ANNUAL REPORT FOR PUBLIC AND ASSOCIATION LIBRARIES - 2013

Remember to turn on "Show Previous Year's Answers" in Bibliostat Collect before starting (tan button, upper right corner). It will help you avoid mistakes!

Part 1 – GENERAL LIBRARY INFORMATION

Report all information in Part 1 as of December 31, 2013, except for questions related to the current library director/manager (questions 1.32 through 1.37).

1.1   Library ID Number…   Enter the 10 digit ID# assigned by DLD

1.2   Library Name……......   Enter the LEGAL name of the library (not the "popular name" or abbreviated name)

1.3   Name Status   (State use only)   FSCS 152a

1.4   Structure Status   (State use only) FSCS 150a

1.5   Community….   Enter the name of the village, town, or city in which the MAIN library building is located

1.6   Beginning Fiscal Reporting Year……..   Please remember to change the date to reflect the current fiscal year

1.7   Ending Fiscal Reporting Year………..   Please remember to change the date to reflect the current fiscal year

1.8   Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?   Yes or 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.

1.10   Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.

1.11   Beginning Local Fiscal Year……..Enter the beginning date of your local municipality's fiscal year…(school, village, town, city)

1.12   Ending Local Fiscal Year…….. Enter the ending date of your local municipality's fiscal year…(school, village, town, city)

1.13   Address Status……Choose appropriate response (check especially if your library has changed addresses and/or moved to a new building)

1.14   Street Address

1.15   City

1.16   Zip Code

1.17   Mailing Address

1.18   City

1.19   Zip Code

1.20   Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)
        Enter 10 digit number without any dashes or spaces

1.21   Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)
        Enter 10 digit number without any dashes or spaces

1.22   E-mail Address to Contact the Library (Enter N/A if no e-mail address) Everyone has an email address.

1.23   Library Home Page URL (Enter N/A if no home page URL)   Everyone has a webpage. If you do not know your web address, go to www.flls.org/ and select "Member Libraries" from the top menubar to find the link.

1.24   Population Chartered to Serve (per 2010 Census)   FSCS 208

1.25   Indicate the type of library as stated in the library's charter (select one):

            Public
            Association

1.26   Indicate the area chartered to serve as stated in the library's charter (select one):

            Town
            Joint Town
            Village
            City
            School District
            County
            Special Legislative District
            Other

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. Answer Y for Yes, N for No.
        Answer Y for Yes, N for No.

1.28   Indicate the type of charter the library currently holds (select one):

            Provisional
            Absolute

1.29   Date the library was granted its absolute charter <u>or</u> the date of the provisional charter if the
        library does not have an absolute charter

1.30   Date the library was last registered

> This information is on file at DLD and cannot be edited.

1.31   Federal Employer Identification Number……… Enter the 9-digit # assigned by THE IRS for purposes of reporting taxes withheld. Use the library's FED#   NOT the town or city FED#.

1.32   County………………. Enter the county where the main library is located

1.33   School District……... Enter the school district where the library building is located

1.34   Town………………… Enter the name of the town in which the main library building is located

1.35   Library System……… Finger Lakes Library System

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

1.36   Title of Library Director/Manager **(select one):**
                Mr.
                Mrs.
                Ms.
                Dr.
                Miss

1.37   First Name of Library Director/Manager ……… Enter the first name of the Library Director/Manager

1.38   Last Name of Library Director/Manager……… Enter the last name of the Library Director/Manager

1.39   NYS Public Librarian Certification Number

> Note: If your library is serving a population of 7,500 or more, you MUST HAVE a NYS certified public librarian as library director.
>
> Enter the certification number or N/A if the Library Director/Manager is not certified. (DO NOT enter school media specialist numbers)

1.40   E-mail Address of the Director/Manager

1.41   Fax Number of the Director/Manager

> Enter the email address and fax number to contact the Library Director/Manager DIRECTLY

1.42   Does the library charge fees for library cards to people residing outside the system's
        service area?   **Enter Y for Yes, N for No.**

1.43   For the for the reporting period entered in questions 1.6 and 1.7, indicate whether all or part of the library's budget was either subject to public vote held during the fiscal reporting year, or from an appropriation which was approved by public vote in a previous year.
Enter Y for Yes, N for No.

PLEASE NOTE OUR RECOMMENDATION HAS CHANGED FROM 2012

Enter YES and provide information and complete one record for each of the following situations:
- Your school ballot funding was voted on this year (even if the vote was not successful).
- You have school ballot funding that is in effect from a previous year.

1.   Name of municipality or district holding the vote

2.   Indicate the type of municipality or district holding the vote

3.   Was this a Chapter 414 vote (Ed. Law §259.1.b)?

4.   Dollar amount

5.   Was the vote successful?

6.   Date the vote was held (mm/dd/yyyy)

1.44   For the fiscal year that ended in 2013, indicate the total percentage of the library's local public funding that was either subject to public vote during the fiscal reporting year, or that came from an appropriation which was approved by public vote in a previous year.

If you received school ballot funding this year, whether it was voted on this year or in any previous year, you must calculate how much of your LOCAL public funds it makes up.
Example: if you receive $12,000 in school ballot funds and your total local public funds this year are $48,000, then the answer is 25%   ($12,000 divided by $48,000 times 100= 25%)

1.45   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 1.42.

Repeating Group #2:

1. Name of contracting municipality or district

2. Is this a written contractual agreement?

3. Population of the geographic area served by this contract

4. Dollar amount of contract

5. Enter the appropriate code for range of services provided (select one):
            Full
            Partial
            N/A

1.46   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.

> Do not forget to put in the required "State" note if you answer "yes" to this question.

Part 2 – LIBRARY COLLECTION

> ***Please see our "Guide to Running Reports for the Annual Report"
> for instructions on calculating these figures.***
> All holdings are the total # held at the END of the fiscal year!

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

PRINT MATERIALS ——— MUST BE CATALOGED and available for use and totals include duplicate copies and # of volumes in sets of books.

Cataloged Books

YA materials are counted as Adult

2.1   Adult Fiction Books

2.2   Adult Non-fiction Books

2.3   Total Adult Books (Total questions 2.1 & 2.2)

2.4   Children's Fiction Books

2.5   Children's Non-fiction Books

2.6   Total Children's Books (Total questions 2.4 & 2.5)

2.7   Total Cataloged Books (Total questions 2.3 & 2.6)

Other Print Materials

2.8   Total Uncataloged Books   Count uncataloged hardcover and paperback books here.

2.9   Total Print Serials

> For **Question 2.9**, count all serial holdings in the library by volume, NOT issue, regardless of how they were obtained and whether or not they are bound. For example, one year of *National Geographic* counts as one (1) volume. Do not count magazines in electronic format here.

2.10   All Other Print Materials…….. Count here documents held in vertical files and government documents held in specific section of the library

2.11   Total Other Print Materials (Total questions 2.8 through 2.10)

2.12   Total Print Materials (Total questions 2.7 and 2.11)

ELECTRONIC MATERIALS ——— MUST BE library materials that require the use of electronic equipment to be heard or seen.

2.13   Electronic Books.

> Everyone should answer "15,933" plus any downloadable eBooks that you offer locally (Count the "number of acquisition units", eg, if you have a title with rights to a single title for 10 simultaneous users, then that item is counted as 10 "units". Do NOT include titles loaded on eReaders or Tumblebooks.

2.14   Local Databases: Everyone should answer "11" unless you purchase databases for your local library on your own. The above total includes all databases provided through FLLS, SCRLC, and CBA.

2.15   NOVELNY Databases   This field is prefilled and locked by the Division of Library Development.

2.16   Total Databases (Total questions 2.14, 2.15)

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.)

2.18   Total Electronic Materials (Total questions 2.13, 2.16 and 2.17)

ALL OTHER MATERIALS

2.19   Audio – Physical Units ……… Includes audio CDs (including music), tapes, playaways, talking books.
2.20   Audio – Downloadable Titles…….Everyone should answer "2,317" plus any downloadable titles that you offer locally (Count the "number of acquisition units", eg, if you have a title with rights to a single title for 10 simultaneous users, then that item is counted as 10 "units".

2.21   Video – Physical Units.................Moving pictures that are packaged as one unit are counted as one unit. If the full movie has four discs in one case, it is still ONLY ONE video recording.

2.22   Video – Downloadable Titles…….Include any any downloadable video titles that you offer locally (Count the "number of acquisition units", eg, if you have a title with rights to a single title for 10 simultaneous users, then that item is counted as 10 "units".

2.23   All Other Materials (includes microform, films, slides, etc.) ...   DO NOT include items used ONLY by LIBRARY STAFF or SYSTEM SOFTWARE

2.24   Total Other Materials Holdings (Total questions 2.19 through 2.23)

2.25   **GRAND TOTAL HOLDINGS** (Total questions 2.12, 2.18 and 2.24)

CURRENT SERIAL SUBSCRIPTIONS

2.26   Current Print Serial Subscriptions

> Count the "titles" of all current subscriptions, NOT individual issues. One SUBSCRIPTION counts as one title. *Example: If you subscribe to TIME, PEOPLE, and Sports Illustrated, you would enter 3 on Line 2.25.*

ADDITIONS TO HOLDINGS – Do not subtract withdrawals or discards.

2.27   Cataloged Books

2.28   All Other Print Materials

> Enter the number of items for each category that you have added during the FISCAL YEAR.

2.29   Electronic Materials

2.30   All Other Materials

2.31   Total Additions (Total questions 2.27 through 2.30)

Part 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 <u>fiscal</u> year reported in Part 1; report information on questions 3.11 through 3.50 for the 2013 <u>calendar</u> year.

LIBRARY SPONSORED PROGRAMS

- A six-week story time series would be counted as six sessions.
- Each group visit to the library or each classroom visit = one session.
- For children's and young adult program sessions, do not count non-group activities (one-on-one tutoring, homework assistance, etc). DO count them for Adult programs.
- ALL programs offered at our library are included in 3.1-3.10. Detailed information about summer reading, digital literacy programs, and early literacy programs <u>should be included here</u>, even though you also report those numbers again in individual sections.

3.1   Adult Program Sessions ……… Count sessions for adults here

3.2   Young Adult Program Sessions……… Count sessions held for teens aged 12-18 years of age here

Where age levels overlap (12-14 years), select the category based on your target age for the intended audience.

3.3   Children's Program Sessions…. Count sessions held for children 14 years old and younger here

3.4   All Other Program Sessions….. This should include programs not intended for one particular age group, such as intergenerational or family programs. Early literacy storytimes and summer reading programs should generally NOT be included here even though many ages attend, because they do have a target audience of children or young adult summer readers.

3.5   Total Number of Program Sessions (Total Questions 3.1 through 3.4)

3.6   Adult Program Attendance

3.7   Young Adult Program Attendance

3.8   Children's Program Attendance

3.9   All Other Program Attendance

Count ALL attendees regardless of their ages. Count attendance at EACH session in a series of programs.

Count every patron in the room, even if they aren't in the target audience. *Example: If a program was held for children (such as storytime), count ALL attendance (children, parents, and caregivers) and place the total under "Children's Program Attendance."*

3.10   Total Program Attendance (Total Questions 3.6 through 3.9)

For Questions 3.11-3.50, please count ONLY programs and program attendance for each TYPE of program.

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 2013 (check all that apply):
a. Program(s) for children
b. Program(s) for young adults
c. Program(s) for adults
d. Summer Reading at New York Libraries name and/or logo used
e. Collaborative Summer Library Program (CSLP) Manual, provided through the New York State Library, used
f. N/A

3.12   Library outlets offering the summer reading program

3.13   Children registered for the library's summer reading program

3.14   Young adults registered for the library's summer reading program

3.15   Total number registered for the library's summer reading program (total 3.13 + 3.14)

> Outlets include the main library, plus branches, bookmobiles and any other **designated** library outlets. Everyone should answer (1) minimum.
> An outlet is a specific location that provides library services for the corresponding library at all times.

3.16   Children's program sessions – Summer 2013

3.17   Young adult program sessions – Summer 2013

3.18   Adult program sessions – Summer 2-13

3.19   Total program sessions – Summer 2013 (total 3.16 + 3.17)

3.20   Children's program attendance – Summer 2013

3.21   Young adult program attendance – Summer 2013

3.22   Adult program attendance – Summer 2013

3.23   Total program attendance – Summer 2013 (total 3.19 + 3.20)

> FLLS provides the SRP statistics reported to us on the annual reports website. Note that the Adult program statistics questions (3.18 and 3.22) are new this year, and FLLS did not collect this information.

Collaborators

3.24   Public school district(s) and/or BOCES

3.25   Non-public school(s)

3.26   Childcare center(s)

3.27   Summer camp(s)

3.28   Municipality/Municipalities

3.29   Literacy provider(s)

> Count collaborators by "type" of collaborator. A collaborator is someone who provides space and/or services. If schools distribute flyers, they are collaborators. If your program is held at another location, the owner is a collaborator.

3.30   Other **(describe using the State note)**

3.31   Total Collaborators (total 3.22 through 3.28)

EARLY LITERACY PROGRAMS

Preschool story hours DO COUNT as early literacy programs.

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

3.33   Indicate age group(s) (check all that apply):
   a. Focus on birth – school entry
   b. Focus on parents and caregivers
   c. Combined audience
   d. N/A

3.34   Number of sessions
a.   Ages birth to school entry program sessions
b.   Parent and/or caregiver program sessions
c.   Combined audience program sessions

3.35   Total program sessions

3.36   Attendance at sessions

   a. Focus on birth to school entry program attendance
   b. Focus on parent and/or caregiver program attendance
   c. Combined audience
   d. N/A

3.37   Total program attendance

You must decide what your target audience was for each session.

Focus on birth – school entry: Program was directed at the children.

Focus on parents and caregivers: An educational program with tips/techniques to help adults provide early literacy themselves and understand why it is important

Combined audience: Your program included components for both children and caregivers

3.38   Collaborators (check all that apply):
   a. Childcare center(s)
   b. Public School District(s) and/or BOCES
   c. Non-Public School(s)
   d. Health-care providers/agencies
   e. Other (describe using State note)
   f.   N/A

ADULT LITERACY

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

3.40   Total program sessions

3.41   Total program attendance

Do not include computer classes. Report computer classes as BOTH "Adult programs" and Digital Literacy programs".

3.42   Collaborators (check all that apply)
   a. Literacy New York (Literacy Volunteers of America)
   b. Public school districts and/or BOCES
   c. Non-public schools

d. Other (see instructions and describe using state note)
   e. N/A

PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

3.43 Did the library offer programs for English Speakers of Other Languages (ESOL)? **(Enter Y for Yes, N for No)**

3.44 Children's program sessions

3.45 Young adult program sessions

3.46 Adult program sessions

3.47 Total program sessions (total 3.42 + 3.43 + 3.44)

3.48 Children's program attendance

3.49 Young adult program attendance

3.50 Adult program attendance

3.51 Total program attendance (total 3.46 + 3.47 + 3.48)

3.52 Collaborators (check all that apply):
   a. Literacy NY (Literacy Volunteers of America)
   b. Public School District(s) and/or BOCES
   c. Non-Public School(s)
   d. Other (describe using the State note)
   e. N/A

DIGITAL LITERACY

3.53 Did the library offer digital literacy programs? Report programs that teach basic computer skills, including email, social media/facebook, web browsing, filling out online forms, job searching.

3.54 Total program sessions

3.55 Total program attendance

> Include one-on-one assistance if you regularly offer this service to patrons when requested (does not have to be group classes).

LIBRARY USE

3.56   Library visits (total annual attendance)

<div style="border:1px solid black">

See the "Guide to Running Reports for your Annual Report" for instructions on calculating these figures.

</div>

3.57   Registered resident borrowers

3.58   Registered non-resident borrowers

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

3.59   Does the library have an open meeting policy?

3.60   Does the library have a policy protecting the confidentiality of library records?

3.61   Does the library have an Internet use policy?

3.62   Does the library have a disaster plan?

ACCESSIBILITY (Answer Y for Yes, N for No)

3.63   Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)?

3.64   Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)?

Part 4 – LIBRARY TRANSACTIONS

Report all transactions as of the end of the fiscal year reported in Part 1. (Please note: Internal Library usage is <u>not</u> considered part of circulation.) In addition, items checked out as ONE unit are counted as ONE unit.

> **See the "Guide to Running Reports for your Annual Report" for instructions on calculating these figures.**

CATALOGED BOOK CIRCULATION

4.1   Adult Fiction Books

> Do NOT include Overdrive Statistics here. There is now a separate section, 4.10.

4.2   Adult Non-fiction Books

4.3   Total Adult Books (Total questions 4.1 & 4.2)

4.4   Children's Fiction Books

4.5   Children's Non-fiction Books

4.6   Total Children's Books (Total questions 4.4 & 4.5)

4.7   Total Cataloged Book Circulation (Total questions 4.3 & 4.6)

CIRCULATION OF OTHER MATERIALS

4.8   Circulation of Adult Other Materials – See the "Running Reports for the Annual Report Guide". Do NOT add in ILL numbers from the spreadsheet we supplied, they are already included)

4.9   Circulation of Children's Other Materials

4.10   Circulation of Electronic Materials All materials distributed digitally. Include ebooks, downloadable video/audio files. Materials packed together/checked out together are counted as one unit. Do NOT include databases here.

4:11   Total Circulation of Other Materials (Total questions 4.8 & 4.9)

4.12   Grand Total Circulation Transactions (Total questions 4.7 & 4.10)

4.13   Grand Total Circulation of Children's Materials **(Total questions 4.6 & 4.9)**

REFERENCE TRANSACTIONS

4.14   Total Reference Transactions

- If an annual count is not available, take a "typical week" and multiply by 52 weeks.
- DO NOT COUNT questions that are directional such as "Where are the children's books?" or questions regarding library hours, rules or policies.
- DO count virtual reference and email questions.
- DO count questions asked by children, including young children.

4.15   Does the library offer virtual reference? This question is new in 2013. Everyone should answer Y for yes as AskUs 24/7 is available systemwide.

INTERLIBRARY LOAN-MATERIALS RECEIVED (BORROWED)

4.16   Total Materials Received

INTERLIBRARY LOAN-MATERIALS PROVIDED (LOANED)

4.17   Total Materials Provided

Use the ILL spreadsheet supplied by FLLS to fill in the ILL statistics. Do NOT add in the "ILL" field from the Circulation Counts report.

Part 5 – TECHNOLOGY AND TELECOMMUNICATIONS

If a field needs to be corrected but is not an editable field, please enter a "Local" and "State" note describing the change(s) to be made.

Report all information as of December 31, 2013.

SYSTEMS AND SERVICES

5.1   Automated circulation system?   **Answer Yes or No.**

5.2   Online public access catalog (OPAC)   **Answer Yes or No.**

5.3   Electronic access to the OPAC from outside the library?   **Answer Yes or No.**

5.4   Annual number of visits to the library's web site

> If your website is hosted by FLLS, check the Webstats chart provided at www.flls.org/annualreports for statistics.
>
> If you are <u>hosted elsewhere</u>, you will need to contact your "host" for these figures.

5.5   Does the library use Internet filtering software on any computer?   **Answer Yes or No.**

> FLLS has never installed any filtering software, nor do we have any knowledge of whether your computers have any such software. If you did not install filtering software yourself, answer no.

1.6   5.6   Number of uses (sessions) of public Internet computers per year   Enter the annual # of uses of public internet computers IN THE LIBRARY. DO NOT INCLUDE staff use unless it relates to patron assistance.

5.7   Name of the person at the library to contact regarding Information Technology (IT) services

5.8   IT contact's telephone number (enter 10 digits only and hit the Tab key)

5.9   IT contact's email address

> Do NOT enter "Rex Helwig" or any FLLS staff name here. The name of the person responsible for the library's IT services should be the director, trustee or other designated person who manages the technology for the library followed by their contact information (i.e., the person that would call FLLS tech support and/or your own IT person).

Part 6 – STAFF INFORMATION

If a field needs to be corrected but is not an editable field, please enter a "Local" or "State" note describing the change(s) to be made.

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. **(CANNOT** be more than 40 hours per week**)**

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

> 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.
>
> FTE and salary information for entry-level librarian and library director/manager should be supplied even if salaries are paid by the town/village/etc.

6.2   Library Director (certified)

6.3   Vacant Library Director (certified)

6.4   Librarian (certified)

6.5   Vacant Librarian (certified)

> Positions counted in 6.2-6.5 require a New York State Public Librarian's Certificate, whether provisional or permanent. Do NOT list an interim or acting director.

6.6   Library Manager (not certified)

6.7   Vacant Library Manager (not certified)

6.8   Library Specialist/Paraprofessional (not certified)

6.9   Vacant Library Specialist/Paraprofessional (not certified)

6.10   Other Staff

6.11   Vacant Other Staff

6.12   TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8, & 6.10)

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

SALARY INFORMATION

6.14   FTE - Entry Level Librarian (certified)

6.15   Salary - Entry Level Librarian (certified)

6.16   FTE - Library Director (certified)

> Please enter information even if the position is VACANT. Report FTE for Library Director OR Library Manager…NOT BOTH.

6.17   Salary - Library Director (certified)

6.18   FTE - Library Manager (not certified)

6.19   Salary - Library Manager (not certified)

Part 7 – MINIMUM PUBLIC LIBRARY STANDARDS

If a field needs to be corrected but is not an editable field, please enter a "Local" or "State" note describing the change(s) to be made.

Report all information as of December 31, 2013.

7.1   1. Is governed by board-approved written bylaws. **Enter Y for Yes, N for No.**

7.2   2. Has a board-approved written long-range plan of service. **Enter Y for Yes, N for No.**

7.3   3. Presents an annual report to the community. **Enter Y for Yes, N for No.**

7.4   4. Has board-approved written policies. **Enter Y for Yes, N for No.**

7.5   5. Presents an annual written budget to appropriate funding agencies. **Enter Y for Yes, N for No.**

7.6   6. Periodically evaluates the effectiveness of the collection and services in meeting community needs. **Enter Y for Yes, N for No.**

7.7   7. Is open the minimum standard number of public service hours for population served (see instructions). **Enter Y for Yes, N for No.**

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

7.8   8a.   space **Enter Y for Yes, N for No.**

7.9   8b.   lighting **Enter Y for Yes, N for No.**

7.10   8c.   shelving **Enter Y for Yes, N for No.**

7.11   8d.   seating **Enter Y for Yes, N for No.**

7.12   8e.   restroom (see instructions) **Enter Y for Yes, N for No.**

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

7.13   9a.   telephone **Enter Y for Yes, N for No.**

7.14   9b.   photocopier (see instructions) **Enter Y for Yes, N for No.**

7.15   9c.   microcomputer or terminal **Enter Y for Yes, N for No.**

7.16   9d.   printer **Enter Y for Yes, N for No.**

7.17   9e.   telefacsimile capability (see instructions) **Enter Y for Yes, N for No.**

7.18   10.   Distributes printed information listing the library's hours open, borrowing rules, services,

location and phone number.
Enter Y for Yes, N for No.

7.19   11.   Employs a paid director in accordance with the provisions of section 90.8 of Commissioners Regulations (see instructions). **Enter Y for Yes, N for No.**

Part 8 – PUBLIC SERVICE INFORMATION

If a field needs to be corrected but is not an editable field, please enter a "Local" or "State" note describing the change(s) to be made.

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…..Everyone should enter at least "1"

8.2   Branches…. Only TCPL has branches. Everyone else should enter "0".

8.3   Bookmobiles... None of our libraries have. Enter "0."

8.4   Other Outlets…None of our libraries have. Enter "0."

8.5   TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 – 8.4)

PUBLIC SERVICE HOURS – Report hours to two decimal places.

8.6   Minimum Weekly Total Hours - Main Library

8.7   Minimum Weekly Total Hours - Branch Libraries

8.8   Minimum Weekly Total Hours – Bookmobiles

8.9   Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 – 8.8)

8.10   Annual Total Hours - Main Library

8.11   Annual Total Hours - Branch Libraries

8.12   Annual Total Hours – Bookmobiles

8.13   Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)

> All libraries should be open for public service on a 52-week basis.
>
> A "minimum week" is a week in which the library is open its fewest regularly scheduled hours, and contains no holidays/special events.
>
> Include seven consecutive calendar days, from Sunday through Saturday, or whatever days the library is open during that period.
>
> Extensive hours closed to the public due to natural disasters or other events should be excluded from the Minimum Weekly Total Hours even if the staff is scheduled to work.

Part 9 – SERVICE OUTLET INFORMATION

If a field needs to be corrected but is not an editable field, please enter a "Local" or "State" note describing the change(s) to be made.

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.

Repeating Group #3:

1. Outlet Name

2. Outlet Name Status

These are prefilled and locked by DLD.

3. Street Address

4. Outlet Street Address Status

5. City

6. Zip Code

7. Phone (enter 10 digits only)

8. Fax Number (enter 10 digits only)

9. E-mail Address

10. Outlet URL

11. County

12. School District

13. Outlet Type Code (select one):
    CE – Main Library
    BR – Branch
    BS – Bookmobile

14. Public Service Hours Per Year for This Outlet….Same as hours entered in Part 8

15. Number of Weeks This Outlet is Open

16. Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)? **Enter Y for Yes, N for No.**

17. Is the meeting space available for public use even when the outlet is closed? **Enter Y for Yes, N for No.**

18. Total number of non-library sponsored programs, meetings and/or events at this outlet

Count here programs, meetings and/or events that are **offered by a separate organization or agency** where the library is not a partner but is merely supplying the organization/agency/group library space. Do not count here programs, meetings, and/or events that were sponsored, organized, or initiated by the library; library-sponsored programs are reported in Part 3.

19.   Enter the appropriate outlet code **(select one):**
        LO – the outlet is owned by the library board
        LR – the outlet is rented by the library board
        LRF – the outlet is used by the library board rent-free
        N/A – none of the above (specify using the State note)

20.   Who owns this outlet building? **(select one)**
        Library Board
        Village
        Town
        City
        County
        School District
        Other **(specify using the State note)**

21.   Who owns the land on which this outlet is built? **(select one)**
        Library Board
        Village
        Town
        City
        County
        School District
        Other **(specify using the State note)**

22.   Indicate the year this outlet was initially constructed….   If the library has changed location, make sure this has been changed to the construction date of the new library.

23.   Indicate the year this outlet underwent a major renovation costing $25,000 or more… Enter the proper year

24.   Square footage of the outlet…. If the library has had an addition or changed location, make sure this has been changed to the square footage of the "new" library space.

25.   Total number of Internet terminals at this outlet used by the general public… Enter the # of computer terminals whether purchased, leased or donated that are used by the general public to connect to the Internet

26.   Type of connection on the outlet's public Internet computers
        a.   Dial-Up
        b.   DSL
        c.   Cable…. (Roadrunner) Most libraries would choose this option. If you don't know, contact the Computer Network Services dept.
        d.   Satellite
        e.   WiFi
        f.   Fiber
        g.   Other (specify using the State note)

27.   Maximum <u>download</u> speed of connection on the outlet's public access Internet computers <u>only</u>… **(Choose one)**

There are numerous sites that can be used to extract this information (FLLS cannot provide). The easiest one to use is http://www.speedtest.net. You will need the latest version of Flash on the PC from which you are running the test (it will tell you if you don't have it).   When you arrive at the site from any library computer, simply click the "BEGIN TEST" button. The upload and download speeds will be clearly displayed at the end of the test.

NOTE: on the lower left corner of the graphic, it will display the internet service provider (ISP), which will assist you in answering that question.

   1 = Less than or equal to 200 kbps…Dial-up
   2 = Greater than 200 kbps and less than 768 kbps
   3 = Greater than 768 kbps and less than 1.5 mbps
   4 = Greater than 1.5 mbps and less than 3 mbps
   5 = Greater than 3 mbps and less than 6 mbps…DSL
   6 = Greater than 6 mbps and less than 9 mbps… Libraries with RoadRunner would choose this option.
   7 = Greater than 9 mbps and less than 15 mbps
   8= Greater than 15 mbps and less than 25 mbps
   9 = Greater than 25 mbps and less than 50 mbps
10 = Greater than 50 mbps and less than 100 mbps
11= Greater than 100 mbps and less than 1 gbps
12 = Greater than or equal to 1 gbps

28.   Maximum <u>upload</u> speed of connection on the outlet's access public Internet computers <u>only</u>… **(Choose one)**
   1 = Less than or equal to 200 kbps…Dial-up
   2 = Greater than 200 kbps and less than 768 kbps
   3 = Greater than 768 kbps and less than 1.5 mbps
   4 = Greater than 1.5 mbps and less than 3 mbps
   5 = Greater than 3 mbps and less than 6 mbps…DSL
   6 = Greater than 6 mbps and less than 10 mbps… Libraries with RoadRunner would choose this option.
   7 = Greater than 10 mbps and less than 25 mbps
   8 = Greater than 25 mbps and less than 50 mbps
   9 = Greater than 50 mbps and less than 100 mbps
10 = Greater than 100 mbps and less than 1 gbps
11 = Greater than or equal to 1 gbps

29.   Internet Provider **(Choose one)**

a.   Adams Cable Service
b.   Armstrong Telephone
c.   AT&T Mobility
d.   Atlantic Broadband
e.   Berkshire Cable (Fairpoint)
f.   Berkshire Telephone (Fairpoint)
g.   Broadview Networks
h.   Cable Communications of Willsboro
i.   Cablevision/Optimum
j.   Castle Cable TV
k.   Champlain Telephone Company
l.   Charter Communications
m.   Chautauqua & Erie Telephone (Fairpoint)

n.   Chazy & Westport Telephone Corporation
o.   Clarity Connect
p.   Clearwire
q.   Cogent Communications
r.   Comcast
s.   Covad Communications
t.   Crown Point Telephone
u.   Delhi Telephone
v.   DFT Communications/Netsync
w.   Empire Telephone Corp.
x.   Fiber Technologies Networks
y.   Fishers Island Telephone
z.   Frontier Communications
aa.   GTel Teleconnections
bb.   Haefele TV

cc.	Hancock Telephone	yy.	Slic Network Solutions
dd.	Hudson Valley Wireless	zz.	Southern Cayuga County Cablevision
ee.	Keene Valley Video		
ff.	Leap Wireless International	aaa.	Southern Tier Wireless
gg.	Level 3 Communications	bbb.	Spring
hh.	Long Island Fiber Exchange	ccc.	State Telephone
ii.	Margaretville Telephone	ddd.	Taconic Telephone (Fairpoint)
jj.	Megapath	eee.	Tata Communications
kk.	Hid-Hudson Cablevision	fff.	TDS Telecom
ll.	Mountain Wireless	ggg.	TechValley Communications
mm.	MTC Cable	hhh.	The Middleburgh Telephone Company
nn.	Newport Telephone		
oo.	Nextlink Wireless	iii.	Time Warner Cable
pp.	Nicholville Telephone	jjj.	T-Mobile USA
qq.	One Communications	kkk.	Trumansburg Telephone
rr.	Oneida County Rural Telephone	lll.	tw telecom
ss.	Ontario Telephone Company	mmm.	Verizon Wireless
tt.	Oquaga Lake Cable System	nnn.	Webjogger Internet Services
uu.	Pattersonville Telephone	ooo.	Westelcom Network
vv.	Princetown Cable	ppp.	Windstream
ww.	RCN Telecom	qqq.	WVT Communications
xx.	Sidera Networks (formerly RCN Metro)	rrr.	XO Communications
		sss.	Other (specify using the State note)

30. WiFi Access **(Choose one)**
    a. No restrictions to access
    b. Password required
    c. Available only when the library is open
    d. Other (specify using the State note)
    e. The library does not offer WiFi to patrons

31. Number of wireless access uses per year. Report the total number of uses of wireless access in the library during the last year.

If you do not have tracking software installed, please enter "0" and write the following state note: "We provide wireless access, but do not have any tracking mechanism.

If you tracked uses for only part of 2013, use this data to estimate the yearly average.

32. Does the outlet have interactive videoconferencing capability for public use? **Answer Yes or No.**

A videoconference is a live connection between people in separate locations for the purpose of communication, usually involving audio and often text as well as video.

33. Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?

34. Is every public part of the outlet accessible to a person in a wheelchair? **Answer Yes or No**

For New York State Library Use Only:
35. LIBID
36. FSCSID
37. Metropolitan Status Code
38. Number of Bookmobiles in the Bookmobile Outlet Record
39. Outlet Structure Status
    00 (for no change from previous year)

01 (Adopted by another library)
02 (New Library)
03 (closed during Current year)
04 (moved Outlet to another library)
05 (merged two or more libraries)
08 (Reopened a closed library)
09 (Restored a previously deleted library)
10 (Delete Record of Library)
13 (Add an existing library that was not previously listed)

Part 10 – OFFICERS AND TRUSTEES

Report information about trustee meetings as of December 31, 2013. 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, 2013 to December 31, 2013)

Education Law requires <u>AT LEAST</u> four (4) per year

10.2   Number of voting library board positions stated in the library's charter

This number is prefilled and locked by DLD.

It should MATCH the number of current voting positions on library board as well as the number of records entered for Board Members below. If the numbers do not match, please contact your Consultant.

Please do not count ex-officio, non-voting members or liaisons to the Board.

10.3   Number of current <u>voting</u> positions on library board

BOARD MEMBER SELECTION

10.4   Enter Board Member Selection Code **(select one):**

EP – board members are elected in a public election
EA – board members are elected by the library association membership
A – board members are appointed by municipality(ies)
O – other (specify using the State note)

List Officers and Board Members for the current *Calendar Year (2014)*. Complete one record for *each* board member.

Remember that providing an email address for each trustee assures that your Annual Report can be submitted and that the trustee will be placed on the "mltrustees" mailing list to receive important library emails about grant opportunities, workshops, State Legislation, County funding, etc.!

If you are a PUBLIC library, you need to have your Oath of Office information for EACH trustee (this does not apply to Association libraries).

A phone number **<u>MUST BE ENTERED</u>** for the **President** of the Board in order for your Annual Report to be submitted to the State!!!

BOARD PRESIDENT

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

10.6 First Name

10.7 Last Name

10.8 Mailing Address

10.9 City

10.10 Zip Code **(5 digits only)**

10.11 Phone (DO NOT ENTER dashes, slashes or spaces. **Enter 10 digits only** and then hit the TAB key)

10.12 E-mail Address

10.13 Term Begins – Month - the date they began service

10.14 Term Begins – Year (yyyy)

10.15 Term Expires – Month – the term expiration date

10.16 Term Expires – Year (yyyy)

10.17 The date the Oath of Office was taken (mm/dd/yyyy)

10.18 The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)

> If your library is an Association library, you do not need to supply Oath of Office information. Please enter N/A on the Oath of Office lines and enter a "State" note to this effect.

10.19 Is this a brand new trustee? Yes = first-time trustee who has never served on a library board. If the trustee has EVER served on a public or association board before this year, answer No.

****

Example of How to Answer for a Vacant Position:

1. Title of Board Member **(select one):**
   Mr.
   Mrs.
   Ms.
   Dr.
   Miss
   Other (enter title)
   Vacant

> If *vacant*, choose **VACANT** in Question 1 and enter N/A in Questions 2-11 of the "repeating group" for **EACH** vacant voting board member position.

2. First Name of Board Member   **N/A**

3. Last Name of Board Member   **N/A**

4. Mailing Address   **N/A**

5. City   **N/A**

6. Zip Code (5 digits only)   **N/A**

7. E-mail Address   **N/A**

8. Office Held or Trustee   **N/A**

9. Term Begins – Month   **N/A**

10. Term Begins – Year

11. Term Expires **N/A**

12. Term Expires - Year (yyyy) **N/A**

13. The date the Oath of Office (mm/dd/yyyy) was taken **N/A**

14. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) **N/A**

15. Is this a brand new trustee? **N/A**

****

FINANCIAL REPORT 2013

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

Part 11 – OPERATING FUND RECEIPTS

Make sure you enter financial data for your library's <u>fiscal</u> year. Please use "notes" for any questions that need further clarification, to show breakdowns of totals, and whenever required to satisfy an "edit check."

LOCAL PUBLIC FUNDS
 Specify by name the municipalities or districts that 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.

> Remember to report **WHOLE DOLLAR AMOUNTS** (Ex. If the total receipt or expenditure was $1,699.69, you would "round-up) and report $1,700 or if it was $650.36, you would "round-down" and report $650.)

   1.   Source of Funds
        a.   County
        b.   Town
        c.   Village
        d.   City
        e.   School District
        f.   Special Legislative District
        g.   Other (specify using the State note)
        h.   N/A

   2.   Name of funding County, Municipality or District

   3.   Amount

   4.   Subject to Public Vote

   5.   Written Contractual Agreement

11.2   **TOTAL LOCAL PUBLIC FUNDS**

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3   Local Library Services Aid (LLSA)

11.4   Central Library Aid (CLDA and/or CBA)…….. (This only applies to TCPL)

11.5   Additional State Aid received from the System..

> Report state aid received **through the system** such as: Bullet Aid from one of your legislators (Nozzolio, O'Mara, etc).

11.6   Federal Aid received from the System………… LSTA paid **THROUGH THE SYSTEM**

11.7   Other Cash Grants……………

> Report "other" state aid received <u>through the system</u> such as: Summer Reading Program Mini-grant

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

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

> Report state aid received **DIRECTLY** (NOT through the system) such as Special Legislative Grants

FEDERAL AID FOR LIBRARY OPERATION

11.10   LSTA…Count here monies paid **DIRECTLY** to the library (NOT received through the system)

11.11   Other Federal Aid……Count here monies paid **DIRECTLY** to the library (NOT received through the system) from any other Federal programs and used for library operations.

11.12   **TOTAL FEDERAL AID**   (Add Questions 11.10 and 11.11)

11.13   **CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE**

OTHER RECEIPTS

11.14   Gifts and Endowments…..Count here donations received **DIRECTLY** from **private persons or foundations**

11.15   Fund Raising…..Count here special/major fundraising activities/events **NOT BOOK SALES**

11.16   Income from Investments…..Count here money received from interest, earnings on investments, or trust earnings deposited into the operating fund. **NOT** the value of endowment or accounts.

11.17   Library Charges…..Count here photocopy fees, fines, rental fees, etc.

11.18   Other……..

Count "other" receipts such as:	
E-Rate	Proceeds from the sale of property or
Refunds	excess materials
Book Sales	Proceeds from rental incomes
Insurance recoveries	Compensation for damages to property

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

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

11.21   **BUDGET LOANS**…..Count here the principal of ALL budget loans received during the year and NOT PAID BACK by the end of the fiscal year

TRANSFERS

Only fill in these lines if you have other accounts such as a capital fund or long term investment that is not part of your operating fund balance and you transfer some of these monies into the operating fund for use during reporting fiscal year.

11.22   From Capital Fund …..Count here funds transferred from the capitol fund to be used in the operating fund

(Must be the same as Question 14.8)

From Other Funds…..Count here all funds transferred from trusts or endowments to be used in the operating fund

11.24   **TOTAL TRANSFERS** (Add Questions 11.22 and 11.23)

11.25   **BALANCE IN OPERATING FUND –** Beginning Balance for Fiscal Year Ending 2013
(Same as Question 12.38 of previous year if fiscal year has not changed)

If Question 12.38 from the previous year DOES NOT MATCH Question 11.25 on the current Annual Report, a letter must be submitted to the system by the Treasurer explaining the discrepancy.

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)

This total MUST EQUAL Question 12.40. If it doesn't please double-check your figures.

Part 12 – OPERATING FUND DISBURSEMENTS

STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds
12.1   Certified Librarians

12.2   Other Staff

Should be ACTUAL expenditures (gross pay, i.e. total paid out for salary/wage plus any bonuses, paid days off, state and federal taxes, etc.)

12.3   **Total Salaries & Wages Expenditures**   (Add Questions 12.1 and 12.2)

12.4   **Employee Benefits Expenditures**

Retirement, Social Security, Unemployment insurance, Workman's Compensation, Disability, life insurance, health insurance, etc.

12.5   **Total Staff Expenditures** (Add Questions 12.3 and 12.4)

COLLECTION EXPENDITURES

12.6   Print Materials Expenditures…..Count here all expenditures for PRINT acquisitions

12.7   Electronic Materials Expenditures…..Count here all expenditures from the acquisition of e-books, e-serials electronic files, databases, maps/pictures in electronic format. DOES NOT INCLUDE: antivirus/computer upkeep expenses.

12.8   Other Materials Expenditures…..Count here all expenditures for audio, video, microform, etc.

12.9   **Total Collection Expenditures** (Add Questions 12.6, 12.7 and 12.8)

CAPITAL EXPENDITURES FROM OPERATING FUNDS
- If you report capital expenditures from operating funds, you must use questions 12.10 and 12.11 to break down expenditures into "From Local Public Funds" and/or "From Other Funds" funds.

- Local Public Funds = any Village, Town, or County Funding
  Other Funds = fundraising or donations made to help with capital improvements (i.e. NYS Construction Grant funds would be recorded here if you reported them as being expended from your operating fund)
- Unless you receive money from a public tax base, you should always record monies in 12.11 "other funds". <u>12.10 and 12.11 are reviewed for compliance with Maintenance of Effort so please answer accurately!</u>

12.10   From Local Public Funds (71PF) …..Count here capital expenditures from Village, Town or County funding

12.11   From Other Funds (71OF) …. Count here repairs, capital expenditures from fundraisers donations, State Aid **(Computers are counted as a capital expenditure)**

12.12   **Total Capital Expenditures** (Add Questions 12.10 and 12.11)

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment
12.13   From Local Public Funds (72PF) …..Count here repairs made or equipment purchased from Village, Town or County funding

12.14   From Other Funds (72OF) …. Count here repairs made or equipment purchased from fundraisers donations, State Aid

12.15   **Total Repairs**   (Add Questions 12.13 and 12.14)

12.16   Other Disbursements for Operation & Maintenance of Buildings — Gas/Lights, fuel, insurance, custodial supplies, rental of quarters, contracts for janitorial service, window washing, snow removal, etc.

12.17   **Total Operation & Maintenance of Buildings** (Add Questions 12.15 and 12.16)

MISCELLANEOUS EXPENSES

12.18   Office and Library Supplies — Binding supplier, paper, ink, discs, plastic jackets, cards, pockets, etc.

12.19   Telecommunications — Telephone/Internet operation and installation (if paid by you)

12.20   Binding Expenses — Commercial bindery expenditures only

12.21   Postage and Freight — Postage, UPS, FedEx, etc.

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

Professional & Consultants includes: attorney, accountant, auditor, financial advisor, educators, program presenters, performers and others.

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.

Office equipment repairs, membership dues, travel expenses, publicity and printing, etc.

12.24 Total Miscellaneous Expenses (Add Questions 12.18 through 12.23)

12.25 CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE —————

Count Polaris fees here. Do NOT count associated expenses, such as barcodes.

DEBT SERVICE

Capital Purposes Loans (Principal and Interest) —————
12.26   From Local Public Funds (73PF)

12.27   From Other Funds (73OF)

Count here payment of principal and interest on capital purpose loans ISSUED IN A PRIOR YEAR.

12.28 Total
(Add Questions 12.26 and 12.27)

12.29   Budget Loans (Principal and Interest) —————

Count here payment of principal and interest on capital purpose loans ISSUED IN A PRIOR YEAR.

12.30   Short-Term Loans —————

Count here payment of interest on short-term loans made and paid back WITHIN the current fiscal year.

12.31 Total Debt Service (Add Questions 12.28, 12.29 and 12.30)

12.32 TOTAL OPERATING FUND DISBURSEMENTS
(Add Questions 12.5, 12.9, 12.12, 12.17, 12.25, 12.25 and 12.31)

TRANSFERS

Transfers to Capital Fund
12.33   From Local Public Funds (76PF) …..Count here funds transferred from the Operating Fund to the Capitol Fund from LOCAL Public Funds

12.34   From Other Funds (76OF) …..Count here funds transferred from the Operating Fund to the Capitol Fund from OTHER Funds

12.35 Total Transfers to Capital Fund
(Add Questions 12.32 and 12.33; same as Question 13.8)

12.36 Transfer to Other Funds…..Count here funds transferred into **special** fund accounts (such as a memorial Account, a CD, or investment account).

12.37 TOTAL TRANSFERS
(Add Questions 12.34 and 12.35)

12.38 TOTAL DISBURSEMENTS AND TRANSFERS
(Add Questions 12.31 and 12.36)

12.39 BALANCE IN OPERATING FUND – Ending Balance for the Fiscal Year Ending 2013

This total MUST EQUAL Question 11.26. If it doesn't please double-check your figures.

12.40 **GRAND TOTAL DISBURSEMENTS,**
       TRANSFERS & BALANCE
       (Add Questions 12.38 and 12.39; same as Question 11.26)

   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).
       Do not enter a future date here (approval must take place before you can submit the report).

   FISCAL AUDIT

12.42 Last audit performed **(mm/dd/yyyy)**

12.43 Time period covered by this audit **(mm/dd/yyyy – mm/dd/yyy)**

12.44 Indicate type of audit **(select one):**
             City
             County
             State
             Private Accounting Firm
             Other (specify using the State note)
             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.

       Enter "Y" if the library has a separate Capital Fund **OR** if the library received Construction Grant funds this year. If "Y" is selected, fill out Parts 13 and 14.

CAPITAL FUND REPORT 2013

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

Part 13 – CAPITAL FUND RECEIPTS

REVENUES FROM LOCAL SOURCES

13.1   Revenues from Local Government Sources

13.2   All Other Revenues from Local Sources…..Count here any gifts/donations made to the Capital Fund.

13.3   **Total Revenues from Local Sources**

STATE AID FOR CAPITAL PROJECTS

13.4   State Aid Received for Construction…..Count here funds from the Construction Grant Program. (If the funds were transferred to the Operating Fund, MUST MATCH Questions 11.22 and 14.8)

13.5   Other State Aid

13.6   **Total State Aid**
        (Add Questions 13.4 and 13.5)

FEDERAL AID FOR CAPITAL PROJECTS

13.7   **TOTAL FEDERAL AID**

INTERFUND REVENUE

13.8   Transfer from Operating Fund (Same as Question 12.35)

13.9   **TOTAL REVENUES**
        (Add Questions 13.3, 13.6, 13.7 and 13.8)

13.10   **NON-REVENUE RECEIPTS**

13.11   **TOTAL CASH RECEIPTS**
        (Add Questions 13.9 and 13.10)

13.12   **BALANCE IN CAPITAL FUND –** Beginning Balance for Fiscal Year Ending 2013
        (Same as Question 14.11 of previous year, if fiscal year has not changed)

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

This total MUST EQUAL Question 14.12. If it doesn't please double-check your figures.

Part 14 – CAPITAL FUND DISBURSEMENTS

PROJECT EXPENDITURES

14.1   Construction…..Count here payment to contractors for ANY construction costs

14.2   Incidental Construction…..Count here any costs associated with architect fees, site acquisition, furniture and equipment, advertising, legal services, surveying, utility system, site improvement, etc.

Other Disbursements

14.3   Purchase of Buildings

14.4   Interest…..Count here payments from the Capital Fund for interest charges on "Notes."

14.5   Collection Expenditures…..Count here Capital Project expenditures for books, films, serials, etc.

14.6   Total Other Disbursements
(Add Questions 14.3, 14.4 and 14.5)

14.7   **TOTAL PROJECT EXPENDITURES**
(Add Questions 14.1, 14.2 and 14.6)

14.8   **TRANSFER TO OPERATING FUND**
(Same as Question 11.22)

14.9   **NON-PROJECT EXPENDITURES**…..Count here repayments of advances from the Operating Fund

14.10   **TOTAL CASH DISBURSEMENTS AND TRANSFERS**
(Add Questions 14.7, 14.8 and 14.9)

14.11   **BALANCE IN CAPITAL FUND** – Ending Balance for the Fiscal Year Ending 2013

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

> This total MUST EQUAL Question 13.13. If it doesn't please double-check your figures.

YOU CAN SKIP THIS PART AS IT IS ALL FEDERAL TOTALS

Part 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

15.2   Total Librarians

15.3   All Other Paid Staff

15.4   Total Paid Employees

15.5   State Government Revenue

15.6   Federal Government Revenue

15.7   Other Operating Revenue

15.8   Total Operating Revenue

15.9   Other Operating Expenditures

15.10   Total Operating Expenditures

15.11   Total Capital Expenditures

15.12   Print Materials

15.13   Total Registered Borrowers

15.14   Other Capital Revenue and Receipts

15.15   Total Number of Internet Terminals Used by the General Public

Part 16. FOR NEW YORK STATE LIBRARY USE ONLY

16.1   LIB ID

16.2   Interlibrary Relationship Code

16.3   Legal Basis Code

16.4   Administrative Structure Code

16.5   FSCS Public Library Definition

16.6   Geographic Code

16.7   FSCS ID

Suggested Improvements

Library Name:

Library System:

Name of Person(s) Completing Form:

Phone Number:

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

Enter any changes/improvements you would like to see on the Annual Report!