1. GENERAL LIBRARY INFORMATION

Report all information in Part 1 as of December 31, 2014, except for questions related to the current library director/manager (questions 1.35 through 1.40).

1.1 Library ID Number: 2400612690
1.2 Library Name: GROTON PUBLIC LIBRARY
1.3 Name Status (State use only): 00 (for no change from previous year)
1.4 Structure Status (State use only): 00 (for no change from previous year)
1.5 Community: Groton
1.6 Beginning Fiscal Reporting Year: 07/01/2013
1.7 Ending Fiscal Reporting Year: 06/30/2014
1.8 Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?: No
1.9 If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.: N/A
1.10 Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.: N/A
1.11 Beginning Local Fiscal Year: 07/01/2013
1.12 Ending Local Fiscal Year: 06/30/14
1.13 Address Status: 00 (for no change from previous year)
1.14 Street Address: 112 EAST CORTLAND STREET
1.15 City: GROTON
1.16 Zip Code: 13073
1.17 Mailing Address: 112 EAST CORTLAND STREET
1.18 City: GROTON
1.19 Zip Code: 13073
1.20 Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number): (607) 898-5055
1.21 Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number): (607) 898-5055
1.22 E-Mail Address to Contact the Library (Enter N/A if no e-mail address): director@grotonpubliclibrary.org
1.23 Library Home Page URL (Enter N/A if no home page URL): http://grotonpubliclibrary.net
1.24 Population Chartered to Serve (per 2010 Census): 6,024
1.25 Indicate the type of library as stated in the library's charter (select one): PUBLIC
1.26 Indicate the area chartered to serve as stated in the library's charter (select one): School District
1.27 During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action.: N
1.28 Indicate the type of charter the library currently holds (select one): Absolute
1.29 Date the library was granted its absolute charter or the date of the provisional charter if the library does not have an absolute charter: 05/17/1946
1.30 Date the library was last registered: 12/24/1981
1.31 Federal Employer Identification Number 150618030
1.32 County TOMPKINS
1.33 School District Groton
1.34 Town/City Groton
1.35 Library System Finger Lakes Library System

NOTE: For questions 1.36 through 1.41, report all information for the current library director/manager.

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

1.42 Does the library charge fees for library cards to people residing outside the system’s service area? N
1.43 Was all or part of the library’s budget 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. If yes, complete one record for the most recent vote from each funding source. If no, go to question 1.45.

1.44 For the fiscal year that ended in 2014, 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 88.01

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 1.46.

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.

2. LIBRARY COLLECTION
Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Part 1. Please click here
to read general instructions before completing this section.

**PRINT MATERIALS**

**Cataloged Books**

<table>
<thead>
<tr>
<th>Question</th>
<th>Category</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1</td>
<td>Adult Fiction Books</td>
<td>9,494</td>
</tr>
<tr>
<td>2.2</td>
<td>Adult Non-fiction Books</td>
<td>4,708</td>
</tr>
<tr>
<td>2.3</td>
<td>Total Adult Books (Total questions 2.1 &amp; 2.2)</td>
<td>14,202</td>
</tr>
<tr>
<td>2.4</td>
<td>Children's Fiction Books</td>
<td>5,470</td>
</tr>
<tr>
<td>2.5</td>
<td>Children's Non-fiction Books</td>
<td>1,772</td>
</tr>
<tr>
<td>2.6</td>
<td>Total Children's Books (Total questions 2.4 &amp; 2.5)</td>
<td>7,242</td>
</tr>
<tr>
<td>2.7</td>
<td>Total Cataloged Books (Total questions 2.3 &amp; 2.6)</td>
<td>21,444</td>
</tr>
</tbody>
</table>

**Other Print Materials**

<table>
<thead>
<tr>
<th>Question</th>
<th>Category</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.8</td>
<td>Total Uncataloged Books</td>
<td>104</td>
</tr>
<tr>
<td>2.9</td>
<td>Total Print Serials</td>
<td>20</td>
</tr>
<tr>
<td>2.10</td>
<td>All Other Print Materials</td>
<td>675</td>
</tr>
<tr>
<td>2.11</td>
<td>Total Other Print Materials (Total questions 2.8 through 2.10)</td>
<td>799</td>
</tr>
<tr>
<td>2.12</td>
<td>Total Print Materials (Total questions 2.7 and 2.11)</td>
<td>22,243</td>
</tr>
</tbody>
</table>

**Electronic Materials**

<table>
<thead>
<tr>
<th>Question</th>
<th>Category</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.13</td>
<td>Electronic Books</td>
<td>5,435</td>
</tr>
<tr>
<td>2.14</td>
<td>Local Databases</td>
<td>11</td>
</tr>
<tr>
<td>2.15</td>
<td>NOVELNY Databases</td>
<td>11</td>
</tr>
<tr>
<td>2.16</td>
<td>Total Databases (Total questions 2.14 and 2.15)</td>
<td>22</td>
</tr>
<tr>
<td>2.17</td>
<td>Audio - Downloadable Units</td>
<td>2,520</td>
</tr>
<tr>
<td>2.18</td>
<td>Video - Downloadable Units</td>
<td>0</td>
</tr>
<tr>
<td>2.19</td>
<td>Other Electronic Materials (Include items that are not included in the above categories, such as e-serials; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)</td>
<td>5,421</td>
</tr>
<tr>
<td>2.20</td>
<td>Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)</td>
<td>13,398</td>
</tr>
</tbody>
</table>

**Non-Electronic Materials**

<table>
<thead>
<tr>
<th>Question</th>
<th>Category</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.21</td>
<td>Audio - Physical Units</td>
<td>796</td>
</tr>
<tr>
<td>2.22</td>
<td>Video - Physical Units</td>
<td>2,273</td>
</tr>
<tr>
<td>2.23</td>
<td>Other Non-Electronic Materials (includes films, slides, etc.)</td>
<td>317</td>
</tr>
<tr>
<td>2.24</td>
<td>Total Other Materials Holdings (Total questions 2.21 through 2.23)</td>
<td>3,386</td>
</tr>
<tr>
<td>2.25</td>
<td><strong>GRAND TOTAL HOLDINGS</strong> (Total questions 2.12, 2.20 and 2.24)</td>
<td>39,027</td>
</tr>
</tbody>
</table>

**CURRENT SERIAL SUBSCRIPTIONS**

<table>
<thead>
<tr>
<th>Question</th>
<th>Category</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.26</td>
<td>Current Print Serial Subscriptions</td>
<td>16</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Question</th>
<th>Category</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.27</td>
<td>Cataloged Books</td>
<td>1,717</td>
</tr>
<tr>
<td>2.28</td>
<td>All Other Print Materials</td>
<td>0</td>
</tr>
<tr>
<td>2.29</td>
<td>Electronic Materials</td>
<td>18</td>
</tr>
<tr>
<td>2.30</td>
<td>All Other Materials</td>
<td>561</td>
</tr>
<tr>
<td>2.31</td>
<td>Total Additions (Total questions 2.27 through 2.30)</td>
<td>2,296</td>
</tr>
</tbody>
</table>
3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Report all information on questions 3.1 through 3.21 as of the end of the fiscal year reported in Part 1; report information on questions 3.22 through 3.67 for the 2014 calendar year. Please click here to read general instructions before completing this section.

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

LIBRARY USE

3.1 Library visits (total annual attendance) 23,005
3.2 Registered resident borrowers 2,938
3.3 Registered non-resident borrowers 683

Please report information on WRITTEN POLICIES as of 12/31/14.

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

3.4 Does the library have an open meeting policy? Y
3.5 Does the library have a policy protecting the confidentiality of library records? Y
3.6 Does the library have an Internet use policy? Y
3.7 Does the library have a disaster plan? Y
3.8 Does the library have a board-approved conflict of interest policy? Y
3.9 Does the library have a board-approved whistle blower policy? N

Please report information on ACCESSIBILITY as of 12/31/14.

ACCESSIBILITY (Answer Y for Yes, N for No)

3.10 Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)? Y
3.11 Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)? Y

Please report information on LIBRARY SPONSORED PROGRAMS as of the end of the fiscal year reported in Part 1.

LIBRARY SPONSORED PROGRAMS

3.12 Adult Program Sessions 43
3.13 Young Adult Program Sessions 53
3.14 Children's Program Sessions 70
3.15 All Other Program Sessions 0
3.16 Total Number of Program Sessions (Total questions 3.12 through 3.15) 166
3.17 Adult Program Attendance 1,172
3.18 Young Adult Program Attendance 648
3.19 Children's Program Attendance 1,034
3.20 All Other Program Attendance 0
3.21 Total Program Attendance (Total questions 3.17 through 3.20) 2,854

Please report information on SUMMER READING PROGRAMS for the 2014 calendar year.

SUMMER READING PROGRAM

3.22- Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2014 (check all that apply):
1. Program(s) for children: Yes
2. Program(s) for young adults: Yes
3. Program(s) for Adults: Yes
4. Summer Reading at New York Libraries name and/or logo used: Yes
5. Collaborative Summer Library Program (CSLP Manual, provided through the New York State Library, used): Yes
6. N/A: No

| Library outlets offering a summer reading program | 1 |
| Children registered for the library's summer reading program | 149 |
| Young adults registered for the library's summer reading program | 24 |
| Adults registered for the library's summer reading program | N/A |
| Total number registered for the library's summer reading program (total 3.24 + 3.25 + 3.26) | 173 |
| Children's program sessions - Summer 2014 | 39 |
| Young adult program sessions - Summer 2014 | 12 |
| Adult program sessions - Summer 2014 | 13 |
| Total program sessions - Summer 2014 (total 3.28 + 3.29 + 3.30) | 64 |
| Children's program attendance - Summer 2014 | 1,351 |
| Young adult program attendance - Summer 2014 | 105 |
| Adult program attendance - Summer 2014 | 1,010 |
| Total program attendance - Summer 2014 (total 3.32 + 3.33 + 3.34) | 2,466 |

**COLLABORATORS**

| Public school district(s) and/or BOCES | 2 |
| Non-public school(s) | 1 |
| Childcare center(s) | 0 |
| Summer camp(s) | 1 |
| Municipality/Municipalities | 1 |
| Literacy provider(s) | 1 |
| Other (describe using the State note) | 0 |
| Total Collaborators (total 3.36 through 3.42) | 6 |

Please report information on EARLY LITERACY PROGRAMS for the 2014 calendar year.

**EARLY LITERACY PROGRAMS**

| Did the library offer early literacy programs? (Enter Y for Yes, N for No) | Y |
| Indicate types of programs offered (check all that apply) |
| Focus on birth - school entry | Yes |
| Focus on parents & caregivers | No |
| Combined audience | No |
| N/A | No |

| Number of sessions |
| Focus on birth - school entry | 42 |
| Focus on parents & caregivers | 0 |
| Combined audience | 0 |
| N/A | 0 |
| Total Sessions | 42 |

| Attendance at sessions | 0 |
3.49 Total Attendance: 631

3.50 Collaborators (check all that apply):
- Childcare center(s): No
- Public School District(s) and/or BOCES: Yes
- Non-Public School(s): Yes
- Health care providers/agencies: No
- Other (describe using the State note): No
- N/A: No

Please report information on ADULT LITERACY for the 2014 calendar year.

ADULT LITERACY:
3.51 Did the library offer adult literacy programs?: No
3.52 Total program sessions: 0
3.53 Total program attendance: 0

3.54 Collaborators (check all that apply):
- Literacy NY (Literacy Volunteers of America): No
- Public School District(s) and/or BOCES: No
- Non-Public Schools: No
- Other (see instructions and describe using State Note): No
- N/A: Yes

Please report information on PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL) for the 2014 calendar year.

PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL):
3.55 Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No): N
3.56 Children's program sessions: 0
3.57 Young adult program sessions: 0
3.58 Adult program sessions: 0
3.59 Total program sessions (total 3.56 + 3.57 + 3.58): 0
3.60 Children's program attendance: 0
3.61 Young adult program attendance: 0
3.62 Adult program attendance: 0
3.63 Total program attendance (total 3.60 + 3.61 + 3.62): 0

3.64 Collaborators (check all that apply):
- Literacy NY (Literacy Volunteers of America): No
- Public School District(s) and/or BOCES: No
- Non-Public School(s): No
- Other (describe using the State note): No
- N/A: Yes

Please report information on DIGITAL LITERACY for the 2014 calendar year.

DIGITAL LITERACY:
3.65 Did the library offer digital literacy programs?: Y
3.66 Total program sessions: 5
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

<table>
<thead>
<tr>
<th>Category</th>
<th>Figures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Fiction Books</td>
<td>9,684</td>
</tr>
<tr>
<td>Adult Non-fiction Books</td>
<td>3,071</td>
</tr>
<tr>
<td>Total Adult Books (Total questions 4.1 &amp; 4.2)</td>
<td>12,755</td>
</tr>
<tr>
<td>Children's Fiction Books</td>
<td>8,479</td>
</tr>
<tr>
<td>Children's Non-fiction Books</td>
<td>1,745</td>
</tr>
<tr>
<td>Total Children's Books (Total questions 4.4 &amp; 4.5)</td>
<td>10,224</td>
</tr>
<tr>
<td>Total Cataloged Book Circulation (Total questions 4.3 &amp; 4.6)</td>
<td>22,979</td>
</tr>
</tbody>
</table>

CIRCULATION OF OTHER MATERIALS

<table>
<thead>
<tr>
<th>Category</th>
<th>Figures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation of Adult Other Materials</td>
<td>12,348</td>
</tr>
<tr>
<td>Circulation of Children's Other Materials</td>
<td>1,876</td>
</tr>
<tr>
<td>Circulation of Electronic Materials</td>
<td>20</td>
</tr>
<tr>
<td>Total Circulation of Other Materials (Total questions 4.8, 4.9 &amp; 4.10)</td>
<td>14,244</td>
</tr>
<tr>
<td>Grand Total Circulation Transactions (Total questions 4.7 &amp; 4.11)</td>
<td>37,223</td>
</tr>
<tr>
<td>Grand Total Circulation of Children's Materials (Total questions 4.6 &amp; 4.9)</td>
<td>12,100</td>
</tr>
</tbody>
</table>

REFERENCE TRANSACTIONS

<table>
<thead>
<tr>
<th>Category</th>
<th>Figures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Reference Transactions</td>
<td>2,496</td>
</tr>
<tr>
<td>Does the library offer virtual reference?</td>
<td>Y</td>
</tr>
</tbody>
</table>

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

<table>
<thead>
<tr>
<th>Category</th>
<th>Figures</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL MATERIALS RECEIVED</td>
<td>6,275</td>
</tr>
</tbody>
</table>

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

<table>
<thead>
<tr>
<th>Category</th>
<th>Figures</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL MATERIALS PROVIDED</td>
<td>7,296</td>
</tr>
</tbody>
</table>

5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2014.

SYSTEMS AND SERVICES

<table>
<thead>
<tr>
<th>Category</th>
<th>Figures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automated circulation system?</td>
<td>Y</td>
</tr>
<tr>
<td>Online public access catalog (OPAC)?</td>
<td>Y</td>
</tr>
<tr>
<td>Electronic access to the OPAC from outside the library?</td>
<td>Y</td>
</tr>
<tr>
<td>Annual number of visits to the library's web site</td>
<td>9,125</td>
</tr>
<tr>
<td>Does the library use Internet filtering software on any computer?</td>
<td>N</td>
</tr>
<tr>
<td>Number of uses (sessions) of public Internet computers per year</td>
<td>5,304</td>
</tr>
<tr>
<td>Name of the person responsible for the library's Information Technology (IT) services</td>
<td>Sara Knobel</td>
</tr>
<tr>
<td>IT contact's telephone number (enter 10 digits only and hit the Tab key)</td>
<td>(607) 898-5055</td>
</tr>
<tr>
<td>IT contact's email address</td>
<td><a href="mailto:director@grotonpubliclibrary.org">director@grotonpubliclibrary.org</a></td>
</tr>
</tbody>
</table>

6. STAFF INFORMATION
Note: Report figures as of the last day of the fiscal year reported in Part 1. Include the FTE for all positions funded in the library's budget whether those positions are filled or not. This report requires conversion of part-time hours to full-time equivalents (FTE). To compute the FTE of employees in any category, take the total number of hours worked per week for all budgeted positions in that category and divide that total by the number of hours per week the library considers to be full-time. Report the FTE to two decimal places.

**FTE (FULL-TIME EQUIVALENT CALCULATION)**

6.1 The number of hours per workweek used to compute FTE for all paid library personnel in this section.

**BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS**

6.2 Library Director (certified) 0
6.3 Vacant Library Director (certified) 0
6.4 Librarian (certified) 0
6.5 Vacant Librarian (certified) 0
6.6 Library Manager (not certified) 1
6.7 Vacant Library Manager (not certified) 0
6.8 Library Specialist/Paraprofessional (not certified) 1.5
6.9 Vacant Library Specialist/Paraprofessional (not certified) 0
6.10 Other Staff 0.8
6.11 Vacant Other Staff 0
6.12 TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10) 3.30
6.13 VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11) 0.00

**SALARY INFORMATION**

6.14 FTE - Entry Level Librarian (certified) 0
6.15 Salary - Entry Level Librarian (certified) $0
6.16 FTE - Library Director (certified) 0
6.17 Salary - Library Director (certified) $0
6.18 FTE - Library Manager (not certified) 1
6.19 Salary - Library Manager (not certified) $41,592

**7. MINIMUM PUBLIC LIBRARY STANDARDS**

Report all information as of December 31, 2014. Please click [here](#) to read general instructions before completing this section.

7.1 1. Is governed by board-approved written bylaws which outline the responsibilities and procedures of the library board of trustees. Y

7.2 2. Has a board-approved written long range plan of service. Y

7.3 3. Presents a board-approved annual report to the community on the library's progress in meeting its goals and objectives. Y

7.4 4. Has board-approved written policies for the operation of the library. Y

7.5 5. Presents annually to appropriate funding agencies a written board-approved budget which would enable the library to meet or exceed these standards and to carry out its long-range plan of service. Y

7.6 6. Periodically evaluates the effectiveness of the library's 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:
9. Provides equipment and connections to meet community needs and provide access to other library catalogs and other electronic information, including but not limited to the following:

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. Fax capability (see instructions)
Y
7.18 10. Distributes board-approved 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 Commissioner's Regulation 90.8.
Y

8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Part 1. Please click here to read general instructions before completing this section.

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

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

9. SERVICE OUTLET INFORMATION

NOTE: Libraries reporting Public Service Outlets in questions 8.1, 8.2 and 8.3 of Part 8 are required to complete this part of the Annual Report. Use this section to enter outlet information on main libraries, branches or bookmobiles. Complete one record for each main library, branch or bookmobile.

1. Outlet Name
   Groton Public Library
2. Outlet Name Status
   00 (for no change)
3. Street Address
   112 East Cortland Street
   00 (for no change)
4. Outlet Street Address Status
   Groton
5. City
   13073
6. Zip Code
   (607) 898-5055
7. Phone (enter 10 digits only)
   (607) 898-5055
8. Fax Number (enter 10 digits only)
   director@grotonpubliclibrary.org
9. E-mail Address
   http://grotonpubliclibrary.net/
10. Outlet URL
11. County
   Tompkins
12. School District
   Finger Lakes Library System
13. Library System
   Groton
14. Outlet Type Code (select one):
   Finger Lakes Library System
   CE
15. Public Service Hours Per Year for This Outlet
   2,132
16. Number of Weeks This Outlet is Open
   52
17. Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?
   Y
18. Is the meeting space available for public use even when the outlet is closed?
   Y
19. Total number of non-library sponsored programs, meetings and/or events at this outlet
   0
20. Enter the appropriate outlet code (select one):
   LO
21. Who owns this outlet building?
   Library Board
22. Who owns the land on which this outlet is built?
   Library Board
23. Indicate the year this outlet was initially constructed
   1916
24. Indicate the year this outlet underwent a major renovation costing $25,000 or more
   1981
25. Square footage of the outlet
   6,000
26. Total number of Internet terminals at this outlet used by the general public
   7
27. Type of connection on the outlet's public Internet computers
   Cable
   7 Greater than or equal to 10 mbps and less than 15 mbps
28. Maximum download speed of connection on the outlet's public Internet computers
   3 Greater than or equal to 768 kbps and less than 1.5 mbps
29. Maximum upload speed of connection on the outlet's public Internet computers
   Time Warner Cable
   No restrictions to access
30. Internet Provider
   N/A
31. WiFi Access
   Y
32. Number of wireless sessions provided by the library wireless service per year
   Y
33. Does the outlet have interactive videoconferencing capability for public use?
   Y
34. Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?
   Y
35. Is every public part of the outlet accessible to a person in a wheelchair?
   Y
36. LIBID
   2400612690
37. FSCSID
   NY0159
38. Number of Bookmobiles in the Bookmobile Outlet Record
   0
39. Outlet Structure Status
   00 (for no change from previous year)

10. OFFICERS AND TRUSTEES
Report information about trustee meetings as of December 31, 2014. 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, 2014 to December 31, 2014) 13

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

10.3 Number of current voting positions on library board. 7

10.4 Trustee term length 5

**BOARD MEMBER SELECTION**

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

List Officers and Board Members as of March 1, 2015. Complete one record for each board member. There must be a record for each voting position, whether filled or vacant. Do not include non-voting positions.

**BOARD PRESIDENT**

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

10.7 First Name Linda

10.8 Last Name Bonavia

10.9 Mailing Address 115 Cedar Lane

10.10 City Groton

10.11 Zip Code (5 digits only) 13073

10.12 Phone (enter 10 digits only) (607) 898-3069

10.13 E-mail Address lbonavia@grotonpubliclibrary.org

10.14 Term Begins - Month July

10.15 Term Begins - Year (yyyy) 2013

10.16 Term Expires - Month June

10.17 Term Expires - Year (yyyy) 2017

10.18 The date the Oath of Office was taken (mm/dd/yyyy) 03/06/2013

10.19 The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 03/06/2013

10.20 Is this a brand new trustee? N

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

2. First Name of Board Member Mary

3. Last Name of Board Member Roberts

4. Mailing Address 782 Clark Street Ext.

5. City Groton

6. Zip Code (5 digits only) 13073

7. E-mail address MRoberts@grotonpubliclibrary.org

8. Office Held or Trustee Other (Add State Note)

9. Term Begins - Month July

10. Term Begins - Year (year) 2014

11. Term Expires June

12. Term Expires - Year (yyyy) 2016

13. The date the Oath of Office (mm/dd/yyyy) was taken 07/01/2014

14. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 07/01/2014

15. Is this a brand new trustee? N
Mrs.
Rosalie
Cook
1019 Cortland Road
Groton
13073
RCook@grotonpubliclibrary.org
Secretary
July
2013
June
2016
5/7/2013
5/7/2013
N
Mr.
John
Watkins
210 Elm Street
Groton
13073
jwatkins@grotonpubliclibrary.org
Vice President
July
2014
June
2019
07/01/2014
07/01/2014
N
Mr.
Frank
Satterly
712 South Main Street
Groton
13073
FSatterly@grotonpubliclibrary.org
Other (Add State Note)
July
2012
June
2015
4/27/2012
4/27/2012
N
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>1. Title of Board Member (select one):</td>
<td>Mr.</td>
</tr>
<tr>
<td>2. First Name of Board Member</td>
<td>Kris</td>
</tr>
<tr>
<td>3. Last Name of Board Member</td>
<td>Buchan</td>
</tr>
<tr>
<td>4. Mailing Address</td>
<td>110 Park Street</td>
</tr>
<tr>
<td>5. City</td>
<td>Groton</td>
</tr>
<tr>
<td>6. Zip Code (5 digits only)</td>
<td>13073</td>
</tr>
<tr>
<td>7. E-mail address</td>
<td><a href="mailto:KBuchan@grotonpubliclibrary.org">KBuchan@grotonpubliclibrary.org</a></td>
</tr>
<tr>
<td>8. Office Held or Trustee</td>
<td>Trustee</td>
</tr>
<tr>
<td>9. Term Begins - Month</td>
<td>July</td>
</tr>
<tr>
<td>10. Term Begins - Year (year)</td>
<td>2013</td>
</tr>
<tr>
<td>11. Term Expires</td>
<td>June</td>
</tr>
<tr>
<td>12. Term Expires - Year (yyyy)</td>
<td>2018</td>
</tr>
<tr>
<td>13. The date the Oath of Office (mm/dd/yyyy) was taken</td>
<td>5/13/2013</td>
</tr>
<tr>
<td>14. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)</td>
<td>5/13/2013</td>
</tr>
<tr>
<td>15. Is this a brand new trustee?</td>
<td>Y</td>
</tr>
</tbody>
</table>

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Title of Board Member (select one):</td>
<td>Mrs.</td>
</tr>
<tr>
<td>2. First Name of Board Member</td>
<td>Sharon</td>
</tr>
<tr>
<td>3. Last Name of Board Member</td>
<td>Shurtleff</td>
</tr>
<tr>
<td>4. Mailing Address</td>
<td>101 Kennedy Lane</td>
</tr>
<tr>
<td>5. City</td>
<td>Groton</td>
</tr>
<tr>
<td>6. Zip Code (5 digits only)</td>
<td>13073</td>
</tr>
<tr>
<td>7. E-mail address</td>
<td><a href="mailto:SShurtleff@grotonpubliclibrary.org">SShurtleff@grotonpubliclibrary.org</a></td>
</tr>
<tr>
<td>8. Office Held or Trustee</td>
<td>Treasurer</td>
</tr>
<tr>
<td>9. Term Begins - Month</td>
<td>July</td>
</tr>
<tr>
<td>10. Term Begins - Year (year)</td>
<td>2013</td>
</tr>
<tr>
<td>11. Term Expires</td>
<td>June</td>
</tr>
<tr>
<td>12. Term Expires - Year (yyyy)</td>
<td>2018</td>
</tr>
<tr>
<td>13. The date the Oath of Office (mm/dd/yyyy) was taken</td>
<td>5/27/2013</td>
</tr>
<tr>
<td>14. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)</td>
<td>5/27/2013</td>
</tr>
<tr>
<td>15. Is this a brand new trustee?</td>
<td>N</td>
</tr>
</tbody>
</table>

**11. OPERATING FUNDS RECEIPTS**

Report financial data based on the fiscal reporting year reported in Part 1. *ROUND TO THE NEAREST DOLLAR.* Please click [here](#) to read general instructions before completing this section.

**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. **Y**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Source of Funds</td>
<td>School District</td>
</tr>
<tr>
<td>2. Name of funding County, Municipality or District</td>
<td>Tompkins County</td>
</tr>
<tr>
<td>3. Amount</td>
<td>$170,887</td>
</tr>
<tr>
<td>4. Subject to public vote held in reporting year or in a previous reporting year(s).</td>
<td>Y</td>
</tr>
<tr>
<td>5. Written Contractual Agreement</td>
<td>N/A</td>
</tr>
</tbody>
</table>

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Source of Funds</td>
<td>County</td>
</tr>
<tr>
<td>2. Name of funding County, Municipality or District</td>
<td>Tompkins County</td>
</tr>
<tr>
<td>Question</td>
<td>Description</td>
</tr>
<tr>
<td>----------</td>
<td>-------------</td>
</tr>
<tr>
<td>3.</td>
<td>Amount</td>
</tr>
<tr>
<td>4.</td>
<td>Subject to public vote held in reporting year or in a previous reporting year(s).</td>
</tr>
<tr>
<td>5.</td>
<td>Written Contractual Agreement</td>
</tr>
<tr>
<td>11.2</td>
<td><strong>TOTAL LOCAL PUBLIC FUNDS</strong></td>
</tr>
<tr>
<td>11.3</td>
<td>Local Library Services Aid (LLSA)</td>
</tr>
<tr>
<td>11.4</td>
<td>Central Library Aid (CLDA and/or CBA)</td>
</tr>
<tr>
<td>11.5</td>
<td>Additional State Aid received from the System</td>
</tr>
<tr>
<td>11.6</td>
<td>Federal Aid received from the System</td>
</tr>
<tr>
<td>11.7</td>
<td>Other Cash Grants</td>
</tr>
<tr>
<td>11.8</td>
<td><strong>TOTAL SYSTEM CASH GRANTS</strong> (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)</td>
</tr>
<tr>
<td>11.9</td>
<td>State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants</td>
</tr>
<tr>
<td>11.10</td>
<td>LSTA</td>
</tr>
<tr>
<td>11.11</td>
<td>Other Federal Aid</td>
</tr>
<tr>
<td>11.12</td>
<td><strong>TOTAL FEDERAL AID</strong> (Add Questions 11.10 and 11.11)</td>
</tr>
<tr>
<td>11.13</td>
<td>Contracts with Public Libraries and/or Public Library Systems in New York State</td>
</tr>
<tr>
<td>11.14</td>
<td>Gifts and Endowments</td>
</tr>
<tr>
<td>11.15</td>
<td>Fund Raising</td>
</tr>
<tr>
<td>11.16</td>
<td>Income from Investments</td>
</tr>
<tr>
<td>11.17</td>
<td>Library Charges</td>
</tr>
<tr>
<td>11.18</td>
<td>Other</td>
</tr>
<tr>
<td>11.19</td>
<td><strong>TOTAL OTHER RECEIPTS</strong> (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)</td>
</tr>
<tr>
<td>11.20</td>
<td><strong>TOTAL OPERATING FUND RECEIPTS</strong> (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)</td>
</tr>
<tr>
<td>11.21</td>
<td><strong>BUDGET LOANS</strong></td>
</tr>
<tr>
<td>11.22</td>
<td>From Capital Fund (Same as Question 14.8)</td>
</tr>
<tr>
<td>11.23</td>
<td>From Other Funds</td>
</tr>
<tr>
<td>11.24</td>
<td><strong>TOTAL TRANSFERS</strong> (Add Questions 11.22 and 11.23)</td>
</tr>
<tr>
<td>11.25</td>
<td>Balance in Operating Fund - Beginning Balance for Fiscal Year Ending 2014 (Same as Question 12.39 of previous year if fiscal year has not changed)</td>
</tr>
<tr>
<td>11.26</td>
<td><strong>GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE</strong> (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.41)</td>
</tr>
</tbody>
</table>

## 12. OPERATING FUND DISBURSEMENTS

### STAFF EXPENDITURES
Salaries & Wages Paid from Library Funds

Please click here to read general instructions before completing this section.

12.1 Certified Librarians $0
12.2 Other Staff $94,976
12.3 Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2) $94,976
12.4 Employee Benefits Expenditures $18,153
12.5 Total Staff Expenditures (Add Questions 12.3 and 12.4) $113,129

COLLECTION EXPENDITURES

12.6 Print Materials Expenditures $23,947
12.7 Electronic Materials Expenditures $0
12.8 Other Materials Expenditures $1,800
12.9 Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8) $25,747

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) $1,382
12.14 From Other Funds (72OF) $0
12.15 Total Repairs (Add Questions 12.13 and 12.14) $1,382
12.16 Other Disbursements for Operation & Maintenance of Buildings $12,854
12.17 Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16) $14,236

MISCELLANEOUS EXPENSES

12.18 Office and Library Supplies $2,662
12.19 Telecommunications $1,663
12.20 Binding Expenses $0
12.21 Postage and Freight $147
12.22 Professional & Consultant Fees $2,724
12.23 Equipment $0
12.24 Other Miscellaneous $37,784
12.25 Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22, 12.23 and 12.24) $44,980
12.26 CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE $0

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

12.27 From Local Public Funds (73PF) $0
12.28 From Other Funds (73OF) $0
12.29 Total (Add Questions 12.27 and 12.28) $0
12.30 Budget Loans (Principal and Interest) $0
12.31 Short-Term Loans $0
### Total Debt Service
Add Questions 12.29, 12.30 and 12.31
- $0

### Total Operating Fund Disbursements
Add Questions 12.5, 12.9, 12.12, 12.17, 12.25, 12.26 and 12.32
- $198,092

### Transfers

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfers to Capital Fund</td>
<td>$0</td>
</tr>
<tr>
<td>From Local Public Funds (76PF)</td>
<td>$0</td>
</tr>
<tr>
<td>From Other Funds (76OF)</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Total Transfers to Capital Fund</strong> (Add Questions 12.34 and 12.35; same as Question 13.8)</td>
<td>$0</td>
</tr>
<tr>
<td>Transfer to Other Funds</td>
<td>$0</td>
</tr>
<tr>
<td><strong>TOTAL TRANSFERS</strong> (Add Questions 12.36 and 12.37)</td>
<td>$0</td>
</tr>
</tbody>
</table>

### Total Disbursements and Transfers
Add Questions 12.33 and 12.38
- $198,092

### Balance in Operating Fund - Ending Balance for the Fiscal Year Ending 2014
- $179,751

### Grand Total Disbursements, Transfers & Balance
Add Questions 12.39 and 12.40; same as Question 11.26
- $377,843

### Assurance
The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy).
- 03/10/2015

### Fiscal Audit
- Last audit performed (mm/dd/yyyy): 8/31/2004
- Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy): 07/01/2003-06/30/2004
- Indicate type of audit (select one): Private Accounting Firm

### Capital Fund
- 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.
- N

### 13. Capital Fund Receipts
Report financial data based on the fiscal year reported in Part 1. *ROUND TO THE NEAREST DOLLAR.* Please click [here](#) to read general instructions before completing this section.

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

#### State Aid for Capital Projects
- State Aid Received for Construction
  - $0
- Other State Aid
  - $0
- **Total State Aid** (Add Questions 13.4 and 13.5)
  - $0

#### Federal Aid for Capital Projects
- **TOTAL FEDERAL AID**
  - $0

#### Interfund Revenue
- Transfer from Operating Fund (Same as Question 12.36)
  - $0
### 13.9 TOTAL REVENUES (Add Questions 13.3, 13.6, 13.7 and 13.8) $0

### 13.10 NON-REVENUE RECEIPTS $0

### 13.11 TOTAL CASH RECEIPTS (Add Questions 13.9 and 13.10) $0

### 13.12 BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2014 (Same as Question 14.11 of previous year, if fiscal year has not changed) $0

### 13.13 TOTAL CASH RECEIPTS AND BALANCE (Add Questions 13.11 and 13.12; same as Question 14.12) $0

### 14. CAPITAL FUND DISBURSEMENTS

#### PROJECT EXPENDITURES

Please click here to read general instructions before completing this section.

14.1 Construction $0

14.2 Incidental Construction $0

#### Other Disbursements

14.3 Purchase of Buildings $0

14.4 Interest $0

14.5 Collection Expenditures $0

14.6 Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5) $0

14.7 TOTAL PROJECT EXPENDITURES (Add Questions 14.1, 14.2 and 14.6) $0

14.8 TRANSFER TO OPERATING FUND (Same as Question 11.22) $0

14.9 NON-PROJECT EXPENDITURES $0

14.10 TOTAL CASH DISBURSEMENTS AND TRANSFERS (Add Questions 14.7, 14.8 and 14.9) $0

14.11 BALANCE IN CAPITAL FUND - Ending Balance for the Fiscal Year Ending 2014 $0

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

### 15. CENTRAL LIBRARIES

PART 15 EXISTS FOR THE CENTRAL/CO-CENTRAL LIBRARIES ONLY. PLEASE PROCEED TO SECTION 16. FEDERAL TOTALS AND CONTINUE ON WITH YOUR SURVEY

### 16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields.

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

16.1 Total ALA-MLS 0.00

16.2 Total Librarians 2.50

16.3 All Other Paid Staff 0.80

16.4 Total Paid Employees 3.30

16.5 State Government Revenue $4,161

16.6 Federal Government Revenue $0

16.7 Other Operating Revenue $34,951

16.8 Total Operating Revenue $238,259

16.9 Other Operating Expenditures $59,216

$198,092
16.10 Total Operating Expenditures
16.11 Total Capital Expenditures $0
16.12 Print Materials 21,568
16.13 Total Registered Borrowers 3,621
16.14 Other Capital Revenue and Receipts $0
16.15 Total Number of Internet Terminals Used by the General Public 7

17. FOR NEW YORK STATE LIBRARY USE ONLY
17.1 LIB ID 2400612690
17.2 Interlibrary Relationship Code ME
17.3 Legal Basis Code LD
17.4 Administrative Structure Code SO
17.5 FSCS Public Library Definition Y
17.6 Geographic Code SD1
17.7 FSCS ID NY0159

SUGGESTED IMPROVEMENTS

Library Name: GROTON PUBLIC LIBRARY
Library System: Finger Lakes Library System
Name of Person Completing Form: Sara Knobel
Phone Number:

Please share with us your suggestions for improving the Annual Report. When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank you!