

Port Byron Library

Annual Report For Public And Association Libraries - 2012

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	2400056175
1.2	Library Name	PORT BYRON 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	Port Byron
1.6	Beginning Fiscal Reporting Year	01/01/2012
1.7	Ending Fiscal Reporting Year	12/31/2012
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.	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.	na
1.11	Beginning <u>Local</u> Fiscal Year	01/01/2012
1.12	Ending <u>Local</u> Fiscal Year	12/31/2012
1.13	Address Status	00 (for no change from previous year)
1.14	Street Address	12 SPONABLE DRIVE
1.15	City	PORT BYRON
1.16	Zip Code	13140
1.17	Mailing Address	P. O. BOX 520
1.18	City	PORT BYRON
1.19	Zip Code	13140
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	(315) 776-5694
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)	(315) 776-5693
1.22	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	portbyro@twcnny.rr.com
1.23	Library Home Page URL (Enter N/A if no home page URL)	WWW.FLLS.ORG/PORTBYRON
1.24	Population Chartered to Serve (per 2010 Census)	2,378
1.25	Indicate the type of library as stated in the library's charter (select one):	ASSOCIATION
1.26	Indicate the area chartered to serve as stated in the library's charter (select one):	Town
1.27	During the reporting year, has there been any change to the library's legal service area boundaries? Changes 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 10/23/2007
- 1.30 Date the library was last registered 12/29/2003
- 1.31 Federal Employer Identification Number 161585323
- 1.32 County CAYUGA
- 1.33 School District Port Byron Central School District
- 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): Mrs.
- 1.36 First Name of Library Director/Manager Evalyn
- 1.37 Last Name of Library Director/Manager Taylor
- 1.38 NYS Public Librarian Certification Number 10570
- 1.39 E-mail Address of the Director/Manager EvalynT@hotmail.com
- 1.40 Fax Number of the Director/Manager (315) 776-5694
- 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. N

1. Name of municipality or district holding the vote N/A
2. Indicate the type of municipality or district holding the vote N/A
3. Was this a Chapter 414 (Ed. Law Â§259.1.b)? N/A
4. Dollar amount N/A
5. Was the vote successful? N/A
6. Date the vote was held (mm/dd/yyyy) N/A

- 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. 86%

- 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. 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

- 1.45 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

Cataloged Books

2.1	Adult Fiction Books	4,578
2.2	Adult Non-fiction Books	4,298
2.3	Total Adult Books (Total questions 2.1 & 2.2)	8,876
2.4	Children's Fiction Books	2,647
2.5	Children's Non-fiction Books	1,315
2.6	Total Children's Books (Total questions 2.4 & 2.5)	3,962
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	12,838

Other Print Materials

2.8	Total Uncataloged Books	38
2.9	Total Print Serials	2
2.10	All Other Print Materials	118
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	158
2.12	Total Print Materials (Total questions 2.7 and 2.11)	12,996

ELECTRONIC MATERIALS

2.13	Electronic Books	0
2.14	Local Databases	11
2.15	NOVELNY Databases	9
2.16	Total Databases (Total questions 2.14 and 2.15)	20
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.)	11
2.18	Total Electronic Materials (Total questions 2.13, 2.16 and 2.17)	31

ALL OTHER MATERIALS

2.19	Audio - Physical Units	637
2.20	Audio - Downloadable Titles	0
2.21	Video - Physical Units	1,874
2.22	Video - Downloadable Titles	0
2.23	All Other Materials (includes microform, films, slides, etc.)	43
2.24	Total Other Materials Holdings (Total questions 2.19 through 2.23)	2,554
2.25	GRAND TOTAL HOLDINGS (Total questions 2.12, 2.18 and 2.24)	15,581

CURRENT SERIAL SUBSCRIPTIONS

2.26	Current Print Serial Subscriptions	2
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ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.27	Cataloged Books	2,190
2.28	All Other Print Materials	0
2.29	Electronic Materials	0
2.30	All Other Materials	445
2.31	Total Additions (Total questions 2.27 through 2.30)	2,635

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

3.1	Adult Program Sessions	6
3.2	Young Adult Program Sessions	0
3.3	Children's Program Sessions	7
3.4	All Other Program Sessions	0
3.5	Total Number of Program Sessions (Total questions 3.1 through 3.4)	13
3.6	Adult Program Attendance	54
3.7	Young Adult Program Attendance	0
3.8	Children's Program Attendance	160
3.9	All Other Program Attendance	0
3.10	Total Program Attendance (Total questions 3.6 through 3.9)	214

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	Yes
b.	Program(s) for young adults	No
c.	Summer Reading at New York Libraries name and/or logo used	No
d.	Collaborative Summer Library Program (CSLP Manual, provided through the New York State Library, used	Yes
e.	N/A	No

3.12	Library outlets offering a summer reading program	1
3.13	Children registered for the library's summer reading program	10
3.14	Young adults registered for the library's summer reading program	0
3.15	Total number registered for the library's summer reading program (total 3.13 + 3.14)	10
3.16	Children's program sessions - Summer 2012	7
3.17	Young adult program sessions - Summer 2012	0
3.18	Total program sessions - Summer 2012 (total 3.16 + 3.17)	7
3.19	Children's program attendance - Summer 2012	68
3.20	Young adult program attendance - Summer 2012	0
3.21	Total program attendance - Summer 2012 (total 3.19 + 3.20)	68

COLLABORATORS

3.22	Public school district(s) and/or BOCES	1
3.23	Non-public school(s)	0
3.24	Childcare center(s)	0
3.25	Summer camp(s)	0
3.26	Municipality/Municipalities	0
3.27	Literacy provider(s)	0
3.28	Other (describe using the State note)	0
3.29	Total Collaborators (total 3.22 through 3.28)	1

EARLY LITERACY PROGRAMS

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

3.31 Indicate types of programs offered (check all that apply)

a.	Focus on birth - school entry	No
b.	Focus on parents & caregivers	No
c.	Combined audience	Yes
d.	N/A	No
3.32 Number of sessions		
a.	Focus on birth - school entry	0
b.	Focus on parents & caregivers	0
c.	Combined audience	30
d.	N/A	N/A
3.33	Total Sessions	30
3.34 Attendance at sessions		
a.	Focus on birth - school entry	0
b.	Focus on parents & caregivers	0
c.	Combined audience	180
d.	N/A	N/A
3.35	Total Attendance	180
3.36 Collaborators (check all that apply):		
a.	Childcare center(s)	No
b.	Public School District(s) and/or BOCES	No
c.	Non-Public School(s)	No
d.	Health care providers/agencies	No
e.	Other (describe using the State note)	No
f.	N/A	Yes
ADULT LITERACY		
3.37	Did the library offer adult literacy programs?	No
3.38	Total program sessions	0
3.39	Total program attendance	0
3.40 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 State Note)	No
e.	N/A	Yes
PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)		
3.41	Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No)	N
3.42	Children's program sessions	0
3.43	Young adult program sessions	0
3.44	Adult program sessions	0
3.45	Total program sessions (total 3.42 + 3.43 + 3.44)	0
3.46	Children's program attendance	0
3.47	Young adult program attendance	0
3.48	Adult program attendance	0
3.49	Total program attendance (total 3.46 + 3.47 + 3.48)	0
3.50 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

4	Health care providers/agencies	No
d.	Other (describe using the State note)	No
e.	N/A	Yes

LIBRARY USE

3.51	Library visits (total annual attendance)	9,720
3.52	Registered resident borrowers	1,133
3.53	Registered non-resident borrowers	444

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)/b>

3.58	Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)?	N
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	6,760
4.2	Adult Non-fiction Books	1,860
4.3	Total Adult Books (Total questions 4.1 & 4.2)	8,620
4.4	Children's Fiction Books	3,179
4.5	Children's Non-fiction Books	634
4.6	Total Children's Books (Total questions 4.4 & 4.5)	3,813
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	12,433

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	3,341
4.9	Circulation of Children's Other Materials	1,441
4.10	Total Circulation of Other Materials (Total questions 4.8 & 4.9)	4,782
4.11	Grand Total Circulation Transactions (Total questions 4.7 & 4.10)	17,215
4.12	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	5,254

REFERENCE TRANSACTIONS

4.13	Total Reference Transactions	621
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INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.14	TOTAL MATERIALS RECEIVED	2,810
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INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.15	TOTAL MATERIALS PROVIDED	4,924
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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 web site	3,286
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	5,988
5.7	Name of the person at the library to contact regarding Information Technology (IT) services	Evalyn Taylor
5.8	IT contact's telephone number (enter 10 digits only and hit the Tab key)	(315) 776-5694
5.9	IT contact's email address	portbyro@twcnny.rr.com

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.	35
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BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2	Library Director (certified)	0.8
6.3	Vacant Library Director (certified)	0
6.4	Librarian (certified)	0
6.5	Vacant Librarian (certified)	0
6.6	Library Manager (not certified)	0
6.7	Vacant Library Manager (not certified)	0
6.8	Library Specialist/Paraprofessional (not certified)	0.3
6.9	Vacant Library Specialist/Paraprofessional (not certified)	0
6.10	Other Staff	0.1
6.11	Vacant Other Staff	0
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	1.20
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)	N/A
6.15	Salary - Entry Level Librarian (certified)	N/A
6.16	FTE - Library Director (certified)	0.8
6.17	Salary - Library Director (certified)	\$22,365
6.18	FTE - Library Manager (not certified)	N/A
6.19	Salary - Library Manager (not certified)	N/A

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

7.5	5. Presents an annual written budget to appropriate funding agencies.	Y
7.6	6. Periodically evaluates the effectiveness of the collection and services in meeting community needs.	Y
7.7	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:		
7.8	8a. space	Y
7.9	8b. lighting	Y
7.10	8c. shelving	Y
7.11	8d. seating	Y
7.12	8e. restroom (see instructions)	Y
9. Has the equipment and connections necessary to facilitate access to information:		
7.13	9a. telephone	Y
7.14	9b. photocopier (see instructions)	Y
7.15	9c. microcomputer or terminal	Y
7.16	9d. printer	Y
7.17	9e. telefacsimile capability (see instructions)	Y
7.18	10. Distributes printed information listing the library's hours open, borrowing rules, services, location and phone number.	Y
7.19	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	35
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)	35.00
8.10	Annual Total Hours - Main Library	1,820
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)	1,820.00

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	Port Byron Library
2.	Outlet Name Status	00 (for no change)
3.	Street Address	12 Sponable Drive
4.	Outlet Street Address Status	00 (for no change)
5.	City	Port Byron
6.	Zip Code	13140
7.	Phone (enter 10 digits only)	(315) 776-5694
8.	Fax Number (enter 10 digits only)	(315) 776-5693
9.	E-mail Address	portbyro@twcnny.rr.com
10.	Outlet URL	www.flls.org/portbyron/
11.	County	Cayuga
12.	Outlet Type Code (select one):	CE
13.	Public Service Hours Per Year for This Outlet	1,820
14.	Number of Weeks This Outlet is Open	52
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	63
18.	Enter the appropriate outlet code (select one):	LRF
19.	Who owns this outlet building?	Town
20.	Who owns the land on which this outlet is built?	Town
21.	Indicate the year this outlet was initially constructed	1937
22.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	2004
23.	Square footage of the outlet	3,636
24.	Total number of Internet terminals at this outlet used by the general public	6
25.	Type of connection on the outlet's public Internet computers	Cable
26.	Maximum <u>download</u> speed on the outlet's public access Internet computers <u>only</u> .	Greater than 3 mbps and less than 6 mbps
27.	Maximum <u>upload</u> speed on the outlet's public access Internet computers <u>only</u> .	Greater than 3 mbps and less than 6 mbps
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?	N
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.	<i>LIBID</i>	2400056175
34.	<i>FSCSID</i>	NY9005
35.	<i>Metropolitan Status Code</i>	NO
36.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0
		00 (for no change from previous)

year)

10. OFFICERS AND TRUSTEES

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) 10
- 10.2 Number of voting library board positions stated in the library's charter. 7-11
- 10.3 Number of current voting positions on library board. 9

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 Mrs.
- 10.6 First Name Mary
- 10.7 Last Name Riley
- 10.8 Mailing Address P.O. Box 302
- 10.9 City Port Byron
- 10.10 Zip Code (5 digits only) 13140
- 10.11 Phone (enter 10 digits only) (315) 704-8849
- 10.12 E-mail Address mriley20@twcny.rr.com
- 10.13 Term Expires - Month December
- 10.14 Term Expires - Year (yyyy) 2015
- 10.15 The date the Oath of Office was taken (mm/dd/yyyy) N/A
- 10.16 The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) N/A

1. Title of Board Member (select one): Mr.
2. First Name of Board Member Lee
3. Last Name of Board Member Brew
4. Mailing Address 7993 Fuller Rd.
5. City Port Byron
6. Zip Code (5 digits only) 13140
7. E-mail address portbyro@twcny.rr.com
8. Office Held or Trustee trustee
9. Term Expires December
10. Term Expires - Year (yyyy) 2014
11. The date the Oath of Office (mm/dd/yyyy) was taken N/A
12. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) N/A

1. Title of Board Member (select one): Mrs.
2. First Name of Board Member Joan
3. Last Name of Board Member Ryan
4. Mailing Address 42 Green St.

5.	City	Port Byron
6.	Zip Code (5 digits only)	13140
7.	E-mail address	portbyro@twcnny.rr.com
8.	Office Held or Trustee	trustee
9.	Term Expires	December
10.	Term Expires - Year (yyyy)	2013
11.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
12.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
1.	Title of Board Member (select one):	Mrs.
2.	First Name of Board Member	Carlene
3.	Last Name of Board Member	Flier
4.	Mailing Address	PO Box 319
5.	City	Port Byron
6.	Zip Code (5 digits only)	13140
7.	E-mail address	portbyro@twcnny.rr.com
8.	Office Held or Trustee	trustee
9.	Term Expires	December
10.	Term Expires - Year (yyyy)	2014
11.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
12.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
1.	Title of Board Member (select one):	Mrs.
2.	First Name of Board Member	Nancy
3.	Last Name of Board Member	Sumner
4.	Mailing Address	1682 Bush Hill Rd.
5.	City	Port Byron
6.	Zip Code (5 digits only)	13140
7.	E-mail address	portbyro@twcnny.rr.com
8.	Office Held or Trustee	trustee
9.	Term Expires	December
10.	Term Expires - Year (yyyy)	2013
11.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
12.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
1.	Title of Board Member (select one):	Mr.
2.	First Name of Board Member	Bernard
3.	Last Name of Board Member	Redmond
4.	Mailing Address	9336 O'Neil Rd.
5.	City	Port Byron
6.	Zip Code (5 digits only)	13140
7.	E-mail address	portbyro@twcnny.rr.com
8.	Office Held or Trustee	Treasurer
9.	Term Expires	December
10.	Term Expires - Year (yyyy)	2014
11.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
12.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A

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| 1. | Title of Board Member (select one): | Mrs. |
| 2. | First Name of Board Member | Wendy |
| 3. | Last Name of Board Member | Applebee |
| 4. | Mailing Address | 9 1st Hill St. |
| 5. | City | Port Byron |
| 6. | Zip Code (5 digits only) | 13140 |
| 7. | E-mail address | portbyro@twcny.rr.com |
| 8. | Office Held or Trustee | Secretary |
| 9. | Term Expires | December |
| 10. | Term Expires - Year (yyyy) | 2014 |
| 11. | The date the Oath of Office (mm/dd/yyyy) was taken | N/A |
| 12. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | N/A |
| 1. | Title of Board Member (select one): | Mrs. |
| 2. | First Name of Board Member | Roberta |
| 3. | Last Name of Board Member | Green |
| 4. | Mailing Address | 81 King St. |
| 5. | City | Port Byron |
| 6. | Zip Code (5 digits only) | 13140 |
| 7. | E-mail address | portbyro@twcny.rr.com |
| 8. | Office Held or Trustee | VP |
| 9. | Term Expires | December |
| 10. | Term Expires - Year (yyyy) | 2014 |
| 11. | The date the Oath of Office (mm/dd/yyyy) was taken | N/A |
| 12. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | N/A |
| 1. | Title of Board Member (select one): | Mrs. |
| 2. | First Name of Board Member | Gloria |
| 3. | Last Name of Board Member | Van Hout |
| 4. | Mailing Address | P.O. Box 71 |
| 5. | City | Port Byron |
| 6. | Zip Code (5 digits only) | 13140 |
| 7. | E-mail address | portbyro@twcny.rr.com |
| 8. | Office Held or Trustee | trustee |
| 9. | Term Expires | December |
| 10. | Term Expires - Year (yyyy) | 2015 |
| 11. | The date the Oath of Office (mm/dd/yyyy) was taken | N/A |
| 12. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | N/A |

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 Y instructions](#)).

1.	Source of Funds	School District
2.	Name of funding County, Municipality or District	Port Byron Public School
3.	Amount	\$48,500
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	Y
5.	Written Contractual Agreement	N
1.	Source of Funds	County
2.	Name of funding County, Municipality or District	Cayuga County
3.	Amount	\$6,000
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N
5.	Written Contractual Agreement	Y
1.	Source of Funds	Town
2.	Name of funding County, Municipality or District	Montezuma
3.	Amount	\$500
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N
5.	Written Contractual Agreement	Y
11.2	TOTAL LOCAL PUBLIC FUNDS	\$55,000
SYSTEM CASH GRANTS TO MEMBER LIBRARY		
11.3	Local Library Services Aid (LLSA)	\$1,317
11.4	Central Library Aid (CLDA and/or CBA)	\$0
11.5	Additional State Aid received from the System	\$10,000
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)	\$11,499
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	\$2,997
11.15	Fund Raising	\$611
11.16	Income from Investments	\$1,316
11.17	Library Charges	\$1,933
11.18	Other	\$0
11.19	TOTAL OTHER RECEIPTS (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$6,857
11.20	TOTAL OPERATING FUND RECEIPTS (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$73,356
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)	\$26,800
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)	\$100,156

12. OPERATING FUND DISBURSEMENTS

STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds

12.1	Certified Librarians	\$22,365
12.2	Other Staff	\$8,554
12.3	Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2)	\$30,919
12.4	Employee Benefits Expenditures	\$2,310
12.5	Total Staff Expenditures (Add Questions 12.3 and 12.4)	\$33,229

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	\$10,323
12.7	Electronic Materials Expenditures	\$0
12.8	Other Materials Expenditures	\$225
12.9	Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8)	\$10,548

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)	\$121
12.14	From Other Funds (72OF)	\$0
12.15	Total Repairs (Add Questions 12.13 and 12.14)	\$121
12.16	Other Disbursements for Operation & Maintenance of Buildings	\$6,323
12.17	Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16)	\$6,444

MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	\$1,903
12.19	Telecommunications	\$209
12.20	Binding Expenses	\$0
12.21	Postage and Freight	\$0
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.	\$2,128

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.	\$2,273
12.24	Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22 and 12.23)	\$6,513
12.25	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$5,188

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
12.31	Total Debt Service (Add Questions 12.28, 12.29 and 12.30)	\$0
12.32	TOTAL OPERATING FUND DISBURSEMENTS (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31)	\$61,922

TRANSFERS

Transfers to Capital Fund

12.33	From Local Public Funds (76PF)	\$0
12.34	From Other Funds (76OF)	\$0
12.35	Total Transfers to Capital Fund (Add Questions 12.33 and 12.34; same as Question 13.8)	\$0
12.36	Transfer to Other Funds	\$0
12.37	TOTAL TRANSFERS (Add Questions 12.35 and 12.36)	\$0
12.38	TOTAL DISBURSEMENTS AND TRANSFERS (Add Questions 12.32 and 12.37)	\$61,922
12.39	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2012	\$38,234
12.40	GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE (Add Questions 12.38 and 12.39; same as Question 11.26)	\$100,156

ASSURANCE

12.41	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 "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy).	03/21/13
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FISCAL AUDIT

12.42	Last audit performed (mm/dd/yyyy)	N/A
12.43	Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	N/A
12.44	Indicate type of audit (select one):	N/A

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
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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

13.1	Revenues from Local Government Sources	\$0
13.2	All Other Revenues from Local Sources	\$1,577
13.3	Total Revenues from Local Sources (Add Questions 13.1 and 13.2)	\$1,577

STATE AID FOR CAPITAL PROJECTS

13.4	State Aid Received for Construction	\$0
13.5	Other State Aid	\$0
13.6	Total State Aid (Add Questions 13.4 and 13.5)	\$0

FEDERAL AID FOR CAPITAL PROJECTS

13.7	TOTAL FEDERAL AID	\$0
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INTERFUND REVENUE

13.8	Transfer from Operating Fund (Same as Question 12.35)	\$0
13.9	TOTAL REVENUES (Add Questions 13.3, 13.6, 13.7 and 13.8)	\$1,577
13.10	NON-REVENUE RECEIPTS	\$0
13.11	TOTAL CASH RECEIPTS (Add Questions 13.9 and 13.10)	\$1,577
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)	\$56,034
13.13	TOTAL CASH RECEIPTS AND BALANCE (Add Questions 13.11 and 13.12; same as Question 14.12)	\$57,611

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	\$1,518
14.10	TOTAL CASH DISBURSEMENTS AND TRANSFERS (Add Questions 14.7, 14.8 and 14.9)	\$1,518
14.11	BALANCE IN CAPITAL FUND - Ending Balance for the Fiscal Year Ending 2012	\$56,093
14.12	TOTAL CASH DISBURSEMENTS AND BALANCE (Add Questions 14.10 and 14.11; same as Question 13.13)	\$57,611

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	0.70
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15.2	Total Librarians	0.96
15.3	All Other Paid Staff	0.09
15.4	Total Paid Employees	1.05
15.5	State Government Revenue	\$11,317
15.6	Federal Government Revenue	\$0
15.7	Other Operating Revenue	\$7,039
15.8	Total Operating Revenue	\$73,356
15.9	Other Operating Expenditures	\$18,145
15.10	Total Operating Expenditures	\$61,922
15.11	Total Capital Expenditures	\$1,518
15.12	Print Materials	12,878
15.13	Total Registered Borrowers	1,577
15.14	Other Capital Revenue and Receipts	\$0
15.15	Total Number of Internet Terminals Used by the General Public	6

16. FOR NEW YORK STATE LIBRARY USE ONLY

16.1	<i>LIB ID</i>	2400056175
16.2	<i>Interlibrary Relationship Code</i>	ME
16.3	<i>Legal Basis Code</i>	NP
16.4	<i>Administrative Structure Code</i>	SO
16.5	<i>FSCS Public Library Definition</i>	Y
16.6	<i>Geographic Code</i>	OTH
16.7	<i>FSCS ID</i>	NY9005

SUGGESTED IMPROVEMENTS

Library Name:	Port Byron Library
Library System:	Finger Lakes Library System
Name of Person Completing Form:	Anna Chappell
Phone Number:	(315) 776-5694

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