1. GENERAL LIBRARY INFORMATION

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.

Local Note: June 2013 a referendum passed providing a 2% increase, $7000 more per year.

Youth Services was closed for several months for renovations and the front door was closed for several months, so wouldn't the answer be yes? JKC Amy Zuch said that was a minor incident and does not impact the library stats that much. JCS

2. LIBRARY COLLECTION

2.9 Total Print Serials

Local Note: Estimate - presumed theft of journal issues, both bound and loose, were found at time of reporting. The library will be addressing this in 2014 with a complete inventory.

2.10 All Other Print Materials

Local Note: As per Aimee - "Pamphlets in periodical room."

JKC

This figure now includes the system wide

Federal Note: Overdrive collections of downloadable e-books through the Finger Lakes Library System.

Local Note: 6 magazine titles on the iPad - JKC

2.13 Electronic Books

Other Electronic Materials (includes all other materials in digital format such as e-serials, government documents, electronic files, reference tools, scores, maps, collection of digital photographs, etc.)

Local Note: 6 magazine titles on the iPad - JKC

2.17 Audio - Downloadable Units

Federal Note: Overdrive collections of downloadable audio books through the Finger Lakes Library System.

Local Note: 658 MFM, 45 Games and multi media. Reported by Aimee.

2.20 All Other Materials (includes microform, films, slides, etc.)

Local Note: 154 adult subscriptions and 12 youth subscriptions for a total of 166.

2.23 Current Print Serial Subscriptions

2.26 Current Print Serial Subscriptions

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

3.4 All Other Program Sessions

Local Note: I removed Non-Library Sponsored events and put them in Part 9, Question 18. JKC

State Note: Municipality - Youth Bureau.

In past years BOCES held ESOL classes at the library but were not library taught or sponsored. The library was simply a meeting space. We moved these items to part 9 #18

Local Note: Average based on actual counts. 1/1/13 to 8/1/13
3.56 Library visits (total annual attendance)  

4. LIBRARY TRANSACTIONS

4.14 Total Reference Transactions  

4.15 Does the library offer virtual reference?

5. TECHNOLOGY AND TELECOMMUNICATIONS

No Notes

6. STAFF INFORMATION

6.4 Librarian (certified)  

6.10 Other Staff

6.15 Salary - Entry Level Librarian (certified)  

6.17 Salary - Library Director (certified)

7. MINIMUM PUBLIC LIBRARY STANDARDS

No Notes

8. PUBLIC SERVICE INFORMATION

8.6 Minimum Weekly Total Hours - Main Library  

9. SERVICE OUTLET INFORMATION

Repeating Group 1

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

Repeating Group 1

25. Total number of Internet terminals at this outlet used by the general public

Repeating Group 1

30. WiFi Access (click the hyperlink for types of WiFi Access)

10. OFFICERS AND TRUSTEES

Repeating Group 7

10. Term Begins - Year (year)  

Repeating Group 8

Local Note: visits were 62,492. 11/9 to 12/31/13 visits were 13,952. Average visits per weeks was 2012. No visitor counts were taken 8/1 to 11/8.

Local Note: This total is incorrect. Mary O'Hara tallied the questions asked, 871. 2014 change will be to note directional questions separate from Reference and make sure staff understand the difference. Conversation with some staff have made me believe that is not the case. Jacie

Local Note: phone, e-mail, Facebook messaging,

Betsy Davison and Amy Discenza and Jacalyn Spoon Betsy 1809 Amy Discenza 1096 Jacalyn Spoon hrs .7115

Number of hours worked by all staff is 9469.35/37.5=272.516/52= 4.856: 999.5 42.75

1781.25 870 1619 423.85 21 576 29.75 470.25 453.75 407.5 666.75 942.5 141 24.5 Betsy 1809 Amy Discenza 1096 Jacalyn Spoon hrs .7115

Local Note: $38,498 Betsy's SS wages from W2 box 3

Local Note: Kay's earning from W2 box 3

49 hours a week in summer July 5 to Sept 2 = 8 weeks 57 hours a week in Winter 52-8 = 44 weeks 392+2508 hrs = 2900 hrs / 52 wks = 55.76 hrs ave

Formerly in 3.4, all other program sessions. JKC

3 ipads, 4 macs, 2 in carrels, 6 adult, 4 youth, 2 teen, 15 pcc, 10 gates. Did not count OPAC.

"Available only when the library is open" is applicable also. JKC

Local Note: Welcome letter found in Kays docs
### 11. OPERATING FUNDS RECEIPTS

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Local Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.</td>
<td>Term Begins - Year (year)</td>
<td>Welcome letter found in Kays docs</td>
</tr>
<tr>
<td></td>
<td>Local Note:</td>
<td>Verified with welcome letter from Kays docs</td>
</tr>
<tr>
<td>11.</td>
<td>OPERATING FUNDS RECEIPTS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Repeating Group 1</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Amount</td>
<td></td>
</tr>
<tr>
<td>11.5</td>
<td>Additional State Aid received from the System</td>
<td></td>
</tr>
<tr>
<td>11.7</td>
<td>Other Cash Grants</td>
<td></td>
</tr>
<tr>
<td>11.14</td>
<td>Gifts and Endowments</td>
<td></td>
</tr>
<tr>
<td>11.16</td>
<td>Income from Investments</td>
<td></td>
</tr>
<tr>
<td>11.17</td>
<td>Library Charges</td>
<td></td>
</tr>
<tr>
<td>11.18</td>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>11.21</td>
<td>BUDGET LOANS</td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>OPERATING FUND DISBURSEMENTS</td>
<td></td>
</tr>
<tr>
<td>12.1</td>
<td>Certified Librarians</td>
<td>kay 50000.08 jacie 4326.93 Amy D 25887.44 Betsy 38497.53</td>
</tr>
<tr>
<td>12.2</td>
<td>Other Staff</td>
<td>PCC wages 11042.21 868.92 taxes</td>
</tr>
<tr>
<td>12.4</td>
<td>Employee Benefits Expenditures</td>
<td>Employee Insurance &amp; comp 11608.41 Retirement 34389.18 (includes employee contributions not yet removed per Lorri Moore) 3731.16 unemployment compensation 1298.44 Continuing Education 40112.23 books 8323.72 periodicals 222.13 Lost ILL's total = 48658.08 Kay's 2013 Directors report to Board used $52,691 not from Quickbooks.</td>
</tr>
<tr>
<td>12.6</td>
<td>Print Materials Expenditures</td>
<td></td>
</tr>
<tr>
<td>12.7</td>
<td>Electronic Materials Expenditures</td>
<td>ebooks only What about Apps? 3491.90 audio 1807.49 DVD 808.97 MFM 22.74 multi media Total 6131.1 On Kay's Annual Report to the board she also had 1937.48 for videos not found in Quickbooks 197.27 Technology Hardware 2401.40 Furniture and Fixtures - Expense This is from school tax / public funds Total 2598.67 PCC grant BTOP funds used 2373.92 supplies 353.53 technology 5369.80 &quot;Technology&quot; from Trustee expenditures (Computers are not Capital expenditures but are equipment Total</td>
</tr>
<tr>
<td>12.8</td>
<td>Other Materials Expenditures</td>
<td></td>
</tr>
<tr>
<td>12.10</td>
<td>From Local Public Funds (71PF)</td>
<td></td>
</tr>
<tr>
<td>12.11</td>
<td>From Other Funds (71OF)</td>
<td></td>
</tr>
</tbody>
</table>
12.13 From Local Public Funds (72PF)

Local Note: $160 I don't know what local funds where used nor for what this was Kay's record. 1504.58 "Repairs"

12.14 From Other Funds (72OF)

Local Note: 2401.40 Furniture and Fixtures Total
electric 6074.84 heat 6923.77 water & sewer 464.82 Elevator Maintenance 1911.48 Insurance
10557.26 Supplies 2520.57 Maintenance 8373.98 Fire Extinguisher Inspection 111.50 Fire
inspection 100.00 Security System 751.71
2469.48 Office & Lib supplies 846.14 Summer reading expenditures w/o performers 27 Adult
Summer reading 1454.56 Miscellaneous Total 4797.18

12.15 Electric & Heat

Local Note: 6074.84 electric 6923.77 heat 5578.62 Total

12.16 Other Disbursements for Operation & Maintenance of Buildings

Local Note: 1504.58 "Repairs"

12.18 Office and Library Supplies

Local Note: phone 2599.66

12.19 Telecommunications

12.20 Binding Expenses

Local Note: No professional/outsourced binding expenses in 2013 All in house

12.21 Postage and Freight

Local Note: 279.4 Books Shipping and Handling 817.61 Admin Expenses Postage
Audit 10650 Payroll 1121.96 Bookkeeping 6600 Performers: 600 GiGi 150 Cpt Jack 500 Merry-Go-Round Playhouse 800 Spoon Man 150
Reptile Show 100 Marco Total 20671.96
Copier Lease 2325.41 MFM machine contract 39.50 149.00 25 Advertising 138.25 Software
1089.55 Mileage and Parking 633.53 Total 5909.08

12.22 Professional & Consultant Fees

Local Note: 8046.50 Polaris

12.23 Other Miscellaneous


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

12.25 From Other Funds (76OF)

Local Note: $292,936 Transfer from CFCU Line of Credit to Capital Projects
139237.53 Cash Oper CFCU Checking 73371.55
Cash Oper CFCU Share 11732.55 Cash Oper
NBT Check 4058 0 Cash Oper NBT Sav 2681 34660.05 Temp Restricted NBT Ck 0292
20571.41 Temp Restricted NBT SA 9735

13. CAPITAL FUND RECEIPTS

13.2 All Other Revenues from Local Sources

Local Note: Capital Campaign Donations

13.4 State Aid Received for Construction

Local Note: $ 15638 - 0016 19753.51 - 2544 109233 - 4330

13.8 Transfer from Operating Fund (Same as Question 12.35)

Local Note: $292,936 Line of credit

13.10 NON-REVENUE RECEIPTS

14. CAPITAL FUND DISBURSEMENTS

14.1 Construction

Local Note: 161572.71- 0016 167006.71 (subtract LOC interest payments $5434 put them on 14.4)
298933.41 - 2544 Youth 19791.50 - 4330 basement portico (487535 Capital Project Expenditures)

14.2 Incidental Construction

Local Note: See file 2013 Report Notes $47,706.42 Architect Fees alone

14.4 Interest

Local Note: From Line of Credit Charded to Ext Project
14.11  BALANCE IN CAPITAL FUND - Ending Balance for the Fiscal Year Ending 2013  

Local Note:  $130,831 was

15. FEDERAL TOTALS

No Notes

16. FOR NEW YORK STATE LIBRARY USE ONLY

No Notes

SUGGESTED IMPROVEMENTS

No Notes