



**Walworth-Seely Public Library**  
PROPOSED Meeting Agenda of the Board of Trustees

DATE: Thursday, May 14, 2026

TIME: 6:30 PM

LOCATION: Library Meeting Room

- 1) Call to Order
- 2) Roll Call
- 3) Adoption of current meeting agenda as presented

**MOTION: Trustee motioned to adopt the current meeting agenda as presented. Seconded by Trustee**

- 4) Approval of prior meeting minutes:

(1) Approval of prior meeting minutes of April 9, 2026

**MOTION: Trustee motioned to approve the prior meeting minutes of February, 2026 as presented. Seconded by Trustee**

- 5) Period of Public Expression (limit 5 minutes per speaker)
- 6) Friends of WSPL Liaison Report (Friends' President Linda Knight)
- 7) Town Board Liaison Report (Councilman Dan Botsford)
- 8) Library Director's Report (Director Anne Brown) see attached
- 9) Secretary's Report - Correspondence (Trustee Strait)

10) Committee Reports:

- a) Financial Committee (Finance Officer Trustee Culver)

(1) Presentation of Monthly Budget Summary - Report of receipts, disbursements and bank reconciliations for April 2026

**MOTION: Trustee motioned to accept the monthly budget summary report of receipts, disbursements and bank reconciliations for April 2026. Seconded by Trustee**



**Walworth-Seely Public Library**  
PROPOSED Meeting Agenda of the Board of Trustees

(2) Approval of April 2026 vouchers

**MOTION: Trustee motioned to approve 23 pre-paid items in the amount of \$7,488.13 and 0 pending items for a grand total of 23 items totaling \$7,488.13. Seconded by Trustee**

(4) The next Finance Meeting will be held on Wednesday, June 10, 2026 at 1:00 pm.

b) Policy Committee (Trustee Strait)

(1) Circulation Policy

**MOTION: Trustee motioned to approve the Circulation Policy as presented/amended. Seconded by Trustee**

(2) Library Services & Fees Policy

**MOTION: Trustee motioned to approve the Library Services & Fees Policy as presented/amended. Seconded by Trustee**

(3) Hotspot Borrowing Policy

**MOTION: Trustee motioned to approve the Hotspot Borrowing Policy as presented/amended. Seconded by Trustee**

(4) Photography & Recording Policy

**MOTION: Trustee motioned to approve the Photography and Recording Policy as presented/amended. Seconded by Trustee**

(5) Patron Privacy Policy

**MOTION: Trustee motioned to approve the Patron Privacy Policy as presented/amended. Seconded by Trustee**

c) Personnel Committee (Trustee Teetsel)

(1) Former Bookkeeper Bernie Maurer has resigned as Bookkeeping Consultant.



**Walworth-Seely Public Library**  
PROPOSED Meeting Agenda of the Board of Trustees

- d) Strategic Planning Committee (Trustee Britt)
- e) Sustainable Funding Committee (Trustee Teetsel)

(1) 2027 Budget Referendum

**MOTION: Trustee      motioned to approve the 2027 Budget Referendum amount at \$              . Seconded by Trustee.**

(2) Resolution: The Walworth-Seely Public Library may exceed the NYS tax cap for the 2027 fiscal year.

Whereas, the adoption of the 2027 budget for the Walworth-Seely Public Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and

Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it

Resolved, that the Board of Trustees of the Walworth-Seely Public Library voted and approved to exceed the tax levy limit for 2026 by at least the sixty percent of the board of trustees as required by state law on May 14, 2026.

**MOTION: Trustee      motioned to accept the resolution that the Walworth-Seely Public Library may exceed the NYS tax cap for the 2027 fiscal year. Seconded by Trustee.**

f) Community Relationships & Engagement

**11) Old Business**

**12) New Business**

(1) Copier Quotes

(2) Approval of 2025 Annual Report to NYS



**Walworth-Seely Public Library**  
PROPOSED Meeting Agenda of the Board of Trustees

**MOTION: Trustee motioned to approve the 2025 Annual Report to NYS as presented. Seconded by Trustee.**

13) Adjournment

**MOTION: Trustee motioned to adjourn the meeting at \_\_\_\_\_ pm.  
Seconded by Trustee**

IMPORTANT DATES:

- The next Finance Committee meeting will be held on Friday May 8th at 1:00 pm.

**The next regular Board Meeting will be Thursday, May 14, 2026 at 6:30 pm.**

**Walworth-Seely Public Library**  
Meeting Minutes of the Board of Trustees

DATE: Thursday, April 9, 2026

TIME: 6:30 PM

LOCATION: Library Meeting Room

- 1) Call to Order: Meeting called to order 6:32 pm by President Drew Britt
- 2) Roll Call
  - i. Library Trustees Present: President Drew Britt, Vice President Dave Teetsel, Secretary Marissa Strait, Trustee Rae-Gina Wescott
  - ii. Library Trustees Excused: Finance Officer Anne Culver
  - iii. Library Staff Present: Director Brown
  - iv. Others Present: Friends of WSPL President Linda Knight
  - v. Others Present: Town councilman & Liaison to the Library Dan Botsford
- 3) Adoption of current meeting agenda as presented

**MOTION: Trustee Teetsel motioned to adopt the current meeting agenda as presented. Seconded by Trustee Strait**

**YES: 4/5 Trustee Britt, Trustee Teetsel, Trustee Strait, Trustee Wescott**

**NO: 0**

- 4) Approval of prior meeting minutes:

(1) Approval of prior meeting minutes of March 12, 2026

**MOTION: Trustee Strait motioned to approve the prior meeting minutes of February 2026 as presented. Seconded by Trustee Teetsel**

**YES: 4/5 Trustee Britt, Trustee Teetsel, Trustee Strait, Trustee Wescott**

**NO: 0**

- 5) Period of Public Expression (limit 5 minutes per speaker) N/A
- 6) Friends of WSPL Liaison Report (Friends' President Linda Knight)
  - i. Friends of WSPL spring library book sale is next week. Set up for the sale will begin on Monday.

- 7) Town Board Liaison Report (Councilman Dan Botsford)
  - i. Town board approved the board's recommendation for Trustee Rae-Gina Wescott and Rae-Gina was sworn in.
- 8) Library Director's Report (Director Anne Brown) see attached
- 9) Secretary's Report - Correspondence (Trustee Strait) N/A

10) Committee Reports:

- a) Financial Committee (Finance Officer Trustee Culver) N/A

- (1) Presentation of Monthly Budget Summary - Report of receipts, disbursements and bank reconciliations for March 2026

**MOTION: Trustee Teetsel motioned to accept the monthly budget summary report of receipts, disbursements and bank reconciliations for March 2026. Seconded by Trustee Strait**

**YES: 4/5 Trustee Britt, Trustee Teetsel, Trustee Strait, Trustee Wescott**

**NO: 0**

- (2) Approval of March 2026 vouchers

**MOTION: Trustee Teetsel motioned to approve 23 pre-paid items in the amount of \$7,488.13 and 0 pending items for a grand total of 23 items totaling \$7,488.13. Seconded by Trustee Strait**

**YES: 4/5 Trustee Britt, Trustee Teetsel, Trustee Strait, Trustee Wescott**

**NO: 0**

- (4) Approval to pay the 2025 Tax Prep & Filing to Heveron & Company in the amount of \$5,575.00.

**MOTION: Trustee Teetsel motioned to approve the payment of the 2025 Tax Prep & Filing to Heveron & Company in the amount of \$5,575.00. Seconded by Trustee Strait**

**YES: 4/5 Trustee Britt, Trustee Teetsel, Trustee Strait, Trustee Wescott**

**NO: 0**

- (5) Approval to pay the library's 2026 portion of the NYSLRS bill to the Town of Walworth in the amount of \$19,367.68.

**MOTION: Trustee Strait motioned to approve the payment of the 2026 NYSLRS bill to the Town of Walworth in the amount of \$19, 367.68. Seconded by Trustee Teetsel**  
**YES: 4/5 Trustee Britt, Trustee Teetsel, Trustee Strait, Trustee Wescott**  
**NO: 0**

(6) Approval to close all remaining bank accounts at Citizens.

**MOTION: Trustee Teetsel motioned to close all bank accounts located at Citizens Bank. Seconded by Trustee Wescott**  
**YES: 4/5 Trustee Britt, Trustee Teetsel, Trustee Strait, Trustee Wescott**  
**NO: 0**

(7) Approval for Director Brown to establish a library credit card through Lyons National Bank.

**MOTION: Trustee Teetsel motioned to establish a library credit card for Director use through Lyons National Bank. Seconded by Trustee Strait**  
**YES: 4/5 Trustee Britt, Trustee Teetsel, Trustee Strait, Trustee Wescott**  
**NO: 0**

(8) Treasurer Role discussion

i. Tabled until review of Treasurer Job Duties completed

(9) The next Finance Meeting will be held on Friday, May 8, 2026 at 1:00 pm.

b) Policy Committee (Trustee Strait) – Tabled for May meeting

(1) Hot Spot issue

c) Personnel Committee (Trustee Teetsel)

(1) Clerk Nate Amish has resigned effective 4/7/2026. We wish him all the best.

d) Strategic Planning Committee (Trustee Britt) N/A Next review scheduled for June

e) Sustainable Funding Committee (Trustee Teetsel)

i. Sustainable Funding Committee needs to be added to the bylaws

(1) 2027 Budget Proposal will need to be decided by the May meeting

f) Community Relationships & Engagement

i. Community Relationships & Engagement Committee needs to be added to the by laws

**11) Old Business N/A**

**12) New Business**

(1) Copier Quotes

i. Director Brown has a quote from Toshiba. Per policy Director Brown will seek out 3 quotes to determine best option for copier replacement.

(2) Approval of 2025 Annual Report to NYS

**MOTION: Trustee        motioned to approve the 2024 Annual Report to NYS as presented. Seconded by Trustee.**

**Tabled for May meeting**

**13) Adjournment**

**MOTION:        Trustee Teetsel motioned to adjourn the meeting at 7:24 pm.  
Seconded by Trustee Wescott**

**YES: 4/5 Trustee Britt, Trustee Teetsel, Trustee Strait, Trustee Wescott**

**NO: 0**

**IMPORTANT DATES:**

- The next Finance Committee meeting will be held on Friday May 8th at 1:00 pm.

**The next regular Board Meeting will be Thursday, May 14, 2026 at 6:30 pm.**

**Walworth-Seely Public Library  
Director's Report for April 2026  
Anne Brown  
May 14, 2026**

**Programs: April 2026**

<b>In Person Programs</b>	<b>Date</b>	<b>Attendance</b>
Preschool Story Time	Wednesdays (5)	16 children, 14 adults
Fun with Mother Goose	Thursdays (4)	27 children, 24 adults
Music & Movement	Fridays (4)	43 children, 41 adults
Genealogy Workshop	Wednesdays (3)	6 adults
DIY Craft - <i>Beaded Bracelet</i>	Tuesday 4/7	6 adults
Paper Craft - <i>Book Page Dancer</i>	Tuesday 4/14	1 teen, 8 adults
Book Club - <i>The Girls in the Picture</i> by Melanie Benjamin	Tuesday 4/21	8 adults
Get Crafty - <i>Air Dry Clay Magnets</i>	Tuesday 4/28	5 adults

<b>Live Virtual Program</b>	<b>Date</b>	<b>Attendance</b>
Genealogy Workshop	Wednesdays (3)	14 adults

<b>Take &amp; Make or Passive Programs</b>	<b>Week of</b>	<b>Kits Taken</b>
Story Time Craft	4/1	20
Take & Make Kids' Craft - <i>Catepillar Leaf Puppet</i>	4/18	20

<b>Outreach Programs</b>	<b>Partner Organization</b>	<b>Date</b>	<b>Attendance</b>
Monthly Craft	The Gardens Senior Apartments	4/15	8

**Statistics:**

	March 2026	April 2026	April 2025
<b>Door Count</b>	1,952	<b>1,916</b>	1849
<b>Circulation</b>	3,372 1,187 Digital 141 SORA	<b>3,197</b> <b>1,172 Digital</b> <b>209 SORA</b>	3247 1104 Digital 204 SORA
<b>Ancestry.com Usage (onsite)</b>	7 session, 171 searches	<b>9 sessions,</b> <b>160 searches</b>	12 sessions, 202 searches
<b>ILLs to other Libraries</b>	967	<b>851</b>	904
<b>Wifi Users</b>	105	<b>111</b>	66
<b>Computer Sessions</b>	221	<b>228</b>	216
<b>Self Checkout</b>	46	<b>49</b>	N/A
<b>Friends of WSPL Book Shelf</b>	\$3.00 4 books	<b>N/A</b>	\$1.00, 1 book
<b>Total Program Attendance</b>	183 in person, 21 virtual, 8 outreach, 35 Take & Makes	<b>199 in person,</b> <b>14 virtual,</b> <b>8 outreach,</b> <b>40 Take &amp; Makes</b>	328 in person, 12 virtual, 3 outreach
<b>New Library Card Holders</b>	24 adults, 2 teens, 2 children, 1 undesignated	<b>19 adults,</b> <b>2 children</b>	19 adults, 3 children
<b>Total Facebook Followers</b>	279	<b>291</b>	184

**Staffing and Management:**

- Tracked weekly timesheets from staff working remotely
- Completed bi-weekly payrolls
- Staff Schedule for next month was completed and posted
- Completed monthly report for NYSLRS
- Assigned staff individual tasks to work on either in the building or remotely
- Oversaw the posting of content created by staff and sharing of external content
- Addressed a patron data security situation and had all staff review and sign the OWWLS systems Access & Confidentiality of Library Records Policy again
- Set up an OWWL print email for Walworth
- Set up an internal shared drive to replace using the Google Drive among staff

**Administrative Activities:**

- Tracked monthly income and expenses in budget spreadsheet
- Purchased library, program, & cleaning supplies as needed
- Completed bank deposits and transfers as needed
- Updated YTD budget spreadsheet
- Updated library website as needed
- Ordered newly released books and DVDs
- Sent out drafts of previous Board minutes for review
- Created advertising for upcoming events, meetings, and changes to services
- Attended webinars and trainings on various topics
- Reviewed policies per Policy Timeline
- Answered patron inquiries via email, Facebook, and website
- Asked and answered questions with other OWWL directors via email
- Selected next month's book club pick
- Started Summer Reading planning for "Unearth a Story" theme
- Communicated with Heveron regarding 990
- Requested quotes for a new copier lease with supplies and maintenance
- Completed NYS Annual report with Bookkeeper DiPaul
- Communicated with Ingram to try to get them to remove the credit hold on our account, which was improperly set up
- Requested a new Community Garden Liaison from Cornell Cooperative Extension
- Shared advertising for Friends Spring Book Sale with patrons

**Programs Run, Trainings, and Meetings Attended:**

April 2 - Meeting with Toshiba

April 6 - Genealogy

April 8 - OWWL Directors Q & A (virtual)

April 9 - Board Meeting

April 10 - Wayne County Directors Meeting (Marion)

April 15 - "Judy Blume: A Life" with biographer Mark Oppenheimer (webinar)

April 20 - Genealogy

April 21 - Book Club

April 27 - Genealogy

April 28 - NovelNY: America250 & New York - Discovering History Through Gale Resources (webinar)

April 29 - New Client Meeting with Author's Note Bookstore & Library Services

April 29 - Strategic Planning into an Unknown Future

## Walworth Seely Public Library

## Profit &amp; Loss

April 2026

05/06/26

Accrual Basis

	Apr 26
<b>Income</b>	
610 · Library Charges	
610.1 · Fines	33.00
610.2 · Copies	144.80
610.3 · Faxes	61.00
610.4 · Lost Book - Walworth	33.00
610.6 · Lost Card	2.50
610.9 · Other	2.00
<b>Total 610 · Library Charges</b>	<b>276.30</b>
620 · Support (Gifts & Donations)	
620.1 · Gifts (Donations Monetary)	8.15
<b>Total 620 · Support (Gifts &amp; Donations)</b>	<b>8.15</b>
630 · Grants	
630.9 · Grants, other FFRPL	4,710.99
<b>Total 630.9 · Grants, other</b>	<b>4,710.99</b>
<b>Total 630 · Grants</b>	<b>4,710.99</b>
680 · Interest Earnings	3.71
690 · Other Revenue	
690.1 · Register Over/Short	1.50
<b>Total 690 · Other Revenue</b>	<b>1.50</b>
<b>Total Income</b>	<b>5,000.65</b>
<b>Expense</b>	
800 · Salary and Wages (Payroll)	
800.1 · Director	6,160.00
800.3 · Clerks	8,947.21
800.5 · Bookkeeper	294.12
<b>Total 800 · Salary and Wages (Payroll)</b>	<b>15,401.33</b>
810 · Payroll Expenses (Benefits)	
810.1 · ER Social Security	1,178.20
810.2 · ER NYS Retirement	19,367.68
810.5 · Payroll Processing Expenses	386.30
<b>Total 810 · Payroll Expenses (Benefits)</b>	<b>20,932.18</b>
820 · Travel and Training (Training)	
820.3 · Travel for Training (Trav/Mile)	28.57
<b>Total 820 · Travel and Training (Training)</b>	<b>28.57</b>
830 · Materials	
830.6 · Databases	38.13
830.9 · Materials - Hot Spots	156.57
<b>Total 830 · Materials</b>	<b>194.70</b>
840 · Operating Expenses	
840.1 · Operating General	636.19
840.3 · Bank Fees	53.17
850 · Programs	
850.1 · Reading Programs	463.17
<b>Total 850 · Programs</b>	<b>463.17</b>

**Walworth Seely Public Library**

**Profit & Loss**

April 2026

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	<u>Apr 26</u>
860 · Office Expenses (Supplies)	
860.1 · General Supplies	349.45
860.3 · Copier Maintenance & Supplies	56.41
860.4 · Shipping and Postage	49.00
860.5 · Cleaning Supplies	64.50
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Total 860 · Office Expenses (Supplies)	519.36
870 · Communications	
870.2 · Telephone	94.44
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Total 870 · Communications	94.44
Total 840 · Operating Expenses	1,766.33
840.7 · Storage Building	1,440.00
999 · Other Expense	14.30
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Total Expense	39,777.41
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Net Income	<b>-34,776.76</b>
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## Walworth Seely Public Library

## Balance Sheet

As of April 30, 2026

05/06/26

Accrual Basis

	<u>Apr 30, 26</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
100 · Citizens Operating Checking	620.22
103 · LNB -Operating Checking	18,943.44
103.1 · new EFT checking account	38,301.53
104 · LNB - Operating Savings	308,343.49
107 · Lyons New Reserve Account	21,754.87
108 · LNBLibrary Improvement Checking	806.96
109 · LNB Budget Reserve Savings	25,015.84
110 · Petty Cash	250.00
<b>Total Checking/Savings</b>	<u>414,036.35</u>
<b>Total Current Assets</b>	414,036.35
<b>Fixed Assets</b>	
250 · Machinery & Equipment	119,612.33
251 · Accumulated Depreciation	-237,024.00
252 · Town Building (construction)	893,279.27
<b>Total Fixed Assets</b>	<u>775,867.60</u>
<b>TOTAL ASSETS</b>	<b><u>1,189,903.95</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
300 · Accounts Payable	-206.14
<b>Total Accounts Payable</b>	-206.14
<b>Credit Cards</b>	
Tops Markets	7.98
<b>Total Credit Cards</b>	7.98
<b>Other Current Liabilities</b>	
312 · NYS Retirement Payable - EE	5,098.18
<b>Total Other Current Liabilities</b>	<u>5,098.18</u>
<b>Total Current Liabilities</b>	<u>4,900.02</u>
<b>Total Liabilities</b>	4,900.02
<b>Equity</b>	
32000 · Undesignated Net Assets	931,019.26
406 · Capital Reserve - Non-Fiction M	136.36
418 · 1000 Books pre K	199.92
500 · Designated Reserve Operating	18,430.18
Net Income	235,218.21
<b>Total Equity</b>	<u>1,185,003.93</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>1,189,903.95</u></b>

## Walworth Seely Public Library

## Profit &amp; Loss

05/06/26

January through April 2026

Accrual Basis

	Jan - Apr 26
<b>Income</b>	
600 · Town of Walworth Funding	332,900.00
610 · Library Charges	
610.1 · Fines	110.00
610.2 · Copies	667.40
610.3 · Faxes	160.40
610.4 · Lost Book - Walworth	73.70
610.5 · Lost Book - Other	2.00
610.6 · Lost Card	13.00
610.9 · Other	3.00
<b>Total 610 · Library Charges</b>	<b>1,029.50</b>
620 · Support (Gifts & Donations)	
620.1 · Gifts (Donations Monetary)	234.49
620.4 · Friends of the Library	223.23
<b>Total 620 · Support (Gifts &amp; Donations)</b>	<b>457.72</b>
630 · Grants	
630.9 · Grants, other	
FFRPL	4,710.99
630.9 · Grants, other - Other	8,292.00
<b>Total 630.9 · Grants, other</b>	<b>13,002.99</b>
<b>Total 630 · Grants</b>	<b>13,002.99</b>
680 · Interest Earnings	10.88
690 · Other Revenue	
690.1 · Register Over/Short	2.95
690.9 · Other Revenue - Misc.	3.00
<b>Total 690 · Other Revenue</b>	<b>5.95</b>
<b>Total Income</b>	<b>347,407.04</b>
<b>Expense</b>	
700 · Equipment & Furniture	
700.2 · Furniture & Fixtures	808.83
<b>Total 700 · Equipment &amp; Furniture</b>	<b>808.83</b>
800 · Salary and Wages (Payroll)	
800.1 · Director	24,640.00
800.3 · Clerks	33,611.83
800.5 · Bookkeeper	1,220.14
800.9 · Other	1,434.15
<b>Total 800 · Salary and Wages (Payroll)</b>	<b>60,906.12</b>
810 · Payroll Expenses (Benefits)	
810.1 · ER Social Security	4,659.28
810.2 · ER NYS Retirement	19,367.68
810.3 · Disability Insurance	1,338.49
810.5 · Payroll Processing Expenses	1,906.85
<b>Total 810 · Payroll Expenses (Benefits)</b>	<b>27,272.30</b>
820 · Travel and Training (Training)	
820.3 · Travel for Training (Trav/Mile)	123.04
<b>Total 820 · Travel and Training (Training)</b>	<b>123.04</b>

## Walworth Seely Public Library

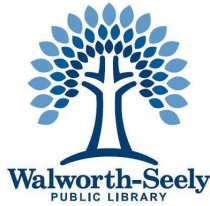
## Profit &amp; Loss

05/06/26

January through April 2026

Accrual Basis

	<u>Jan - Apr 26</u>
<b>830 · Materials</b>	
830.1 · Books	298.12
830.5 · Videos/CDs/Games	701.78
830.6 · Databases	451.45
830.7 · OWWL2go Funding	2,364.00
830.9 · Materials - Hot Spots	831.22
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<b>Total 830 · Materials</b>	4,646.57
<b>840 · Operating Expenses</b>	
840.1 · Operating General	1,940.06
840.2 · Fee-Legal and Accounting	5,575.00
840.3 · Bank Fees	150.72
850 · Programs	
850.1 · Reading Programs	2,684.54
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<b>Total 850 · Programs</b>	2,684.54
<b>860 · Office Expenses (Supplies)</b>	
860.1 · General Supplies	2,736.46
860.3 · Copier Maintenance & Supplies	188.17
860.4 · Shipping and Postage	49.00
860.5 · Cleaning Supplies	195.63
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<b>Total 860 · Office Expenses (Supplies)</b>	3,169.26
<b>870 · Communications</b>	
870.2 · Telephone	367.36
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<b>Total 870 · Communications</b>	367.36
<b>Total 840 · Operating Expenses</b>	13,886.94
840.7 · Storage Building	1,440.00
881 · Insurance	2,970.51
999 · Other Expense	134.52
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<b>Total Expense</b>	112,188.83
<b>Net Income</b>	<hr/> <hr/> <b>235,218.21</b>



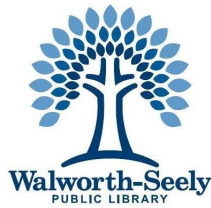
## Circulation Policy

Adopted: 5/9/1989

Last Revised: 7/11/2024

- A. Library Card:** An OWWL library card must be used by patrons intending to check out materials. The registration form must be filled out prior to the issuance of a library card to any patron intending to borrow materials. A document bearing the applicant's current address and signature is required as proof of valid address. Effective September 1, 2005, for new registrants, a photo ID or student ID are required as proof of identity. Acceptable photo IDs include driver's license, sheriff's ID, employer ID, military ID, or student ID. Children may have their own card, with a parent/guardian signature on the registration form. The library card is to be presented each time a patron checks out materials. The library has the right to request card holder's authorization when someone other than the card holder attempts to use the card. The card holder may provide pre-approval authorizing a specific person to use the card by having staff add a note to their account.
- B. Patron Privacy:** To ensure reader's privacy when recording material checked out of the library, their card number is used, not their name. The staff does not discuss reader's selections with anyone. The staff will not disclose borrower's information to the public for inspection, except by subpoena, and then only when good cause has been made in court, with the option of appeals residing with the Board of Trustees in accordance with CPLR 4509. (reference Principles 3.29: Confidentiality of Records.)
- C. Disclaimer:** The library does not maintain responsibility for the validity of the content or the intended use of references obtained at the library.
- D. Borrowing Periods:** The table below lists the circulation records adopted by OWWL. These will be posted in the library and included in literature produced by the library as appropriate. The time is counted as calendar days; that is, if an item is checked out on Monday, it is due the following Monday, or 2 weeks from that day, or 3 weeks from that day. If the due date is a holiday, it is due the following day.

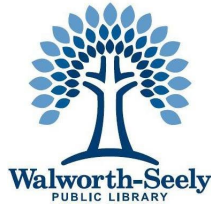
Materials with a Hold may not be renewed. Any materials that are not on hold for another patron will be automatically renewed if there are renewals remaining on that item. Patrons with an email address on record will receive notification prior to the auto-renewal notifying them of the item's status. If an item is out of renewals and the patron wishes to check it out again, they must bring the item into the library to be scanned. If there are no holds on it then the patron may check it out again.



Experience Passes are an exception because they are not holdable. A patron must return the pass and cannot check out another for a minimum of 24 hours to give others a chance to check them out.

Item Type	Standard Loan Period	Renewal Limit	Checkout Limit	Fees
Audiobooks	3 weeks	2	none	Fine Free
Books (all types, ages)	3 weeks	2	none	Fine Free
Magazines	3 weeks	2	none	Fine Free
Magazines(weekly)	1 week	0	none	Fine Free
Music CDs	3 weeks	2	none	Fine Free
Video (DVD & Blu-Ray)	1 week	1	5 per checkout (including sets)	Fine Free
Video Sets (series)	3 weeks	1	5 per checkout (including other DVD and Blu-Ray)	Fine Free
Video Games	1 week	1	3 per checkout	Fine Free
PS4 Controllars	1 week	0	none	Fine Free
Experience Kits	1 week	1	none	Fine Free
Story Time Bags	3 weeks	1	none	Fine Free
Hotspots	1 week	1	1 per card	\$5.00 Fee if data is deactivated when overdue
Experience Passes *Not Holdable	1 week	0	1 per card	\$5.00 deactivation fee + replacement cost

- E. **Hotspots:** Any Hotspot not returned in 2 weeks will be declared LOST and the full replacement fee will be assessed to the borrower's library account. If the item is returned to another library or in our book drop, a fee of \$5 will be charged to the borrower's library account. If the hotspot is overdue, the library reserves the right to shut off the data plan. If this occurs a \$5.00 deactivation/reactivation fee will be charged to the patron's library account. Patrons are responsible for any additional charges incurred on the device during their loan period, which will be assessed to the borrower's library account. Deactivation fees and any replacement fees for the



Hotspots must be paid in person at the Walworth-Seely Public Library circulation desk.

Verizon Orbic or Jetpack Mifi	\$180.00
Sprint Coolpad Surf	\$144.00
T.Mobile Franklin T9	\$68.00
Charging Cord	\$12.00
USB outlet plug	\$10.00
Protective Case	\$12.00
Tag with Barcode	\$5.00
WSPL bag	\$15.00

**F. Experience Passes:** If the Experience Pass is overdue, the library reserves the right to deactivate access. If this occurs a \$5.00 deactivation/reactivation fee will be charged to the patron's library account. Any Experience Pass not returned in 1 week will be declared LOST and the full replacement fee will be assessed to the borrower's library account. If the item is returned to another library or in our book drop, a fee of \$5 will be charged to the borrower's library account. Deactivation fees and any replacement costs for the Experience Passes must be paid in person at the Walworth-Seely Public Library circulation desk.

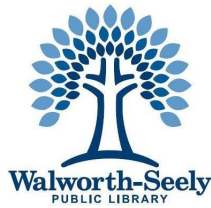
**G. Fees:** If any item is overdue by two weeks or more, the library will send an Overdue Notice via mail notifying the patron that the item is still checked out to their account. A \$1.00 postage fee will be assessed for each Overdue Notice that is mailed out.

If any item that is overdue long enough to be declared LOST, a full replacement fee will be assessed to the borrower's library account. No overdue fines will be charged as long as the item is returned or paid for in full, unless it is a hotspot.

There will be a \$1.00 No Show Fee for materials that are placed on hold and not picked up within one week from phone call. The No Show Fee will be waived for WSPL patrons for material owned by and to be picked up at WSPL.

Patrons will be blocked from borrowing or placing holds if they have 5 or more overdue materials OR \$5.00 in fines from any OWWL library.

There will be a \$40 charge per check for any checks that are dishonored by the bank. Until this fee is paid, the patron's record will be barred from any use.



**H. Hold Policy:**

- a. Materials may be placed on hold, per OWWL policy and procedures.
- b. The patron will be notified when the item is available. The selection will be held for one week.
- c. If the patron does not pick up the material within the week, the materials will be sent back to the owning library or to another library to fill a hold and a fee may be assessed to the borrower's library account.
- d. A patron who has a hotspot already checked out to their library account cannot place a hold for another hotspot (regardless of the service provider) until the first hotspot has been returned.

**I. Reference Material:**

- a. Reference material cannot leave the library; copies may be made at the current WSPL copy rate.
- b. Library staff will help the patron find information within the library or library system, or suggest where the patron may find it outside the system. The amount of time spent locating reference sources is up to the discretion of the Library Director.

**J. DVD and Blu-Ray:** Due to copyright restrictions, DVDs and Blu-Rays NOT labeled as having public performance rights are to be used for home viewing ONLY.

**K. Video Games:** There will be a limit of 3 video games per patron at checkout for a period of one week.

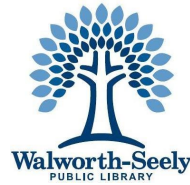
**L. Protests:** Any borrower, who feels that the library records are at fault and they are not responsible for the materials or the charges that have been associated with their card, should first be invited to discuss the matter with the Library Director.

If they are not satisfied with the Library Director's decision, they should be invited to direct a letter to the Board of Trustees detailing the protest. They may be invited to attend a Library Board meeting and to further discuss the matter with the Library Board. A final decision will then be made and sent in writing to the patron.

**Revision History:**

*Reviewed –*

*Revised – 10/11/2012, 3/10/2022, 6/13/2024*



## Library ~~Fees & Services~~ **Services & Fees Policy**

Adopted: 07/13/17

Revised: 2/10/22

The Walworth-Seely Public Library offers several services to the patrons and community. Because of the cost incurred for the materials and wear/tear on machines, some services have a minimal fee associated with each use. Please refer to the attached schedule for the current fines/fees. This schedule will be reviewed on a yearly basis and be updated as necessary.

### Approved Fees for Library Equipment and Services

<i>Service Type</i>	<i>Fees associated with use</i>	<i>Other Information</i>
<b>3D Printer</b>	\$ .20 per gram Weighed prior to print	Must make an appointment
<b>Copier/Printer</b>	Charged per page/per side	Black ink only prints \$.20 per page/per side Color ink prints \$.40 per page/per side  Printing on Cardstock ??
<b>Faxes</b>	\$1.00 per page	To send or receive
<b>Lamination</b>	\$2.00 per pouch	Pouches are 8" x 11" - must use library's supplies
<b>Library Card Replacement</b>	\$0.50	
<b>Ellison Die Cut</b>	N/A	In-house only
<b>In-house Laptop</b>	N/A	To be used in-house only, as available
<b>Projector</b>	N/A	In-house only
<b>Sewing Machines</b>	User provides own supplies	Appointment required; In-house only
<del>VHS + DVD player</del>	<del>N/A</del>	<del>Includes cables for TV hookup</del>

**Revision History:**

*Reviewed -*

*Revised - 8/9/2018, 2/10/2022*



## WSPL Hotspot Borrowing Policy

Adopted: 5/12/2022

Last Revised: 5/8/2025

### **BORROWER STATUS**

Borrower of the Hotspot Kits must be eighteen (18) years of age with a library card in good standing. Parents/caregivers may check out a Hotspot Kit for their children with the understanding that they are ultimately responsible for the care and timely return of the device.

### **SUSPENSION OF USE**

The Walworth-Seely Public Library reserves the right to suspend a patron's access to Hotspot Kits due to misuse, damage, repeated late returns, or failure to comply with the Hotspot Borrowing Policy.

### **DATA USE**

The WSPL Hotspot will connect up to 10 devices. Excessive data use could result in connection slowing down.

Hotspots are not to be used for sending or receiving text messages. A fee is assessed for each text message and borrower's library card account will be charged.

***International Roaming is not allowed.*** If any additional charges are incurred on the Hotspot during the borrower's loan period, they will be added to the borrower's library account.

### **LOAN PERIOD**

Loan period is for one (1) week only. The device and all contents are due back 7 days from the date of check out. Data will be turned off after the 7<sup>th</sup> day.

### **FEES**

If a Hotspot is overdue, the library may deactivate the data plan for that device. A ***\$5.00 Deactivation Fee*** will be charged to the patron's account for each instance. Fees for the Hotspots must be paid in person at the Walworth-Seely Public Library circulation desk.

If the device is not returned in 2 weeks it will be marked LOST and the full replacement fee will be assessed to the borrower's library account.

### **RETURNING THE HOTSPOT KIT**

The device and kit contents **must be returned to the Walworth-Seely Public Library Circulation Desk.** Do not return in book drop or to another library. Damage can occur to the device or contents from the book drop or in delivery. If the device is returned in the



book drop or to another library, Hotspot borrowing privileges will be suspended and **a fee of \$5.00** (not including any charges for damages that may occur) will be assessed to borrowers' library account.

### **RENEWALS AND HOLDS**

Hotspots may be renewed 1 time if there are no patron holds. Renewals must be done online through the patron library account, in person OR by phone prior to the close of business the day the device is due. Hotspots will be turned off the day after it is due back to the library and a Deactivation Fee will be added to the patron's account.

If a patron *does not currently have a Hotspot checked out to their account (regardless of service provider)*, a hold may be placed on a Hotspot for 2 business days. The device will be made available to the public for checkout after 2 days. Failure to pick up Hotspot on hold could result in a **\$1.00 "Failure to Pick Up Hold" Fee**.

### **CARING FOR THE HOTSPOT**

The patron is responsible for the proper use and care of the Hotspot while it is checked out to their account. Like any electronic device, the Hotspot must be handled with care to ensure reliable operation. Novatel Wireless recommends the following guidelines:

1. Protect the device from liquids, dust, and excessive temperatures.
2. Store the Jetpack in a safe place when not in use
3. Do not leave the device plugged in after it has reached a full charge. Doing so can potentially cause the device to overheat and may cause damage to the battery.
4. Ensure the wall socket is located near the equipment and is easily accessible as to not add extra stress to the charging cable and the device.
5. **Any signs of a swollen battery or other technical issues with the device must be reported to the library immediately. If there are signs of a swollen battery or the device seems puffy or overheating immediately stop using it.**

Additional instructions are included in each kit, and should be reviewed prior to device use.

### **REPLACEMENT FEES**

The total replacement fee for the Hotspot Kit is ~~\$127.00~~ **\$122.00** for the Franklin T-9 and ~~\$239.00~~ **\$226.00** for the Verizon Jetpack. Any replacement fees for lost or damaged items in the Hotspot Kit must be paid in person at the Walworth-Seely Public Library circulation desk.

- One (1) Verizon ~~Hotspot Jetpack Mifi 7730L~~ - \$180.00
- One (1) T-Mobile ~~Hotspot Franklin T-9~~ - \$68.00
- ~~One (1) compatible Verizon black charging cord - \$12.00~~
- ~~One (1) compatible Verizon black USB outlet plug - \$10.00~~
- One (1) compatible ~~T-Mobile~~ charging cord and plug - \$22.00
- One (1) Protective case for Hotspot and cord - ~~\$16.00~~ **\$12.00**
- One (1) Walworth-Seely Public Library Bag with tag and barcode - \$21.00



**Please contact the library with any questions regarding the Hotspots.**

*This policy will be reviewed and amended by the Walworth-Seely Public Library Board of Trustees on a bi-annual basis, or more frequently as needed. Copies of the most recent version will be available at the Library and at [walworthlibrary.org/policies](http://walworthlibrary.org/policies).*

DRAFT



## Borrower Agreement and Use

Borrower Information: (please print)

Name: \_\_\_\_\_ Library Barcode: \_\_\_\_\_

*I understand that I am responsible for the safe and timely return of the WSPL Hotspot Kit to the Walworth-Seely Public Library circulation desk. I acknowledge that I have read and understand the Rules of Use listed outlined in the WSPL Hotspot Borrowing Policy. If damages, fees or additional charges associated with misuse occur during my loan period, I understand that my library account will be charged and I will be responsible for making payment in full.*

Borrower Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Staff – All borrowers must sign a Borrower Agreement Form prior to the first check out. Borrower is to receive a copy of signed agreement for their records. Original copy to be filed in agreement binder. A note is to be placed on patron account as well.*



## Photography and Recording Policy

Adopted: 05/14/2026

Last Revised:

### Purpose

This policy governs photography, audio recording, and video recording on library property, including all interior spaces and exterior areas under library control. It applies to patrons, visitors, media outlets, and third parties. It also establishes the library's opt-in consent process for using photographs or recordings of patrons in library communications and promotional materials.

The library values patron privacy as a core library principle. Patron privacy is also a matter of law. New York Civil Rights Law § 50 prohibits the use of a person's name, portrait, or picture for advertising or trade purposes without written consent. New York CPLR § 4509 protects library records, including any record that reveals a patron's use of library services, as confidential. Both statutes apply when the library photographs or records patrons and shares those images publicly.

This policy is designed to protect those rights, give patrons meaningful control over their own images, and provide library staff with clear guidance for addressing recording by the public.

**[POLICY NOTE: All libraries subject to the same privacy obligations under Civil Rights Law § 50 and CPLR § 4509 as public libraries. If your library receives public funds or operates under a charter from the New York State Board of Regents, patron privacy protections apply in full.]**

### Definitions

"*Recording*" means any photograph, video, audio, livestream, or broadcast of the library's premises, patrons, staff, or operations, regardless of the device used or the stated purpose.

"*Library communications*" means any content the library publishes or shares publicly, including social media posts, newsletters, press releases, websites, grant applications, program announcements, and print materials.

"*Minor*" means a person under 18 years of age.



## Recording by the Public

The library is a public entity. Members of the public generally have the right to photograph or record areas of the library that are open to the public, including the building exterior and common spaces. The library honors this right.

The library also has the authority under New York Education Law to set the hours and conditions necessary to operate the library safely and effectively. The library's board of trustees exercises that authority through this policy.

The library prohibits Recording that:

- captures identifiable images of patrons in service areas, including the circulation desk, children's areas, computer stations, or any area where a patron's use of library services could be inferred from the image;
- disrupts library operations or patron access to services;
- compromises the safety or privacy of staff, patrons, or minors;
- violates the library's Patron Code of Conduct.

Anyone wishing to record in the library for any purpose is encouraged to contact the library director at least two business days in advance. Contact the director by calling 315-986-1511 or emailing [walworthlibrarydirector@owwl.org](mailto:walworthlibrarydirector@owwl.org). Advance notice allows the library to work with the requester to identify how recording can occur without compromising patron privacy or library operations.

For recording requests that arise without advance notice, the person must contact the director or the staff member on duty as soon as possible before beginning to record.

**Non-commercial recording**, including credentialed journalism, may be permitted with the director's approval. The library confirms permission for non-commercial recording in writing before recording begins.

**Commercial recording** (including films, advertisements, and documentaries) requires a written agreement with the library. That agreement may include insurance requirements and indemnification provisions, based on the nature of the project.

If a person begins recording without permission in a manner that risks patron privacy, safety, staff work conditions, or library operations, staff will follow the appropriate response protocol.



[POLICY NOTE: This is at the end of the policy that may be used as an internal document.]

## **Library Use of Photographs and Recordings**

The library may wish to photograph or record patrons for use in library communications, including program documentation, social media, newsletters, and grant reporting. The library does not photograph, record, or use the image or likeness of any patron in library communications without that patron's written, opt-in consent.

### **Photographs and Recordings Involving Minors**

Consent to photograph or record a minor must be given by a parent or legal guardian. The library does not photograph or record a minor for use in library communications without a signed consent form from a parent or guardian.

When programs include minors, the library notifies parents and guardians in advance that photography or recording may occur, and provides the consent form for their review and signature before the program begins. A minor whose parent or guardian has not returned a signed consent form is not to be photographed or recorded.

### **Consent Process**

Patron consent to be photographed or recorded for library communications is entirely voluntary and opt-in. No patron is required to consent as a condition of using library services or participating in any program. The library may ask patrons to wear a color coded item in order to more easily identify which patrons have consented to have their photographs taken and which have not.

The library collects signed consent forms before photographing or recording, not after. The library retains signed consent forms in a secure location for a minimum of seven years, or for the lifetime of a minor's consent plus seven years, whichever is longer.

Patrons may withdraw consent at any time by notifying the library director in writing. Withdrawal of consent applies to future use of the patron's image. The library will make reasonable efforts to remove images from active communications, but withdrawal does not require removal of images already published in archived or printed materials.

[POLICY NOTE: Consult your library's attorney regarding record retention schedules if your municipality or system has a more specific requirement.]



## Walworth-Seely Public Library Photography and Recording Consent Form

This form provides the library permission to post photos of you or your child in library communications. Please read carefully before signing.

### **Part 1: Image and Likeness Consent**

I give Walworth-Seely Public Library permission to photograph or record me and to use my name, image, or likeness in library communications. This includes social media, newsletters, the library website, press releases, grant applications, and print materials.

I understand that this permission is voluntary. I may withdraw it at any time by contacting the library director in writing.

### **Part 2: Library Record Disclosure Consent**

I understand that a photograph or recording that shows me at the library, or that can be used to identify me as a library patron, may be considered a confidential library record under New York law. Knowing this, I consent to the library sharing my image in the communications described above, which may disclose that I use library services.

I understand that my image may appear on the library's social media, newsletters, printed program flyers, and reports.

### **Part 3: Minor Patron (complete this section if the patron is under 18)**

I am the parent or legal guardian of the minor named below. I give consent on their behalf for all items in Parts 1 and 2 above.

---

Minor's Name

Minor's Date of Birth

### **Consent Signatures: Patron (or parent/guardian if patron is a minor)**

---

Printed Name

Signature

Date

*Library Staff Initials:* \_\_\_\_\_

*Date:* \_\_\_\_\_



## **POLICY NOTE: Staff Response Protocol and Posted Notice**

**This information is an operational guide. It is not part of the policy and is intended for staff use.**

### **Staff Guidance**

The library director is responsible for training staff on this policy before staff are asked to implement it. Training includes:

- how to respond to public recording that implicates patron privacy;
- how to collect and store consent forms;
- how to respond when a patron declines to consent;
- how to handle requests from media outlets.

Libraries are encouraged to conduct role-play exercises so staff can practice responding to recording situations before they arise. See Appendix A for the response script.

### **Response Script for Unauthorized Recording**

When a staff member observes recording that appears to violate this policy, use the following steps.

Step 1: Identify what is at risk. Select at least one: patron privacy, patron safety, staff work conditions, or routine library operations.

Step 2: Approach calmly and say:

"I work at the library. We're concerned that your recording may be affecting [patron privacy / safety / staff work conditions / library operations]. We do have a process for recording in the library that protects everyone. Can I connect you with the person who can help arrange that?"

If the person agrees, connect them to the director or the staff member on duty.

If the person refuses or continues recording:

"Because this activity violates our policy, I need to ask you to stop recording and, if you're not willing to do that, to leave the library. If you'd like to record here in the future, please contact us in advance."

If the person refuses to leave:



Follow the library's Code of Conduct for removal from the premises.

Do not argue. Do not explain at length. Point to the posted notice if challenged.

### **Posted Notice (Template)**

Post this notice at the library entrance and at service desks.

### **Photography and Recording in the Library**

To protect patron privacy and ensure a safe environment for everyone, recording patrons or patron service areas is not permitted during regular library hours.

Anyone wishing to photograph, record, or stream from the library for any purpose is welcome to contact us. Call 315-986-1511 or email [walworthlibrarydirector@owwl.org](mailto:walworthlibrarydirector@owwl.org).

The library reserves the right to prohibit any recording that compromises patron privacy, safety, staff work conditions, or library operations.



## **Patron Privacy Policy**

Adopted: 01/09/2025

Last Revised:

### **Confidentiality of Library Records**

The Walworth-Seely Public Library is committed to protecting patron confidentiality, including the borrowing information of patrons, library space or equipment use, and their right to access information that is controversial, sensitive, or personal.

Therefore, the Walworth-Seely Public Board of Trustees adopts the following stance on library records in accordance with New York State Civil Practice Law and Rules § 4509:

*The ethical responsibility of library employees, as well as New York State law, protects the privacy of library users. Records related to the circulation of library materials, the patron database, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the use of audio-visual materials shall be confidential and library employees shall not disclose them except to the extent necessary for proper library operation, upon request or consent of the user, pursuant to subpoena or court order, or where otherwise required by law.*

The Confidentiality of Library Records will be periodically evaluated in relation to all local, state, and federal laws and regulations as well as the American Library Association Code of Ethics and ALA Library Bill of Rights by the Library Director and Board of Trustees.

### **Employee Responsibilities**

In working at Walworth-Seely Public Library, employees will learn things about the Library and our patrons which are proprietary or confidential and the Library has a legitimate and substantial business interest in maintaining the confidentiality of such information. Every employee of the Library has a professional and ethical responsibility to treat this information as privileged and to ensure such information is not improperly or accidentally disclosed. Except as required in the performance of their duties for the Library, employees may not use or disclose any proprietary information such as patron lists, personal identifiable information, or use of library space or equipment unless required by warrant or law.



## **Recording Policy**

~~As a public library, the Walworth-Seely Public Library is obligated to ensure information access, patron privacy, and library service.~~

~~To help fulfill those obligations, it is the policy of the Walworth-Seely Public Library to honor state and federal law and policy with respect to photographing, recording, broadcasting, and streaming images of the premises, patrons, and employees while on library property (for the sake of clarity, all such activity is referred to in this document as "Recording").~~

~~This policy will be used by the Walworth-Seely Public Library to address concerns related to non-employees photographing, recording and/or broadcasting/streaming images on library property. This includes whether or not those conducting the stream or making the recording call it a "First Amendment Audit" or claim it is for other purposes.~~

~~The Library will allow all Recording consistent with its obligations and mission. The Library reserves the right at all times to refuse any Recording that will negatively impact safety, patron privacy, employee work conditions, and/or routine library operations.~~

## **Requests to Record**

~~Whenever possible, individuals or media outlets who wish to engage in Recording should contact the Director to arrange, at least two business days in advance, how such Recording can be done without risking a breach of the library's ethics, its obligation to safeguard patron privacy, and to ensure a respectful environment for library employees. This may be done by calling (315) 986-1511 or emailing [walworthlibrarydirector@owwl.org](mailto:walworthlibrarydirector@owwl.org). When contacting the Library with this need, please be ready to discuss what content is needed, and how to adapt that need to the library's ethical and operational priorities, if necessary.~~

~~Individuals or media outlets who wish to engage in Recording on a more immediate basis, please contact the Director, or their designee working at the time, **as soon as possible**. This may be done by calling (315) 986-1511 or emailing [walworthlibrarydirector@owwl.org](mailto:walworthlibrarydirector@owwl.org). Just like recording with more notice, those with urgent requests should be ready to discuss what access will meet your needs, and to adapt your needs to the library's ethical and operational priorities, including not being able to grant a same-day request. Staff will direct all requests to record or give~~



~~statements on behalf of the library to the Library Director and/or Board President, per the Employee Handbook.~~

~~For individuals or media outlets who wish to engage in Recording without notifying the library in advance, please know that any Recording activity that risks negatively impacting safety, patron privacy, employee work conditions, and/or routine library operations, or a violation of this policy, our Patron Code of Conduct, and/or our Meeting Space Use Policy will result in a requirement to cease Recording.~~

~~As with any other ongoing potential violation of Library policy, any individuals or media outlets who, after being asked to stop engaging in Recording, does not cease Recording, will be told to leave Library property, pending further action under any applicable policy.~~

### **Recording with Permission in the Library (Commercial)**

~~Requests to Record in the Library for commercial purposes (movies, advertisements, documentaries) will be confirmed by a contract, based on the project, and may include insurance requirements and indemnification.~~

### **Recording with Permission in the Library (Non-commercial)**

~~Requests to Record in the Library for non-commercial purposes, including journalism from credentialed journalists, will be confirmed with this permission whenever time allows:~~

*~~Thank you for working with the Library to explore recording/streaming/broadcasting in our space ("Recording"). As you know, any Recording in the Library must be conducted safely, without risking a breach of the library's ethics, with attention to its obligation to safeguard patron privacy, and in a way that respects our employees and doesn't disrupt routine operations. To ensure these safeguards, we met on DATE, and agreed that you could record in [AREA] during the hours of [TIMESPAN]. You confirmed that the end project will be a non-commercial recording (commercial recordings are subject to additional requirements, including insurance). Thank you so much for your cooperation.~~*

### **"First Amendment Audits", Harassing Behavior, and Other Unannounced Recording**

~~The Library recognizes and honors that as a public entity, the public has a right to access information about the Library. This includes being subject to the Freedom of Information Law ("FOIL") and the Open Meetings Law ("OML"). To that end, the Library's policies and board materials are on our website, and the public may attend our meetings as required by law.~~



~~Further, the Library recognizes and honors that not all journalists are credentialed by formal media outlets, and the public has the right to know about the operations of the Library.~~

~~However, the Library's Board of Trustees also has the right to set the hours and conditions needed to operate the library, and this includes barring any activity that would impact safety, patron privacy, employee work conditions, and/or routine library operations, or a violation of a library policy. To that end, this policy, protocol, permission language, response script, and posted notice will be used to promote requests for access to Record on the premises, and to address any unauthorized Recording on the premises that risks mission and obligations.~~

INCOME	Acct.	2022 Budget Approved	2022 Budget Actuals	2023 Budget Approved	2023 Budget Actuals	Approved 2024 414 Ref Budget	2024 Actuals	Approved 2025 Budget Ref	2025 Actuals	Approved 2026 Budget Ref
<b>Real Property Taxes</b>	<b>600</b>	<b>\$ 266,500.00</b>	<b>\$ 266,500.00</b>	<b>\$ 278,632.00</b>	<b>\$ 278,632.00</b>	<b>\$ 320,000.00</b>	<b>\$ 320,000.00</b>	<b>\$ 326,400.00</b>	<b>\$326,400.00</b>	<b>\$332,900.00</b>
<b>Library Charges</b>	<b>610</b>	<b>\$ 1,600.00</b>	<b>\$ 1,365.50</b>	<b>\$ 1,600.00</b>	<b>\$ 2,720.92</b>	<b>\$ 2,600.00</b>	<b>\$ 2,875.89</b>	<b>\$ 3,000.00</b>	<b>\$3,198.01</b>	<b>\$3,050.00</b>
Fines	610.1	\$ 500.00	\$ 314.90	\$ 300.00	\$ 243.60	\$ 300.00	\$ 260.85	\$ 300.00	\$382.54	\$400.00
Copies	610.2	\$ 700.00	\$ 491.40	\$ 1,000.00	\$ 1,579.30	\$ 2,000.00	\$ 1,560.55	\$ 2,200.00	\$1,936.65	\$2,200.00
Faxes	610.3	\$ 400.00	\$ 215.70	\$ 300.00	\$ 396.95	\$ 300.00	\$ 332.80	\$ 500.00	\$442.80	\$450.00
Lost Book - Walworth	610.4	\$ -	\$ 232.46	\$ -	\$ 174.70		\$ 485.91	\$ -	\$188.00	
Lost Book Other	610.5	\$ -	\$ 64.74	\$ -	\$ 101.15		\$ 72.70	\$ -	\$78.99	
Lost Card	610.6	\$ -	\$ 11.00	\$ -	\$ 34.25		\$ 30.00	\$ -	\$23.00	
Other	610.9	\$ -	\$ 35.30	\$ -	\$ 190.97		\$ 133.08	\$ -	\$146.03	
<b>Support</b>	<b>620</b>	<b>\$ 1,900.00</b>	<b>\$ 6,862.00</b>	<b>\$ 2,600.00</b>	<b>\$ 3,069.69</b>	<b>\$ 2,500.00</b>	<b>\$ 3,563.20</b>	<b>\$ 3,500.00</b>	<b>2019.49</b>	<b>\$3,800.00</b>
Gifts	620.1	\$ 400.00	\$ 3,008.84	\$ 600.00	\$ 1,485.35	\$ 500.00	\$ 1,791.40	\$ 1,500.00	774.2	\$1,500.00
Amazon Smile	620.3	\$ -	\$ 39.26		\$ 27.81	N/A	N/A	N/A		N/A
Friends of the Library	620.4	\$ 1,500.00	\$ 3,813.60	\$ 2,000.00	\$ 1,556.53	\$ 2,000.00	\$ 1,771.80	\$ 2,000.00	1245.29	\$2,300.00
Other Donations	620.9	\$ -	\$ 0.30				\$ -	\$ -		
<b>Grants</b>	<b>630</b>	<b>\$ 19,825.91</b>	<b>\$ 21,769.42</b>	<b>\$ 20,200.00</b>	<b>\$ 26,102.32</b>	<b>\$ 4,925.00</b>	<b>\$ 10,499.76</b>	<b>\$ 7,349.16</b>	<b>8781.89</b>	<b>\$7,710.99</b>
Grants - Wayne Central	630.2	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ -	\$ -	\$ -		
Grants - Gananda Central	630.3	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ -	\$ -	\$ -		
OWWL Grants	630.5	\$ -	\$ 11.03		\$ 150.00		\$ -	\$ -		
LLSA	630.6	\$ 2,700.00	\$ 2,738.00	\$ 3,000.00	\$ 2,747.00	\$ 3,000.00	\$ 2,845.00	\$ 3,000.00	2916	\$3,000.00
Tummonds Fund	630.8	\$ 1,125.91	\$ 1,125.91	\$ 1,200.00	\$ 1,925.92	\$ 1,925.00	\$ 4,349.16	\$ 4,349.16	4665.89	\$4,710.99
Grants - Other	630.9	\$ -	\$ 1,894.48		\$ 5,279.40		\$ 3,305.60	\$ -	1200	
<b>Other Revenue</b>	<b>680</b>	<b>\$ 60.00</b>	<b>\$ 18.72</b>	<b>\$ 60.00</b>	<b>\$ 2,018.87</b>	<b>\$ 50.00</b>	<b>\$ 33.45</b>	<b>\$ 20.00</b>	<b>56.01</b>	<b>\$40.00</b>
Interest Earnings	680.2	\$ 60.00	\$ 17.72	\$ 60.00	\$ 18.87	\$ 50.00	\$ 24.83	\$ 20.00	44.64	\$40.00
Credit Card Fees	690.5	N/A	\$ 1.00	N/A		N/A	\$ -			
Revenue - Other	690.9	\$ -			\$ 2,000.00		\$ 8.62		11.37	
<b>TOTALS</b>		<b>\$ 289,885.91</b>	<b>\$ 296,515.64</b>	<b>\$ 303,092.00</b>	<b>\$ 312,543.80</b>	<b>\$ 330,075.00</b>	<b>\$ 336,972.30</b>	<b>\$ 340,269.16</b>	<b>\$340,455.40</b>	<b>\$347,500.99</b>

EXPENSES	Acct.	2022 Budget Approved	2022 Actuals	2023 Budget Approved	2023 Actuals	2024 Budget Approved	2024 Actuals	2025 Approved	2025 Actuals	2026 Budget Approved
<b>Equipment</b>	<b>700</b>	<b>\$ 8,006.00</b>	<b>\$ 6,506.00</b>	<b>\$ 6,000.00</b>	<b>\$ 2,663.83</b>	<b>\$ 7,200.00</b>	<b>\$ 4,163.51</b>	<b>\$ 6,000.00</b>	<b>\$9,135.80</b>	<b>\$8,000.00</b>
Equipment (not computer related)	700.1	\$ 1,586.00	\$ 86.00	\$ 1,500.00	\$ 181.98	\$ 1,500.00	\$ 2,860.50	\$ 1,500.00	\$34.48	\$2,000.00
Furniture & Fixtures	700.2	\$ 6,420.00	\$ 6,420.00	\$ 1,500.00	\$ 697.79	\$ 2,700.00	\$ 543.73	\$ 2,000.00	\$994.11	\$2,500.00
Computer Replacement Plan	700.3			\$ 3,000.00	\$ 1,784.06	\$ 3,000.00	\$ 759.28	\$ 2,500.00	\$8,107.21	\$3,500.00
<b>Salaries and Wages</b>	<b>800</b>	<b>\$ 173,397.79</b>	<b>\$ 163,475.64</b>	<b>\$ 186,220.00</b>	<b>\$ 178,311.81</b>	<b>\$ 207,790.00</b>	<b>\$ 192,790.15</b>	<b>\$ 190,970.00</b>	<b>\$201,377.38</b>	<b>\$208,005.00</b>
Director	800.1	\$ 64,793.08	\$ 64,541.00	\$ 68,432.00	\$ 68,292.04	\$ 71,760.00	\$ 71,632.00	\$ 73,840.00	\$78,300.07	\$80,080.00
Librarians						\$ 37,560.00	\$ -		\$19,719.70	\$0.00
Clerks & Library Assistants	800.3	\$ 103,113.51	\$ 96,179.38	\$ 112,618.00	\$ 108,702.87	\$ 94,870.00	\$ 121,158.15	\$ 105,950.00	\$100,985.81	\$116,745.00
Pages	800.4	\$ 5,491.20	\$ 2,755.26	\$ 5,170.00	\$ 1,316.90	\$ 3,600.00		\$ -		\$0.00
Bookkeeper & Treasurer								\$ 11,180.00	\$2,371.80	\$11,180.00
<b>Payroll Expenses</b>	<b>810</b>	<b>\$ 35,956.41</b>	<b>\$ 39,672.44</b>	<b>\$ 30,825.00</b>	<b>\$ 41,706.32</b>	<b>\$ 33,220.00</b>	<b>\$ 36,462.85</b>	<b>\$ 42,550.00</b>	<b>\$40,634.70</b>	<b>\$42,550.00</b>
ER Social Security	810.1	\$ 12,500.00	\$ 12,505.86	\$ 12,500.00	\$ 13,640.54	\$ 12,500.00	\$ 14,748.34	\$ 15,000.00	\$15,405.63	\$15,000.00
ER NYS Retirement	810.2	\$ 17,806.41	\$ 17,806.41	\$ 12,225.00	\$ 12,224.89	\$ 13,000.00	\$ 14,146.72	\$ 19,400.00	\$18,050.77	\$19,400.00

Disability Insurance	810.3	\$ 1,200.00	\$ 229.95	\$ 1,200.00	\$ 1,025.49	\$ 500.00	\$ 1,328.82	\$ 1,400.00	\$1,192.05	\$1,400.00
Workers Compensation	810.4	\$ 500.00	\$ 1,324.00	\$ 500.00	\$ 1,409.00	\$ 2,000.00	\$ 1,341.00	\$ 1,500.00	\$990.00	\$1,500.00
Payroll Processing Expenses	810.5	\$ 3,800.00	\$ 4,633.99	\$ 4,200.00	\$ 13,248.77	\$ 5,000.00	\$ 4,777.10	\$ 5,000.00	\$4,861.95	\$5,000.00
NYS Unemployment Insurance	810.6	\$ -	\$ 2,983.23	\$ -	\$ 53.31		\$ -	\$ -		
Employee Assistance Program	810.7	\$ 150.00	\$ 189.00	\$ 200.00	\$ 104.32	\$ 220.00	\$ 120.87	\$ 250.00	\$134.30	\$250.00
<b>Travel and Training</b>	<b>820</b>	<b>\$ 3,950.00</b>	<b>\$ 3,276.40</b>	<b>\$ 6,150.00</b>	<b>\$ 6,734.16</b>	<b>\$ 5,000.00</b>	<b>\$ 2,928.85</b>	<b>\$ 5,500.00</b>	<b>\$2,300.35</b>	<b>\$5,600.00</b>
Educational Seminars & Conf	820.1	\$ 2,800.00	\$ 2,786.50	\$ 2,000.00	\$ 2,288.81	\$ 2,500.00	\$ 1,568.82	\$ 2,500.00	\$1,349.96	\$2,500.00
Travel for Training	820.3	\$ 1,000.00	\$ 459.90	\$ 1,000.00	\$ 1,245.35	\$ 700.00	\$ 975.03	\$ 1,000.00	\$415.39	\$1,000.00
Dues and Memberships	820.4	\$ 150.00	\$ 30.00	\$ 150.00		\$ 200.00	\$ 385.00	\$ 400.00	\$535.00	\$500.00
Professional Development - Other	820.9	\$ -		\$ 3,000.00	\$ 3,200.00	\$ 1,600.00	\$ -	\$ 1,600.00		\$1,600.00
<b>Materials</b>	<b>830</b>	<b>\$ 30,226.00</b>	<b>\$ 24,149.89</b>	<b>\$ 30,946.00</b>	<b>\$ 26,172.04</b>	<b>\$ 33,700.00</b>	<b>\$ 19,657.82</b>	<b>\$ 35,350.00</b>	<b>\$33,525.12</b>	<b>\$36,160.99</b>
Books	830.1	\$ 15,000.00	\$ 8,249.89	\$ 15,320.00	\$ 12,400.21	\$ 16,000.00	\$ 7,038.93	\$ 15,000.00	\$13,605.38	\$15,000.00
Magazines	830.2	\$ 1,000.00	\$ 699.59	\$ 1,000.00	\$ 676.88	\$ 1,000.00	\$ 470.34	\$ 700.00	\$459.52	\$700.00
Audiobooks	830.3	\$ 400.00		\$ 400.00	\$ -	\$ 400.00	\$ -	\$ 300.00		
Videos/CDs/Games	830.5	\$ 3,000.00	\$ 3,138.78	\$ 3,000.00	\$ 3,321.34	\$ 3,000.00	\$ 2,487.03	\$ 4,000.00	\$2,501.64	\$4,000.00
Databases	830.6	\$ 1,500.00	\$ 1,284.75	\$ 1,500.00	\$ 1,365.80	\$ 1,500.00	\$ 1,411.40	\$ 1,600.00	\$2,094.44	\$2,000.00
OWWL2go Funding	830.7	\$ 4,000.00	\$ 4,200.00	\$ 4,326.00	\$ 4,326.00	\$ 4,300.00	\$ 4,456.00	\$ 4,500.00	\$4,590.00	\$4,750.00
FFRPL Fund Purchases	830.8	\$ 1,126.00	\$ 1,129.94	\$ 1,200.00	\$ -	\$ 2,000.00	\$ -	\$ 4,750.00	\$4,655.89	\$4,710.99
Hot Spots	830.9	\$ 4,200.00	\$ 5,446.94	\$ 4,200.00	\$ 4,081.81	\$ 5,500.00	\$ 3,794.12	\$ 4,500.00	\$4,222.46	\$5,000.00
Other Collections	830.1								\$1,395.79	\$2,000.00
<b>Operating Expense</b>	<b>840</b>	<b>\$ 11,001.00</b>	<b>\$ 7,392.78</b>	<b>\$ 9,301.00</b>	<b>\$ 13,475.15</b>	<b>\$ 11,215.00</b>	<b>\$ 10,614.70</b>	<b>\$ 12,601.00</b>	<b>\$9,399.04</b>	<b>\$12,101.00</b>
Operating General	840.1	\$ 2,000.00	\$ 25.23	\$ 1,000.00	\$ 2,329.87	\$ 2,914.00	\$ 2,110.76	\$ 2,500.00	\$598.13	\$1,000.00
Fees - Legal & Accounting	840.2	\$ 5,600.00	\$ 4,562.50	\$ 5,000.00	\$ 7,979.07	\$ 5,000.00	\$ 4,825.00	\$ 6,000.00	\$5,737.50	\$6,000.00
Bank Fees	840.3	\$ 400.00	\$ 264.06	\$ 300.00	\$ 336.62	\$ 300.00	\$ 244.80	\$ 500.00	\$670.35	\$500.00
Town Maint / Utilities	844	\$ 1.00	\$ 1.00	\$ 1.00	\$ -	\$ 1.00	\$ 1.00	\$ 1.00	\$213.60	\$1.00
Web Site Expense	840.4	\$ 400.00	\$ 307.99	\$ 400.00	\$ 309.59	\$ 400.00	\$ 577.14	\$ 800.00	\$739.46	\$800.00
Storage	840.5	\$ 2,600.00	\$ 2,232.00	\$ 2,600.00	\$ 2,520.00	\$ 2,600.00	\$ 2,856.00	\$ 2,800.00	\$1,440.00	\$2,800.00
Community Garden	840.8	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	\$0.00	\$1,000.00
<b>Programs</b>	<b>850</b>	<b>\$ 4,000.00</b>	<b>\$ 2,740.96</b>	<b>\$ 5,000.00</b>	<b>\$ 3,935.36</b>	<b>\$ 5,000.00</b>	<b>\$ 6,428.09</b>	<b>\$ 7,600.00</b>	<b>\$4,857.00</b>	<b>\$6,284.00</b>
Reading Programs	850.1	\$ 3,000.00	\$ 2,485.74	\$ 4,000.00	\$ 3,935.36	\$ 4,000.00	\$ 6,428.09	\$ 6,100.00	\$4,657.00	\$5,034.00
Professional Services/Programs	850.2	\$ 1,000.00	\$ 255.22	\$ 1,000.00		\$ 1,000.00	\$ -	\$ 1,500.00	\$200.00	\$1,250.00
Programs Other									\$0.00	
<b>Office Expenses</b>	<b>860</b>	<b>\$ 9,900.00</b>	<b>\$ 8,034.80</b>	<b>\$ 9,800.00</b>	<b>\$ 6,622.26</b>	<b>\$ 8,800.00</b>	<b>\$ 5,594.97</b>	<b>\$ 9,400.00</b>	<b>\$10,183.88</b>	<b>\$10,900.00</b>
General Supplies	860.1	\$ 4,000.00	\$ 3,737.36	\$ 5,000.00	\$ 4,509.65	\$ 4,000.00	\$ 3,775.25	\$ 5,500.00	\$5,938.13	\$5,500.00
Computer Supplies/Support	860.2	\$ 700.00	\$ 1,757.92	\$ 1,000.00	\$ 93.36	\$ 1,500.00	\$ 332.99	\$ 1,000.00	\$240.70	\$1,000.00
Copier Maintenance & Supplies	860.3	\$ 3,000.00	\$ 1,823.86	\$ 3,000.00	\$ 916.95	\$ 2,500.00	\$ 875.52	\$ 2,000.00	\$1,143.11	\$2,000.00
Shipping & Postage	860.4	\$ 700.00	\$ 483.98	\$ 300.00	\$ 356.78	\$ 300.00	\$ 120.48	\$ 400.00	\$648.23	\$400.00
Cleaning Supplies	860.5	\$ 1,000.00	\$ 208.95	\$ 500.00	\$ 745.52	\$ 500.00	\$ 490.73	\$ 500.00	\$2,213.71	\$2,000.00
Personal Protective Equipment	860.6	\$ 500.00	\$ 22.73	\$ -			\$ -	\$ -		
<b>Communication</b>	<b>870</b>	<b>\$ 13,700.00</b>	<b>\$ 12,308.78</b>	<b>\$ 12,850.00</b>	<b>\$ 8,422.78</b>	<b>\$ 13,150.00</b>	<b>\$ 9,366.82</b>	<b>\$ 13,000.00</b>	<b>\$10,138.94</b>	<b>\$12,900.00</b>
OWWL Telecommunication	870.1	\$ 2,500.00	\$ 2,493.30	\$ 2,500.00	\$ 1,644.51	\$ 2,500.00	\$ 1,593.72	\$ 2,500.00	\$1,593.72	\$1,700.00
Telephone	870.2	\$ 1,200.00	\$ 1,837.48	\$ 1,200.00	\$ 1,154.96	\$ 1,500.00	\$ 1,195.87	\$ 1,500.00	\$1,121.33	\$1,500.00
OWWL Access	870.3	\$ 8,350.00	\$ 7,978.00	\$ 8,500.00	\$ 5,481.00	\$ 8,500.00	\$ 6,481.00	\$ 8,500.00	\$7,294.00	\$9,000.00
Patron Communications	870.4	\$ 1,500.00		\$ 500.00	\$ 58.84	\$ 500.00	\$ -	\$ 500.00		\$500.00
Patron Mailers	870.5	\$ 150.00		\$ 150.00	\$ -	\$ 150.00	\$ -	\$ -		\$200.00
Communication Other	870.9				\$ 83.47		\$ 96.23		\$129.89	

Insurance	880	\$ 4,000.00	\$ 4,113.04	\$ 6,000.00	\$ 4,619.90	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$1,975.00	\$5,000.00
Other Expense	999	\$ -	\$ 1,304.88	\$ -	\$ (2,639.94)	\$ 1.55	\$ -	\$ -	\$25.52	
<b>TOTALS</b>		<b>\$ 294,137.20</b>	<b>\$ 272,975.61</b>	<b>\$ 303,092.00</b>	<b>\$ 290,023.67</b>	<b>\$ 330,076.55</b>	<b>\$ 293,007.76</b>	<b>\$ 327,971.00</b>	<b>\$ 323,552.73</b>	<b>\$ 347,500.99</b>

INCOME	Acct.	2019 Budget Proposal	2019 Revised Budget Proposal	2019 Budget Approved	2019 Actuals	2020 Budget Proposal
Real Property Taxes	600	\$ 299,247.00	\$289,000.00	\$ 278,632.00	\$ 278,632.00	\$ 297,104.00
Library Charges	610	\$ 9,855.00	\$9,855.00	\$ 10,000.00	\$ 10,112.87	\$ 10,035.00
Gifts & Donations	620	\$ 2,300.00	\$2,800.00	\$ 3,000.00	\$ 3,330.55	\$ 1,875.00
Grants	630	\$ 20,860.00	\$20,860.00	\$ 18,700.00	\$ 20,610.40	\$ 18,700.00
Other Revenue	680	\$ 600.00	\$1,100.00	\$ -	\$ 177.72	\$ 215.00
<b>TOTALS</b>		<b>\$ 332,862.00</b>	<b>\$ 323,615.00</b>	<b>\$ 310,332.00</b>	<b>\$ 312,863.54</b>	<b>\$ 327,929.00</b>

EXPENSES	Acct.	2019 Budget Proposal	Revised 2019 Budget Proposal	2019 Budget Approved	2019 Actuals	2020 Budget Proposal
Equipment	700	\$ 1,750.00	\$ 1,750.00	\$ 2,000.00	\$ 2,958.87	\$ 1,000.00
Salaries and Wages	800	\$ 184,100.00	\$ 177,400.00	\$ 182,416.00	\$ 167,519.60	\$ 202,928.00
Payroll Expenses	810	\$ 36,000.00	\$ 34,300.00	\$ 33,200.00	\$ 32,023.02	\$ 32,250.00
Travel and Training	820	\$ 7,900.00	\$6,500.00	\$ 3,800.00	\$ 4,995.30	\$ 6,450.00
Materials	830	\$ 38,400.00	\$36,723.00	\$ 34,000.00	\$ 35,317.78	\$ 36,400.00
Operating Expense	840	\$ 17,052.00	\$17,052.00	\$ 17,800.00	\$ 35,201.23	\$ 13,351.00
Programs	850	\$ 9,900.00	\$10,000.00	\$ 7,000.00	\$ 6,797.50	\$ 7,850.00
Office Expenses	860	\$ 17,810.00	\$17,660.00	\$ 14,000.00	\$ 10,332.00	\$ 10,000.00
Communication	870	\$ 14,350.00	\$16,430.00	\$ 12,330.00	\$ 13,628.41	\$ 13,700.00
Insurance	880	\$ 5,000.00	\$5,000.00	\$ 3,600.00	\$ 1,377.00	\$ 4,000.00
Depreciation Expense	998	0	0	\$ -	\$ -	\$ -
Other Expense	999	\$ 500.00	\$800.00	\$ -	\$ (1,105.98)	0
<b>TOTALS</b>		<b>\$ 332,762.00</b>	<b>\$ 323,615.00</b>	<b>\$ 310,146.00</b>	<b>\$ 309,044.73</b>	<b>\$ 327,929.00</b>

2020 Budget Revised Proposal	2020 Budget Approved	2020 Actuals	2021 Budget Proposal <i>*Told we could not request an increase*</i>	2021 Budget Approved	2021 Actuals	Proposed 2022 Budget
\$ 274,004.00	\$ 275,025.00	\$ 275,025.00	\$ 275,025.00	\$ 261,274.00	\$ 261,274.00	\$ 275,025.00
\$ 10,035.00	\$ 9,500.00	\$ 1,991.94	\$ 3,435.00	\$ 1,600.00	\$ 2,246.73	\$ 2,100.00
\$ 1,875.00	\$ 1,875.00	\$ 562.27	\$ 1,875.00	\$ 950.00	\$ 1,267.84	\$ 1,900.00
\$ 18,700.00	\$ 18,700.00	\$ 18,016.90	\$ 18,700.00	\$ 20,000.00	\$ 21,020.80	\$ 24,400.00
\$ 215.00	\$ 210.00	\$ 91.01	\$ 110.00	\$ 60.00	\$ 90.30	\$ 60.00
<b>\$ 304,829.00</b>	<b>\$ 305,310.00</b>	<b>\$ 295,687.12</b>	<b>\$ 299,145.00</b>	<b>\$ 283,884.00</b>	<b>\$ 285,899.67</b>	<b>\$ 303,485.00</b>

2020 Budget Revised Proposal	2020 Budget Approved	2020 Actuals	2021 Budget Proposal	2021 Budget Approved	2021 Actuals	2022 Budget Estimate
\$ 1,000.00	\$ 1,200.00	\$ -	\$ 1,200.00	\$ 19,500.00	\$ 1,369.58	\$ 3,000.00
\$ 185,828.00	\$ 181,028.00	\$ 164,629.41	\$ 183,150.00	\$ 156,240.00	\$ 157,860.56	\$ 194,405.00
\$ 32,250.00	\$ 32,600.00	\$ 29,606.16	\$ 32,600.00	\$ 34,517.67	\$ 33,265.37	\$ 34,150.00
\$ 6,450.00	\$ 6,050.00	\$ 1,187.11	\$ 3,150.00	\$ 2,850.00	\$ 1,954.44	\$ 3,150.00
\$ 34,400.00	\$ 36,900.00	\$ 29,369.03	\$ 35,100.00	\$ 30,600.00	\$ 37,323.90	\$ 36,800.00
\$ 9,351.00	\$ 11,016.00	\$ 8,283.70	\$ 10,951.00	\$ 9,501.00	\$ 8,800.04	\$ 11,001.00
\$ 7,850.00	\$ 7,850.00	\$ 1,800.45	\$ 4,500.00	\$ 4,500.00	\$ 2,465.01	\$ 6,000.00
\$ 10,000.00	\$ 11,000.00	\$ 6,379.53	\$ 12,000.00	\$ 8,700.00	\$ 6,858.40	\$ 9,500.00
\$ 13,700.00	\$ 13,700.00	\$ 11,435.69	\$ 14,050.00	\$ 13,300.00	\$ 11,034.56	\$ 13,700.00
\$ 4,000.00	\$ 4,000.00	\$ 3,024.06	\$ 4,000.00	\$ 4,000.00	\$ 5,417.96	\$ 4,000.00
\$ -	\$ -	\$ 3,207.00	\$ -	\$ -	\$ -	\$ -
0	\$ -	\$ 1,357.25	\$ -	\$ -	\$ 5.38	\$ -
<b>\$ 304,829.00</b>	<b>\$ 305,344.00</b>	<b>\$ 260,279.39</b>	<b>\$ 300,701.00</b>	<b>\$ 283,708.67</b>	<b>\$ 266,355.20</b>	<b>\$ 315,706.00</b>

2022 Budget Approved	2022 Budget Actuals	Proposed 2023 Budget	2023 Budget Approved	Proposed 2024 Budget	2024 Budget Approved	Proposed 2025 Budget
\$ 266,500.00	\$ 266,500.00	\$ 300,000.00	\$ 278,632.00	\$ 320,000.00	\$ 320,000.00	\$ 326,400.00
\$ 1,600.00	\$ 1,365.50	\$ 1,600.00	\$ 1,600.00	\$ 2,600.00	\$ 2,600.00	\$ 3,000.00
\$ 1,900.00	\$ 6,862.00	\$ 2,600.00	\$ 2,600.00	\$ 2,500.00	\$ 2,500.00	\$ 3,500.00
\$ 19,825.91	\$ 21,769.42	\$ 20,200.00	\$ 20,200.00	\$ 4,925.00	\$ 4,925.00	\$ 7,000.00
\$ 60.00	\$ 18.72	\$ 60.00	\$ 60.00	\$ 50.00	\$ 51.00	\$ 20.00
<b>\$ 289,885.91</b>	<b>\$ 296,515.64</b>	<b>\$ 324,460.00</b>	<b>\$ 303,092.00</b>	<b>\$ 330,075.00</b>	<b>\$ 330,076.00</b>	<b>\$ 339,920.00</b>

2022 Budget Estimates	2022 Budget Actuals	2023 Budget Estimates	2023 Budget Estimates	2024 Budget Estimates	2024 Budget Estimates	2025 Budget Estimates
\$ 8,006.00	\$ 6,506.00	\$ 13,000.00	\$ 6,000.00	\$ 7,200.00	\$ 6,234.00	\$ -
\$ 173,397.79	\$ 163,475.64	\$ 200,310.00	\$ 186,220.00	\$ 207,790.00	\$ 204,670.00	\$ -
\$ 35,956.41	\$ 39,672.44	\$ 36,600.00	\$ 30,825.00	\$ 33,220.00	\$ 33,200.00	\$ -
\$ 3,950.00	\$ 3,276.40	\$ 6,150.00	\$ 6,150.00	\$ 5,000.00	\$ 5,000.00	\$ -
\$ 30,226.00	\$ 24,149.89	\$ 31,100.00	\$ 30,946.00	\$ 33,700.00	\$ 33,700.00	\$ -
\$ 11,001.00	\$ 7,392.78	\$ 11,001.00	\$ 9,301.00	\$ 11,215.00	\$ 11,301.00	\$ -
\$ 4,000.00	\$ 2,740.96	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ -
\$ 9,900.00	\$ 8,034.80	\$ 10,550.00	\$ 9,800.00	\$ 8,800.00	\$ 8,800.00	\$ -
\$ 13,700.00	\$ 12,308.78	\$ 13,350.00	\$ 12,850.00	\$ 13,150.00	\$ 13,150.00	\$ -
\$ 4,000.00	\$ 4,113.04	\$ 6,000.00	\$ 6,000.00	\$ 5,000.00	\$ 5,000.00	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ 1,304.88	\$ -	\$ -	\$ -	\$ -	\$ -
<b>\$ 294,137.20</b>	<b>\$ 272,975.61</b>	<b>\$ 333,061.00</b>	<b>\$ 303,092.00</b>	<b>\$ 330,075.00</b>	<b>\$ 326,055.00</b>	<b>\$ -</b>

<b>2025 Budget Approved</b>		<b>Proposed 2026 414 Ref Budget</b>
\$ 326,400.00		\$ 332,900.00
\$ 3,000.00		\$ 3,000.00
\$ 3,500.00		\$ 3,500.00
\$ 7,349.16		\$ 7,000.00
\$ 21.00		\$ 20.00
<b>\$ 340,270.16</b>		<b>\$ 346,420.00</b>

<b>2025 Budget Estimates</b>		<b>2026 Budget Estimates</b>
\$ 6,000.00		\$ 11,500.00
\$ 217,565.00		\$ 202,019.00
\$ 40,250.00		\$ 36,450.00
\$ 3,400.00		\$ 5,500.00
\$ 34,849.16		\$ 41,200.00
\$ 12,001.00		\$ 13,141.00
\$ 5,000.00		\$ 6,500.00
\$ 7,900.00		\$ 10,873.00
\$ 13,150.00		\$ 13,937.00
\$ 5,000.00		\$ 5,000.00
\$ -		\$ -
\$ -		\$ -
<b>\$ 345,115.16</b>		<b>\$ 346,120.00</b>



**2027 Salary Matrix**

		Projected Weekly Hours	2026 Current payrate	Proposed 2027 Payrate Increases			
				min wage increase	min. wage & 1%	min. wage & 2%	2% COLA only
<b>PAGES</b>	entry rate		\$ 17.00	\$ 16.00			
Page	VACANT		\$ 17.00	\$ 16.00	N/A	N/A	N/A
<b>SUBSTITUTE LIBRARY CLERKS</b>	entry rate		\$ 17.25	\$ 16.25			
SUB	Sub #1	4	\$ 15.75	\$ 16.25	N/A	N/A	\$ 16.07
SUB	Sub #2	1	\$ 15.75	\$ 16.25	N/A	N/A	\$ 16.07
<b>LIBRARY CLERKS</b>	entry rate		\$ 17.50	\$ 16.50			
DESK	Clerk #1	19	\$ 18.03	\$ 18.53	\$ 18.72	\$ 18.90	\$ 18.39
DESK	Clerk #2	16	\$ 18.27	\$ 18.77	\$ 18.96	\$ 19.15	\$ 18.64
DESK	Clerk #3	9	\$ 17.50	\$ 18.00	\$ 18.18	\$ 18.36	\$ 17.85
DESK	Clerk #4	5	\$ 18.03	\$ 18.53	\$ 18.72	\$ 18.90	\$ 18.39
DESK	Clerk #5	15	\$ 18.27	\$ 18.77	\$ 18.96	\$ 19.15	\$ 18.64
DESK	Clerk #6	13	\$ 17.50	\$ 18.00	\$ 18.18	\$ 18.36	\$ 17.85
<b>SPECIAL CLERKS</b>	entry rate		\$ 18.50	\$ 17.50			
Holdings	Holdings Clerk #1	19	\$ 21.67	\$ 22.17	\$ 22.39	\$ 22.61	\$ 22.10
<b>LIBRARY ASSISTANTS/BOOKKEEPER</b>	entry rate		\$ 19.50	\$ 18.50			
Library Assistant	Youth Services Coordinator	19	\$ 19.50	\$ 20.00	\$ 20.20	\$ 20.40	\$ 19.89
Bookkeeper	Bookkeeper	10	\$ 21.50	\$ 22.00	\$ 22.22	\$ 22.44	\$ 21.93
Treasurer	Vacant	5	\$ 25.00	\$ 25.00	N/A	N/A	N/A
<b>LIBRARIANS</b>	entry rate		\$ 22.00	\$ 22.00			
Librarian I	Vacant		\$ 22.00	\$ 22.50	N/A	N/A	N/A
<b>Director Hourly Rate</b>	<b>Director</b>	<b>40</b>	\$ 38.50	\$ 39.50	\$ 39.90	\$ 40.29	\$ 39.27
<b>Yearly Salary</b>			\$ 80,080	\$ 82,160	\$82,982	\$83,803	\$81,682

2026 Current Hours & Pay Rates	2027 Flat 2% Increase	2027 Min Wage Increase	2027 Min Wage + 2% COLA
\$ -	\$ -	\$ -	\$ -
\$ 3,276.00	\$ 3,341.52	\$ 3,380.00	\$ 3,380.00
\$ 819.00	\$ 835.38	\$ 845.00	\$ 845.00
\$ 17,813.64	\$ 18,169.91	\$ 18,307.64	\$ 18,673.79
\$ 15,200.64	\$ 15,504.65	\$ 15,616.64	\$ 15,928.97
\$ 8,190.00	\$ 8,353.80	\$ 8,424.00	\$ 8,592.48
\$ 4,687.80	\$ 4,781.56	\$ 4,817.80	\$ 4,914.16
\$ 14,250.60	\$ 14,535.61	\$ 14,640.60	\$ 14,933.41
\$ 11,830.00	\$ 12,066.60	\$ 12,168.00	\$ 12,411.36
\$ 21,409.96	\$ 21,838.16	\$ 21,903.96	\$ 22,342.04
\$ 19,266.00	\$ 19,651.32	\$ 19,760.00	\$ 20,155.20
\$ 11,180.00	\$ 11,403.60	\$ 11,440.00	\$ 11,668.80
	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00
\$ -	\$ -	\$ -	\$ -
\$ 80,080.00	\$ 81,681.60	\$ 82,160.00	\$ 83,803.20

Must be employed for 1 full year to receive COLA raise  
Subs do not receive COLA raise

Clerks	\$ 97,477.64	\$ 99,427.19	\$ 100,103.64	\$ 102,021.21
Librarian I				
Library Assistant	\$ 19,266.00	\$ 19,651.32	\$ 19,760.00	\$ 20,155.20
Bookkeeper & Treasurer	\$ 11,180.00	\$ 11,403.60	\$ 11,440.00	\$ 11,668.80
Director	\$ 80,080.00	\$ 81,681.60	\$ 82,160.00	\$ 83,803.20
<b>Totals</b>	<b>\$ 208,003.64</b>	<b>\$ 218,663.71</b>	<b>\$ 219,963.64</b>	<b>\$ 224,148.41</b>



Quote Document for

Walworth Seely Public Library

Date: April 24,2026

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<u>Quantity</u>	<u>Item Description</u>	<u>Ext Selling Price</u>
1	RICOH IMC2510 PRINT, SCAN, FAX OPTION 2 PAPER DRAWERS/CABINET TS IMPLEMENTATION NETWORK & SCAN CONNECT	

60 month Lease \$67.17/month  
Purchase Price: \$3,400

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Technology Service

60 Month Service Term

<u>Quantity</u>	<u>Description</u>	<u>Ext Rate</u>
1	RICOH IMC2510 CONFIGURABLE PTO MODEL	\$0.00
	<i>Includes</i> 0 B&W copies per Month per unit overages at \$0.0060 per page 0 color copies per Month per unit overages at \$ 0.0422 per page SILVER - includes Parts, Labor, Toner	Per Month

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Reservation of Rights—This quote is based upon the information provided by you, and the assumptions

made by us in preparing the information contained herein. While care has been taken to ensure the accuracy of this quote, we make no representations or warranties about the accuracy, completeness or adequacy of the information contained herein, and shall not be liable for any errors or omissions. We recognize your right to negotiate and approve the terms of any resulting contract and we reserve the same right. We also acknowledge that all contract terms and conditions must be mutually agreed upon by both of us. THIS QUOTE IS PROVIDED FOR INFORMATIONAL PURPOSES ONLY AND IS NOT, NOR SHOULD IT BE CONSTRUED AS, AN OFFER TO SELL/LEASE THE GOODS OR SERVICES LISTED HEREIN.

Rev. 04/13

**Quote Number** 36821119

**Expires on** May 07,2026

# Investment Schedule



PREPARED FOR

## WALWORTH SEELY PUBLIC LIBRARY

April 7, 2026

Prepared by:

John Leonard

(585) 752-9656

[john.leonard@tbs.toshiba.com](mailto:john.leonard@tbs.toshiba.com)

**TOSHIBA**

**TOSHIBA**

## The small workgroup MFP that thinks big.

Toshiba's new 30PPM e-STUDIO3025AC gives you the features and outstanding color quality you want packed it in a very compact offering. At 30PPM it's ideal for small workgroups. Add the Inner Finisher option and you get functionality that printer-based MFPs can't match in the same size footprint.

Built-in OCR makes your PDFs searchable or easily converts your paper-based documents to popular Microsoft Office formats.

### Features at a glance

- Full Color A3 MFP
- 30PPM Letter-size
- Small Workgroups
- Compact Footprint
- Copy, Print, Scan, Fax



**e-STUDIO3025AC**



# INVESTMENT SCHEDULE

## WALWORTH SEELY PUBLIC LIBRARY

### Executive Summary

INCLUDES TRADE IN TOSHIBA e-STUDIO 2515AC

### Proposed Solution

#### Model Details

- (1) Toshiba e-STUDIO3025AC
  - Included Features: DSDF Document Feeder, Large Capacity Feeder, Fax Unit / 2nd Line Fax Unit

#### Service Details

Pool Name	Pool Type	Monthly Pages Included	Quarterly Overage Per Page
Mono Copier Pool	Mono	1,000	\$0.00930
Color Copier Pool	Color	500	\$0.06500

#### Total Monthly Investment

- 63 Month Lease \$197.90

Proposal Expiration Date: 05/22/2026

Monthly investment includes parts, labor, travel, and supplies; everything except for paper, staples, shipping of supplies, one-time documentation fees, and applicable taxes.

# TOSHIBA



## Toshiba Service

**Toshiba is recognized as a service leader, as evidenced by numerous industry awards and an outstanding performance record.**

When a Toshiba system needs service, clients can rest assured our number one priority is to minimize any inconvenience and downtime. “Respond, Respect, Resolve” is our team mantra, from our client service centers located across the country to our factory-trained certified technicians. We have proven the effectiveness of our service model on thousands of contracts where we provide equipment services and fleet optimization. Toshiba has various levels of service to meet client needs, and with Toshiba’s Elevate Sky® MFPCoconnect tool, we can often detect and remotely fix an issue before clients even notice, reducing their burden and increasing uptime.

### **Toshiba service includes:**

- Client service call centers with Toshiba Business Solutions (TBS) marketplaces to receive calls directly from clients and then dispatch service technician if site visits are required
- Local service teams within each TBS market
  - Technicians assigned to territories closest to their homes
  - Professionally trained teams with average tenure of 15 years
- Call-ahead notification from responding technician, so you’ll know when to expect us
- Local parts warehouses
  - Individual technician car stock on most popular replacement parts to ensure maximum uptime
  - Direct ship of needed parts to a technician’s home
- Preventative maintenance to identify potential problems and correct them before they occur, ensuring systems are always running at optimum levels
- Escalation management process that is clearly defined to resolve poor performance issues quickly, efficiently and to your complete satisfaction

# TOSHIBA



## Committed to the highest quality.

The Toshiba Quality Commitment is our guarantee that you're getting the utmost in advanced technology, dependability, service and support. Toshiba stands squarely behind our promise with the assurance of complete satisfaction. Everything we do contributes to that goal—from setting the industry standard for research and development, to providing timely access to Toshiba support personnel. Look around. Toshiba sets the standard, with quality guaranteed.

### Free replacement

If your Toshiba manufactured copier, facsimile, printer, thermal barcode printer or its accessories do not operate within Toshiba's product specifications during the term of this program, and if the equipment cannot be repaired to perform within product specifications, Toshiba will replace the copier, facsimile, printer, thermal barcode printer or accessory at no charge with a model of equal or better features and specifications.

### Free loaner

If your Toshiba manufactured copier, facsimile, printer or thermal barcode printer is out-of-service more than two (2) consecutive business days after notifying your Authorized Toshiba Servicing Dealer or requires off-site service, a loaner copier, facsimile, printer or thermal barcode printer will be provided by the Authorized Toshiba Servicing Dealer at no additional charge.

### Term of program

The term of this program is:

- a) for purchased equipment, three years from equipment installation date or maximum number of copies as stated in the product specifications, whichever occurs first; or
- b) for leased or rental equipment, three years or the length of the original lease starting from the equipment installation date, whichever is longer.



**Annual Report For Public And Association Libraries**

The State Library due date for the annual reports will be April 16, 2026.

[Instructions](#)

## Walworth-Seely Public Library 2025

### 1. GENERAL LIBRARY INFORMATION

#### Library / Director Information

The report saves automatically after every new entry or change.

Multiple users can view and edit reports at the same time.

Report all information in Part 1 as of December 31, 2025, except for questions related to the current library director/manager (questions 1.37 through 1.44).

1.1Library ID Number	6400656740
1.2Library Name	WALWORTH-SEELY PUBLIC LIBRARY
1.3Name Status (State use only)	no change from the prior year
1.4Structure Status (State use only)	no change
1.5Community	Walworth
1.6Beginning Fiscal Reporting Year	01/01/2025
1.7Ending Fiscal Reporting Year	12/31/2025
1.8Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No
1.9If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.10Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.11Beginning Local Fiscal Year	01/01/2025
1.12Ending Local Fiscal Year	12/13/2025
1.13Address Status	no change from the prior year
1.14Street Address	3600 LORRAINE DRIVE
1.15City	WALWORTH
1.16Zip Code	14568
1.17Mailing Address	3600 LORRAINE DRIVE
1.18City	WALWORTH
1.19Zip Code	14568
1.20Telephone Number (enter 10 digits only and hit the Tab key; enter M (Missing) if no telephone number)	3159861511
1.21E-Mail Address (enter M (Missing) if no E-Mail)	walworthlibrarydirector@owwl.org
1.22Library Home Page URL (Enter M (Missing) if no home page URL)	www.walworthlibrary.org
1.23Population Chartered to Serve (per 2020 Census)	9,253

**Walworth-Seely Public Library 2025**

1.24 Indicate the type of library as stated in the library's charter (select one):	PUBLIC
1.25 Indicate the area chartered to serve as stated in the library's charter (select one):	Town
1.26 During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No.	N
1.27 Indicate the type of charter the library currently holds (select one):	Absolute
1.28 Date the library was granted its absolute charter or the date of the provisional charter if the library does not have an absolute charter	01/26/1972
1.29 Date the library was last registered	07/14/1969
1.30 Federal Employer Identification Number	161115208
1.31 County	WAYNE
1.32 School District	Gananda Central School
1.33 Town/City	Walworth
1.34 Library System	OWWL Library System

-  
THESE QUESTIONS ARE FOR NYC LIBRARIES ONLY. PLEASE PROCEED TO THE NEXT QUESTION.

1.35a President/CEO Name	
1.35b President/CEO Phone Number	
1.35c President/CEO Email	

**Walworth-Seely Public Library 2025**

-  
For questions 1.36 through 1.42, report all information for the current library director/manager.

1.36 First Name of Library Director/Manager	Anne
1.37 Last Name of Library Director/Manager	Brown
1.38 NYS Public Librarian Certification Number	3ZGBGA2
1.39 What is the highest education level of the library manager/director?	Master's Degree
1.40 If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science?	Yes
1.41 Do all staff working in the budgeted Librarian (certified) positions reported in 6.6 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note.	Yes
1.42 E-mail Address of the Director/Manager	walworthlibrarydirector@owwl.org
1.43 Does the library charge fees for library cards to people residing outside the system's service area?	N

**Public Votes / Contracts**

1.44 Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2025? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.45.	N
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-  
Please Note: last year's answers for repeating groups cannot be displayed.

1.44a Name of municipality or district holding the public vote	1.44b Indicate the type of municipality or district holding the public vote	1.44c Date the vote was held(mm/dd/2025 )	1.44d Was the vote successful? Y/N	1.44e What type of public vote was it?	1.44f.i Most recent prior year approved appropriation from a public vote:	1.44f.ii Proposed increase in appropriation as a result of the vote held on the date reported in question number 3:	1.44f.iii Total proposed appropriation (manually sum of 6a and 6b):

**Walworth-Seely Public Library 2025**

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-  
This question should only be answered if "No" was answered in Q1.44 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.

1.45 Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2025) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.46.	Y
---	---

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

1.45a Name of municipality or district holding the public vote	1.45b Indicate the type of municipality or district holding the public vote	1.45c Date the last successful vote was held (mm/dd/yyyy)	1.45d What type of public vote was it?	1.45e What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote?
Walworth	Town	2024-11-05	municipal ballot proposition (Chapter 414) (Ed. Law §259(1)(b))	\$326,400

**Contractual Agreements**

1.46 Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one record for each contract. If no, go to question 1.47.	N
--	---

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

1.46a Name of contracting	1.46b Is this a written	1.46c Population of the	1.46d Dollar amount of	1.46e Enter the
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municipality or district	contractual agreement?	geographic area served by this contract	contract	appropriate code for range of services provided (select one):
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**Unusual Circumstances**

1.47 For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? If yes, please annotate explaining the circumstance(s) and the impact on the library using the Note; if no, please go to Part 2, Library Collection.	N
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**2. LIBRARY COLLECTION**

**Physical Holdings**

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

<https://ny.countingopinions.com/docs/ny/Instructions2025AnnualReportPublicAssociationLibraries.pdf>

This section of the survey (2.1-2.16) collects data on selected types of materials.

It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (questions 12.6, 12.7 and 12.8). Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available online.

**PRINT MATERIALS**

**Cataloged Books**

2.1Adult Fiction Books	8,777
2.2Adult Non-fiction Books	3,608
2.3Total Adult Books (Total questions 2.1 & 2.2)	12,385
2.4Children's Fiction Books	7,176
2.5Children's Non-fiction Books	2,338
2.6Total Children's Books (Total questions 2.4 & 2.5)	9,514
2.7Total Cataloged Books (Total questions 2.3 & 2.6)	21,899

**Other Print Materials**

2.8Total Uncataloged Books	0
2.9Total Print Serials	45
2.10All Other Print Materials	7
2.11Total Other Print Materials (Total questions 2.8 through 2.10)	52
2.12Total Print Materials (Total questions 2.7 and 2.11)	21,951

**ALL OTHER MATERIALS**

2.13Audio - Physical Units	1,581
2.14Video - Physical Units	6,192
2.15Other Circulating Physical Items	511
2.16Total Other Physical Materials(Total questions 2.13 through 2.15)	8,284

**Grand Total / Additions to Holdings**

2.17GRAND TOTAL HOLDINGS (Total questions 2.12 and 2.16)	30,235
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**ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.**

2.18Cataloged Books	811
2.19All Other Print Materials	25
2.20All Other Materials	179
2.21Total Additions (Total questions 2.18 through 2.20)	1,015

**3. LIBRARY PROGRAMS, POLICIES, AND SERVICES**

Report all information on questions 3.1 through 3.3 and 3.17a through 3.34e as of the last day of the fiscal year stated in 1.6. and 1.7 in Part 1; report information on questions 3.4 through 3.16 and 3.35 through 3.77b based on the 2025 calendar year. Please [click here](#) to read general instructions before completing this section.

Please report information on LIBRARY USE as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1.

**LIBRARY USE**

3.1Library visits (total annual attendance)	20,166
3.1aRegarding the number of Library Visits entered, is this an annual count or an annual estimate based on a typical week or weeks?	Annual Count
3.2Registered resident borrowers	2,112
3.3Registered non-resident borrowers	748

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

Please report information on WRITTEN POLICIES as of 12/31/25.

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

3.4Does the library have an open meeting policy?	Y
3.5Does the library have an Internet use policy?	Y
3.6Does the library have a board-approved conflict of interest policy?	Y
3.7Does the library have a board-approved whistle blower policy?	Y
3.8Does the library have a board-approved sexual harassment prevention policy?	Y

**ACCESSIBILITY (Answer Y for Yes, N for No)**

Please report information on ACCESSIBILITY as of 12/31/25.

3.11 Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)?	Y
3.12 Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)?	N
3.13 Does the library have large print books?	Y
3.14 Does the library have assistive technology for people who are visually impaired or blind?	Y

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

screen reader, such as JAWS, Windoweyes or NVDA	N
refreshable Braille commonly referred to as a refreshable Braille display	N
screen magnification software, such as Zoomtext	N
electronic scanning and reading software, such as OpenBook	Y
3.16 Is the library registered for services from either the New York State Talking Book and Braille Library (New York State Library, Albany) or the Andrew Heiskell Braille and Talking Book Library (The New York Public Library, New York)?	Y

**Library Sponsored Programs**

**LIVE PROGRAM SESSIONS and ATTENDANCE**

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

Live Program Sessions

A live program session is any planned event which introduces the group attending to library services or which provides information to participants. Program sessions may cover use of the library, library services, or library tours. Program sessions may also provide cultural, recreational, or educational information. Examples of these types of program sessions include, but are not limited to, film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.

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

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

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

3.17aNumber of Sessions Targeted at Children Ages 0-5	119
3.17bAttendance at Sessions Targeted at Children Ages 0-5	1,956
3.18aNumber of Sessions Targeted at Children Ages 6-11	19
3.18bAttendance at Sessions Targeted at Children Ages 6-11 <sup>1</sup>	230
3.19aNumber of Sessions Targeted at Young Adults Ages 12-18	0
3.19bAttendance at Sessions Targeted at Young Adults Ages 12-18 <sup>2</sup>	0
3.20aNumber of Sessions Targeted at Adults Age 19 or Older	186
3.20bAttendance at Sessions Targeted at Adults Age 19 or Older	776
3.21aNumber of General Interest Program Sessions	21
3.21bAttendance at General InterestProgram Sessions <sup>3</sup>	1,225
3.22Total Sessions of Live Programs Categorized by Age (sum of 3.17a, 3.18a, 3.19a, 3.20a, 3.21a)	345
3.23Total Attendance at Live Programs Categorized by Age (sum of 3.17b, 3.18b, 3.19b, 3.20b, 3.21b) <sup>4</sup>	4,187

**Live Programs Categorized by Venue**

3.24aTotal Live Onsite Program Sessions	241
3.24bTotal Live Onsite Program Attendance	3,124
3.25aTotal Live Offsite Program Sessions	20
3.25bTotal Live Offsite Program Attendance <sup>5</sup>	888
3.26aTotal Live Virtual Program Sessions	84
3.26bTotal Live Virtual Program Attendance	175
3.27Total Sessions of Live Programs Categorized by Venue (sum of 3.24a, 3.25a, 3.26a)	345
3.28Total Attendance at Live Programs Categorized by Venue (sum of 3.24b, 3.25b, 3.26b)	4,187

**Prerecorded and One-on-One Programs**

3.29Total Number of Prerecorded Program Presentations	0
3.30Total Views of Prerecorded Program Presentations within 30 Days	0
3.31One-on-One Program Sessions	426
3.32Attendance at One-on-One Program Sessions	426

**Teen-Led Promotions**

3.33Did your library offer teen-led activities during the 2025 calendar year?	N
3.34aDo library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library?	Yes
3.34bDoes your library use Facebook for promotion?	Yes
3.34cDoes your library use Instagram for promotion?	Yes
3.34dDoes your library use Twitter/X for promotion?	No
3.34eDoes your library use TikTok for promotion?	No

**Walworth-Seely Public Library 2025**

**SUMMER READING PROGRAM**

Please report information on SUMMER READING PROGRAMS for the 2025 calendar year. These are a subset of Library Sponsored Programs and should also be entered there.

3.35Did the library offer a summer reading program in 2025? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y
3.36Library outlets offering the summer reading program	1
3.37Children registered for the library's summer reading program	104
3.38Young adults registered for the library's summer reading program	14
3.39Adults registered for the library's summer reading program	87
3.40Total number registered for the library's summer reading program (total 3.37 + 3.38 + 3.39)	205
3.41aChildren's program sessions - Summer 2025 <sup>6</sup>	54
3.41bChildren's program attendance - Summer 2025	979
3.42aYoung adult program sessions - Summer 2025	
3.42bYoung adult program attendance - Summer 2025	
3.43aAdult program sessions - Summer 2025	32
3.43bAdult program attendance - Summer 2025	257
3.44Total program sessions - Summer 2025 (total 3.41a + 3.42a + 3.43a)	86
3.45Total program attendance - Summer 2025 (total 3.41b + 3.42b + 3.43b)	1,236
3.46Did the library use the Summer Reading at New York Libraries name and/or logo?	
3.47Did the library use the Collaborative Summer Library Program (CSLP) Manual, provided through the New York State Library?	

**COLLABORATORS**

3.48Public school district(s) and/or BOCES	2
3.49Non-public school(s)	0
3.50Childcare center(s)	0
3.51Summer camp(s)	0
3.52Municipality/Municipalities	1
3.53Literacy provider(s)	0
3.54Other (describe using the State note) <sup>7</sup>	4
3.55Total Collaborators (total 3.48 through 3.54)	7

**Walworth-Seely Public Library 2025**

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**Early Literacy**

Please report information on EARLY LITERACY for the 2025 calendar year. These are a subset of Library Sponsored Programs and should also be entered there.

3.56Did the library offer early literacy programs in 2025? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y
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**EARLY LITERACY PROGRAMS**

3.57aFocus on birth - school entry (kindergarten) sessions	81
3.57bFocus on birth - school entry (kindergarten) attendance	894
3.58aFocus on parents & caregivers sessions	
3.58bFocus on parents & caregivers attendance	
3.59aCombined audience sessions <sup>8</sup>	38
3.59bCombined audience attendance <sup>9</sup>	1,062
3.60Total Sessions	119
3.61Total Attendance	1,956

**3.62 - Collaborators (check all that apply):**

3.62a.Childcare center(s)	No
3.62b.Public School District(s) and/or BOCES	No
3.62c.Non-Public School(s)	No
3.62d.Health care providers/agencies	No
3.62e.Other (describe using the State note) <sup>10</sup>	Yes

**Adult Literacy**

Please report information on ADULT LITERACY for the 2025 calendar year. These are a subset of Library Sponsored Programs and should also be entered there.

**ADULT LITERACY**

3.63Did the library offer adult literacy programs in 2025? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	N
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**ESOL / Digital Literacy**

Please report information on ESOL, for the 2025 calendar year. These are a subset of Library Sponsored Programs and should also be entered there.

**ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAMS**

3.67Did the library offer English for Speakers of Other Languages (ESOL) programs in 2025? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	N
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**DIGITAL LITERACY**

Please report information on DIGITAL LITERACY for the 2025 calendar year. These are a subset of Library Sponsored Programs and should also be entered there.

3.75Did the library offer digital literacy programs in 2025? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y
3.76aTotal group program sessions	84
3.76bTotal group program attendance	256
3.77aTotal one-on-one program sessions	45
3.77bTotal one-on-one program Attendance	45

**4. LIBRARY TRANSACTIONS**

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

**Circulation / Reference Transactions**

- The total annual circulation of all physical library materials of all types, including renewals.
- Count all physical materials in all formats that are charged out for use outside the library. Circulation of uncataloged books, and other non-book materials should be reported in the appropriate category - Adult or Children's Other Materials. Include non-traditional items that are charged out, such as cake pans, tools, Roku sticks, etc. under Circulation of Other Materials.
- Interlibrary loan transactions included are only items borrowed for users. Include items borrowed for users of the reporting library through interlibrary loan (materials received) and charged out for home use by the reporting library's patrons.
- Items loaned in bulk (bulk loans) by your library to schools or other institutions for circulation by the school or institution are counted as one circulation per item (the initial loan from your library to the school or institution).
- Do not include items checked out to another library. Items sent to another autonomous library as interlibrary loan are not counted as circulation by the reporting library.
- Items sent from one outlet of the reporting library to another, i.e., from main library to a branch, are not counted as circulation.
- Items packaged together as a unit which are generally checked out as a unit, should be counted once for each loan of the unit ( e.g., two compact discs, two films, two videocassettes, a kit or a set of 25slides).

**CATALOGED BOOK CIRCULATION**

4.1Adult Fiction Books	10,463
4.2Adult Non-fiction Books	2,572
4.3Total Adult Books (Total questions 4.1 & 4.2)	13,035
4.4Children's Fiction Books	14,622
4.5Children's Non-fiction Books	1,937
4.6Total Children's Books (Total questions 4.4 & 4.5)	16,559
4.7Total Cataloged Book Circulation (Total question 4.3 & 4.6)	29,594

**CIRCULATION OF OTHER MATERIALS**

4.8aCirculation of Adult Other Materials - Non-Audio/Visual	1,332
4.8bCirculation of Adult Other Materials - Audio/Visual	4,294
4.9aCirculation of Children's Other Materials - Non-Audio/Visual	249
4.9bCirculation of Children's Other Materials - Audio/Visual	1,485
4.10Circulation of Other Physical Items (Total questions 4.8a, 4.9a)	1,581
4.11Physical Item Circulation (Total questions 4.7 & 4.8 b & 4.9b & 4.10)	36,954
4.12As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due?	No
4.13Did your library offer automatic renewal for any physical materials during the reporting period? NOTE: Patrons do not have to take any action for automatic renewals. The Integrated Library System [ILS] rules determine how/when automatic renewals occur.	Yes

**REFERENCE TRANSACTIONS**

4.14Total Reference Transactions	5,650
4.14aRegarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks?	Annual Estimate Based on Typical Week(s)
4.15Does the library offer virtual reference?	N

**INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)**

4.16TOTAL MATERIALS RECEIVED	5,826
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**INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)**

4.17TOTAL MATERIALS PROVIDED	6,566
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**E-RATE**

4.18Does the library file for E-ratebenefits?	Y
4.19Is the library part of a consortium for E-rate benefits?	Y
4.20If yes, in which consortium are you participating?	OWWL Library System



**5. ELECTRONIC USE**

**Electronic Holdings**

For all questions: Answer Missing if the answer is unknown

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

**Electronic Books**

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

5.1 Did the library provide access to e-books purchased solely by the library?	No
5.2 Did the library provide access to e-books purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	Yes
5.3 Did the library provide access to e-books provided by the New York State Library at no or minimal cost to the library?	No

**Electronic Serials**

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

5.4 Did the library provide access to e-serials purchased solely by the library?	Yes
5.5 Did the library provide access to e-serials purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	Yes
5.6 Did the library provide access to e-serials provided by the New York State Library at no or minimal cost to the library?	No

## Walworth-Seely Public Library 2025

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### Electronic Audio

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

5.7Did the library provide access to e-audio purchased solely by the library?	No
5.8Did the library provide access to e-audio purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	Yes
5.9Did the library provide access to e-audio provided by the New York State Library at no or minimal cost to the library?	No

### Electronic Video

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

5.10Did the library provide access to e-videos purchased solely by the library?	No
5.11Did the library provide access to e-videos purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? (Do not include New York State Library-provided content here; that should be entered in 5.12.)	Yes
5.12Did the library provide access to e-videos provided by the New York State Library at no or minimal cost to the library?	No

### Research Databases

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

5.13Did the library provide access to research databases purchased solely by the library?	Yes
5.14Did the library provide access to research databases purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	Yes
5.15Did the library provide access to research databases provided by the New York State Library at no or minimal cost to the library (e.g., NOVELny)?	Yes

**Online Learning**

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

5.16Did the library provide access to online learning platforms purchased solely by the library?	No
5.17Did the library provide access to online learning platforms purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	Yes
5.18Did the library provide access to online learning platforms provided by the New York State Library at no or minimal cost to the library?	No

**E-Material Circulation**

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

5.19The total circulation of e-books during the reporting period	5,046
5.20The total circulation of e-serials during the reporting period.	1,718
5.21The total circulation of e-audio during the reporting period	6,828
5.22The total circulation of e-videos during the reporting period.	148

**6. STAFF INFORMATION**

All staff questions refer to PAID staff.

Note: Report figures as of the last day of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Include the FTE for all positions funded in the library's budget whether those positions are filled or not. This report requires conversion of part-time hours to full-time equivalents (FTE). To compute the FTE of employees in any category, take the total number of hours worked per week for all budgeted positions in that category and divide that total by the number of hours per week the library considers to be full-time. Report the FTE to two decimal places.

**FTE (FULL-TIME EQUIVALENT CALCULATION)**

6.1 The number of hours per workweek used to compute FTE for all paid library personnel in this section.	40.00
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**BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS**

6.2 Library Director (certified)	1.00
6.3 Vacant Library Director (certified)	0.00
6.4 Library Manager (not certified)	0.00
6.5 Vacant Library Manager (not certified)	0.00
6.6 Librarian	0.00
6.7 Vacant Librarian	0.00
6.8 Library Specialist/Paraprofessional	0.00
6.9 Vacant Library Specialist/Paraprofessional	0.00
6.10 Other Staff	3.60
6.11 Vacant Other Staff	0.00
6.12 TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	4.60
6.13 VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	0.00

**SALARY INFORMATION**

6.14FTE - Library Director(certified)	40.00
6.15Salary - Library Director (certified)	\$73,840
6.16FTE - Library Manager (not certified)	0.00
6.17Salary - Library Manager (notcertified)	\$0
6.18FTE - Librarian	0.00
6.19Salary - Librarian	\$0

**7. MINIMUM PUBLIC LIBRARY STANDARDS**

All public, free association and Indian libraries in New York State are required to meet the minimum standards listed below. Please indicate which of these standards your library meets as of December 31, 2025. Please [click here](#) to read general instructions before completing this section. Helpful information for meeting minimum public library standards is available on the State Library's website. <https://nyslibrary.libguides.com/publiclibrarystandards>

7.1.Is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re–approved by the board of trustees at least once every five years or earlier if required by law.	Y
7.2.Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff.	Y
7.3.Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service.	Y
7.4.Has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law.	Y
7.4.a.Does the Library have a Board-approved policy for the selection of library materials and reconsideration of such selection?	Y
7.4.b.Does the Library have a Board-approved policy explaining the public usage of library space and meeting rooms?	Y
7.4.c.Does the Library have Board-approved Codes of conduct?	Y
7.4.d.Does the library have a policy protecting the confidentiality of library records?	Y
7.4.e.Does the library have Board-approved personnel policies ensuring consistent staff management and fair employment practices?	Y
7.4.f.Does the library have a disaster plan?	Y
7.4.g.Does the Library have Board-approved financial control policies that fulfill the legal and fiduciary responsibilities of the governing body and promote fiscal oversight, accountability, and sustainable management?	Y
7.5.Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service.	Y
7.6.Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service.	Y
7.7.Is open the minimum standardnumber of public service hours for population	Y

served. (see instructions)	
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**7.8. Maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate:**

7.8a.space	Y
7.8b.lighting	Y
7.8c.shelving	Y
7.8d.seating	Y
7.8e.power infrastructure	Y
7.8f.data infrastructure	Y
7.8g.public restroom	Y

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7.9.Provides programming to address community needs, as outlined in the library's long-range plan of service.	Y
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**7.10. Provides**

7.10a.a circulation system that facilitates access to the local library collection and other library catalogs	Y
7.10b.equipment, technology, and internet connectivity to address community needs and facilitate access to information.	Y

**Walworth-Seely Public Library 2025**

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7.11.Provides access to current library information in print and online, facilitating the understanding of library services, operations and governance; information provided online shall include the standards referenced in numbers (1) through (5) above.	Y
7.12.Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.	Y
7.13.Provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service.	Y
7.14.Establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service.	Y

**8. PUBLIC SERVICE INFORMATION**

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

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

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

**PUBLIC SERVICE HOURS - Report hours to two decimal places.**

8.6 Minimum Weekly Total Hours - Main Library	52.00
8.7 Minimum Weekly Total Hours - Branch Libraries	0.00
8.8 Minimum Weekly Total Hours - Bookmobiles	0.00
8.9 Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	52.00
8.10 Annual Total Hours - Main Library	2,547.00
8.11 Annual Total Hours - Branch Libraries	0.00
8.12 Annual Total Hours - Bookmobiles	0.00
8.13 Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)	2,547.00

**9. SERVICE OUTLET INFORMATION**

Outlets should be arranged in alphabetical order if possible.

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

NOTE: Libraries reporting Public Service Outlets in questions 8.1, 8.2 and 8.3 of Part 8 are required to complete this part of the Annual Report. Use this section to enter outlet information on main libraries, branches or bookmobiles. Complete one record for each main library, branch or bookmobile.

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

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

If you have multiple libraries, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send Counting Opinions the data for this section to be uploaded into LibPAS. If you choose to send your data for uploading, you will enter the data into the spreadsheet that Counting Opinions will provide. Complete this spreadsheet and email it to [support@countingopinions.com](mailto:support@countingopinions.com) and your data will be uploaded into LibPAS within 24 hours. The data will be loaded in the same order in which it appears in your file, so libraries should be in the correct order on the spreadsheet.

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

**Name**

Location		1. Outlet Name	2. Outlet Name Status
WALWORTH-SEELY PUBLIC LIBRARY		WALWORTH-SEELY PUBLIC LIBRARY	no change from the prior year

**Address**

Location		3. Street Address	4. Outlet Street Address Status
WALWORTH-SEELY PUBLIC LIBRARY		3600 LORRAINE DRIVE	no change from the prior year

**Walworth-Seely Public Library 2025**

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**Address / Phone**

Location		5. City	6. Zip Code	7. Phone (enter 10 digits only)
WALWORTH-SEELY PUBLIC LIBRARY		WALWORTH	14568	(315) 986-1511

**Contact**

Location		8. E-mail Address	9. Outlet URL
WALWORTH-SEELY PUBLIC LIBRARY		walworthlibrarydirector@owwl.org	www.walworthlibrary.org

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Location		10. County	11. School District	12. Library System	13. Outlet Type Code (select one):
WALWORTH-SEELY PUBLIC LIBRARY		WAYNE	Gananda	OWWL Library System	Central Library

**Hours / Meetings**

Location		14. Public Service Hours Per Year for This Outlet	15. Number of Weeks This Outlet is Open	16. Total number of meeting spaces available to the public	17. How many of the above meeting spaces are reservable?	18. Number of times members of the public reserved meeting spaces	19. Is the meeting space available for public use even when the outlet is closed?
WALWORTH-SEELY PUBLIC LIBRARY		2,547	52	2	2	226	N

**Walworth-Seely Public Library 2025**

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**Building**

Location		20. Enter the appropriate outlet code (select one):	21. Who owns this outlet building?	22. Who owns the land on which this outlet is built?	23. Indicate the year this outlet was initially constructed	24. Indicate the year this outlet underwent a major renovation costing \$25,000 or more
WALWORTH-SEELY PUBLIC LIBRARY		LR	Town	Town	1992	2022

**Space / Use**

Location		25. Square footage of the outlet	26. Number of Internet Computers Used by General Public	27. Number of uses (sessions) of public Internet computers per year	27a Reporting Method for Number of Uses of Public Internet Computers Per Year
WALWORTH-SEELY PUBLIC LIBRARY		4,595	9	2,537	Annual Count

**Internet Connection**

Location		28. Type of connection on the outlet's public Internet computers	29. Maximum download speed of connection on the outlet's public Internet computers	30. Maximum upload speed of connection on the outlet's public Internet computers
WALWORTH-SEELY PUBLIC LIBRARY		Fiber	11 Greater than or equal to 100 mbps and less than 1 gbps	11 Greater than or equal to 100 mbps and less than 1 gbps

**Internet / WiFi**

Location		31. Internet Provider	32. WiFi Access	33. Wireless Sessions	33a Reporting Method for Wireless Sessions
WALWORTH-SEELY PUBLIC LIBRARY		Spectrum/Time Warner Cable	No restrictions to access	799	Annual Count

**Accessibility / Makerspace**

Location		34. Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	35. Is every public part of the outlet accessible to a person in a wheelchair?	36. Does your outlet have a Makerspace?
WALWORTH-SEELY PUBLIC LIBRARY		Y	Y	N

**ID**

Questions 35-39 37-40 are locked fields for New York State Library use only.

Location		37. LIBID	38. FSCSID	39. Number of Bookmobiles in the Bookmobile Outlet Record	40. Outlet Structure Status
WALWORTH-SEELY PUBLIC LIBRARY		6400656740	NY0549	0	no change

**10. OFFICERS AND TRUSTEES**

Guidance at the start of the section has been updated to clarify that entries should reflect Officers and Board Members as of February 1, 2026.

**Trustees and Terms / Trustee Names**

Report information about trustee meetings as of December 31, 2025. All public and association libraries are required by Education Law to hold at least four meetings a year.

**BOARD MEETINGS**

10.1 Total number of board meetings held during calendar year (January 1, 2025 to December 31, 2025)	14
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**NUMBER OF TRUSTEES AND TERMS**

10.2 If the library's charter documents (incorporation) state a range of trustees, what is it? If a range is not stated, select N/A.	5 - 11
10.3 If your library has a range, how many voting positions are stated in the library's current by-laws? If a range is not stated, select N/A.	5
10.4 If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)? If library does have a range, select N/A here.	N/A
10.5 What is the trustee term length, as stated in your library's charter documents (incorporation)? If a term length is not stated, please explain in a Note.	5
10.6 I attest that all trustees participated in trustee education in the last calendar year (2025). If entering No, provide explanation in a Note.	Y

**BOARD MEMBER SELECTION**

10.7 Enter Board Member Selection Code (select one):	A - board members are appointed by municipality(ies)
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List Officers and Board Members as of February 1, 2026.

Trustee information has been pre-filled with prior year answers but not locked; please make sure to delete former trustees, add new ones, and update position titles, dates and make any other needed changes. You may 1) enter the data for the Officers and Board Members directly into the survey as usual or 2) send Counting Opinions the data for this section to be uploaded into LibPAS. If you choose to send your data for uploading, you must enter the data into the spreadsheet that Counting Opinions will send you. Please Note: It is customized and contains previously entered data in need of updating. Complete this spreadsheet and email it to [support@countingopinions.com](mailto:support@countingopinions.com).

10 .7a Status	10 .7b First Name of Board Member	10. 7c Last Name of Board Member	10 .7d Mailing Address	10 .7e City	10. 7f Zip Code (5 digits only)	10 .7g E- mail address	10 .7h Office Held or Trustee	10. 7i Term Begins - Month	10. 7j Term Begins - Year	10. 7k Term Expires	10. 7l Term Expires - Year (yyyy)	10.7m Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose u nexpired term is being filled, and should identify the begi nning and ending date of the unex	10 .7n The date the Oath of Office ( mm/dd/y was taken	10 .7o The date the Oath of Office was filed with town or county clerk (m m/dd/yy)	10.7p Is this a brand new trustee?
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Walworth-Seely Public Library 2025

											pired previous trustee? s term. Examp e: Trustee is filli		
Filled	David	Teetsel	4249 Downs Rd	Walworth 14568	wspltrust eeteetsel @gmail.c om	Vice President	January 2025	December 2029	Yes	01/03/2020	01/03/2021	03/2022	N
Filled	Anne	Culver	477 Walworth Penfield Rd	Macedon 14502	wspltrust eeculver @gmail.c om	Financial Officer	January 2026	December 2030	Yes	3/06/2026	3/06/2026	06/2026	N
Filled	Marissa	Strait	3379 Hunter Circle	Walworth 14568	wspltrust eestrait@ gmail.co m	Secretary	January 2023	December 2027	No	9/05/2025	9/05/2025	05/2025	Y
Filled	Drew	Britt	2167 Penfield Walworth Rd	Walworth 14568	wspltrust eebritt@g mail.com	President	January 2022	December 2026	Yes	01/13/2020	01/13/2021	13/2022	N
Vacant						Trustee	January 2024	December 2028					N

**Walworth-Seely Public Library 2025**

**11. OPERATING FUNDS RECEIPTS**

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

**LOCAL PUBLIC FUNDS**

11.1 Does the library receive any local public funds? If yes, complete one record for each taxing authority; if no, go to question 11.3.	Y
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11.1.a Source of Funds	11.1.b Name of funding County, Municipality or School District	11.1.c Amount	11.1.d Subject to public vote held in reporting year or in a previous reporting year(s).	11.1.e Written Contractual Agreement
Town	Walworth	\$326,400	Y	N

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

11.2 TOTAL LOCAL PUBLIC FUNDS	\$326,400
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**SYSTEM CASH GRANTS TO MEMBER LIBRARY**

11.3 Local Library Services Aid (LLSA)	\$2,916
11.4 Record all Central Library Services Aid monies received from system headquarters	\$0
11.5 Additional State Aid received from the System	\$0
11.6 Federal Aid received from the System	\$0
11.7 Other Cash Grants	\$1,200
11.8 TOTAL SYSTEM CASH GRANTS (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$4,116

**Walworth-Seely Public Library 2025**

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**OTHER STATE AID**

11.9 State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants	\$0
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**FEDERAL AID FOR LIBRARY OPERATION**

11.10 LSTA	\$0
11.11 Other Federal Aid	\$0
11.12 TOTAL FEDERAL AID (Add Questions 11.10 and 11.11)	\$0
11.13 CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$0

**OTHER RECEIPTS**

11.14 Gifts and Endowments	\$6,675
11.15 Fund Raising	\$0
11.16 Income from Investments	\$43
11.17 Library Charges	\$3,213
11.18 Other	\$11
11.19 TOTAL OTHER RECEIPTS (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$9,942
11.20 TOTAL OPERATING FUND RECEIPTS (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$340,458
11.21 BUDGET LOANS	

**Transfers / Grand Total**

**TRANSFERS**

11.22From Capital Fund (Same as Question 14.8)	\$0
11.23From Other Funds	\$0
11.24TOTAL TRANSFERS (Add Questions 11.22 and 11.23)	\$0
11.25BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2025 (Same as Question 12.39 of previous year if fiscal year has not changed)	\$141,864
11.26GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.40)	\$482,322

**12. OPERATING FUND DISBURSEMENTS**

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

**STAFF EXPENDITURES**

**Salaries & Wages Paid from Library Funds**

12.1 Certified Librarians	\$67,920
12.2 Other Staff	\$133,457
12.3 Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2)	\$201,377
12.4 Employee Benefits Expenditures	\$34,418
12.5 Total Staff Expenditures (Add Questions 12.3 and 12.4)	\$235,795

**COLLECTION EXPENDITURES**

12.6 Print Materials Expenditures <sup>11</sup>	\$14,065
12.7 Electronic Materials Expenditures	\$11,341
12.8 Other Materials Expenditures	\$7,770
12.9 Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8)	\$33,176

**CAPITAL EXPENDITURES FROM OPERATING FUNDS**

12.10 From Local Public Funds (71PF)	\$0
12.11 From Other Funds (71OF)	\$0
12.12 Total Capital Expenditures (Add Questions 12.10 and 12.11)	\$0

**OPERATION AND MAINTENANCE OF BUILDINGS**

**Walworth-Seely Public Library 2025**

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**Repairs to Building & Building Equipment**

12.13From Local Public Funds (72PF)	\$0
12.14From Other Funds (72OF)	\$0
12.15Total Repairs (Add Questions 12.13 and 12.14)	\$0
12.16Other Disbursements for Operation & Maintenance of Buildings	\$7,166
12.17Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16)	\$7,166

**MISCELLANEOUS EXPENSES**

12.18Office and Library Supplies	\$11,304
12.19Telecommunications	\$2,770
12.21Professional & Consultant Fees	\$10,488
12.22Equipment	\$10,520
12.23Other Miscellaneous	\$7,573
12.24Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.21, 12.22 and 12.23)	\$42,655

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12.25CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$7,294
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**DEBT SERVICE**

**Walworth-Seely Public Library 2025**

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**Capital Purposes Loans (Principal and Interest)**

12.26From Local Public Funds (73PF)	\$0
12.27From Other Funds (73OF)	\$0
12.28Total (Add Questions 12.26 and 12.27) Other Loans	\$0
12.29Budget Loans (Principal and Interest)	\$0
12.30Short-Term Loans	\$0
12.31Total Debt Service (Add Questions 12.28, 12.29 and 12.30)	\$0
12.32TOTAL OPERATING FUND DISBURSEMENTS (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31)	\$326,086

**Transfers to Capital Fund**

12.33From Local Public Funds (76PF)	\$0
12.34From Other Funds (76OF)	\$0
12.35Total Transfers to Capital Fund (Add Questions 12.33 and 12.34; same as Question 13.8)	\$0
12.36Transfer to Other Funds	\$0
12.37TOTAL TRANSFERS (Add Questions 12.35 and 12.36)	\$0
12.38TOTAL DISBURSEMENTS AND TRANSFERS (Add Questions 12.32 and 12.37)	\$326,086
12.39BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2025	\$156,236
12.40GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE (Add Questions 12.38 and 12.39; same as Question 11.26)	\$482,322

**ASSURANCE**

12.41The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the Annual Report was reviewed and accepted by the Library Board on (date - mm/dd/yyyy).	05/14/2026
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**FISCAL AUDIT**

12.42 Last audit performed (mm/dd/yyyy)	02/19/2025
12.43 Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	01/01/2024 - 12/31/2024
12.44 Indicate type of audit (select one):	Private Accounting Firm

**CAPITAL FUND**

12.45 Does the library have a separate Capital Fund? Enter Y for Yes, N for No. If No, stop here. If Yes, complete the Capital Fund Report.	Y
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**13. CAPITAL FUND RECEIPTS**

Report financial data based on the fiscal year reported in Questions 1.6 and 1.7 in Part 1. ROUND TO THE NEAREST DOLLAR. Please [click here](#) to read general instructions before completing this section.

**REVENUES FROM LOCAL SOURCES**

13.1 Revenues from Local Government Sources	\$0
13.2 All Other Revenues from Local Sources	\$2
13.3 Total Revenues from Local Sources (Add Questions 13.1 and 13.2)	\$2

**STATE AID FOR CAPITAL PROJECTS**

13.4 State Aid Received for Construction <sup>12</sup>	\$0
13.5 Other State Aid	\$0
13.6 Total State Aid (Add Questions 13.4 and 13.5)	\$0

**FEDERAL AID FOR CAPITAL PROJECTS**

13.7 TOTAL FEDERAL AID	\$0
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**INTERFUND REVENUE**

13.8 Transfer from Operating Fund (Same as Question 12.35)	\$0
13.9 TOTAL REVENUES (Add Questions 13.3, 13.6, 13.7 and 13.8)	\$2
13.10 NON-REVENUE RECEIPTS	\$0
13.11 TOTAL CASH RECEIPTS (Add Questions 13.9 and 13.10)	\$2
13.12 BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2025 (Same as Question 14.11 of previous year, if fiscal year has not changed)	\$22,559
13.13 TOTAL CASH RECEIPTS AND BALANCE (Add Questions 13.11 and 13.12; same as Question 14.12)	\$22,561

**14. CAPITAL FUND DISBURSEMENTS**

Report financial data based on the fiscal reporting year reported in Part 1. ROUND TO THE NEAREST DOLLAR. Please [click here](#) to read general instructions before completing this section.

**PROJECT EXPENDITURES**

14.1 Construction	\$0
14.2 Incidental Construction	\$0

**Other Disbursements**

14.3 Purchase of Buildings	\$0
14.4 Interest	\$0
14.5 Collection Expenditures	\$0
14.6 Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	\$0
14.7 TOTAL PROJECT EXPENDITURES (Add Questions 14.1, 14.2 and 14.6)	\$0
14.8 TRANSFER TO OPERATING FUND (Same as Question 11.22)	\$0
14.9 NON-PROJECT EXPENDITURES	\$0
14.10 TOTAL CASH DISBURSEMENTS AND TRANSFERS (Add Questions 14.7, 14.8 and 14.9)	\$0
14.11 BALANCE IN CAPITAL FUND - Ending Balance for the Fiscal Year Ending 2025	\$22,561
14.12 TOTAL CASH DISBURSEMENTS AND BALANCE	\$22,561



**16. FEDERAL TOTALS**

All questions in Part 16 are calculated, locked fields.

Note: See instructions for definitions and calculations of each of these Federal Totals.

16.1Total ALA-MLS	1.00
16.2Total Librarians	1.00
16.3All Other Paid Staff	3.60
16.4Total Paid Employees	4.60
16.5State Government Revenue	\$2,916
16.6Federal Government Revenue	\$0
16.7Other Operating Revenue	\$11,142
16.8Total Operating Revenue	\$340,458
16.9Other Operating Expenditures	\$57,115
16.10Total Operating Expenditures	\$326,086
16.11Total Capital Expenditures	\$0
16.12Print Materials	21,944
16.12aTotal Physical Items in Collection	28,654
16.13Circulation of Children's Physical Material	18,293
16.14Total Registered Borrowers	2,860
16.15Other Capital Revenue and Receipts <sup>13</sup>	0
16.16Number of Internet Computers Used by General Public	9
16.17Total Uses (sessions) of Public Internet Computers Per Year	2,537
16.18Wireless Sessions	799
16.19Total Capital Revenue	\$2

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1LIB ID	6400656740
17.2Interlibrary Relationship Code	Member of a Federation or Cooperative
17.3Legal Basis Code	Municipal Government (city, town or village)
17.4Administrative Structure Code	Administrative Entity with a Single Direct Service Outlet
17.5FSCS Public Library Definition	Yes
17.6Geographic Code	Minor Civil Division [MCD] (e.g., town, township), entirety
17.7FSCS ID	NY0549
17.8SED CODE	650801700001
17.9INSTITUTION ID	800000035821
User defined ID. used to link two or more AEs together.	
Old FSCSKEY	

**SUGGESTED IMPROVEMENTS**

Library Name:	WALWORTH-SEELY PUBLIC LIBRARY
Library System:	OWWL Library System
Name of Person Completing Form:	Anne Brown
Phone Number:	(315) 584-2307
I am satisfied that this resource (LibPAS) is meeting library needs:	Neither Agree nor Disagree
Applying this resource (LibPAS) will help improve library services to the public:	No
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!	(1) Fields in the Federal Totals were not auto-populating. For days it had an error that we had zero staff & did not meet the requirements for a public library while Section 6 was fully filled out and saved. (2) Not visually appealing (3) Not user friendly especially moving between sections (4) Questions with errors need to be flagged ON THE QUESTION itself. Having a list of all questions and having to navigate to them separately is a hassle. Especially for the financial sections and program/usage statistics, there should be red font and markings for things that don't add up. (4) The trustee section was far too wide and didn't carry over the trustees' names so I kept having to scroll back and forth to know whose information to put on which line. (5) The red x's next to some questions is very confusing. At first I thought it was for errors but the information on those lines is correct. I still don't know what that means. (6) Notes need to show up on the question they are relevant to, not in a list (same as the note on errors above). (7) Don't have the Verify and Submit buttons right next to each other. It's too easy to misclick

<sup>1</sup>, 3.18b Last year one of our large outreach programs was counted as Children's instead of General Interest.(0-2026-04-07)

<sup>2</sup>, 3.19b Did not attend a large teen focused outreach event this year(0-2026-04-06)

<sup>3</sup>, 3.21b 2024 Eclipse Party was a huge event for all ages.(0-2026-04-07)

<sup>4</sup>, 3.23 Some programs were paused due to staff vacancies throughout the year. Also, in 2024 we were in the line of totality for the Eclipse and did several programs about that, including our largest event ever (viewing party).(0-2026-04-07)

<sup>5</sup>, 3.25b We did not participate in a few outreach events that had been done in previous years due to staffing, plus our Eclipse Party in 2024 was one of our biggest events ever.(0-2026-04-07)

<sup>6</sup>, 3.41a Did not offer duplicate sessions of the same programs, did fewer Take & Make kits than previous years(0-2026-04-07)

<sup>7</sup>, 3.54 Cornell Cooperative Extension, Lion's Club, RocDog Therapy Dogs, Wayne County Fair(0-2026-04-07)

<sup>8</sup>, 3.59a Program was paused for 2 months due to staff vacancy(0-2026-04-07)

<sup>9</sup>, 3.59b Program was paused for 2 months due to staff vacancy(0-2026-04-07)

<sup>10</sup>, 3.62e. RocDog Therapy Dogs(0-2026-04-07)

<sup>11</sup>, 12.6 2024 Print Expenditures were unusually low, as noted in last year's report. This year we tried to get back up to normal spending in this category.(0-2026-04-07)

<sup>12</sup>, 13.4 library did not receive construction funds in 2025 - DLD(0-2026-05-06)

<sup>13</sup>, 16.15 library did not receive construction funds in 2025 - DLD(0-2026-05-06)