1. GENERAL LIBRARY INFORMATION
Report all information in Part 1 as of December 31, 2012, except for questions related to the current library director/manager (questions 1.35 through 1.40).

1.1 Library ID Number 2400612690
1.2 Library Name GROTON 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 Groton
1.6 Beginning Fiscal Reporting Year 07/01/2011
1.7 Ending Fiscal Reporting Year 06/30/2012
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. 07/01/2013
1.10 Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8. 06/30/2014
1.11 Beginning Local Fiscal Year 07/01/2011
1.12 Ending Local Fiscal Year 06/30/2012
1.13 Address Status 00 (for no change from previous year)
1.14 Street Address 112 EAST CORTLAND STREET
1.15 City GROTON
1.16 Zip Code 13073
1.17 Mailing Address 112 EAST CORTLAND STREET
1.18 City GROTON
1.19 Zip Code 13073
1.20 Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number) (607) 898-5055
1.21 Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number) (607) 898-5055
1.22 E-Mail Address to Contact the Library (Enter N/A if no e-mail address) director@grotonpubliclibrary.org
1.23 Library Home Page URL (Enter N/A if no home page URL) http://grotonpubliclibrary.net/
1.24 Population Chartered to Serve (per 2010 Census) 6,024
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): School District
1.27 During the reporting year, has there been any change to the library's legal service area boundaries? Changes may be the result of a Regents charter action or due to a new contract to provide library services to residents of an area not served by a public library 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: 05/17/1946
1.30 Date the library was last registered: 12/24/1981
1.31 Federal Employer Identification Number: 150618030
1.32 County: TOMPKINS
1.33 School District: Groton
1.34 Library System: Finger Lakes Library System

NOTE: For questions 1.35 through 1.40, report all information for the current library director/manager.

1.35 Title of Library Director/Manager (select one): Ms.
1.36 First Name of Library Director/Manager: Sara
1.37 Last Name of Library Director/Manager: Knobel
1.38 NYS Public Librarian Certification Number: N/A
1.39 E-mail Address of the Director/Manager: director@grotonpubliclibrary.org
1.40 Fax Number of the Director/Manager: (607) 898-5055

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

1.42 For the fiscal reporting year (questions 1.6 and 1.7) was all or part of the library's budget either subject to a public vote(s) or from a previous appropriation(s) which was approved by public vote(s). Enter Y for Yes, N for No. If yes, please complete one record for each vote held. If no, go to question 1.44.

Y

1.43 For the fiscal year that ended in 2012, indicate the total percentage of the library's local public funding that was either subject to public vote(s) or that came from a previous appropriation(s) approved by public vote(s) still in effect. 80%

1.44 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 1.45.

N

1.45 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 State note; if no, please go to Part 2, Library Collection.

N

2. LIBRARY COLLECTION
Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Part 1.

**PRINT MATERIALS**

<table>
<thead>
<tr>
<th>Cataloged Books</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1 Adult Fiction Books</td>
<td>9,060</td>
</tr>
<tr>
<td>2.2 Adult Non-fiction Books</td>
<td>4,351</td>
</tr>
<tr>
<td>2.3 Total Adult Books (Total questions 2.1 &amp; 2.2)</td>
<td>13,411</td>
</tr>
<tr>
<td>2.4 Children's Fiction Books</td>
<td>5,877</td>
</tr>
<tr>
<td>2.5 Children's Non-fiction Books</td>
<td>1,850</td>
</tr>
<tr>
<td>2.6 Total Children's Books (Total questions 2.4 &amp; 2.5)</td>
<td>7,727</td>
</tr>
<tr>
<td>2.7 Total Cataloged Books (Total questions 2.3 &amp; 2.6)</td>
<td>21,138</td>
</tr>
</tbody>
</table>

**Other Print Materials**

<table>
<thead>
<tr>
<th>Other Print Materials</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2.8 Total Uncataloged Books</td>
<td>0</td>
</tr>
<tr>
<td>2.9 Total Print Serials</td>
<td>14</td>
</tr>
<tr>
<td>2.10 All Other Print Materials</td>
<td>675</td>
</tr>
<tr>
<td>2.11 Total Other Print Materials (Total questions 2.8 through 2.10)</td>
<td>689</td>
</tr>
<tr>
<td>2.12 Total Print Materials (Total questions 2.7 and 2.11)</td>
<td>21,827</td>
</tr>
</tbody>
</table>

**ELECTRONIC MATERIALS**

<table>
<thead>
<tr>
<th>Electronic Materials</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2.13 Electronic Books</td>
<td>39</td>
</tr>
<tr>
<td>2.14 Local Databases</td>
<td>11</td>
</tr>
<tr>
<td>2.15 NOVELNY Databases</td>
<td>9</td>
</tr>
<tr>
<td>2.16 Total Databases (Total questions 2.14 and 2.15)</td>
<td>20</td>
</tr>
<tr>
<td>2.17 Other Electronic Materials (includes all other materials in digital format such as e-serials, government documents, electronic files, reference tools, scores, maps, etc.)</td>
<td>3</td>
</tr>
<tr>
<td>2.18 Total Electronic Materials (Total questions 2.13, 2.16 and 2.17)</td>
<td>62</td>
</tr>
</tbody>
</table>

**ALL OTHER MATERIALS**

<table>
<thead>
<tr>
<th>All Other Materials</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2.19 Audio - Physical Units</td>
<td>781</td>
</tr>
<tr>
<td>2.20 Audio - Downloadable Titles</td>
<td>0</td>
</tr>
<tr>
<td>2.21 Video - Physical Units</td>
<td>2,120</td>
</tr>
<tr>
<td>2.22 Video - Downloadable Titles</td>
<td>0</td>
</tr>
<tr>
<td>2.23 All Other Materials (includes microform, films, slides, etc.)</td>
<td>205</td>
</tr>
<tr>
<td>2.24 Total Other Materials Holdings (Total questions 2.19 through 2.23)</td>
<td>3,106</td>
</tr>
<tr>
<td>2.25 <strong>GRAND TOTAL HOLDINGS</strong> (Total questions 2.12, 2.18 and 2.24)</td>
<td>24,995</td>
</tr>
</tbody>
</table>

**CURRENT SERIAL SUBSCRIPTIONS**

<table>
<thead>
<tr>
<th>Current Serial Subscriptions</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2.26 Current Print Serial Subscriptions</td>
<td>14</td>
</tr>
</tbody>
</table>

**ADDITIONS TO HOLDINGS** - Do not subtract withdrawals or discards.

<table>
<thead>
<tr>
<th>Additions to Holdings</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2.27 Cataloged Books</td>
<td>1,673</td>
</tr>
<tr>
<td>2.28 All Other Print Materials</td>
<td>0</td>
</tr>
<tr>
<td>2.29 Electronic Materials</td>
<td>0</td>
</tr>
<tr>
<td>2.30 All Other Materials</td>
<td>449</td>
</tr>
<tr>
<td>2.31 Total Additions (Total questions 2.27 through 2.30)</td>
<td>2,122</td>
</tr>
</tbody>
</table>

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

Report all information on questions 3.1 through 3.10 and 3.51 through 3.59 as of the end of the fiscal year.
reported in Part 1; report information on questions 3.11 through 3.50 for the 2012 calendar year.

**LIBRARY SPONSORED PROGRAMS**

<table>
<thead>
<tr>
<th>Section</th>
<th>Program Description</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1</td>
<td>Adult Program Sessions</td>
<td>34</td>
</tr>
<tr>
<td>3.2</td>
<td>Young Adult Program Sessions</td>
<td>2</td>
</tr>
<tr>
<td>3.3</td>
<td>Children's Program Sessions</td>
<td>82</td>
</tr>
<tr>
<td>3.4</td>
<td>All Other Program Sessions</td>
<td>1</td>
</tr>
<tr>
<td>3.5</td>
<td>Total Number of Program Sessions (Total questions 3.1 through 3.4)</td>
<td>119</td>
</tr>
<tr>
<td>3.6</td>
<td>Adult Program Attendance</td>
<td>600</td>
</tr>
<tr>
<td>3.7</td>
<td>Young Adult Program Attendance</td>
<td>15</td>
</tr>
<tr>
<td>3.8</td>
<td>Children's Program Attendance</td>
<td>2,548</td>
</tr>
<tr>
<td>3.9</td>
<td>All Other Program Attendance</td>
<td>15</td>
</tr>
<tr>
<td>3.10</td>
<td>Total Program Attendance (Total questions 3.6 through 3.9)</td>
<td>3,178</td>
</tr>
</tbody>
</table>

**SUMMER READING PROGRAM**

3.11- Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2012 (check all that apply):

- a. Program(s) for children
- b. Program(s) for young adults
- c. Summer Reading at New York Libraries name and/or logo used
- d. Collaborative Summer Library Program (CSLP Manual, provided through the New York State Library, used
- e. N/A

<table>
<thead>
<tr>
<th>Section</th>
<th>Details</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.12</td>
<td>Library outlets offering a summer reading program</td>
<td>1</td>
</tr>
<tr>
<td>3.13</td>
<td>Children registered for the library's summer reading program</td>
<td>153</td>
</tr>
<tr>
<td>3.14</td>
<td>Young adults registered for the library's summer reading program</td>
<td>27</td>
</tr>
<tr>
<td>3.15</td>
<td>Total number registered for the library's summer reading program (total 3.13 + 3.14)</td>
<td>180</td>
</tr>
<tr>
<td>3.16</td>
<td>Children's program sessions - Summer 2012</td>
<td>9</td>
</tr>
<tr>
<td>3.17</td>
<td>Young adult program sessions - Summer 2012</td>
<td>0</td>
</tr>
<tr>
<td>3.18</td>
<td>Total program sessions - Summer 2012 (total 3.16 + 3.17)</td>
<td>9</td>
</tr>
<tr>
<td>3.19</td>
<td>Children's program attendance - Summer 2012</td>
<td>614</td>
</tr>
<tr>
<td>3.20</td>
<td>Young adult program attendance - Summer 2012</td>
<td>0</td>
</tr>
<tr>
<td>3.21</td>
<td>Total program attendance - Summer 2012 (total 3.19 + 3.20)</td>
<td>614</td>
</tr>
</tbody>
</table>

**COLLABORATORS**

<table>
<thead>
<tr>
<th>Section</th>
<th>Partners</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.22</td>
<td>Public school district(s) and/or BOCES</td>
<td>2</td>
</tr>
<tr>
<td>3.23</td>
<td>Non-public school(s)</td>
<td>1</td>
</tr>
<tr>
<td>3.24</td>
<td>Childcare center(s)</td>
<td>2</td>
</tr>
<tr>
<td>3.25</td>
<td>Summer camp(s)</td>
<td>0</td>
</tr>
<tr>
<td>3.26</td>
<td>Municipality/Municipalities</td>
<td>0</td>
</tr>
<tr>
<td>3.27</td>
<td>Literacy provider(s)</td>
<td>0</td>
</tr>
<tr>
<td>3.28</td>
<td>Other (describe using the State note)</td>
<td>0</td>
</tr>
<tr>
<td>3.29</td>
<td>Total Collaborators (total 3.22 through 3.28)</td>
<td>5</td>
</tr>
</tbody>
</table>

**EARLY LITERACY PROGRAMS**

3.30 Did the library offer early literacy programs? (Enter Y for Yes, N for No)

3.31 Indicate types of programs offered (check all that apply)
<table>
<thead>
<tr>
<th>Question</th>
<th>Option A</th>
<th>Option B</th>
<th>Option C</th>
<th>Option D</th>
</tr>
</thead>
<tbody>
<tr>
<td>Focus on birth - school entry</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Focus on parents &amp; caregivers</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>Combined audience</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>Number of sessions</td>
<td>Focus on birth - school entry</td>
<td>25</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Focus on parents &amp; caregivers</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Combined audience</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>N/A</td>
<td>25</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total Sessions</td>
<td>25</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Attendance at sessions</td>
<td>Focus on birth - school entry</td>
<td>643</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Focus on parents &amp; caregivers</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Combined audience</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>N/A</td>
<td>643</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total Attendance</td>
<td>643</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Collaborators (check all that apply):</td>
<td>Childcare center(s)</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Public School District(s) and/or BOCES</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Non-Public School(s)</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Health care providers/agencies</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Other (describe using the State note)</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>N/A</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Adult Literacy</td>
<td>Did the library offer adult literacy programs?</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Total program sessions</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total program attendance</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Collaborators (check all that apply):</td>
<td>Literacy NY (Literacy Volunteers of America)</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Public School District(s) and/or BOCES</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Non-Public Schools</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Other (see instructions and describe using State Note)</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>N/A</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Programs for English Speakers of Other Languages (ESOL)</td>
<td>Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No)</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>Children's program sessions</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Young adult program sessions</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Adult program sessions</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total program sessions (total 3.42 + 3.43 + 3.44)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Children's program attendance</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Young adult program attendance</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Adult program attendance</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total program attendance (total 3.46 + 3.47 + 3.48)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Collaborators (check all that apply):</td>
<td>Literacy NY (Literacy Volunteers of America)</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Public School District(s) and/or BOCES</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Non-Public School(s)</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>
4 Health care providers/agencies
   d. Other (describe using the State note)
   e. N/A

LIBRARY USE
3.51 Library visits (total annual attendance) 22,736
3.52 Registered resident borrowers 2,805
3.53 Registered non-resident borrowers 671

WRITTEN POLICIES (Answer Y for Yes, N for No)
3.54 Does the library have an open meeting policy? Y
3.55 Does the library have a policy protecting the confidentiality of library records? Y
3.56 Does the library have an Internet use policy? Y
3.57 Does the library have a disaster policy? Y

ACCESSIBILITY (Answer Y for Yes, N for No)
3.58 Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)? Y
3.59 Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)? N

4. LIBRARY TRANSACTIONS
Report all transactions as of the end of the fiscal year reported in Part 1. (Please note: Internal Library usage is not considered part of circulation)

CATALOGED BOOK CIRCULATION
4.1 Adult Fiction Books 10,339
4.2 Adult Non-fiction Books 3,099
4.3 Total Adult Books (Total questions 4.1 & 4.2) 13,438
4.4 Children's Fiction Books 7,923
4.5 Children's Non-fiction Books 1,615
4.6 Total Children's Books (Total questions 4.4 & 4.5) 9,538
4.7 Total Cataloged Book Circulation (Total questions 4.3 & 4.6) 22,976

CIRCULATION OF OTHER MATERIALS
4.8 Circulation of Adult Other Materials 10,325
4.9 Circulation of Children's Other Materials 1,873
4.10 Total Circulation of Other Materials (Total questions 4.8 & 4.9) 12,198
4.11 Grand Total Circulation Transactions (Total questions 4.7 & 4.10) 35,174
4.12 Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9) 11,411

REFERENCE TRANSACTIONS
4.13 Total Reference Transactions 2,190

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)
4.14 TOTAL MATERIALS RECEIVED 5,872

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)
4.15 TOTAL MATERIALS PROVIDED 5,739

5. AUTOMATION AND TELECOMMUNICATIONS
Report all information as of December 31, 2012.
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 website 7,902
5.5 Does the library use Internet filtering software on any computer? N
5.6 Number of uses (sessions) of public Internet computers per year 5,286
5.7 Name of the person at the library to contact regarding Information Technology (IT) services Sara Knobel
5.8 IT contact's telephone number (enter 10 digits only and hit the Tab key) (607) 898-5055
5.9 IT contact's email address director@grotonpubliclibrary.org

6. STAFF INFORMATION

Report all staff information as of the end of the fiscal year reported in Part 1.

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

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2 Library Director (certified) 0
6.3 Vacant Library Director (certified) 0
6.4 Librarian (certified) 0
6.5 Vacant Librarian (certified) 0
6.6 Library Manager (not certified) 1
6.7 Vacant Library Manager (not certified) 0
6.8 Library Specialist/Paraprofessional (not certified) 1.25
6.9 Vacant Library Specialist/Paraprofessional (not certified) 0
6.10 Other Staff 1.38
6.11 Vacant Other Staff 0
6.12 TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10) 3.63
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 - Entry Level Librarian (certified) 0
6.15 Salary - Entry Level Librarian (certified) $0
6.16 FTE - Library Director (certified) 0
6.17 Salary - Library Director (certified) $0
6.18 FTE - Library Manager (not certified) 0
6.19 Salary - Library Manager (not certified) $35,350

7. MINIMUM PUBLIC LIBRARY STANDARDS

Report all information as of December 31, 2012.

7.1 1. Is governed by board-approved written bylaws. Y
7.2 2. Has a board-approved written long range plan of service. Y
7.3 3. Presents an annual report to the community. Y
7.4 4. Has board-approved written policies. Y
5. Presents an annual written budget to appropriate funding agencies. Y
6. Periodically evaluates the effectiveness of the collection and services in meeting community needs. Y
7. Is open the minimum standard number of public service hours for population served. (see instructions) Y

8. Maintains a facility to meet community needs, including adequate:

- 8a. space Y
- 8b. lighting Y
- 8c. shelving Y
- 8d. seating Y
- 8e. restroom (see instructions) Y

9. Has the equipment and connections necessary to facilitate access to information:

- 9a. telephone Y
- 9b. photocopier (see instructions) Y
- 9c. microcomputer or terminal Y
- 9d. printer Y
- 9e. telefacsimile capability (see instructions) Y

10. Distributes printed information listing the library's hours open, borrowing rules, services, location and phone number. Y

11. Employs a paid director in accordance with the provisions of section 90.8 of Commissioner' Regulations. (see instructions) Y

8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Part 1.

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 41
- 8.7 Minimum Weekly Total Hours - Branch Libraries 0
- 8.8 Minimum Weekly Total Hours - Bookmobiles 0
- 8.9 Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8) 41.00
- 8.10 Annual Total Hours - Main Library 2,132
- 8.11 Annual Total Hours - Branch Libraries 0
- 8.12 Annual Total Hours - Bookmobiles 0
- 8.13 Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12) 2,132.00

9. SERVICE OUTLET INFORMATION

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.
1. Outlet Name: Groton Public Library
2. Outlet Name Status: 00 (for no change)
3. Street Address: 112 East Cortland Street
4. Outlet Street Address Status: 00 (for no change)
5. City: Groton
6. Zip Code: 13073
7. Phone (enter 10 digits only): (607) 898-5055
8. Fax Number (enter 10 digits only): (607) 898-5055
9. E-mail Address: director@grotonpubliclibrary.org
10. Outlet URL: http://www.flls.org/groton/
11. County: Tompkins
12. Outlet Type Code (select one): CE
13. Public Service Hours Per Year for This Outlet: 52
14. Number of Weeks This Outlet is Open: 41
15. Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)? Y
16. Is the meeting space available for public use even when the outlet is closed? Y
17. Total number of non-library sponsored programs, meetings and/or events at this outlet: 4
18. Enter the appropriate outlet code (select one): LO
19. Who owns this outlet building? Library Board
20. Who owns the land on which this outlet is built? Library Board
21. Indicate the year this outlet was initially constructed: 1916
22. Indicate the year this outlet underwent a major renovation costing $25,000 or more: 1981
23. Square footage of the outlet: 6,000
24. Total number of Internet terminals at this outlet used by the general public: 7
25. Type of connection on the outlet's public Internet computers: Cable
26. Maximum download speed on the outlet's public access Internet computers only: Greater than 3 mbps and less than 6 mbps
27. Maximum upload speed on the outlet's public access Internet computers only: Greater than 200 kbps and less than 768 kbps
28. Internet Provider: Time Warner Cable
29. WiFi Access (click the hyperlink for types of WiFi Access): No restrictions to access
30. Does the outlet have interactive videoconferencing capability for public use? Y
31. Does the outlet have a building entrance that is physically accessible to a person in a wheelchair? Y
32. Is every public part of the outlet accessible to a person in a wheelchair? Y
33. LIBID: 2400612690
34. FSCSID: NY0159
35. Metropolitan Status Code: NO
36. Number of Bookmobiles in the Bookmobile Outlet Record: 0
37. Outlet Structure Status: 00 (for no change from previous year)
Report information about trustee meetings as of December 31, 2012. 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, 2012 to December 31, 2012) 13

10.2 Number of voting library board positions stated in the library's charter. 5-7

10.3 Number of current voting positions on library board. 5

**BOARD MEMBER SELECTION**

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

List Officers and Board Members for the current Calendar Year. Complete one record for each board member.

**BOARD PRESIDENT**

10.5 Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), or Vacant Mr.

10.6 First Name Matthew

10.7 Last Name Sparling

10.8 Mailing Address 111 East South Street

10.9 City Groton

10.10 Zip Code (5 digits only) 13073

10.11 Phone (enter 10 digits only) (607) 898-9565

10.12 E-mail Address mjssparling@yahoo.com

10.13 Term Expires - Month June

10.14 Term Expires - Year (yyyy) 2014

10.15 The date the Oath of Office was taken (mm/dd/yyyy) 11/4/2011

10.16 The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 11/14/2011

1. Title of Board Member (select one): Ms.

2. First Name of Board Member Mary

3. Last Name of Board Member Roberts

4. Mailing Address 782 Clark Street Ext.

5. City Groton

6. Zip Code (5 digits only) 13073

7. E-mail address m.b.robe10@gmail.com

8. Office Held or Trustee Vice President

9. Term Expires June

10. Term Expires - Year (yyyy) 2014

11. The date the Oath of Office (mm/dd/yyyy) was taken 11/09/2011

12. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 11/09/2011

1. Title of Board Member (select one): Mrs.

2. First Name of Board Member Rosalie

3. Last Name of Board Member Cook

4. Mailing Address 1019 Cortland Road

5. City Groton

6. Zip Code (5 digits only) 13073

7. E-mail address rrcook2@twcny.rr.com

8. Office Held or Trustee Financial Officer
8. Office Held or Trustee
   9. Term Expires
   10. Term Expires - Year (yyyy)
   11. The date the Oath of Office (mm/dd/yyyy) was taken
   12. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)

1. Title of Board Member (select one):
   2. First Name of Board Member
   3. Last Name of Board Member
   4. Mailing Address
   5. City
   6. Zip Code (5 digits only)
   7. E-mail address
   8. Office Held or Trustee
   9. Term Expires
   10. Term Expires - Year (yyyy)
   11. The date the Oath of Office (mm/dd/yyyy) was taken
   12. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)

Mr. Frank Satterly
712 South Main Street
Croton 13073
fsatterly@twcny.rr.com
Building and Grounds
June 2011

Mrs. Linda Bonavia
115 Cedar Lane
Croton 13073
hbonavia@twcny.rr.com
Secretary
June 2011

11. OPERATING FUNDS RECEIPTS
Report financial data based on the fiscal reporting year reported in Part 1. ROUND TO THE NEAREST DOLLAR.

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

11.1 Does the library receive any local public funds? If yes, complete one record for each funding source; if no, go to question 11.3 (see instructions).

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

   County Tompkins County
   Amount $27,655
   N
   Y
   School District

   County Tompkins County
   Amount $27,655
   N
   Y
   School District
2. Name of funding County, Municipality or District | Groton Central
3. Amount | $160,656
4. Subject to public vote held in reporting year or in a previous reporting year(s.) | Y
5. Written Contractual Agreement | N

11.2 **TOTAL LOCAL PUBLIC FUNDS** | $188,311

**SYSTEM CASH GRANTS TO MEMBER LIBRARY**

| 11.3 Local Library Services Aid (LLSA) | $1,797 |
| 11.4 Central Library Aid (CLDA and/or CBA) | $0 |
| 11.5 Additional State Aid received from the System | $200 |
| 11.6 Federal Aid received from the System | $0 |
| 11.7 Other Cash Grants | $182 |

11.8 **TOTAL SYSTEM CASH GRANTS** (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7) | $2,179

**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 |

**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 | $12,594 |
| 11.15 Fund Raising | $2,371 |
| 11.16 Income from Investments | $877 |
| 11.17 Library Charges | $3,421 |
| 11.18 Other | $400 |

11.19 **TOTAL OTHER RECEIPTS** (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18) | $19,663

11.20 **TOTAL OPERATING FUND RECEIPTS** (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19) | $210,153

11.21 **BUDGET LOANS** | $0

**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 2012 (Same as Question 12.38 of previous year if fiscal year has not changed)** | $144,989

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) | $355,142

**12. OPERATING FUND DISBURSEMENTS**

**STAFF EXPENDITURES**

**Salaries & Wages Paid from Library Funds**
12.1 Certified Librarians $0
12.2 Other Staff $96,741
12.3 **Total Salaries & Wages Expenditures** (Add Questions 12.1 and 12.2) $96,741
12.4 Employee Benefits Expenditures $46,364
12.5 **Total Staff Expenditures** (Add Questions 12.3 and 12.4) $143,105

**COLLECTION EXPENDITURES**
12.6 Print Materials Expenditures $17,656
12.7 Electronic Materials Expenditures $11
12.8 Other Materials Expenditures $1,011
12.9 **Total Collection Expenditures** (Add Questions 12.6, 12.7 and 12.8) $18,678

**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) $3,695
  12.14 From Other Funds (72OF) $0
  12.15 **Total Repairs** (Add Questions 12.13 and 12.14) $3,695
  12.16 Other Disbursements for Operation & Maintenance of Buildings $11,622
  12.17 **Total Operation & Maintenance of Buildings** (Add Questions 12.15 and 12.16) $15,317

**MISCELLANEOUS EXPENSES**
12.18 Office and Library Supplies $4,734
12.19 Telecommunications $607
12.20 Binding Expenses $0
12.21 Postage and Freight $340
12.22 Professional & Consultant fees - All libraries enter total paid for professional and consultant fees. If the cost for any one professional or consultant's fee is over $10,000, please describe in the State note. See instructions for definition of Professional & Consultant. $9,206
12.23 Other Miscellaneous - If any expense exceeds $10,000 or 5% of a library's budget, whichever is higher, indicate in a State Note how the funds were spent. $2,832
12.24 **Total Miscellaneous Expenses** (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22 and 12.23) $17,719
12.25 **CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE** $5,508

**DEBT SERVICE**

- **Capital Purposes Loans (Principal and Interest)**
  12.26 From Local Public Funds (73PF) $0
  12.27 From Other Funds (73OF) $0
  12.28 **Total** (Add Questions 12.26 and 12.27) $0
12.29 Budget Loans (Principal and Interest) $0
12.30 Short-Term Loans $0
<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.31</td>
<td>Total Debt Service (Add Questions 12.28, 12.29 and 12.30)</td>
<td>$0</td>
</tr>
<tr>
<td>12.32</td>
<td>TOTAL OPERATING FUND DISBURSEMENTS (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31)</td>
<td>$200,327</td>
</tr>
</tbody>
</table>

**TRANSFERS**

**Transfers to Capital Fund**

<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.33</td>
<td>From Local Public Funds (76PF)</td>
<td>$0</td>
</tr>
<tr>
<td>12.34</td>
<td>From Other Funds (76OF)</td>
<td>$0</td>
</tr>
<tr>
<td>12.35</td>
<td>Total Transfers to Capital Fund (Add Questions 12.33 and 12.34; same as Question 13.8)</td>
<td>$0</td>
</tr>
<tr>
<td>12.36</td>
<td>Transfer to Other Funds</td>
<td>$0</td>
</tr>
<tr>
<td>12.37</td>
<td>TOTAL TRANSFERS (Add Questions 12.35 and 12.36)</td>
<td>$0</td>
</tr>
<tr>
<td>12.38</td>
<td>TOTAL DISBURSEMENTS AND TRANSFERS (Add Questions 12.32 and 12.37)</td>
<td>$200,327</td>
</tr>
<tr>
<td>12.39</td>
<td>BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2012</td>
<td>$154,815</td>
</tr>
<tr>
<td>12.40</td>
<td>GRAND TOTAL DISBURSEMENTS, TRANSFERS &amp; BALANCE (Add Questions 12.38 and 12.39; same as Question 11.26)</td>
<td>$355,142</td>
</tr>
</tbody>
</table>

**ASSURANCE**

<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.41</td>
<td>The Library operated under its plan of service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that the &quot;Annual Report&quot; was reviewed and accepted by the Library Board on (date - mm/dd/yyyy).</td>
<td>3/1/2013</td>
</tr>
</tbody>
</table>

**FISCAL AUDIT**

<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.42</td>
<td>Last audit performed (mm/dd/yyyy)</td>
<td>8/31/2004</td>
</tr>
<tr>
<td>12.43</td>
<td>Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)</td>
<td>07/01/2003-06/30/2004</td>
</tr>
<tr>
<td>12.44</td>
<td>Indicate type of audit (select one):</td>
<td>Private Accounting Firm</td>
</tr>
</tbody>
</table>

**CAPITAL FUND**

<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.45</td>
<td>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.</td>
<td>N</td>
</tr>
</tbody>
</table>

**13. CAPITAL FUND RECEIPTS**

Report financial data based on the fiscal year reported in Part 1. *ROUND TO THE NEAREST DOLLAR.*

**REVENUES FROM LOCAL SOURCES**

<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.1</td>
<td>Revenues from Local Government Sources</td>
<td>$0</td>
</tr>
<tr>
<td>13.2</td>
<td>All Other Revenues from Local Sources</td>
<td>$0</td>
</tr>
<tr>
<td>13.3</td>
<td>Total Revenues from Local Sources (Add Questions 13.1 and 13.2)</td>
<td>$0</td>
</tr>
</tbody>
</table>

**STATE AID FOR CAPITAL PROJECTS**

<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.4</td>
<td>State Aid Received for Construction</td>
<td>$0</td>
</tr>
<tr>
<td>13.5</td>
<td>Other State Aid</td>
<td>$0</td>
</tr>
<tr>
<td>13.6</td>
<td>Total State Aid (Add Questions 13.4 and 13.5)</td>
<td>$0</td>
</tr>
</tbody>
</table>

**FEDERAL AID FOR CAPITAL PROJECTS**

<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.7</td>
<td>TOTAL FEDERAL AID</td>
<td>$0</td>
</tr>
</tbody>
</table>

**INTERFUND REVENUE**

<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.8</td>
<td>Transfer from Operating Fund (Same as Question 12.35)</td>
<td>$0</td>
</tr>
<tr>
<td>13.9</td>
<td>TOTAL REVENUES (Add Questions 13.3, 13.6, 13.7 and 13.8)</td>
<td>$0</td>
</tr>
</tbody>
</table>
13.10 **NON-REVENUE RECEIPTS** $0
13.11 **TOTAL CASH RECEIPTS** (Add Questions 13.9 and 13.10) $0
13.12 **BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2012** (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) $0

### 14. CAPITAL FUND DISBURSEMENTS

#### 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 2012** $0
14.12 **TOTAL CASH DISBURSEMENTS AND BALANCE** (Add Questions 14.10 and 14.11; same as Question 13.13) $0

### 15. FEDERAL TOTALS
All questions in Part 15 are calculated. locked fields.

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

15.1 Total ALA-MLS 0.00
15.2 Total Librarians 2.25
15.3 All Other Paid Staff 1.38
15.4 Total Paid Employees 3.63
15.5 State Government Revenue $1,997
15.6 Federal Government Revenue $0
15.7 Other Operating Revenue $19,845
15.8 Total Operating Revenue $210,153
15.9 Other Operating Expenditures $38,544
15.10 Total Operating Expenditures $200,327
15.11 Total Capital Expenditures $0
15.12 Print Materials 21,152
15.13 Total Registered Borrowers 3,476
15.14 Other Capital Revenue and Receipts $0
15.15 Total Number of Internet Terminals Used by the General Public 7

### 16. FOR NEW YORK STATE LIBRARY USE ONLY
SUGGESTED IMPROVEMENTS

Library Name: Groton Public Library
Library System: Finger Lakes Library System
Name of Person Completing Form: Sara Knobel
Phone Number: (607) 898-5055

Please share with us your suggestions for improving the Annual Report. Thank you!