Plattsburgh Public Library
Annual Report For Public And Association Libraries - 2023

1. GENERAL LIBRARY INFORMATION

Library / Director Information

Outline of Major Changes

Please be advised Bibliostat CollectConnect is now using a new interface. If you have accessed or if you believe you may have accessed the old Bibliostat Collect, please click the new link here and you will be taken to the new interface. Please be sure you exit and close the old Bibliostat Collect before you begin your survey.
To avoid loss of data, only one person at a time should be logged into a member library report. Multiple people logged into the same report will cause data to be lost.
Libraries should not have reports from two different years open at the same time.

Report all information in Part 1 as of December 31, 2023, except for questions related to the current library director/manager (questions 1.37 through 1.44).

1.1	Library ID Number	2000095200
1.2	Library Name	PLATTSBURGH PUBLIC LIBRARY
1.3	Name Status (State use only)	00 (for no change from previous year)
1.4	Structure Status (State use only)	00 (for no change from previous year)
1.5	Community	Plattsburgh *
1.6	Beginning Fiscal Reporting Year	01/01/2023
1.7	Ending Fiscal Reporting Year	12/31/2023
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No
1.9	If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.10	Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.11	Beginning Local Fiscal Year	01/01/2023

1.12 Ending Local Fiscal Year	12/31/2023
1.13 Address Status	00 (for no change from previous year)
1.14 Street Address	19 OAK STREET
1.15 City	PLATTSBURGH
1.16 Zip Code	12901
1.17 Mailing Address	19 OAK STREET
1.18 City	PLATTSBURGH
1.19 Zip Code	12901
1.20 Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	(518) 563-0921
1.21 Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)	(518) 324-6556
1.22 E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	ridgwayk@cityofplattsburgh-ny.gov
1.23 Library Home Page URL (Enter N/A if no home page URL)	www.plattsburghlib.org
1.24 Population Chartered to Serve (per 2020 Census)	19,841
1.25 Indicate the type of library as stated in the library's charter (select one):	PUBLIC
1.26 Indicate the area chartered to serve as stated in the library's charter (select one):	City
1.27 During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No.	N
1.28 Indicate the type of charter the library currently holds (select one):	Absolute
1.29 Date the library was granted its absolute charter or the date of the provisional charter if the library does not have an absolute charter	07/01/1901

1.30 Date the library was last registered	10/17/1907
1.31 Federal Employer Identification Number	146002376
1.32 County	CLINTON
1.33 School District	Plattsburgh
1.34 Town/City	Plattsburgh
1.35 Library System	Clinton-Essex-Franklin Library System

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

1.36a President/CEO Name

1.36b President/CEO Phone Number

1.36c President/CEO Email

NOTE: For questions 1.37 through 1.44, report all information for the current library director/manager.

1.37 First Name of Library Director/Manager	Ben
1.38 Last Name of Library Director/Manager	Carman
1.39 NYS Public Librarian Certification Number	KPCTEB3
1.40 What is the highest education level of the library manager/director?	Master's Degree
1.41 If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science?	Y
1.42 Do all staff working in the budgeted Librarian (certified) positions reported in 6.4 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note.	Y
1.43 E-mail Address of the Director/Manager	carmanb@cityofplattsburgh-ny.gov
1.44 Fax Number of the Director/Manager	(518) 324-6556

1.45 Does the library charge fees for library cards to people residing outside the system's service area?	Y
1.46 Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2023? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.47.	N

Public Votes / Contracts

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

Library System

1. Name of municipality or district holding the public vote	N/A
2. Indicate the type of municipality or district holding the public vote	N/A
3. Date the vote was held (mm/dd/2023)	N/A
4. Was the vote successful? Y/N	N/A
5. What type of public vote was it?	N/A
6a. Most recent prior year approved appropriation from a public vote:	N/A
6b. Proposed increase in appropriation as a result of the vote held on the date reported in question number 3:	N/A
6c. Total proposed appropriation (manually sum of 6a and 6b):	N/A

This question should only be answered if "No" was answered in Q1.46 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.

1.47 Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2023) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.48.	N

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

Library System

1. Name of municipality or district holding the public vote	N/A
2. Indicate the type of municipality or district holding the public vote	
3. Date the last successful vote was held (mm/dd/yyyy)	N/A
4. What type of public vote was it?	
5. What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote?	N/A

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

Unusual Circumstances

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

Library System

1. Name of contracting municipality or district	N/A
2. Is this a written contractual agreement?	N/A
3. Population of the geographic area served by this contract	N/A
4. Dollar amount of contract	N/A
5. Enter the appropriate code for range of services provided (select one):	N/A

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

2. LIBRARY COLLECTION

Print / Electronic / Other Holdings

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

This section of the survey (2.1-2.25) collects data on selected types of materials.

It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (questions 12.6, 12.7 and 12.8). Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Count electronic materials at the administrative entity level (main library); do not duplicate numbers at each branch.

PRINT MATERIALS

Cataloged Books

2.1	Adult Fiction Books	12,563
2.2	Adult Non-fiction Books	23,721
2.3	Total Adult Books (Total questions 2.1 & 2.2)	36,284
2.4	Children's Fiction Books	16,314
2.5	Children's Non-fiction Books	4,732
2.6	Total Children's Books (Total questions 2.4 & 2.5)	21,046
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	57,330

Other Print Materials

2.8	Total Uncataloged Books	0

2.9	Total Print Serials	887
2.10	All Other Print Materials	0
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	887
2.12	Total Print Materials (Total questions 2.7 and 2.11)	58,217

ALL OTHER MATERIALS

Electronic Materials

2.13	Electronic Books	7,985
2.14	Local Electronic Collections	10
2.15	NOVELNY Electronic Collections	15
2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	25
2.17	Audio - Downloadable Units	1,162
2.18	Video - Downloadable Units	0
2.19	Other Electronic Materials (Include items that are not included in the above categories, such as e-serials; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)	0
2.20	Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	9,172

Non-Electronic Materials

2.21	Audio - Physical Units	1,224
2.22	Video - Physical Units	3,939
2.23	Other Circulating Physical Items	252
2.24	Total Other Materials - Non-Electronic (Total questions 2.21 through 2.23)	5,415

Grand Total / Additions to Holdings

2.25	**GRAND TOTAL HOLDINGS** (Total questions 2.12, 2.20 and 2.24)	72,804

ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.26	Cataloged Books	5,328
2.27	All Other Print Materials	450
2.28	Electronic Materials	742
2.29	All Other Materials	511
2.30	Total Additions (Total questions 2.26 through 2.29)	7,031

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Visits / Borrowers / Policies / Accessibility

Report all information on questions 3.1 through 3.32 as of the end fiscal year reported in Questions 1.6 and 1.7 in Part 1; report information on questions 3.33 through 3.77 for the 2023 calendar year. Please click here to read general instructions before completing this section.

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

LIBRARY USE

3.1	Library visits (total annual attendance)	65,767
3.1a	Regarding the number of Library Visits entered, is this an annual count or an annual estimate based on a typical week or weeks?	CT - Annual Count
3.2	Registered resident borrowers	11,148
3.3	Registered non-resident borrowers	13,344

Please report information on WRITTEN POLICIES as of 12/31/23.

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

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

3.4	Does the library have an open meeting policy?	Y

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

Please report information on ACCESSIBILITY as of 12/31/23.

ACCESSIBILITY (Answer Y for Yes, N for No)

3.11 Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)?	Y
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	Yes
refreshable Braille commonly referred to as a refreshable Braille display	No
screen magnification software, such as Zoomtext	Yes
electronic scanning and reading software, such as OpenBook	No

3.16 Is the library registered for services from either the New York State Talking Book and Braille Library (New York State Library, Albany) or the Andrew Heiskell Braille and Talking Book Library (The New York Public Library, New York)?	N

Library Sponsored Programs

LIVE PROGRAM SESSIONS and ATTENDANCE

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.

Live Programs Categorized by Age

3.17a Number of Sessions Targeted at Children Ages 0-5	47
3.17b Attendance at Sessions Targeted at Children Ages 0-5	1,858
3.18a Number of Sessions Targeted at Children Ages 6-11	7
3.18b Attendance at Sessions Targeted at Children Ages 6-11	102
3.19a Number of Sessions Targeted at Young Adults Ages 12-18	5
3.19b Attendance at Sessions Targeted at Young Adults Ages 12-18	31
3.20a Number of Sessions Targeted at Adults Age 19 or Older	62
3.20b Attendance at Sessions Targeted at Adults Age 19 or Older	219
3.21a Number of General Interest Program Sessions	24

3.21b	Attendance at General Interest Program Sessions	370
3.22	Total Sessions of Live Programs Categorized by Age (sum of 3.17a, 3.18a, 3.19a, 3.20a, 3.21a)	145
3.23	Total Attendance at Live Programs Categorized by Age (sum of 3.17b, 3.18b, 3.19b, 3.20b, 3.21b)	2,580

Live Programs Categorized by Venue

3.24a	Total Live Onsite Program Sessions	119
3.24b	Total Live Onsite Program Attendance	2,372
3.25a	Total Live Offsite Program Sessions	1
3.25b	Total Live Offsite Program Attendance	95
3.26a	Total Live Virtual Program Sessions	25
3.26b	Total Live Virtual Program Attendance	113
3.27	Total Sessions of Live Programs Categorized by Venue (sum of 3.24a, 3.25a, 3.26a)	145
3.28	Total Attendance at Live Programs Categorized by Venue (sum of 3.24b, 3.25b, 3.26b)	2,580

Prerecorded and One-on-One Programs

3.29	Total Number of Prerecorded Program Presentations	0
3.30	Total Views of Prerecorded Program Presentations within 30 Days	0
3.31	One-on-One Program Sessions	27
3.32	Attendance at One-on-One Program Sessions	54

3.33 Did your library offer teen-led activities during the 2023 calendar year?	N
3.34 Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library?	Yes

Please report information on SUMMER READING PROGRAMS for the 2023 calendar year

SUMMER READING PROGRAM

3.35 Did the library offer a summer reading program in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y
3.36 Library outlets offering the summer reading program	1
3.37 Children registered for the library's summer reading program	309
3.38 Young adults registered for the library's summer reading program	10
3.39 Adults registered for the library's summer reading program	5
3.40 Total number registered for the library's summer reading program (total 3.37 + 3.38 + 3.39)	324
3.41a Children's program sessions - Summer 2023	21
3.41b Children's program attendance - Summer 2023	615
3.42a Young adult program sessions - Summer 2023	0
3.42b Young adult program attendance - Summer 2023	0
3.43a Adult program sessions - Summer 2023	0

3.43b Adult program attendance - Summer 2023	0
3.44 Total program sessions - Summer 2023 (total 3.41a + 3.42a + 3.43a)	21
3.45 Total program attendance - Summer 2023 (total 3.41b + 3.42b + 3.43b)	615
3.46 Did the library use the Summer Reading at New York Libraries name and/or logo?	N
3.47 Did the library use the Collaborative Summer Library Program (CSLP) Manual, provided through the New York State Library?	Y

COLLABORATORS

3.48 Public school district(s) and/or BOCES	2
3.49 Non-public school(s)	0
3.50 Childcare center(s)	0
3.51 Summer camp(s)	1
3.52 Municipality/Municipalities	1
3.53 Literacy provider(s)	0
3.54 Other (describe using the State note)	1
3.55 Total Collaborators (total 3.48 through 3.54)	5

Early Literacy

Please report information on EARLY LITERACY PROGRAMS for the 2023 calendar year.

EARLY LITERACY PROGRAMS

3.56 Did the library offer early literacy programs in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y

3.57a	Focus on birth - school entry (kindergarten) sessions	56
3.57b	Focus on birth - school entry (kindergarten) attendance	2,015
3.58a	Focus on parents & caregivers sessions	0
3.58b	Focus on parents & caregivers attendance	0
3.59a	Combined audience sessions	0
3.59b	Combined audience attendance	0
3.60	Total Sessions	56
3.61	Total Attendance	2,015

3.62 - Collaborators (check all that apply):

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

Adult Literacy

Please report information on ADULT LITERACY for the 2023 calendar year.

ADULT LITERACY

3.63	Did the library offer adult literacy programs in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	N

3.64a	Total group program sessions	

3.64b Total group program attendance	
3.65a Total one-on-one program sessions	
3.65b Total one-on-one program attendance	

3.66 - Collaborators (check all that apply)

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

ESOL / Digital Literacy

Please report information on ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAMS for the 2023 calendar year.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAMS

3.67 Did the library offer English for Speakers of Other Languages (ESOL) programs in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	N
3.68a Children's program sessions	
3.68b Children's program attendance	
3.69a Young adult program sessions	
3.69b Young adult program attendance	
3.70a Adult program sessions	
3.70b Adult program attendance	
3.71 Total program sessions (total 3.68a + 3.69a + 3.70a)	0

3.72	Total program attendance (total 3.68b + 3.69b + 3.70b)	0
3.73a	One-on-one program sessions	
3.73b	One-on-one program attendance	

3.74 - Collaborators (check all that apply):

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

Please report information on DIGITAL LITERACY for the 2023 calendar year.

DIGITAL LITERACY

3.75	Did the library offer digital literacy programs in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y
3.76a	Total group program sessions	0
3.76b	Total group program attendance	0
3.77a	Total one-on-one program sessions	27
3.77b	Total one-on-one program attendance	27

4. LIBRARY TRANSACTIONS

Circulation / Electronic Use
Reference Transactions

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

CATALOGED BOOK CIRCULATION

4.1	Adult Fiction Books	17,178
4.2	Adult Non-fiction Books	7,260

4.3	Total Adult Books (Total questions 4.1 & 4.2)	24,438
4.4	Children's Fiction Books	24,268
4.5	Children's Non-fiction Books	5,533
4.6	Total Children's Books (Total questions 4.4 & 4.5)	29,801
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	54,239

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	9,658
4.9	Circulation of Children's Other Materials	1,895
4.10	Circulation of Other Physical Items (Total questions 4.8, 4.9)	11,553
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	65,792

ELECTRONIC USE

4.12	Use of Electronic Material	9,219
4.13	Successful Retrieval of Electronic Information	77
4.14	Electronic Content Use (Total questions 4.12 & 4.13)	9,296
4.15	Total Circulation of Materials (Total questions 4.11 & 4.12)	75,011
4.16	Total Collection Use (Total questions 4.13 & 4.15)	75,088
4.17	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	31,696
4.18	As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due?	No

REFERENCE TRANSACTIONS

4.19	Total Reference Transactions	10,920
4.19a	Regarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks?	ES - Annual Estimate Based on Typical Week(s)
4.20	Does the library offer virtual reference?	N

Interlibrary Loan

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.21	TOTAL MATERIALS RECEIVED	9,343

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.22	TOTAL MATERIALS PROVIDED	3,604

5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2023.

SYSTEMS AND SERVICES

5.1	Automated circulation system?	Y
5.2	Online public access catalog (OPAC)?	Y
5.3	Electronic access to the OPAC from outside the library?	Y
5.4	Annual number of visits to the library's web site	40,877
5.5	Does the library use Internet filtering software on any computer?	Y
5.6	Does your library use social media?	Y
5.7	Does the library file for E-rate benefits?	Y
5.8	Is the library part of a consortium for E-rate benefits?	N
5.9	If yes, in which consortium are you participating?	N/A

5.10	Name of the person responsible for the library's Information Technology (IT) services	Ben Carman
5.11	IT contact's telephone number (enter 10 digits only and hit the Tab key)	(518) 536-7442
5.12	IT contact's email address	carmanb@cityofplattsburgh-ny.gov

6. STAFF INFORMATION

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.	35

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2	Library Director (certified)	1
6.3	Vacant Library Director (certified)	0
6.4	Library Manager (not certified)	0
6.5	Vacant Library Manager (not certified)	0
6.6	Librarian	3
6.7	Vacant Librarian	0
6.8	Library Specialist/Paraprofessional	0
6.9	Vacant Library Specialist/Paraprofessional	0
6.10	Other Staff	7
6.11	Vacant Other Staff	0
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	11.00

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

SALARY INFORMATION

6.14	FTE - Library Director (certified)	1
6.15	Salary - Library Director (certified)	$66,000
6.16	FTE - Library Manager (not certified)	0
6.17	Salary - Library Manager (not certified)	$0
6.18	FTE - Librarian	1
6.19	Salary - Librarian	$45,664

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, 2023**. Please click here to read general instructions before completing this section. Helpful information for meeting minimum public library standards is available on the State Library's website.

1.	Is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re–approved by the board of trustees at least once every five years or earlier if required by law.	Y
2.	Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff.	Y
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
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

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
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. Is open the minimum standard number of public service hours for population served. (see instructions)	Y

8. Maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate:

8a. space	Y
8b. lighting	Y
8c. shelving	Y
8d. seating	Y
8e. power infrastructure	Y
8f. data infrastructure	Y
8g. public restroom	Y

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

10. Provides

10a. a circulation system that facilitates access to the local library collection and other library catalogs	Y
10b. equipment, technology, and internet connectivity to address community needs and facilitate access to information.	Y

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

8. PUBLIC SERVICE INFORMATION

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

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

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

PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6	Minimum Weekly Total Hours - Main Library	55.50
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)	55.50
8.10	Annual Total Hours - Main Library	2,886.00
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)	2,886.00

9. SERVICE OUTLET INFORMATION

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

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.

If you have multiple libraries, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you will enter the data into the spreadsheet form available in the survey by clicking a link to an Excel sheet listing prior year outlets is located in section 9. Complete this form and email it to collectconnect@baker-taylor.com and your data will be uploaded into CollectConnect within 24 hours. The data will be loaded in the same order in which it appears in your file, so libraries should be in the correct order on the spreadsheet.

1.	Outlet Name	PLATTSBURGH PUBLIC LIBRARY
2.	Outlet Name Status	00
3.	Street Address	19 OAK STREET
4.	Outlet Street Address Status	00
5.	City	PLATTSBURGH
6.	Zip Code	12901
7.	Phone (enter 10 digits only)	(518) 563-0921

8.	Fax Number (enter 10 digits only)	(518) 324-6556
9.	E-mail Address	pplinfo@cityofplattsburgh-ny.gov
10.	Outlet URL	www.platttsburghlib.org
11.	County	CLINTON
12.	School District	Plattsburgh
13.	Library System	Clinton-Essex-Franklin Library System
14.	Outlet Type Code (select one):	CE
15.	Public Service Hours Per Year for This Outlet	2,886
16.	Number of Weeks This Outlet is Open	52
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y
18.	Is the meeting space available for public use even when the outlet is closed?	N
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	344
20.	Enter the appropriate outlet code (select one):	LRF
21.	Who owns this outlet building?	City
22.	Who owns the land on which this outlet is built?	City
23.	Indicate the year this outlet was initially constructed	1942
24.	Indicate the year this outlet underwent a major renovation costing $25,000 or more	2003
25.	Square footage of the outlet	31,238
26.	Number of Internet Computers Used by General Public	7
27.	Number of uses (sessions) of public Internet computers per year	5,371

27a Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count
28. Type of connection on the outlet's public Internet computers	Municipal Networks (wireless or other)
29. Maximum download speed of connection on the outlet's public Internet computers	10 Greater than or equal to 50 mbps and less than 100 mbps
30. Maximum upload speed of connection on the outlet's public Internet computers	9 Greater than or equal to 25 mbps and less than 50 mbps
31. Internet Provider	Other (specify using the State note)
32. WiFi Access	No restrictions to access
33. Wireless Sessions	14,288
33a Reporting Method for Wireless Sessions	CT - Annual Count
34. Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y
35. Is every public part of the outlet accessible to a person in a wheelchair?	Y
36. Does your **outlet** have a Makerspace?	N
37. *LIBID*	2000095200
38. *FSCSID*	NY0109
39. *Number of Bookmobiles in the Bookmobile Outlet Record*	0
40. *Outlet Structure Status*	00

10. OFFICERS AND TRUSTEES

Trustees and Terms / Trustee Names

Report information about trustee meetings as of December 31, 2023. 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, 2023 to December 31, 2023)	11

NUMBER OF TRUSTEES AND TERMS

10.2 If the library's charter documents (incorporation) state a range of trustees, what is it? If a range is not stated, enter N/A.	7-13
10.3 If your library has a range, how many voting positions are stated in the library's current by-laws? If a range is not stated, enter N/A.	8
10.4 If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)? If library does have a range, enter N/A here.	N/A
10.5 What is the **trustee term length, as stated in your library's charter documents (incorporation)?** If a term length is not stated, please explain in a Note.	5
10.6 I attest that all trustees participated in trustee education in the last calendar year (2023). 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)

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

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

1.	Status	Filled
2.	First Name of Board Member	Barbara
3.	Last Name of Board Member	Barry
4.	Mailing Address	18 West Court Street

5.	City	Plattsburgh
6.	Zip Code (5 digits only)	12901
7.	E-mail address	barryb721@verizon.net
8.	Office Held or Trustee	Vice President
9.	Term Begins - Month	March
10.	Term Begins - Year (year)	2023
11.	Term Expires	June
12.	Term Expires - Year (yyyy)	2028
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	No
14.	The date the Oath of Office (mm/dd/yyyy) was taken	02/28/2023
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/29/2023
16.	Is this a brand new trustee?	Y
1.	Status	Filled
2.	First Name of Board Member	Seth
3.	Last Name of Board Member	Silver
4.	Mailing Address	40 Trafalgar Drive
5.	City	Plattsburgh
6.	Zip Code (5 digits only)	12901
7.	E-mail address	silverss@charter.net
8.	Office Held or Trustee	Secretary
9.	Term Begins - Month	February
10.	Term Begins - Year (year)	2023
11.	Term Expires	June

12.	Term Expires - Year (yyyy)	2028
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	No
14.	The date the Oath of Office (mm/dd/yyyy) was taken	02/28/2023
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/29/2023
16.	Is this a brand new trustee?	Y
1.	Status	Filled
2.	First Name of Board Member	Elaine
3.	Last Name of Board Member	Ostry
4.	Mailing Address	54 Olivetti Pl
5.	City	Plattsburgh
6.	Zip Code (5 digits only)	12901
7.	E-mail address	ostryem@plattsburgh.edu
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	December
10.	Term Begins - Year (year)	2020
11.	Term Expires	June
12.	Term Expires - Year (yyyy)	2025
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	No

14. The date the Oath of Office (mm/dd/yyyy) was taken	02/28/2023
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/29/2023
16. Is this a brand new trustee?	N
1. Status	Filled
2. First Name of Board Member	Rebecca
3. Last Name of Board Member	Fox
4. Mailing Address	7 Caitlin Way
5. City	Plattsburgh
6. Zip Code (5 digits only)	12901
7. E-mail address	rebeccafoxlaw@gmail.com
8. Office Held or Trustee	Trustee
9. Term Begins - Month	December
10. Term Begins - Year (year)	2022
11. Term Expires	June
12. Term Expires - Year (yyyy)	2028
13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	No
14. The date the Oath of Office (mm/dd/yyyy) was taken	01/23/2023
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/07/2024
16. Is this a brand new trustee?	Y
1. Status	Filled
2. First Name of Board Member	Nick

3.	Last Name of Board Member	Dubay
4.	Mailing Address	9 Champlain Street
5.	City	Plattsburgh
6.	Zip Code (5 digits only)	12901
7.	E-mail address	nicholasdubay@gmail.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	July
10.	Term Begins - Year (year)	2023
11.	Term Expires	June
12.	Term Expires - Year (yyyy)	2028
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	No
14.	The date the Oath of Office (mm/dd/yyyy) was taken	08/22/2023
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	08/23/2023
16.	Is this a brand new trustee?	Y
1.	Status	Filled
2.	First Name of Board Member	Jessamyn
3.	Last Name of Board Member	Neuhaus
4.	Mailing Address	64 Trafalgar Drive
5.	City	Plattsburgh
6.	Zip Code (5 digits only)	12901
7.	E-mail address	neuhauj@plattsburgh.edu
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	March

10.	Term Begins - Year (year)	2023
11.	Term Expires	June
12.	Term Expires - Year (yyyy)	2028
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	No
14.	The date the Oath of Office (mm/dd/yyyy) was taken	04/25/2023
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	04/26/2023
16.	Is this a brand new trustee?	Y
1.	Status	Filled
2.	First Name of Board Member	LeAnn
3.	Last Name of Board Member	Yelton
4.	Mailing Address	3 Fort Brown Drive, Apt 301
5.	City	Plattsburgh
6.	Zip Code (5 digits only)	12901
7.	E-mail address	yeltonleann@gmail.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	December
10.	Term Begins - Year (year)	2023
11.	Term Expires	June
12.	Term Expires - Year (yyyy)	2028

13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	No
14. The date the Oath of Office (mm/dd/yyyy) was taken	01/23/2024
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/07/2024
16. Is this a brand new trustee?	Y
1. Status	Filled
2. First Name of Board Member	Tamara
3. Last Name of Board Member	Sutin
4. Mailing Address	245 Cornelia St
5. City	Plattsburgh
6. Zip Code (5 digits only)	12901
7. E-mail address	sutin@verizon.net
8. Office Held or Trustee	Trustee
9. Term Begins - Month	January
10. Term Begins - Year (year)	2024
11. Term Expires	June
12. Term Expires - Year (yyyy)	2029
13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	No

14.	The date the Oath of Office (mm/dd/yyyy) was taken	01/18/2024
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	
16.	Is this a brand new trustee?	Y

11. OPERATING FUNDS RECEIPTS

Local Public Funds / System Cash
Grants / Other State

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

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

11.1	Does the library receive any local public funds? If yes, complete one record for each taxing authority; if no, go to question 11.3.	Y

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

Library System

1.	Source of Funds	City
2.	Name of funding County, Municipality or School District	City of Plattsburgh
3.	Amount	$769,638
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N
5.	Written Contractual Agreement	N

11.2	**TOTAL LOCAL PUBLIC FUNDS**	$769,638

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3	Local Library Services Aid (LLSA)	$8,175

11.4 Record all Central Library Services Aid monies received from system headquarters	$97,028
11.5 Additional State Aid received from the System	$0
11.6 Federal Aid received from the System	$0
11.7 Other Cash Grants	$0
11.8 **TOTAL SYSTEM CASH GRANTS** (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	$105,203

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	$338,382

Federal Aid / Other Receipts

FEDERAL AID FOR LIBRARY OPERATION

11.10 LSTA	$0
11.11 Other Federal Aid	$16,954
11.12 **TOTAL FEDERAL AID** (Add Questions 11.10 and 11.11)	$16,954
11.13 **CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE**	$0

OTHER RECEIPTS

11.14 Gifts and Endowments	$5,354
11.15 Fund Raising	$0
11.16 Income from Investments	$17,642
11.17 Library Charges	$4,708
11.18 Other	$34,596

11.19 **TOTAL OTHER RECEIPTS** (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	$62,300
11.20 **TOTAL OPERATING FUND RECEIPTS** (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	$1,292,477
11.21 **BUDGET LOANS**	$0

Transfers / Grant Total

TRANSFERS

11.22 From Capital Fund (Same as Question 14.8)	$0
11.23 From Other Funds	$0
11.24 **TOTAL TRANSFERS** (Add Questions 11.22 and 11.23)	$0
11.25 BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2023 (Same as Question 12.39 of previous year if fiscal year has not changed)	$0
11.26 **GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE** (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.40)	$1,292,477

12. OPERATING FUND DISBURSEMENTS

Staff / Collection / Capital
Operation and Maintenance

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

STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds

12.1 Certified Librarians	$225,645

12.2	Other Staff	$269,801
12.3	**Total Salaries & Wages Expenditures** (Add Questions 12.1 and 12.2)	$495,446
12.4	**Employee Benefits Expenditures**	$245,010
12.5	**Total Staff Expenditures (Add Questions 12.3 and 12.4)**	$740,456

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	$39,557
12.7	Electronic Materials Expenditures	$1,976
12.8	Other Materials Expenditures	$7,047
12.9	**Total Collection Expenditures** (Add Questions 12.6, 12.7 and 12.8)	$48,580

CAPITAL EXPENDITURES FROM OPERATING FUNDS

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

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13	From Local Public Funds (72PF)	$30,274
12.14	From Other Funds (72OF)	$0
12.15	**Total Repairs** (Add Questions 12.13 and 12.14)	$30,274
12.16	Other Disbursements for Operation & Maintenance of Buildings	$54,362
12.17	**Total Operation & Maintenance of Buildings** (Add Questions 12.15 and 12.16)	$84,636

MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	$1,701
12.19	Telecommunications	$4,365
12.21	Professional & Consultant Fees	$13,570
12.22	Equipment	$36,342
12.23	Other Miscellaneous	$20,050
12.24	**Total Miscellaneous Expenses** (Add Questions 12.18, 12.19, 12.21, 12.22 and 12.23)	$76,028

Contracts / Debt Service / Transfers / Grand Total

12.25	**CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE**	$5,900

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

12.26	From Local Public Funds (73PF)	$5,081
12.27	From Other Funds (73OF)	$0
12.28	**Total** (Add Questions 12.26 and 12.27)	$5,081

Other Loans

12.29	Budget Loans (Principal and Interest)	$0
12.30	Short-Term Loans	$0
12.31	**Total Debt Service** (Add Questions 12.28, 12.29 and 12.30)	$5,081

12.32	**TOTAL OPERATING FUND DISBURSEMENTS** (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31)	$960,681

TRANSFERS

Transfers to Capital Fund

12.33 From Local Public Funds (76PF)	$0
12.34 From Other Funds (76OF)	$307,711
12.35 **Total Transfers to Capital Fund** (Add Questions 12.33 and 12.34; same as Question 13.8)	$307,711
12.36 **Transfer to Other Funds**	$24,085
12.37 **TOTAL TRANSFERS** (Add Questions 12.35 and 12.36)	$331,796
12.38 **TOTAL DISBURSEMENTS AND TRANSFERS** (Add Questions 12.32 and 12.37)	$1,292,477
12.39 BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2023	$0
12.40 **GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE** (Add Questions 12.38 and 12.39; same as Question 11.26)	$1,292,477

ASSURANCE

12.41 The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy).	02/27/2024

FISCAL AUDIT

12.42 Last audit performed (mm/dd/yyyy)	07/14/2023
12.43 Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	01/01/2022-12/31/2022
12.44 Indicate type of audit (select one):	Private Accounting Firm

CAPITAL FUND

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

13. CAPITAL FUND RECEIPTS

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

REVENUES FROM LOCAL SOURCES

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

STATE AID FOR CAPITAL PROJECTS

13.4 State Aid Received for Construction	$338,382
13.5 Other State Aid	$0
13.6 **Total State Aid** (Add Questions 13.4 and 13.5)	$338,382

FEDERAL AID FOR CAPITAL PROJECTS

13.7 **TOTAL FEDERAL AID**	$0

INTERFUND REVENUE

13.8 Transfer from Operating Fund (Same as Question 12.35)	$307,711
13.9 **TOTAL REVENUES** (Add Questions 13.3, 13.6, 13.7 and 13.8)	$646,093
13.10 **NON-REVENUE RECEIPTS**	$0
13.11 **TOTAL CASH RECEIPTS** (Add Questions 13.9 and 13.10)	$646,093
13.12 BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2023 (Same as Question 14.11 of previous year, if fiscal year has not changed)	$0

13.13	**TOTAL CASH RECEIPTS AND BALANCE**(Add Questions 13.11 and 13.12; same as Question 14.12)	$646,093

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	$338,382
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)	$338,382
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)	$338,382
14.11	**BALANCE IN CAPITAL FUND** - Ending Balance for the Fiscal Year Ending 2023	$307,711
14.12	**TOTAL CASH DISBURSEMENTS AND BALANCE** (Add Questions 14.10 and 14.11; same as Question 13.13)	$646,093

15. CENTRAL LIBRARIES

CENTRAL LIBRARY SERVICES AID (CLSA)

Statutory Reference: Education Law § 273(1)(b)
Commissioners Regulations 90.4

Central Library Services Aid is a flat sum of $0.32 cents per capita of population within the chartered area of service of such library system with a minimum amount of $105,000, and an additional $71,500 to each library system for the purchase of books and materials including nonprint materials, as defined in regulations of the commissioner, for its central library.

The fiscal year for Central Library Services Aid is the calendar year. Please see the Central Library Program Guidelines at http://www.nysl.nysed.gov/libdev/clda/index.html for more information.

Library expenditures from Central Library Services Aid may only be used for adult non–fiction and foreign language library materials, including electronic content. Record the central/co–central library's actual disbursement of these State Aid funds as allocated to the Library by the public library system. Report here only those funds actually expended by the Library during the calendar year ending December 31, 2022. Do not report funds spent by the public library system on the Library's behalf.

15.1.1 - 15.1.2 **Professional Salaries:** Indicate total FTE and salaries for all professional central/co-central library employees (paid from CLDA funds).

15.1.1 Total Full-Time Equivalents (FTE)	1
15.1.2 Total Expenditure for Professional Salaries	$52,416

15.1.3 - 15.1.4 **Other Staff Salaries:** Indicate total FTE and salaries for all other central/co-central library employees (paid from CLDA funds).

15.1.3 Total Full-Time Equivalents (FTE)	.5
15.1.4 Total Expenditures for Other Staff Salaries	$23,411

15.1.5 **Employee Benefits:** Indicate the total expenditures for all central/co-central library employee benefits (paid from CLDA funds).	$21,201
15.1.6 **Purchased Services**: Did the central/co-central library expend CLDA funds for purchased services? Enter Y for Yes, N for No.	N

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

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

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

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

15.1.7 Total Expenditure - Purchased Services	$0
15.1.8 **Supplies and Materials**: Did the central/co-central library expend funds for supply items, postage, adult nonfiction and foreign language library materials, or equipment and furnishings with a unit cost less than $5,000? Enter Y for Yes, N for No.	N

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

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

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

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

15.1.9 **Total Expenditure - Supplies and Materials**	$0
15.1.10 **Travel Expenditures:** Did the central/co-central library expend funds for travel? Enter Y for Yes, N for No.	N

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

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

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

15.1.11 **Total Expenditures - Travel** $0

15.1.12 **Equipment and Furnishings:** Did the central/co-central library expend funds for equipment and furnishings with a unit cost of $5,000 or more and having a useful life of more than one year? Enter Y for Yes, N for No. N

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

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

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

15.1.13 **Total Expenditure - Equipment and Furnishings** $0

15.1.14 **Total Expenditure (total 15.1.2, 15.1.4, 15.1.5, 15.1.7, 15.1.9, 15.1.11 and 15.1.13)** $97,028

15.1.15 **Cash Balance at the Opening of the Fiscal Year** $0
NOTE: The opening balance must be the same as the closing balance of the previous year.

15.1.16 **Total Allocation received from the system:** $97,028

15.1.17 **Cash Balance at the end of the Current Fiscal Year (total 15.1.16 - 15.1.14 + 15.1.15)** $0

15.1.18	**Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.	PPL submitted purchase order request to CEFLS for adult fiction items for the Central Library Collection and CEFLS processed the invoices for these items. The funds also supported out work to provide reference, Inter library loan, book processing and ordering of new titles for the system.

16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields.
Note: See instructions for definitions and calculations of each of these Federal Totals.

16.1	Total ALA-MLS	3.50
16.2	Total Librarians	3.50
16.3	All Other Paid Staff	6.13
16.4	Total Paid Employees	9.63
16.5	State Government Revenue	$443,585
16.6	Federal Government Revenue	$16,954
16.7	Other Operating Revenue	$62,300
16.8	Total Operating Revenue	$1,292,477
16.9	Other Operating Expenditures	$166,564
16.10	Total Operating Expenditures	$955,600
16.11	Total Capital Expenditures	$338,382
16.12	Print Materials	58,217
16.12a	Total Physical Items in Collection	63,632
16.13	Total Registered Borrowers	24,492
16.14	Other Capital Revenue and Receipts	$307,711
16.15	Number of Internet Computers Used by General Public	7
16.16	Total Uses (sessions) of Public Internet Computers Per Year	5,371
16.17	Wireless Sessions	14,288
16.18	Total Capital Revenue	$646,093

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	*LIB ID*	2000095200
17.2	*Interlibrary Relationship Code*	ME
17.3	*Legal Basis Code*	CI
17.4	*Administrative Structure Code*	SO
17.5	*FSCS Public Library Definition*	Y
17.6	*Geographic Code*	PL1
17.7	*FSCS ID*	NY0109
17.8	*SED CODE*	091200700123
17.9	*INSTITUTION ID*	800000053824

SUGGESTED IMPROVEMENTS

Library Name:	PLATTSBURGH PUBLIC LIBRARY
Library System:	Clinton-Essex-Franklin Library System
Name of Person Completing Form:	Ben Carman
Phone Number:	(518) 536-7442
I am satisfied that this resource (Collect) is meeting library needs:	Agree
Applying this resource (Collect) will help improve library services to the public:	Agree
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!	