A
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6.50	Total Contracts (total question #3 of Repeating Group #11 above)	\$0	\$0
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**MISCELLANEOUS RECEIPTS**

6.51	Gifts, Endowments, Fundraising, Foundations (include Gates Grants here; specify project number(s) and dollar amount using the state note)	\$0	\$0
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6.53	Income from Investments	\$0	\$0
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**Miscellaneous**

Proceeds from Sale of Property

6.54	Real Property	\$0	\$0
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6.55	Equipment	\$0	\$0
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6.56	Does the system have other miscellaneous receipts in categories not listed in questions 6.51 through 6.55? Enter Y for Yes, N for No.	Y	Y
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Complete one record for each income category. If the system does not have other miscellaneous receipts, enter N/A on questions 1 and 2 of one repeating group.

1.	Receipt category	COST SHARES	<i>Cost shares</i>
2.	Amount	\$1,101,415	<i>\$1,148,725</i>
1.	Receipt category	15% Unreimbursed E-Rate shares from members	<i>Unreimbursed E-Rate shares from members</i>
2.	Amount	\$16,985	<i>\$13,624</i>
1.	Receipt category	Member bulk arts&rec ticket reimbursements	<i>Member bulk arts&amp;rec ticket reimbursements</i>
2.	Amount	\$15,599	<i>\$12,323</i>
1.	Receipt category	Sale of non-resident library cards	<i>Sale of non-resident library cards</i>
2.	Amount	\$33,200	<i>\$21,500</i>
1.	Receipt category	Library card expense reimbursements from members	<i>Library card expense reimbursements from members</i>

2.	Amount	\$3,617	\$2,129
1.	Receipt category	Fine payments from patrons	<i>Fine payments from patrons</i>
2.	Amount	\$99,221	\$105,054
1.	Receipt category	Material recovery from Unique Management	<i>Material recovery from Unique Management</i>
2.	Amount	\$42,073	\$30,146
6.57	Total Other Miscellaneous Receipts (total question #2 of Repeating Group #12 above)	\$1,312,110	\$1,333,501
6.58	<b>Total Miscellaneous Receipts</b> (total questions 6.51 through 6.55 and question 6.57)	\$1,312,110	\$1,333,501
6.59	<b>TOTAL OPERATING FUND RECEIPTS - Total Local Public Funds, Total State Aid, Total Federal Aid, Total Contracts, and Total Miscellaneous Receipts</b> (total questions 6.4, 6.44, 6.48, 6.50, and 6.58)	\$4,437,932	\$4,811,648
6.60	<b>BUDGET LOANS</b>	\$0	\$0
<b>Transfers/Grand Total</b>			
<b>TRANSFERS</b>			
6.61	Transfers from Capital Fund (Same as question 9.6)	\$0	\$0
6.62	Transfers from Other Funds	\$0	\$0
6.63	<b>Total Transfers</b> (total questions 6.61 and 6.62)	\$0	\$0
6.64	CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2022. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2021.)	\$771,196	\$608,071

6.67	GRAND TOTAL RECEIPTS, BUDGET	\$5,209,128	\$5,419,719
	LOANS, TRANSFERS, AND BALANCE/ROLLOVER (Public Library Systems - total questions 6.59, 6.60, 6.63 and 6.64 - must agree with question 7.82)		

## 7. Operating Fund Disbursements

### Staff/Collection/Grants/Capital

#### STAFF EXPENDITURES

##### Salaries

7.1	System Director and Librarians	\$0	\$0
7.2	Other Staff	\$0	\$0
7.3	<b>Total Salary and Wages Expenditures (total questions 7.1 and 7.2)</b>	\$0	\$0
7.4	Employee Benefits Expenditures	\$12,097	\$11,934

**Note:** Note: One retiree grandfathered in a plan covered by Monroe County Library System All employees are now expensed by the City of Rochester as employees of the Rochester Public Library

7.5	<b>Total Staff Expenditures (total questions 7.3 and 7.4)</b>	\$12,097	\$11,934
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#### COLLECTION EXPENDITURES

7.6	Print Materials Expenditures	\$0	\$15,137
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**Note:** Due to the elimination of adult & family lit-no print materials were purchased by the system-that was the historical revenue source we used to procure these items

7.7	Electronic Materials Expenditures	\$55,130	\$171,872
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**Note:** OverDrive-Digital Materials System \$8000 Consumer Reports \$38585 ProQuest- HeritageQuest Database \$8545 2022 expense lower due to one time use of CARES Act funds in 2021

7.8	Other Materials Expenditures	\$15,589	\$18,482
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**Note:** Art & Rec visitor passes for circulation

7.9	<b>Total Collection Expenditures (total questions 7.6 through 7.8)</b>	\$70,719	\$205,491
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#### GRANTS TO MEMBER LIBRARIES

Cash Grants Paid From

7.10	Local Library Services Aid (LLSA)	\$267,168	\$299,030
7.11	Central Library Services Aid (CLSA)	\$300,616	\$342,431
7.15	Other State Aid/Grants (e.g., Construction, Special Legislative or Member Grants)	\$346,318	\$418,291

**Note:** Note: Senate/Assembly Grant in Aid paid to select members: Fairport Public Library \$ 17,500 Senate Irondequoit Public Library \$ 17,500 Senate Penfield Public Library \$ 20,000 Senate Pittsford Community Library \$ 20,000 Senate Rochester Public Central Library\$ 25,000 Senate Rochester Public Community Libr \$ 20,000 Senate GATES PUBLIC LIBRARY \$ 30,000 Assembly PARMA PUBLIC LIBRARY \$ 25,000 Assembly Rochester Public Library: Coordinated Outreach \$157,444 County Jail Aid \$7882 Love Your Library Grant paid to all members \$5992

7.16	Federal Aid	\$0	\$0
7.17	Other cash grants paid from system funds	\$101,630	\$114,120

**Note:** Note: FINES PAID BACK TO MEMBERS; THE REVENUE COLLECTED FROM PATRON PAYMENT OF OUTSTANDING FINES IS PAID BACK TO MEMBER LIBRARIES OF MCLS BASED ON A CENSUS BASED POPULATION FORMULA RELATIVE TO THE GROSS RECEIPT. THEREFORE, ALL OUR MEMBERS GET A FAIR SHARE OF OVERDUE FINE REVENUE.

7.18	<b>Total Cash Grants (total questions 7.10 through 7.17)</b>	\$1,015,732	\$1,173,872
7.19	Book/Library Materials Grants	\$0	\$0
7.20	Other Non-Cash Grants	\$0	\$0
7.21	<b>Total Grants to Member Libraries (total questions 7.18 through 7.20)</b>	\$1,015,732	\$1,173,872

#### **CAPITAL EXPENDITURES FROM OPERATING FUNDS**

7.22	Bookmobile	\$0	\$0
7.23	Other Vehicles	\$52,739	\$45,749
7.24	Computer Equipment	\$248,506	\$201,101
<b>Note:</b> NETDIVERSE WIRELESS ACCESS POINTS \$ 15,018.60 T-MOBILE MiFi'S \$45,776.27 CAMPBELLNET SWITCHES \$187,711.06			
7.25	Furniture/Furnishings	\$0	\$0
7.26	Other Capital Expenditures	\$0	\$0

7.27	<b>Total Capital Expenditures from Operating Fund</b> (total questions 7.22 through 7.26)	\$301,245	\$246,850
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Capital Cont./Operation and Maintenance/Misc.

**TOTAL CAPITAL EXPENDITURES BY SOURCE OF FUNDS**

7.28	From Local Public Funds (71PF)	\$0	\$560
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**Note:** We did not have an expense in this category in 2022

7.29	From Other Funds (71OF)	\$301,245	\$246,290
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**Note:** Note: This cost is expenditures using USAC/E-rate funds for category 1 services. E-rate fluctuates annually depending on what we did a 470 RFP and 471 order of services for with USAC.

7.30	<b>Total Capital Expenditures by Source</b> (total questions 7.28 and 7.29; same as question 7.27)	\$301,245	\$246,850
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**OPERATION AND MAINTENANCE OF BUILDINGS**

Repairs To Buildings and Building Equipment by Source of Funds

7.31	From Local Public Funds (72PF)	\$0	\$0
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7.32	From Other Funds (72OF)	\$0	\$0
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7.33	<b>Total Repairs to Buildings and Building Equipment</b> (total questions 7.31 and 7.32)	\$0	\$0
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7.34	Other Building & Maintenance Expenses	\$0	\$0
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7.35	<b>Total Operation and Maintenance of Buildings</b> (total questions 7.33 and 7.34)	\$0	\$0
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**MISCELLANEOUS EXPENSES**

7.36	Total Operation & Maintenance of Bookmobiles and Other Vehicles	\$52,739	\$45,322
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**Note:** Note: FLEET MAINTNENACE

7.37	Office and Library Supplies	\$0	\$500
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7.38	Equipment	\$176,139	<i>\$185,632</i>
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**Note:** CARL 152,521 Vertiv-Liebert WEISSCO POWER- UPS Maintenance 5543 HPE - VM Ware Software Maint 1088 SHI-VEEAM Backup and Replication 2406 TDR - offsite DR back up copy annual support 10,320 PRTG Network Monitor software renewal 500 sensors 358 TDR SAN hardware maintenance 2918 TDR HPE Pointnext technical support 985

7.39	Telecommunications	\$245,303	<i>\$236,680</i>
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**Note:** Internet Access \$28,860 Digital Transmission Services \$216,443

7.40	Postage and Freight	\$6,000	<i>\$14,600</i>
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7.41	Publicity and Printing	\$0	<i>\$12,000</i>
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7.42	Travel	\$0	<i>\$14,000</i>
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7.43	Fees for Consultants and Professionals - Please include a Note with the consultants' or vendors' names and a brief description of the service(s) provided.	\$46,899	<i>\$110,037</i>
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**Note:** Campbellnet Solution Automation Contingency Support \$10,997.48 SpringShare - LibCal calendar access 2352 Unique Management Collection Services 28605 Monroe County IT Dept chargeback 1/2 Rack Access 4,920 Monroe County Sheriff-Service of Process chargeback 25.00 2022 less expense due to 2021 being a year in which installation only costs were paid to a third party for multiple IT related projects

7.44	Membership Dues - Please include a State Note listing Professional Organization Memberships for which dues are being paid.	\$61,215	<i>\$65,035</i>
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**Note:** ALA 993 NYLA 10,125 BlueTower 1410 Constant Contact 28000 Quipu - e-card annual fee 4025 OCLC CARLWeb- EZ Proxy hosted server 7219 RRLC 1744 RRLC/JetX and EDL Delivery Service 2,000 Siteimprove SPLIT W/ RPL 50/50 1939 Public Browser 500 LibraryH3lp 1510 FirstSearch WorldCat-RRLC subscription 1750

7.45	Does the system have other miscellaneous expenses in categories not listed in questions 7.36 through 7.44? Enter Y for Yes, N for No.	Y	Y
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Complete one record for each expense category. If the system does not have other miscellaneous expenses, enter N/A on questions 1 and 2 of one repeating group.

1.	Expense category	Training	<i>Training</i>
2.	Amount	\$2,213	<i>\$7,508</i>

**Miscellaneous Cont./Contracts/Debt Service**

7.46	Total Other Miscellaneous Expenses (total question #2 of Repeating Group #13)	\$2,213	\$7,508
7.47	<b>Total Miscellaneous Expenses</b> (total questions 7.36 through 7.45 and 7.47)	\$590,508	\$691,314

**CONTRACTS WITH LIBRARIES and/or LIBRARY SYSTEMS IN NEW YORK STATE**

7.48	Does the system contract with libraries and/or library systems in New York State? Enter Y for Yes, N for No.	Y	Y
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Complete one record for each contract. If the system does not contract, enter N/A on questions 1, 2, and 3 of one repeating group.

1.	Contracting Agency (specify using the State note)	ROCHESTER PUBLIC LIBRARY	<i>ROCHESTER PUBLIC LIBRARY</i>
2.	Contracted Service (specify using the State note)	SYSTEM SERVI	<i>SYSTEM SVCS</i>
3.	Total Contract Amount	\$2,117,843	\$2,099,252

7.49	<b>Total Contracts</b> (total question #3 of Repeating Group #14 above)	\$2,117,843	\$2,099,252
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**DEBT SERVICE**

Capital Purposes Loans (Principal and Interest)

7.50	From Local Public Funds (73PF)	\$219,810	\$219,810
7.51	From Other Funds (73OF)	\$0	\$0
7.52	<b>Total Capital Purposes Loans</b> (total questions 7.50 and 7.51)	\$219,810	\$219,810

**Transfers**

Other Loans

7.53	Other Loans	\$0	\$0
7.54	<b>Total Debt Service</b> (total questions 7.52 and 7.53)	\$219,810	\$219,810

7.55	<b>TOTAL DISBURSEMENTS - Total Staff Expenditures, Total Collection Expenditures, Total Grants to Member Libraries, Total Capital Expenditures, Total Operation and Maintenance of Buildings, Total Miscellaneous Expenses, Total Contracts, and Total Debt Service (total questions 7.5, 7.9, 7.21, 7.27, 7.35, 7.47, 7.49, and 7.54)</b>	\$4,327,954	\$4,648,523
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**TRANSFERS**

Transfers to the Capital Fund

7.56	From Local Public Funds (76PF)	\$0	\$0
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**Note:** Transfer to capital fund due to shortfall in fleet replacement acquisition.

7.57	From Other Funds (76OF)	\$0	\$0
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7.58	<b>Total Transfers to Capital Fund</b> (total questions 7.56 and 7.57; same as question 8.2)	\$0	\$0
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**Note:** transfer to capital from fund balance to support fleet replacement shortfall

7.59	<b>Total Transfers to Other Funds</b>	\$0	\$0
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7.60	<b>Total Transfers</b> (total questions 7.58 and 7.59)	\$0	\$0
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7.61	<b>TOTAL DISBURSEMENTS AND TRANSFERS</b> (total questions 7.55 and 7.60)	\$4,327,954	\$4,648,523
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**Cash Balance/Grand Total/Audit/Bank Balance**

7.62	<b>CLOSING CASH BALANCE at the End of the Current Fiscal Reporting Year (For Public Library Systems - December 31, 2022)</b>	\$881,174	\$771,196
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7.82	<b>GRAND TOTAL DISBURSEMENTS, TRANSFERS, &amp; ENDING BALANCE</b> (total questions 7.61 and 7.62)	\$5,209,128	\$5,419,719
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**FISCAL AUDIT**

Note: For questions which include a choice of "Other" in a drop-down menu, please add a Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

7.83	Last audit performed (mm/dd/yyyy)	04/01/2023	04/01/2022
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7.84 Time period covered by this audit (mm/dd/yyyy - mm/dd/yyyy) 01/01/2022-12/31/2022 01/01/2021-12/31/2021

7.85 Indicate type of audit (select one from drop-down): County County

### ACCOUNT INFORMATION

Complete one record for each financial account

1. Name of bank or financial institution N/A N/A

2. Amount of funds on deposit N/A N/A

7.86 **Total Bank Balance** (total question #2 of Repeating Group #15) \$0 \$0

7.87 Does the system have a Capital Fund? Enter Y for Yes, N for No. If yes, please complete the Capital Fund Report. If no, stop here. Y Y

## 8. Capital Fund Receipts

### State Aid and Grants for Capital Projects

8.1 **Total Revenue From Local Sources** \$235,265 \$155,000

**Note:** standard annual County CIP allocation/fleet replacement new for FY2022

8.2 **Transfer From Operating Fund** (same as question 7.58) \$0 \$0

### STATE AID FOR CAPITAL PROJECTS

8.3 State Aid Received for Construction \$0 \$0

### ALL OTHER AID AND/OR GRANTS FOR CAPITAL PROJECTS

8.4 Does the system receive any other aid and/or grants for capital projects. Enter Y for Yes, N for No. If yes, complete one record for each award. If no, enter N/A on questions 1 and 2 of one repeating group. N N

1. Contracting Agency N/A N/A

2.	Amount	N/A	N/A
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**Totals/Cash Balance**

8.5	<b>Total Aid and/or Grants</b> (total question #2 of Repeating Group #16 above)	\$0	\$0
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8.6	<b>TOTAL RECEIPTS - Revenues from Local Sources, Interfund Revenue, State Aid for Capital Projects, and All Other Aid and/or Grants for Capital Projects</b> (total questions 8.1, 8.2, 8.3, and 8.5)	\$235,265	\$155,000
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8.7	<b>NONREVENUE RECEIPTS</b>	\$0	\$0
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8.8	<b>TOTAL RECEIPTS - Total Receipts and Nonrevenue Receipts</b> (total questions 8.6 and 8.7)	\$235,265	\$155,000
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8.9	CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2022. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2021.)	\$205,735	\$113,367
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**Grand Total**

8.10	<b>TOTAL RECEIPTS AND CASH BALANCE</b> (total questions 8.8 and 8.9)	\$441,000	\$268,367
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## 9. Capital Fund Disbursements

**Project Expenditures/Cash Balance**

**PROJECT EXPENDITURES**

9.1	Total Construction	\$0	\$0
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9.2	Incidental Construction	\$0	\$0
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9.3	Books and Library Materials	\$0	\$0
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9.4	Total Other Disbursements	\$47,311	\$62,632
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9.5	<b>Total Project Expenditures</b> (total questions 9.1 through 9.4)	\$47,311	\$62,632
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**Note:** Supported IT equipment; computers, printers, cabling, surveillance cameras, servers

9.6	<b>TRANSFER TO OPERATING FUND</b> (Same as question 6.61)	\$0	\$0
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9.7	<b>TOTAL NONPROJECT EXPENDITURES</b>	\$0	\$0
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9.8	<b>TOTAL DISBURSEMENTS - Total Project Expenditures, Transfer to Operating Fund, and Total Nonproject Expenditures</b> (total questions 9.5 through 9.7)	\$47,311	\$62,632
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9.9	<b>CLOSING CASH BALANCE IN CAPITAL FUND at the End of the Current Fiscal Year (December 31, 2022, for Public Library Systems)</b>	\$393,689	\$205,735
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**Note:** We have encumbrances for fleet replacement, no expenses paid yet

**Grand Total**

9.10	<b>TOTAL DISBURSEMENTS AND CASH BALANCE</b> (total questions 9.8 and 9.9)	\$441,000	\$268,367
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## 12. Projected Annual Budget For Library Systems

Public Library Systems Budget for January 1, 2023 - December 31, 2023

### PROJECTED OPERATING FUND - RECEIPTS

12.1	<b>Total Operating Fund Receipts</b> (include Local Aid, State Aid, Federal Aid, Contracts and Miscellaneous Receipts)	\$4,497,520	\$4,512,750
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**Note:** Offering reduced member cost shares in 2023 Anticipate less member reimbursement for 15% unfunded share of E-rate category 2 expenses

12.2	<b>Budget Loans</b>	\$0	\$0
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12.3	<b>Total Transfers</b>	\$0	\$0
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<b>12.4</b>	<b>Cash Balance/Ending Balance in Operating Fund at the end of the previous fiscal year (For Public Library Systems, opening balance on January 1, 2023 must be the same as the December 31, 2022, closing balance reported on Q7.62 of the 2022 annual report)</b>	<b>\$881,174</b>	<b>\$771,196</b>
<b>12.5</b>	<b>Grand Total Operating Fund Receipts, Budget Loans, Transfers and Ending Balance (total questions 12.1 through 12.4)</b>	<b>\$5,378,694</b>	<b>\$5,283,946</b>

**PROJECTED OPERATING FUND - DISBURSEMENTS**

<b>12.6</b>	<b>Total Operating Fund Disbursements (include Staff Expenditures, Collection Expenditures, Grants to Member Libraries, Capital Expenditures from Operating Funds, Operation and Maintenance of Buildings, Miscellaneous Expenses, Contracts with Libraries and Library Systems in New York State and Debt Service)</b>	<b>\$4,497,520</b>	<b>\$4,512,750</b>
<b>12.7</b>	<b>Total Transfers</b>	<b>\$0</b>	<b>\$0</b>
<b>12.8</b>	<b>Cash Balance/Ending Balance in Operating Fund at the end of the fiscal year (For Public Library Systems, balance as of December 31, 2023)</b>	<b>\$881,174</b>	<b>\$771,196</b>
<b>12.9</b>	<b>Grand Total Operating Fund Disbursements, Transfers and Ending Balance (total questions 12.6 through 12.8)</b>	<b>\$5,378,694</b>	<b>\$5,283,946</b>

**PROJECTED CAPITAL FUND - RECEIPTS**

<b>12.10</b>	<b>Capital Fund Receipts (include Revenues from Local Sources, Transfer from Operating Fund, State Aid for Capital Projects and All Other Aid for Capital Projects)</b>	<b>\$155,000</b>	<b>\$155,000</b>
<b>12.11</b>	<b>Nonrevenue Receipts</b>	<b>\$0</b>	<b>\$0</b>
<b>12.12</b>	<b>Cash Balance in Capital Fund at the end of the previous fiscal year (For Public Library Systems, opening balance on January 1, 2023, must be the same as the December 31, 2022, closing balance reported on Q9.9 of the 2022 annual report)</b>	<b>\$393,689</b>	<b>\$205,735</b>
<b>12.13</b>	<b>Grand Total Capital Fund Receipts and Balance (total questions 12.10 through 12.12)</b>	<b>\$548,689</b>	<b>\$360,735</b>

## PROJECTED CAPITAL FUND - DISBURSEMENTS

<b>12.14 Capital Fund Disbursements (include Project Expenditures, Transfer to Operating Fund and Nonproject Expenditures</b>	<b>\$175,000</b>	<b>\$346,750</b>
<b>12.15 Cash Balance in Capital Fund at the end of the current fiscal year (For Public Library Systems, December 31, 2023)</b>	<b>\$373,689</b>	<b>\$13,985</b>
<b>12.16 Grand Total Capital Fund Disbursement, Transfers, and Balance (Sum of questions 12.14 and 12.15)</b>	<b>\$548,689</b>	<b>\$360,735</b>

## 13. State Formula Aid Disbursements

### Public Library Systems Basic Aid

#### **PUBLIC LIBRARY SYSTEMS BASIC AID, SUPPLEMENTAL AID and either LOCAL LIBRARY SERVICES AID and LOCAL SERVICES SUPPORT AID or LOCAL CONSOLIDATED SERVICES AID (Brooklyn, New York Public and Queens Borough only)**

**Statutory Reference (Basic Aid):** Education Law § 272, 273(1)(a, c, d, e, n)  
Commissioners Regulations 90.3

**Statutory Reference (LLSA):** Education Law § 272, 273(1)(f)(1)  
Commissioners Regulations 90.3 and 90.9  
The formula is \$0.31 per capita of a member library's chartered services area with a minimum of \$1,500 per library with formula equity to 1991 LLIA.

**Statutory Reference (LSSA):** Education Law § 272, 273(1)(f)(2)  
Commissioners Regulations 90.3 and 90.10  
The formula is \$0.31 per capita for system population living outside the chartered service areas of member libraries plus 2/3 members LLSA.

**Statutory Reference (LCSA):** Education Law § 272, 273(1)(f)(3)  
Commissioners Regulations 90.3  
The formula is \$0.31 per capita plus 2/3 of per capita total with formula equity to 1991 LLIA.

**Statutory Reference (Supplemental):** Education Law § 273(11)(a)  
The formula is a base grant of \$39,000 and an amount equal to 10.94% of the amount of Basic Aid provided under Education Law § 273(1)(a, c, d, e, and n).

**BECPL Special Aid:** Education Law § 273(1)(l)  
Annual sum of \$50,000 for a continuity of service project. (Included in Basic Aid Payment)

**Brooklyn Special Aid:** Education Law § 273(1)(k)  
Annual sum of \$350,000 for business library. (Included in Basic Aid Payment)

**Nassau Special Aid:** Education Law § 273(1)(m)

**13.1.1-13.1.2 Professional Salaries: Indicate total FTE and salaries for all professional system employees.**

**13.1.1 Total Full-Time Equivalents (FTE)** 0 0

**13.1.2 Total Expenditure for Professional Salaries** \$0 \$0

**13.1.3-13.1.4 Other Staff Salaries: Indicate total FTE and salaries for all other system employees.**

**13.1.3 Total Full-Time Equivalents (FTE)** 0 0

**13.1.4 Total Expenditure for Other Staff Salaries** \$0 \$0

**13.1.5 Employees Benefits: Indicate the total expenditures for all system employee fringe benefits.** \$0 \$0

**13.1.6 Purchased Services: Did the system expend funds for purchased services?** N N  
Enter Y for Yes, N for No.

**Note: For questions which include a choice of "Other" in a drop-down menu, please add a Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.**

**If yes, complete one record for each applicable category; if no, enter N/A for questions 1, 2 and 3 of one repeating group.**

**1. Expenditure Category** N/A N/A

**2. Provider of Services** N/A N/A

**3. Expenditure** N/A N/A

**13.1.7 Total Expenditure - Purchased Services** \$0 \$0

**13.1.8 Supplies and Materials: Did the system expend funds for supply items, postage, library materials, or equipment and furnishings with a unit cost less than \$5,000? Enter Y for Yes, N for No.** N N

**Note: For questions which include a choice of "Other" in a drop-down menu, please add a Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.**

If yes, complete one record for each applicable category; if no, enter N/A for questions 1 and 2 of one repeating group.

1. Expenditure Category N/A N/A

2. Expenditure N/A N/A

**13.1.9 Total Expenditure - Supplies and Materials \$0 \$0**

**13.1.10 Travel Expenditures: Did the system expend funds for travel? Enter Y for Yes, N for No. N N**

If yes, complete one record for each applicable category; if no enter N/A for questions 1 and 2 of one repeating group.

1. Type of Travel N/A N/A

2. Expenditure N/A N/A

**13.1.11 Total Expenditures - Travel \$0 \$0**

**13.1.12 Equipment and Furnishings: Did the system expend funds for equipment and furnishings with a unit cost of \$5,000 or more and having a useful life of more than one year. Enter Y for Yes, N for No. N N**

If yes, complete one record for each applicable category; if no enter N/A for questions 1, 2, 3, and 4 of one repeating group.

1. Type of Item N/A N/A

2. Quantity N/A N/A

3. Unit Cost N/A N/A

4. Expenditure N/A N/A

**13.1.13 Total Expenditure - Equipment and Furnishings \$0 \$0**



1.	Recipient	Fairport Public Library	<b><i>FAIRPORT PUBLIC LIBRARY</i></b>
2.	Allocation	\$12,170	<i>\$11,475</i>
3.	Project Description (no more than 300 words)	LLSA	<i>Response has been entered.</i>
1.	Recipient	Gates Public Library	<b><i>GATES PUBLIC LIBRARY</i></b>
2.	Allocation	\$11,534	<i>\$11,120</i>
3.	Project Description (no more than 300 words)	LLSA	<i>Response has been entered.</i>
1.	Recipient	Greece Public Library	<b><i>GREECE PUBLIC LIBRARY</i></b>
2.	Allocation	\$28,719	<i>\$27,448</i>
3.	Project Description (no more than 300 words)	LLSA	<i>Response has been entered.</i>
1.	Recipient	Hamlin Public Library	<b><i>HAMLIN PUBLIC LIBRARY</i></b>
2.	Allocation	\$2,727	<i>\$2,629</i>
3.	Project Description (no more than 300 words)	LLSA	<i>Response has been entered.</i>
1.	Recipient	Henrietta Public Library	<b><i>HENRIETTA PUBLIC LIBRARY</i></b>
2.	Allocation	\$13,954	<i>\$12,163</i>
3.	Project Description (no more than 300 words)	LLSA	<i>Response has been entered.</i>

1.	Recipient	Irondequoit Public Library	<b><i>IRONDEQUOIT PUBLIC LIBRARY</i></b>
2.	Allocation	\$15,899	<i>\$15,327</i>
3.	Project Description (no more than 300 words)	LLSA	<i>Response has been entered.</i>
1.	Recipient	Mendon Public Library	<b><i>MENDON PUBLIC LIBRARY</i></b>
2.	Allocation	\$2,695	<i>\$2,614</i>
3.	Project Description (no more than 300 words)	LLSA	<i>Response has been entered.</i>
1.	Recipient	Newman Riga Library	<b><i>NEWMAN RIGA FREE LIBRARY</i></b>
2.	Allocation	\$1,655	<i>\$1,597</i>
3.	Project Description (no more than 300 words)	LLSA	<i>Response has been entered.</i>
1.	Recipient	Ogden Farmer's Library	<b><i>OGDEN FARMERS LIBRARY COMPANY OF OGDEN</i></b>
2.	Allocation	\$6,006	<i>\$5,672</i>
3.	Project Description (no more than 300 words)	LLSA	<i>Response has been entered.</i>
1.	Recipient	Parma Public Library	<b><i>PARMA PUBLIC LIBRARY</i></b>
2.	Allocation	\$4,805	<i>\$4,465</i>
3.	Project Description (no more than 300 words)	LLSA	<i>Response has been entered.</i>

1.	Recipient	Penfield Public Library	<i><b>PENFIELD PUBLIC LIBRARY</b></i>
2.	Allocation	\$11,685	<i><b>\$10,352</b></i>
3.	Project Description (no more than 300 words)	LLSA	<i><b>Response has been entered.</b></i>
1.	Recipient	Pittsford Community Library	<i><b>PITTSFORD COMMUNITY LIBRARY</b></i>
2.	Allocation	\$9,072	<i><b>\$8,399</b></i>
3.	Project Description (no more than 300 words)	LLSA	<i><b>Response has been entered.</b></i>
1.	Recipient	Rochester Public Library	<i><b>ROCHESTER PUBLIC LIBRARY</b></i>
2.	Allocation	\$101,290	<i><b>\$97,648</b></i>
3.	Project Description (no more than 300 words)	LLSA	<i><b>Response has been entered.</b></i>
1.	Recipient	Rush Public Library	<i><b>RUSH PUBLIC LIBRARY</b></i>
2.	Allocation	\$1,434	<i><b>\$1,382</b></i>
3.	Project Description (no more than 300 words)	LLSA	<i><b>Response has been entered.</b></i>
1.	Recipient	Scottsville Free Library	<i><b>SCOTTSVILLE FREE LIBRARY</b></i>
2.	Allocation	\$1,716	<i><b>\$1,654</b></i>
3.	Project Description (no more than 300 words)	LLSA	<i><b>Response has been entered.</b></i>

1.	Recipient	Webster Public Library	<i>WEBSTER PUBLIC LIBRARY</i>
2.	Allocation	\$13,430	<i>\$12,180</i>
3.	Project Description (no more than 300 words)	LLSA	<i>Response has been entered.</i>
13.1.16	<b>Total Expenditures - Grants for Member Libraries</b>	\$267,168	<i>\$299,030</i>
13.1.17	<b>Total Expenditure (total 13.1.2, 13.1.4, 13.1.5, 13.1.7, 13.1.9, 13.1.11, 13.1.13, 13.1.14, and 13.1.16)</b>	\$534,336	<i>\$598,060</i>
13.1.18	Cash Balance at the Opening of the Fiscal Year NOTE: The opening balance must be the same as the closing balance of the previous year.	\$6,418,556	<i>\$5,190,339</i>
13.1.19	Total Allocation from 2022 - 2023 State Aid:	\$1,927,556	<i>\$1,826,277</i>
13.1.20	<b>Total Available Before Expenditures (total 13.1.18 + 13.1.19)</b>	\$8,346,112	<i>\$7,016,616</i>
13.1.21	<b>Cash Balance at the End of the Current Fiscal Year (total 13.1.19 + 13.1.18 - 13.1.17)</b>	\$7,811,776	<i>\$6,418,556</i>
13.1.22	Final Narrative: Provide a brief narrative, no more than fifteen hundred (1500) words, describing the major activities carried out with these State Aid Funds.	Supported system wide ILS and Shipping Services.	<i>Response has been entered.</i>

Central Library Services Aid

**CENTRAL LIBRARY SERVICES AID (CLSA)**

**Statutory Reference:** Education Law § 273(1)(b)  
**Commissioners Regulations 90.4**  
**Central Library Services Aid is \$0.32 per capita with a minimum amount of \$105,000 and an additional \$71,500.**  
**Include in this category CLSA expenditures for services and library materials. CLSA funds which are expended for library materials must be used for adult non-fiction and foreign language, including electronic content.**  
**See <http://www.nysl.nysed.gov/libdev/clda/index.html> for more information.**

**13.2.1-13.2.2 Professional Salaries: Indicate total FTE and salaries for all professional system employees (paid from CLSA funds).**

<b>13.2.1</b>	<b>Total Full-Time Equivalents (FTE)</b>	<b>N/A</b>	<b>N/A</b>
<b>13.2.2</b>	<b>Total Expenditure for Professional Salaries</b>	<b>\$0</b>	<b>\$0</b>

**13.2.3-13.2.4 Other Staff Salaries: Indicate total FTE and salaries for all other system employees (paid from CLSA funds).**

<b>13.2.3</b>	<b>Total Full-Time Equivalents (FTE)</b>	<b>0</b>	<b>0</b>
<b>13.2.4</b>	<b>Total Expenditures for Other Staff Salaries</b>	<b>\$0</b>	<b>\$0</b>
<b>13.2.5</b>	<b>Employee Benefits: Indicate the total expenditures for all system employee benefits (paid from CLSA funds).</b>	<b>\$0</b>	<b>\$0</b>

<b>13.2.6</b>	<b>Purchased Services: Did the system expend funds for purchased services? Enter Y for Yes, N for No.</b>	<b>N</b>	<b>N</b>
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**Note: For questions which include a choice of "Other" in a drop-down menu, please add a Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.**

**If yes, complete one record for each applicable category; if no, enter N/A for questions 1, 2, and 3 of one repeating group.**

<b>1.</b>	<b>Expenditure Category</b>	<b>N/A</b>	<b>N/A</b>
<b>2.</b>	<b>Provider of Services</b>	<b>N/A</b>	<b>N/A</b>
<b>3.</b>	<b>Expenditure</b>	<b>N/A</b>	<b>N/A</b>

13.2.7 **Total Expenditure - Purchased Services** \$0 \$0

13.2.8 **Supplies and Materials: Did the system expend funds for supply items, postage, adult nonfiction and foreign language library materials, or equipment and furnishings with a unit cost less than \$5,000? Enter Y for Yes, N for No.** N N

**Note: For questions which include a choice of "Other" in a drop-down menu, please add a Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.**

If yes, complete one record for each applicable category; if no, enter N/A for questions 1 and 2 of one repeating group.

1. Expenditure Category N/A N/A

2. Expenditure N/A N/A

13.2.9 **Total Expenditure - Supplies and Materials** \$0 \$0

13.2.10 **Travel Expenditures: Did the system expend funds for travel? Enter Y for Yes, N for No.** N N

If yes, complete one record for each type of travel; if no, enter N/A for questions 1 and 2 of one repeating group.

1. Type of travel N/A N/A

2. Expenditure N/A N/A

13.2.11 **Total Expenditures - Travel** \$0 \$0

13.2.12 **Equipment and Furnishings: Did the system expend funds for equipment and furnishings with a unit cost of \$5,000 or more and having a useful life of more than one year. Enter Y for Yes, N for No.** N N

If yes, complete one record for each type of item purchased; if no, enter N/A for questions 1, 2, 3 and 4 of one repeating group.

1. Type of item N/A N/A

2. Quantity N/A N/A

3. Unit cost N/A N/A

4.	Expenditure	N/A	N/A
13.2.13	<b>Total Expenditure - Equipment and Furnishings</b>	\$0	\$0
13.2.14	<b>Grants to Central/Co-Central Libraries: Did the system expend funds for grants to central/co-central libraries? Enter Y for Yes, N for No.</b>	Y	Y
If yes, complete one record for each grant; if no, enter N/A for questions 1, 2, and 3 of one repeating group.			
1.	Recipient	Rochester Public Library	<i>Rochester Public Library</i>
2.	Allocation	\$300,616	\$342,431
3.	Project Description (no more than 300 words)	Print and electronic reference materials	<i>Response has been entered.</i>
13.2.15	<b>Total Expenditure - Grants to Central/Co-Central Libraries</b>	\$300,616	\$342,431
13.2.16	<b>Total Expenditure (total 13.2.2, 13.2.4, 13.2.5, 13.2.7, 13.2.9, 13.2.11, 13.2.13, and 13.2.15)</b>	\$300,616	\$342,431
13.2.17	<b>Cash Balance at the Opening of the Fiscal Year</b> <b>NOTE: The opening balance must be the same as the closing balance of the previous year.</b>	0.00	\$57,079
13.2.18	<b>Total Allocation from 2022 - 2023 State Aid:</b>	\$300,616	\$285,352
13.2.19	<b>Total Available Before Expenditures (total 13.2.17 + 13.2.18)</b>	\$300,616	\$342,431
13.2.20	<b>Cash Balance at the end of the Current Fiscal Year (total 13.2.18 + 13.2.17 - 13.2.16)</b>	0.00	0.00
13.2.21	<b>Final Narrative: Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.</b>	Funds were distributed to Central Library Arts, Music, Recreation, and Literature divisions for print and electronic reference materials related to those subject areas.	<i>Response has been entered.</i>

**COORDINATED OUTREACH LIBRARY SERVICES AID**

**Statutory Reference:** Education Law § 273(1)  
(h)  
Commissioners  
Regulations 90.3

Beginning with 2021 report, Year 3 Adult and Family Literacy allocations and expenses should be included in Coordinated Outreach Services Aid.

13.4.1-13.4.2 **Professional Salaries:** Indicate total FTE and salaries for all professional system employees.

13.4.1	Total Full-Time Equivalents (FTE)	0	0
13.4.2	Total Expenditure for Professional Salaries	\$0	\$0

13.4.3-13.4.4 **Other Staff Salaries:** Indicate total FTE and salaries for all other system employees.

13.4.3	Total Full-Time Equivalents (FTE)	0	0
13.4.4	Total Expenditure for Other Staff Salaries	\$0	\$0

13.4.5 **Employee Benefits:** Indicate the total expenditures for all system employee benefits. \$0 \$0

13.4.6 **Purchased Services:** Did the system expend funds for purchased services? Enter Y for Yes, N for No. Y Y

Note: For questions which include a choice of "Other" in a drop-down menu, please add a Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

If yes, complete one record for each allowable expenditure; if no, enter N/A for questions 1, 2, and 3 of one repeating group.

1.	Expenditure Category	Other (specify using Note field)	<i>Other (specify using Note field)</i>
2.	Provider of Services	Rochester Public Library	<i>Rochester Public Library</i>
3.	Expenditure	\$157,444	<i>\$128,781</i>
13.4.7	<b>Total Expenditure - Purchased Services</b>	\$157,444	<i>\$128,781</i>

13.4.8 **Supplies and Materials:** Did the system expend funds for supply items, postage, library materials, or equipment and furnishings with a unit cost less than \$5,000? Enter Y for Yes, N for No. N N

Note: For questions which include a choice of "Other" in a drop-down menu, please add a Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

If yes, complete one record for each applicable category; if no, enter N/A for questions 1 and 2 of one repeating group.

1.	Expenditure Category	N/A	N/A
2.	Expenditure	N/A	N/A

13.4.9 **Total Expenditure - Supplies and Materials** 0 0

13.4.10 **Travel Expenditures:** Did the system expend funds for travel? Enter Y for Yes, N for No. Indicate the total expenditures for system employee travel only in this category. N N

If yes, complete one record for each type of travel; if no, enter N/A for questions 1 and 2.

1.	Type of Travel	N/A	N/A
2.	Expenditure	N/A	N/A

13.4.11 **Total Expenditure - Travel** \$0 \$0

13.4.12 **Equipment and Furnishings:** Did the system expend funds for equipment and furnishings with a unit cost of \$5,000 or more and having a useful life of more than one year. Enter Y for Yes, N for No. N N

If yes, complete one record for each type of item purchased; if no, enter N/A for questions 1, 2, 3, and 4 of one repeating group.

1.	Type of item	N/A	N/A
2.	Quantity	N/A	N/A
3.	Unit Cost	N/A	N/A
4.	Expenditure	N/A	N/A

13.4.13 <b>Total Expenditure - Equipment and Furnishings</b>	\$0	\$0
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13.4.14 Did the system expend funds on grants to member libraries? Enter Y for Yes, N for No.	N	N
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If yes, complete one record for each grant; if no, enter N/A for questions 1, 2, and 3 of one repeating group.

1. Recipient	N/A	N/A
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2. Allocation	N/A	N/A
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3. Description of Project		
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13.4.15 <b>Total Expenditure - Grants to Member Libraries</b>	\$0	\$0
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13.4.16 <b>Total Expenditure (total 13.4.2, 13.4.4, 13.4.5, 13.4.7, 13.4.9, 13.4.11, 13.4.13, and 13.4.15)</b>	\$157,444	\$128,781
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13.4.17 <b>Cash Balance at the Opening of the Fiscal Year</b>	\$21,193	\$0
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NOTE: The opening balance must be the same as the closing balance of the previous year.

13.4.18 <b>Total Allocation from 2022 - 2023 State Aid:</b>	\$157,444	\$149,974
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13.4.19 <b>Total Available Before Expenditures (total 13.4.17 + 13.4.18)</b>	\$178,637	\$149,974
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13.4.20 <b>Cash Balance at the End of the Current Fiscal Year (total 13.4.18 + 13.4.17 - 13.4.16)</b>	\$21,193	\$21,193
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13.4.21 **Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.

The Outreach Department loans micro collections of library materials to senior living agencies (age-restricted apartments, assisted living facilities, nursing homes, and subsidized housing) in Monroe County as stated in our Plan of Service. The materials are of the quantities, genres, and formats requested by participating sites. Our target populations consist primarily of older adults and adults with physical and/or developmental disabilities. We circulated 8,509 materials to 22 stations during 2022 and donated 296 items to 3 "donation stations". (Donation stations receive library discards and donated books they may permanently keep; this is a good option for facilities lacking the proper staff/volunteer support to manage library materials.) In 2022, we made 6 station support visits. Station visits allow Outreach staff to speak candidly with staff, volunteers, and residents about what's working well for their location and what isn't. It also gives us the opportunity to demonstrate other services we can provide. Many of our stations' residents rely heavily on assistive technology and own tablets, smart phones, and digital players from the New York State Talking Book and Braille Library. We offer support and digital training instruction sessions around these formats. We will continue to purchase materials in a variety of formats appropriate for our target population groups. During the previous budget year 1,382 items were purchased. The circulation total for the 2022 calendar year was 16,514. The item count of our collection at the end of 2022 was 20,282. We continue to provide library materials to homebound members of our community as stated in our Plan of Service.

*Response has been entered.*

Outreach staff arranged for delivery of 3,448 print, audio, and visual materials to 51 patrons in 2022. These individual patrons varied during the year due to some being inactive, relocated, or deceased. This is a highly individualized service; we found that in order to optimally manage and deliver in-home services, we attempt to keep the number of patrons around 50. The target population consists of elderly, visually impaired and blind, and physically disabled persons. We will continue to meet this aspect of our Plan of Service in 2023.

**Services to County Jails Aid**

**SERVICE TO COUNTY JAILS (INTERINSTITUTIONAL) AID**

**Statutory Reference:** Education Law § 285(2)

The intent of the Services to County Jails Program is to provide basic reading materials for those individuals who are incarcerated short term in county jails across the State. Examples of appropriate spending include books and magazine / newspaper subscriptions which are acceptable to the institution (Supplies & Materials), as well as programs such as Job Information and other topics directly relevant to the county jail incarcerated individuals' needs (Purchased Services). Salaries and benefits for system personnel providing programs and services to county jails are also appropriate expenditures.

**13.5.1-13.5.2 Professional Salaries:** Indicate total FTE and salaries for all professional system employees

13.5.1	Total Full-Time Equivalentents (FTE)	N/A	<i>N/A</i>
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13.5.2	Total Expenditure for Professional Salaries	N/A	<i>N/A</i>
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**13.5.3-13.5.4 Other Staff Salaries:** Indicate total FTE and salaries for all other system employees

13.5.3	Total Full-Time Equivalentents (FTE)	N/A	<i>N/A</i>
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13.5.4	Total Expenditures for Other Staff Salaries	N/A	<i>N/A</i>
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13.5.5	<b>Employee Benefits:</b> Indicate the total expenditures for all system employee benefits	N/A	<i>N/A</i>
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13.5.6 **Purchased Services:** Did the system expend funds for purchased services? Enter Y for Yes, N for No. Y Y

Note: For questions which include a choice of "Other" in a drop-down menu, please add a Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

If yes, complete one record for each allowable expenditure; if no, enter N/A for questions 1, 2, and 3 of one repeating group.

1.	Expenditure Category	Other (specify using Note field)	<i>Other (specify using Note field)</i>
2.	Provider of Services	ROCHESTER PUBLIC LIBRARY	<i>ROCHESTER PUBLIC LIBRARY</i>
3.	Expenditure	\$7,882	<i>\$8,460</i>
13.5.7	<b>Total Expenditure - Purchased Services</b>	\$7,882	<i>\$8,460</i>

13.5.8 **Supplies and Materials:** Did the system expend funds for supply items, postage, library materials, or equipment and furnishings with a unit cost less than \$5,000? Enter Y for Yes, N for No. N N

Note: For questions which include a choice of "Other" in a drop-down menu, please add a Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

If yes, complete one record for each type of item purchased; if no, enter N/A for questions 1 and 2 of one repeating group.

1.	Expenditure Category	N/A	<i>N/A</i>
2.	Expenditure	N/A	<i>N/A</i>
13.5.9	<b>Total Expenditure - Supplies and Materials</b>	\$0	<i>\$0</i>
13.5.10	<b>Total Expenditure (total 13.5.2 + 13.5.4 + 13.5.5 + 13.5.7 + 13.5.9)</b>	7,882.00	<i>8,460.00</i>

13.5.11 **Cash Balance at the Opening of the Fiscal Year:** \$0 \$0

NOTE: The opening balance must be the same as the closing balance from the previous year.

13.5.12	<b>Total Allocation from 2022 - 2023 State Aid</b>	\$7,882	\$8,460
13.5.13	Total Available Before Expenditures (total 13.5.11 + 13.5.12)	\$7,882	\$8,460
13.5.14	<b>Cash Balance at the End of the Current Fiscal Year (total 13.5.12 + 13.5.11 - 13.5.10)</b>	\$0	\$0

13.5.15 **Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.

Outreach Department staff continue to build a collection of recreational reading and workforce development-related materials for the Monroe County Jail. We also support a special collection for the Veterans Unit with input from the managing staff. In 2022, we purchased 399 books for the facility. The Outreach Department continues to revise, maintain, and distribute a reentry resource reference guide for incarcerated, formerly incarcerated, and other people in transition in the Rochester area titled Making Moves: A Resource of Transitional Services in Rochester and the Monroe County Area. The current format is a two-pocket folder that contains over 40 documents that provide newly released ex-offenders with job search advice and information on various community resources that can assist them. We ship packets by request to incarcerated individuals nearing the end of their sentence, but in an effort to save a tree -- it's a hefty packet -- we point those with internet access to the Making Moves webpage to download and print documents. In 2022 we distributed 55 physical packets, a decrease from the previous year, but the website received 1,328 pageviews. We expect the number of requests for physical packets will continue to decrease. Making Moves is updated quarterly. We will continue to meet this aspect of our Plan of Service in 2023.

*Response has been entered.*

**THE FOLLOWING QUESTIONS ARE FOR SYSTEMS WITH STATE CORRECTIONAL FACILITIES ONLY**

STATE CORRECTIONAL FACILITIES AID

**Statutory** Education Law § 285 (1)  
**Reference:** Commissioners Regulations 90.14  
 The amount provided in Education Law is \$9.25 per incarcerated individual. Please see the State Corrections Program Guidelines at [www.nysl.nysed.gov/libdev/outreach/corrgdln.htm](http://www.nysl.nysed.gov/libdev/outreach/corrgdln.htm) for more information.

13.6.1-13.6.2 **Professional Salaries:** Indicate total FTE and salaries for all system professional employees.

13.6.1	Total Full-Time Equivalents (FTE)	0	0
13.6.2	Total Expenditure for Professional Salaries	\$0	\$0

13.6.3-13.6.4 **Other Staff Salaries:** Indicate total FTE and salaries for all other system employees.

13.6.3	Total Full-Time Equivalents (FTE)	0	0
13.6.4	Total Expenditure for Other Staff Salaries	\$0	\$0

13.6.5 **Employee Benefits:** Indicate the total expenditures for all system employee benefits. \$0

13.6.6 **Purchased Services:** Does the system expend funds for purchased services? Enter Y for Yes, N for No. N

**Note:** THE STATE PRISON FACILITY IN ROCHESTER CLOSED IN MARCH 2022 THEREFORE NO AID WAS RECEIVED TO SUPPORT ANY PROGRAMS <https://www.whec.com/archive/state-to-shutdown-rochester-correctional-facility-5-other-sites-in-march-2022/>

**Note:** For questions which include a choice of "Other" in a drop-down menu, please add a Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

If yes, complete one record for each applicable category; if no, enter N/A for questions 1, 2 and 3 of one repeating group.

1.	Expenditure Category	N/A	<i>Other (specify using Note field)</i>
2.	Provider of Services	N/A	<i>ROCHESTER PUBLIC LIBRARY</i>

3.	Expenditure	N/A	\$802
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13.6.7	<b>Total Expenditure - Purchased Services</b>	0	802
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**Note:** THE STATE PRISON FACILITY IN ROCHESTER CLOSED IN MARCH 2022 THEREFORE NO AID WAS RECEIVED TO SUPPORT ANY PROGRAMS <https://www.whec.com/archive/state-to-shutdown-rochester-correctional-facility-5-other-sites-in-march-2022/>

13.6.8	<b>Supplies and Materials:</b> Did the system expend funds for supply items, postage, library materials, or equipment and furnishings with a unit cost less than \$5,000? Enter Y for Yes, N for No.	N	N
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**Note:** For questions which include a choice of "Other" in a drop-down menu, please add a Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

If yes, complete one record for each type of item purchased; if no, enter N/A for questions 1 and 2 of one repeating group.

1.	Expenditure Category	N/A	N/A
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2.	Expenditure	N/A	N/A
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13.6.9	<b>Total Expenditure - Supplies and Materials</b>	\$0	\$0
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13.6.10	<b>Travel Expenditures:</b> Did the system expend funds for travel? Enter Y for Yes, N for No.	N	N
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If yes, complete one record for each type of item purchased; if no, enter N/A for questions 1 and 2 of one repeating group.

1.	Type of Travel	N/A	N/A
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2.	Expenditure	N/A	N/A
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13.6.11	<b>Total Expenditure - Travel</b>	\$0	\$0
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13.6.12	<b>Equipment and Furnishings:</b> Did the system expend funds for equipment and furnishings with a unit cost of \$5,000 or more and having a useful life of more than one year. Enter Y for Yes, N for No.	N	N
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If yes, complete one record for each type of item purchased; if no, enter N/A for questions 1, 2, 3, and 4 of one repeating group.

1.	Type of item	N/A	N/A
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2.	Quantity	N/A	N/A
3.	Unit Cost	N/A	N/A
4.	Expenditure	N/A	N/A

13.6.13 **Total Expenditure - Equipment and Furnishings** 0.00 0.00

13.6.14 **Total Expenditure (total 13.6.2, 13.6.4, 13.6.5, 13.6.7, 13.6.9, 13.6.11, and 13.6.13)** \$0 \$802

**Note:** THE STATE PRISON FACILITY IN ROCHESTER CLOSED IN MARCH 2022 THEREFORE NO AID WAS RECEIVED TO SUPPORT ANY PROGRAMS <https://www.whec.com/archive/state-to-shutdown-rochester-correctional-facility-5-other-sites-in-march-2022/>

13.6.15 **Cash Balance at the Opening of the Fiscal Year:** \$0 \$0

NOTE: The opening balance must be the same as the closing balance of the previous year.

13.6.16 **Total Allocation from 2022 - 2023 State Aid:** \$802

**Note:** THE STATE PRISON FACILITY IN ROCHESTER CLOSED IN MARCH 2022 THEREFORE NO AID WAS RECEIVED TO SUPPORT ANY PROGRAMS <https://www.whec.com/archive/state-to-shutdown-rochester-correctional-facility-5-other-sites-in-march-2022/>

13.6.17 **Total Available Before Expenditures (total 13.6.15 + 13.6.16)** \$0 \$802

**Note:** THE STATE PRISON FACILITY IN ROCHESTER CLOSED IN MARCH 2022 THEREFORE NO AID WAS RECEIVED TO SUPPORT ANY PROGRAMS <https://www.whec.com/archive/state-to-shutdown-rochester-correctional-facility-5-other-sites-in-march-2022/>

13.6.18 **Cash Balance at the End of the Current Fiscal Year (total 13.6.16 + 13.6.15 - 13.6.14)** \$0 \$0

13.6.19 **Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds

Outreach Department staff selected and acquired informational and recreational print materials for the facility inmates as stated in our Plan of Service. In 2022 the Outreach Department purchased and arranged for the delivery of 897 individual periodicals. This is a decrease from previous years due to titles moving to digital only formats.

*Response has been entered.*

## 14. Summary of Library System Accomplishments

### System Accomplishments

Using the goals from Section 4 in the approved 2022-2026 System Plan of Service, **BRIEFLY** describe the final results of each element for Year 1 (2022).

14.1 Element 1: Resource Sharing - Results

The System continued to maintain shared OverDrive collections with member libraries, using funds to maintain shared access to Great courses, add titles to fill holds as well as fulfill patron requests for popular materials. The system also purchased simultaneous use of title that were in high demand due to popularity and community wide related events. MCLS continued to support 13 shared databases, and facilitate Shipping and Inter Library Loan Services for the 31 member library locations. MCLS Manages the sharing of shared Games, Mobile Maker Space materials and Mobile Learning Labs for in-library use and program development.

*Response has been entered.*

14.2 Element 2: Special Client Groups - Results

Outreach staff made 2 presentations and continue to build a collection of recreational reading classroom materials, educational resources and workforce development-related materials for the Monroe County Jail. We also support a special collection for the Veterans Unit with input from the managing staff. In 2022, we purchased and arranged for the delivery of 897 individual periodicals and 399 books for these facilities. The Outreach Department also continues to revise, maintain, and distribute a reentry resource reference guide for incarcerated, formerly incarcerated, and other people in transition in the Rochester area titled Making Moves: A Resource of Transitional Services in Rochester and the Monroe County Area. This resource is available as a printed packet and in digital format on the MCLS & RPL websites containing over 40 documents that provide newly released ex-offenders with job search advice and information on various community resources that can assist them. In 2022 we distributed 55 physical packets, and the website received 1,328 pageviews.

*Response has been entered.*

14.3 Element 3: Professional Development and Continuing Education - Results

MCLS continued to facilitate various training for member staff, directors, and library trustees throughout 2022. Some of the training topics included Diversity, Equity, and Inclusion, Technology, Cataloging, Electronic Resources, Children, and Adult Services, Raising a Reader, and Workplace Safety.

*Response has been entered.*

14.5 Element 5: Consulting and Development  
Services - Results

MCLS Staff continued to provide consulting and development services to member libraries and affiliated organizations on a wide variety of subjects. MCLS Staff are continuing to review and improve this service to determine where additional support to member libraries is needed. System staff provided Consulting and Development Services 17,742 times in 2022.

*Response has  
been entered.*

The Outreach Department loans micro collections of library materials to senior living agencies circulating 8,509 materials to 22 stations during 2022 and donating 296 items to 3 "donation stations". (Donation stations receive library discards and donated books they may permanently keep; this is a good option for facilities lacking the proper staff/volunteer support to manage library materials.) In 2022, we made 6 station support visits assisting with training on technology and own tablets, smart phones, and digital players from the New York State Talking Book and Braille Library. Staff continued to provide library materials to homebound members of our community arranging for delivery of 3,448 print, audio, and visual materials to 51 patrons in 2022. In 2022 the outreach department purchased 1,382 items for the library collection and the circulation total of this collection was 16,514. The Outreach Department also circulates Kindles, DVD players, and CD players to our in-home patrons, a portable video magnifier and 23 book discussion kits with large print/audio format alternatives and 8 "Experience Kits". In 2022 Outreach continued its partnership with Pathstone's Employment Focused Services Program. Outreach conducted 12 library information sessions with a total of 62 participants on this program. Outreach staff provided 14 instances of book club support to three senior living agencies, 14 presentations to various community organizations, and attended 8 outreach events across Monroe County.

*Response has been entered.*

14.7	Element 7: Awareness and Advocacy - Results	<p>Members of MCLS, Member library staff and trustees met with local legislators virtually, in Albany and in their local offices 36 times over the course of 2022. Member library staff were also encouraged to invite their representing legislators to library events, summer reading programs, and the opportunity to offer open office hours at the library to engage with community members and see the day-to-day workings of the library.</p>	<i>Response has been entered.</i>
14.8	Element 8: Communication among Member Libraries and/or Branch Libraries - Results	<p>The systems e-portal continued to be used and updated to inform all libraries of updates, issues, suggested policies and best practices. Microsoft Office OneDrive and Teams continued to be used for all system members to support virtual meetings and resource sharing. The system office continued to email monthly newsletters to share upcoming training opportunities, individual library news, and other library related information. In 2022 the system launched a Meetings &amp; Trainings Calendar for staff to easily see upcoming training opportunities, and started the MCLS One-System Team to further develop staff training and Staff bonding opportunities.</p>	<i>Response has been entered.</i>
14.9	Element 9: Cooperative Efforts with Other Library Systems - Results	<p>MCLS continued to participate in the Empire Shared Collection. The system also partnered with OWWL Library System, Nioga Library System, and Finger Lakes Library System to improve Advocacy efforts.</p>	<i>Response has been entered.</i>

14.10	Element 10: Construction - Results	<p>Newman Riga Library- Roof and Gutter Replacement. Award of \$14,496. total Project Cost: \$28,992.</p> <p>Rochester Public Library Rundel Memorial Library Building- Air Quality Improvements. Award of \$557,579. Total Project Cost: \$1,143,293</p> <p>Rochester Public Library Bausch &amp; Lomb Public Library building- Roof Replacement. Award of \$522,408. Total Project Cost: \$696,544</p> <p>Rochester Public Library- Lincoln Branch Parking Lot expansion. Award of \$217,444. Total Project Cost: \$241,604</p> <p>Monroe County Library System Branch Library Card Read Access System. Award of \$46,417. Total Project Costs: \$92,943</p>	<i>Response has been entered.</i>
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14.11	Element 11: Central Library - Results	<p>Central Library continued to back up holds on e-books and e-audiobooks for the OverDrive collection as well as further support member library print collections through freely shared popular titles and unique or high priced materials.</p>	<i>Response has been entered.</i>
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14.12	Element 12: Direct Access - Results	<p>MCLS continued to support the purchase of patron databases available across the system.</p>	<i>Response has been entered.</i>
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14.13	Element 13: Other Goal(s) - Results	N/A	<i>Response has been entered.</i>
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**15. Current system URL's**

15.1	System Home Page URL	<a href="https://libraryweb.org">https://libraryweb.org</a>	<i><a href="https://libraryweb.org">https://libraryweb.org</a></i>
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15.2	URL of Current List of Members	<a href="https://libraryweb.org/hours/location">https://libraryweb.org/hours/location</a>	<i><a href="https://libraryweb.org/hours/location">https://libraryweb.org/hours/location</a></i>
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15.3	URL of Current Governing Bylaws	<a href="https://libraryweb.org/wp-content/uploads/2020/08/MCLS-Bylaws-Revised-11.16.2020.pdf">https://libraryweb.org/wp-content/uploads/2020/08/MCLS-Bylaws-Revised-11.16.2020.pdf</a>	<a href="https://libraryweb.org/wp-content/uploads/2020/08/MCLS-Bylaws-Revised-11.16.2020.pdf">https://libraryweb.org/wp-content/uploads/2020/08/MCLS-Bylaws-Revised-11.16.2020.pdf</a>
15.4	URL of Evaluation Form	N/A	N/A
15.5	URL of Evaluation Results	N/A	N/A
15.6	URL of Central Library Plan	<a href="https://roccitylibrary.org/about/mission-values/">https://roccitylibrary.org/about/mission-values/</a>	<a href="https://roccitylibrary.org/about/values/">https://roccitylibrary.org/about/values/</a>
15.7	URL of Direct Access Plan	<a href="https://libraryweb.org/wp-content/uploads/2020/08/DLD-FIVE-YEAR-SYSTEM-PLAN-OF-SERVICE.pdf">https://libraryweb.org/wp-content/uploads/2020/08/DLD-FIVE-YEAR-SYSTEM-PLAN-OF-SERVICE.pdf</a>	<a href="https://libraryweb.org/wp-content/uploads/2020/08/DLD-FIVE-YEAR-SYSTEM-PLAN-OF-SERVICE.pdf">https://libraryweb.org/wp-content/uploads/2020/08/DLD-FIVE-YEAR-SYSTEM-PLAN-OF-SERVICE.pdf</a>

## 16. Assurance and Contact Information

### CONTACT INFORMATION

16.1	Contact name (person completing report)	Jennifer Smathers	<i>Jennifer Smathers</i>
16.2	Contact telephone number (enter 10 digits only and hit the Tab key)	(585) 428-8051	<i>(585) 428-8051</i>
16.3	Contact e-mail address	Jennifer.Smathers@libraryweb.org	<i>Jennifer.Smathers@libraryweb.o</i>

### ASSURANCE

16.4	The Library System operated under its approved Plan of Service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that this "Annual Report" was reviewed and accepted by the System Board/Council on (date - mm/dd/yyyy)	<i>06/20/2022</i>
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### APPROVAL (for New York State Library use only/not a required field)

16.5	The Library System's Annual Report and Projected Annual Budget were reviewed and approved by the New York State Library on (date - mm/dd/yyyy).	<i>09/26/2022</i>
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## Suggested Improvements

Library System

Monroe County Library  
System

*Monroe  
County Library  
System*

Name of Person Completing Form

*Jennifer  
Smathers*

Phone Number and Extension (enter area code,  
telephone number and extension only):

*(585) 428-8053*

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!