1. GENERAL LIBRARY INFORMATION

Part 1

Report all information in Part 1 as of December 31, 2015, except for questions related to the current library director/manager (questions 1.35 through 1.40).

1.1 Library ID Number

2400604910

1.2 Library Name

COBURN FREE 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

Owego

1.6 Beginning Fiscal Reporting Year

01/01/2015

1.7 Ending Fiscal Reporting Year

12/31/2015

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

01/01/2015

1.12 Ending Local Fiscal Year

12/31/2015

1.13 Address Status

00 (for no change from previous year)

1.14 Street Address

275 MAIN STREET

1.15 City

OWEGO

1.16 Zip Code

13827

1.17 Mailing Address

275 MAIN STREET

1.18 City

OWEGO

1.19 Zip Code

13827

1.20 Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)

(607) 687-3520

1.21 Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)

(607) 687-5628

1.22 E-Mail Address to Contact the Library (Enter N/A if no e-mail address)

coburnlibrary@clarityconnect.com

1.23 Library Home Page URL (Enter N/A if no home page URL)

www.coburnfreelibrary.org

1.24 Population Chartered to Serve (per 2010 Census)

3,896

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

ASSOCIATION

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

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. Answer Y for Yes, N for No.

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

02/18/1895

1.30 Date the library was last registered

09/25/1913

1.31 Federal Employer Identification Number

1506614230

1.32 County

TIOGA

1.33 School District

Owego Apalachin

1.34 Town/City

Owego

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

Karen

1.38 Last Name of Library Director/Manager

Bernardo

1.39 NYS Public Librarian Certification Number

N/A

1.40 E-mail Address of the Director/Manager

coburnlibrary@clarityconnect.com

1.41 Fax Number of the Director/Manager

N/A

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

N

Part 2

1.43 Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2015? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.44.

N

1. Name of municipality or district holding the public vote

N/A

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

N/A

3. Date the vote was held (mm/dd/2015)

N/A

4. Was the vote successful? Y/N

N/A

5. What type of public vote was it?

N/A

6a. Most recent prior year approved appropriation from a public vote:

N/A

6b. Proposed increase in appropriation as a result of the vote held on the date reported in question number 3:

N/A

6c. Total proposed appropriation (sum of 6a and 6b):

N/A

This question should only be answered if "No" was answered in Q1.43 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.

1.44 Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2015) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.45.

Y

1. Name of municipality or district holding the public vote

Owego-Apalachin School District

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

School District

3. Date the last successful vote was held (mm/dd/yyyy)

05/19/2013
4. What type of public vote was it?  
   School district ballot proposition (Ed. Law Â§259(1)(a))

5. What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote?  
   $30,000

Part 3

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. Name of contracting municipality or district  
   N/A

2. Is this a written contractual agreement?  
   N/A

3. Population of the geographic area served by this contract  
   N/A

4. Dollar amount of contract  
   N/A

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

1.46 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, N 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.

This section of the survey (2.1-2.22) collects data on selected types of materials.

It does not cover all materials (i.e., microform, scores, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (questions 12.6, 12.7 and 12.8). Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

PRINT MATERIALS

Cataloged Books

2.1 Adult Fiction Books  
   13,252

2.2 Adult Non-fiction Books  
   8,143

2.3 Total Adult Books (Total questions 2.1 & 2.2)  
   21,395

2.4 Children's Fiction Books  
   6,272

2.5 Children's Non-fiction Books  
   4,231

2.6 Total Children's Books (Total questions 2.4 & 2.5)  
   10,503

2.7 Total Cataloged Books (Total questions 2.3 & 2.6)  
   31,898

Other Print Materials
<table>
<thead>
<tr>
<th>Question Number</th>
<th>Material Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.8</td>
<td>Total Uncataloged Books</td>
<td>0</td>
</tr>
<tr>
<td>2.9</td>
<td>Total Print Serials</td>
<td>384</td>
</tr>
<tr>
<td>2.10</td>
<td>All Other Print Materials</td>
<td>0</td>
</tr>
<tr>
<td>2.11</td>
<td>Total Other Print Materials (Total questions 2.8 through 2.10)</td>
<td>384</td>
</tr>
<tr>
<td>2.12</td>
<td>Total Print Materials (Total questions 2.7 and 2.11)</td>
<td>32,282</td>
</tr>
<tr>
<td>2.13</td>
<td>Electronic Books</td>
<td>7,353</td>
</tr>
<tr>
<td>2.14</td>
<td>Local Electronic Collections</td>
<td>10</td>
</tr>
<tr>
<td>2.15</td>
<td>NOVELNY Electronic Collections</td>
<td>10</td>
</tr>
<tr>
<td>2.16</td>
<td>Total Electronic Collections (Total questions 2.14 and 2.15)</td>
<td>20</td>
</tr>
<tr>
<td>2.17</td>
<td>Audio - Downloadable Units</td>
<td>3,308</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>0</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>10,681</td>
</tr>
<tr>
<td>2.21</td>
<td>Audio - Physical Units</td>
<td>953</td>
</tr>
<tr>
<td>2.22</td>
<td>Video - Physical Units</td>
<td>1,421</td>
</tr>
<tr>
<td>2.23</td>
<td>Other Non-Electronic Materials (includes films, slides, etc.)</td>
<td>0</td>
</tr>
<tr>
<td>2.24</td>
<td>Total Other Materials Holdings (Total questions 2.21 through 2.23)</td>
<td>2,374</td>
</tr>
<tr>
<td>2.25</td>
<td>GRAND TOTAL HOLDINGS (Total questions 2.12, 2.20 and 2.24)</td>
<td>45,337</td>
</tr>
<tr>
<td>2.26</td>
<td>Current Print Serial Subscriptions</td>
<td>32</td>
</tr>
<tr>
<td>2.27</td>
<td>Cataloged Books</td>
<td>787</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>2,761</td>
</tr>
<tr>
<td>2.30</td>
<td>All Other Materials</td>
<td>30</td>
</tr>
<tr>
<td>2.31</td>
<td>Total Additions (Total questions 2.27 through 2.30)</td>
<td>3,578</td>
</tr>
</tbody>
</table>

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

Report all information on questions 3.1 through 3.26 as of the end of the fiscal year reported in Part 1; report information on questions 3.27 through 3.78 for the 2015 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**

<table>
<thead>
<tr>
<th>Question Number</th>
<th>Activity Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1</td>
<td>Library visits (total annual attendance)</td>
<td>29,331</td>
</tr>
<tr>
<td>3.2</td>
<td>Registered resident borrowers</td>
<td>1,723</td>
</tr>
</tbody>
</table>
3.3 Registered non-resident borrowers 4,493

Please report information on WRITTEN POLICIES as of 12/31/15.

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? N
3.9 Does the library have a board-approved whistle blower policy? N

Please report information on ACCESSIBILITY as of 12/31/15.

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)? N
3.12 Does the library have large print books? Y
3.13 Does the library have assistive technology for the blind and visually impaired? N

3.14 - If so, what do you have?
- screen reader, such as JAWS or Windoweyes No
- refreshable Braille keyboard No
- screen magnification software, such as Zoomtext No
- electronic scanning and reading software, such as OpenBook No

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

LIBRARY SPONSORED PROGRAMS

3.15 Adult Program Sessions 102
3.16 Young Adult Program Sessions 4
3.17 Children's Program Sessions 46
3.18 All Other Program Sessions 0
3.19 Total Number of Program Sessions (Total questions 3.15 through 3.18) 152
3.20 One-on-One Program Sessions 10
3.21 Adult Program Attendance 840
3.22 Young Adult Program Attendance 12
3.23 Children's Program Attendance 421
3.24 All Other Program Attendance 0
3.25 Total Program Attendance (Total questions 3.21 through 3.24) 1,273
3.26 One-on-One Program Attendance 80

Please report information on SUMMER READING PROGRAMS for the 2015 calendar year.
SUMMER READING PROGRAM

3.27 - Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2015 (check all that apply):

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

3.28 Library outlets offering a summer reading program 1
3.29 Children registered for the library's summer reading program 32
3.30 Young adults registered for the library's summer reading program 5
3.31 Adults registered for the library's summer reading program 0
3.32 Total number registered for the library's summer reading program (total 3.29 + 3.30 + 3.31) 37
3.33 Children's program sessions - Summer 2015 5
3.34 Young adult program sessions - Summer 2015 0
3.35 Adult program sessions - Summer 2015 10
3.36 Total program sessions - Summer 2015 (total 3.33 + 3.34 + 3.35) 15
3.37 Children's program attendance - Summer 2015 112
3.38 Young adult program attendance - Summer 2015 0
3.39 Adult program attendance - Summer 2015 60
3.40 Total program attendance - Summer 2015 (total 3.37 + 3.38 + 3.39) 172

COLLABORATORS

3.41 Public school district(s) and/or BOCES 1
3.42 Non-public school(s) 2
3.43 Childcare center(s) 1
3.44 Summer camp(s) 0
3.45 Municipality/Municipalities 1
3.46 Literacy provider(s) 0
3.47 Other (describe using the State note) 0
3.48 Total Collaborators (total 3.41 through 3.47) 5

Please report information on EARLY LITERACY PROGRAMS for the 2015 calendar year.

EARLY LITERACY PROGRAMS

3.49 Did the library offer early literacy programs? (Enter Y for Yes, N for No) Y
3.50 - Indicate types of programs offered (check all that apply)
a. Focus on birth - school entry Yes
b. Focus on parents & caregivers No
<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.51</td>
<td>Number of sessions</td>
<td>44</td>
</tr>
<tr>
<td>a.</td>
<td>Focus on birth - school entry</td>
<td>44</td>
</tr>
<tr>
<td>b.</td>
<td>Focus on parents &amp; caregivers</td>
<td>0</td>
</tr>
<tr>
<td>c.</td>
<td>Combined audience</td>
<td>0</td>
</tr>
<tr>
<td>d.</td>
<td>N/A</td>
<td>0</td>
</tr>
<tr>
<td>3.52</td>
<td>Total Sessions</td>
<td>44</td>
</tr>
<tr>
<td>3.53</td>
<td>Attendance at sessions</td>
<td>320</td>
</tr>
<tr>
<td>a.</td>
<td>Focus on birth - school entry</td>
<td>320</td>
</tr>
<tr>
<td>b.</td>
<td>Focus on parents &amp; caregivers</td>
<td>0</td>
</tr>
<tr>
<td>c.</td>
<td>Combined audience</td>
<td>0</td>
</tr>
<tr>
<td>d.</td>
<td>N/A</td>
<td>0</td>
</tr>
<tr>
<td>3.54</td>
<td>Total Attendance</td>
<td>320</td>
</tr>
<tr>
<td>3.55</td>
<td>Collaborators (check all that apply):</td>
<td></td>
</tr>
<tr>
<td>a.</td>
<td>Childcare center(s)</td>
<td>Yes</td>
</tr>
<tr>
<td>b.</td>
<td>Public School District(s) and/or BOCES</td>
<td>Yes</td>
</tr>
<tr>
<td>c.</td>
<td>Non-Public School(s)</td>
<td>Yes</td>
</tr>
<tr>
<td>d.</td>
<td>Health care providers/agencies</td>
<td>No</td>
</tr>
<tr>
<td>e.</td>
<td>Other (describe using the State note)</td>
<td>No</td>
</tr>
</tbody>
</table>

Please report information on ADULT LITERACY for the 2015 calendar year.

**ADULT LITERACY**

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.56</td>
<td>Did the library offer adult literacy programs?</td>
<td>No</td>
</tr>
<tr>
<td>3.57</td>
<td>Total group program sessions</td>
<td>0</td>
</tr>
<tr>
<td>3.58</td>
<td>Total one-on-one program sessions</td>
<td>0</td>
</tr>
<tr>
<td>3.59</td>
<td>Total group program attendance</td>
<td>0</td>
</tr>
<tr>
<td>3.60</td>
<td>Total one-on-one program attendance</td>
<td>0</td>
</tr>
<tr>
<td>3.61</td>
<td>Collaborators (check all that apply)</td>
<td></td>
</tr>
<tr>
<td>a.</td>
<td>Literacy NY (Literacy Volunteers of America)</td>
<td>No</td>
</tr>
<tr>
<td>b.</td>
<td>Public School District(s) and/or BOCES</td>
<td>No</td>
</tr>
<tr>
<td>c.</td>
<td>Non-Public Schools</td>
<td>No</td>
</tr>
<tr>
<td>d.</td>
<td>Other (see instructions and describe using State Note)</td>
<td>No</td>
</tr>
</tbody>
</table>

Please report information on PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL) for the 2015 calendar year.

**PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)**

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.62</td>
<td>Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No)</td>
<td>N</td>
</tr>
<tr>
<td>3.63</td>
<td>Children's program sessions</td>
<td>0</td>
</tr>
<tr>
<td>3.64</td>
<td>Young adult program sessions</td>
<td>0</td>
</tr>
<tr>
<td>3.65</td>
<td>Adult program sessions</td>
<td>0</td>
</tr>
<tr>
<td>3.66</td>
<td>One-on-one program sessions</td>
<td>0</td>
</tr>
<tr>
<td>3.67</td>
<td>Total program sessions (total 3.63 + 3.64 + 3.65)</td>
<td>0</td>
</tr>
<tr>
<td>3.68</td>
<td>Children's program attendance</td>
<td>0</td>
</tr>
<tr>
<td>3.69</td>
<td>Young adult program attendance</td>
<td>0</td>
</tr>
<tr>
<td>3.70</td>
<td>Adult program attendance</td>
<td>0</td>
</tr>
<tr>
<td>3.71</td>
<td>One-on-one program attendance</td>
<td>0</td>
</tr>
<tr>
<td>3.72</td>
<td>Total program attendance (total 3.68 + 3.69 + 3.70)</td>
<td>0</td>
</tr>
</tbody>
</table>
3.73 - Collaborators (check all that apply):
   a. Literacy NY (Literacy Volunteers of America) No
   b. Public School District(s) and/or BOCES No
   c. Non-Public School(s) No
   d. Other (describe using the State note) No

Please report information on DIGITAL LITERACY for the 2015 calendar year.

DIGITAL LITERACY
3.74 Did the library offer digital literacy programs? Y
3.75 Total group program sessions 0
3.76 Total one-on-one program sessions 100
3.77 Total group program attendance 0
3.78 Total one-on-one program attendance 100

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

CATALOGED BOOK CIRCULATION
4.1 Adult Fiction Books 12,235
4.2 Adult Non-fiction Books 2,680
4.3 Total Adult Books (Total questions 4.1 & 4.2) 14,915
4.4 Children's Fiction Books 5,227
4.5 Children's Non-fiction Books 1,219
4.6 Total Children's Books (Total questions 4.4 & 4.5) 6,446
4.7 Total Cataloged Book Circulation (Total question 4.3 & 4.6) 21,361

CIRCULATION OF OTHER MATERIALS
4.8 Circulation of Adult Other Materials 49
4.9 Circulation of Children's Other Materials 33
4.10 Circulation of Electronic Materials 0
4.11 Total Circulation of Other Materials (Total questions 4.8, 4.9 & 4.10) 82
4.12 Grand Total Circulation Transactions (Total questions 4.7 & 4.11) 21,443
4.13 Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9) 6,479

REFERENCE TRANSACTIONS
4.14 Total Reference Transactions 2,232
4.15 Does the library offer virtual reference? Y

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)
4.16 TOTAL MATERIALS RECEIVED 5,397

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)
4.17 TOTAL MATERIALS PROVIDED 5,008

5. TECHNOLOGY AND TELECOMMUNICATIONS
Report all information as of December 31, 2015.

SYSTEMS AND SERVICES
5.1 Automated circulation system? Y
5.2 Online public access catalog (OPAC)? Y
5.3 Electronic access to the OPAC from outside the library? Y
5.4 Annual number of visits to the library's web site 617
5.5 Does the library use Internet filtering software on any computer? Y
5.6 Number of uses (sessions) of public Internet computers per year 2,390
5.7 Name of the person responsible for the library's Information Technology (IT) services Rex Helwig
5.8 IT contact's telephone number (enter 10 digits only and hit the Tab key) (800) 909-3557
5.9 IT contact's email address rhelwig@fls.org

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. 35

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) 0.34
6.7 Vacant Library Manager (not certified) 0
6.8 Library Specialist/Paraprofessional (not certified) 0.34
6.9 Vacant Library Specialist/Paraprofessional (not certified) 0
6.10 Other Staff 2.85
6.11 Vacant Other Staff 0
6.12 TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10) 3.53
6.13 VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11) 0.00

SALARY INFORMATION
6.14 FTE - Entry Level Librarian (certified) 0
6.15 Salary - Entry Level Librarian (certified) $0
6.16 FTE - Library Director (certified) 0
6.17 Salary - Library Director (certified) $0
6.18 FTE - Library Manager (not certified) 0.34
6.19 Salary - Library Manager (not certified) $7,250

7. MINIMUM PUBLIC LIBRARY STANDARDS
Report all information as of December 31, 2015. 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:

7.8 8a. space Y
7.9 8b. lighting Y
7.10 8c. shelving Y
7.11 8d. seating Y
7.12 8e. restroom (see instructions) Y

9. 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 1
8.2 Branches 0
8.3 Bookmobiles 0
8.4 Other Outlets 0
8.5 TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4) 1
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: Coburn Free Library
2. Outlet Name Status: 00 (for no change)
3. Street Address: 275 Main Street
4. Outlet Street Address Status: 00 (for no change)
5. City: Owego
6. Zip Code: 13827
7. Phone (enter 10 digits only): (607) 687-3520
8. Fax Number (enter 10 digits only): (607) 687-5628
9. E-mail Address: coburnlibrary@clarityconnect.com
10. Outlet URL: http://www.flls.org/memberpages/owego.htm
11. County: Tioga
13. Library System: Finger Lakes Library System
14. Outlet Type Code (select one): CE
15. Public Service Hours Per Year for This Outlet: 1,924
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? N
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: 1910
24. Indicate the year this outlet underwent a major renovation costing $25,000 or more: N/A
25. Square footage of the outlet: 10,000
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
28. Maximum download speed of connection on the outlet's public Internet computers
29. Maximum upload speed of connection on the outlet's public Internet computers
30. Internet Provider
31. WiFi Access
32. Number of wireless sessions provided by the library wireless service per year
33. Does the outlet have interactive videoconferencing capability for public use?
34. Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?
35. Is every public part of the outlet accessible to a person in a wheelchair?
36. LIBID
37. FSCSID
38. Number of Bookmobiles in the Bookmobile Outlet Record
39. Outlet Structure Status

10. OFFICERS AND TRUSTEES
Report information about trustee meetings as of December 31, 2015. 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, 2015 to December 31, 2015) 11
10.2 Number of voting library board positions stated in the library's charter. 8
10.3 Number of current voting positions on library board. 6
10.4 Trustee term length 5 years

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 February 1, 2016. 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
10.7 First Name John
10.8 Last Name Shafer
10.9 Mailing Address 250 Main Street
10.10 City Owego
10.11 Zip Code (5 digits only) 13827
10.12 Phone (enter 10 digits only) (607) 687-3509
10.13 E-mail Address jbshafer@stny.rr.com
10.14 Term Begins - Month January
Title of Board Member (select one):
1. Mr.
2. Mrs.
3. Ms.
4. Mr.
5. Mrs.
6. Ms.

First Name of Board Member
1. David
2. Linda
3. Judith

Last Name of Board Member
1. Allen
2. Williams
3. Whipple

Mailing Address
1. 113 Front Street
2. 32 Main Street
3. 24 Front St

City
1. Owego
2. Owego
3. Owego

Zip Code (5 digits only)
1. 13827
2. 13827
3. 13827

E-mail address
1. cymry@stny.rr.com
2. gwilliams6@stny.rr.com
3. jrwhipple@stny.rr.com

Office Held or Trustee
1. Vice President
2. Secretary
3. Trustee

Term Begins - Month
1. January
2. January
3. January

Term Begins - Year (yyyy)
1. 2011
2. 2011
3. 2011

Term Expires
1. December
2. December
3. December

Term Expires - Year (yyyy)
1. 2015
2. 2015
3. 2015

The date the Oath of Office was taken (mm/dd/yyyy)
1. N/A
2. N/A
3. N/A

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

Is this a brand new trustee?
1. N
2. N
3. N
10. Term Begins - Year (year) 2014
11. Term Expires December
12. Term Expires - Year (yyyy) 2016
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
1. Title of Board Member (select one): Ms.
2. First Name of Board Member Marcia
3. Last Name of Board Member Blowney Toda
4. Mailing Address 383 Front St
5. City Owego
6. Zip Code (5 digits only) 13827
7. E-mail address N/A
8. Office Held or Trustee Treasurer
9. Term Begins - Month January
10. Term Begins - Year (year) 2014
11. Term Expires December
12. Term Expires - Year (yyyy) 2016
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
1. Title of Board Member (select one): Mr.
2. First Name of Board Member Lee
3. Last Name of Board Member Dunham
4. Mailing Address 330 Main St
5. City Owego
6. Zip Code (5 digits only) 13827
7. E-mail address N/A
8. Office Held or Trustee Trustee
9. Term Begins - Month January
10. Term Begins - Year (year) 2011
11. Term Expires December
12. Term Expires - Year (yyyy) 2015
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

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
1. Source of Funds  County
2. Name of funding County, Municipality or District  Tioga
3. Amount  $8,612
4. Subject to public vote held in reporting year or in a previous reporting year(s).  N
5. Written Contractual Agreement  N/A

1. Source of Funds  Village
2. Name of funding County, Municipality or District  Owego
3. Amount  $2,800
4. Subject to public vote held in reporting year or in a previous reporting year(s).  N
5. Written Contractual Agreement  N/A

1. Source of Funds  School District
2. Name of funding County, Municipality or District  Owego Apalachin
3. Amount  $60,000
4. Subject to public vote held in reporting year or in a previous reporting year(s).  Y
5. Written Contractual Agreement  N/A

11.2 TOTAL LOCAL PUBLIC FUNDS  $71,412

11.3 Local Library Services Aid (LLSA)  $1,473
11.4 Central Library Aid (CLDA and/or CBA)  $0
11.5 Additional State Aid received from the System  $0
11.6 Federal Aid received from the System  $0
11.7 Other Cash Grants  $0

11.8 TOTAL SYSTEM CASH GRANTS (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)  $1,473

11.9 State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants  $0

FEDERAL AID FOR LIBRARY OPERATION

11.10 LSTA  $0
11.11 Other Federal Aid  $0

11.12 TOTAL FEDERAL AID (Add Questions 11.10 and 11.11)  $0

11.13 CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE  $0

OTHER RECEIPTS

11.14 Gifts and Endowments  $30,628
11.15 Fund Raising  $3,890
11.16 Income from Investments  $39,000
11.17 Library Charges  $2,912
11.18 Other  $208

11.19 TOTAL OTHER RECEIPTS (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)  $76,638

11.20 TOTAL OPERATING FUND RECEIPTS (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)  $149,523
<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.21</td>
<td><strong>BUDGET LOANS</strong></td>
<td>$0</td>
</tr>
<tr>
<td>11.22</td>
<td>From Capital Fund (Same as Question 14.8)</td>
<td>$0</td>
</tr>
<tr>
<td>11.23</td>
<td>From Other Funds</td>
<td>$0</td>
</tr>
<tr>
<td>11.24</td>
<td><strong>TOTAL TRANSFERS</strong> (Add Questions 11.22 and 11.23)</td>
<td>$0</td>
</tr>
<tr>
<td>11.25</td>
<td>BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2015</td>
<td>$20,121</td>
</tr>
<tr>
<td></td>
<td>(Same as Question 12.40 of previous year if fiscal year has not changed)</td>
<td></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>
<td>$169,644</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.

<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.1</td>
<td>Certified Librarians</td>
<td>$0</td>
</tr>
<tr>
<td>12.2</td>
<td>Other Staff</td>
<td>$59,306</td>
</tr>
<tr>
<td>12.3</td>
<td><strong>Total Salaries &amp; Wages Expenditures</strong> (Add Questions 12.1 and 12.2)</td>
<td>$59,306</td>
</tr>
<tr>
<td>12.4</td>
<td>Employee Benefits Expenditures</td>
<td>$6,808</td>
</tr>
<tr>
<td>12.5</td>
<td><strong>Total Staff Expenditures</strong> (Add Questions 12.3 and 12.4)</td>
<td>$66,114</td>
</tr>
</tbody>
</table>

#### COLLECTION EXPENDITURES

<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.6</td>
<td>Print Materials Expenditures</td>
<td>$10,975</td>
</tr>
<tr>
<td>12.7</td>
<td>Electronic Materials Expenditures</td>
<td>$507</td>
</tr>
<tr>
<td>12.8</td>
<td>Other Materials Expenditures</td>
<td>$3,220</td>
</tr>
<tr>
<td>12.9</td>
<td><strong>Total Collection Expenditures</strong> (Add Questions 12.6, 12.7 and 12.8)</td>
<td>$14,702</td>
</tr>
</tbody>
</table>

#### CAPITAL EXPENDITURES FROM OPERATING FUNDS

<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.10</td>
<td>From Local Public Funds (71PF)</td>
<td>$5,462</td>
</tr>
<tr>
<td>12.11</td>
<td>From Other Funds (71OF)</td>
<td>$0</td>
</tr>
<tr>
<td>12.12</td>
<td><strong>Total Capital Expenditures</strong> (Add Questions 12.10 and 12.11)</td>
<td>$5,462</td>
</tr>
</tbody>
</table>

#### OPERATION AND MAINTENANCE OF BUILDINGS

**Repairs to Building & Building Equipment**

<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.13</td>
<td>From Local Public Funds (72PF)</td>
<td>$2,584</td>
</tr>
<tr>
<td>12.14</td>
<td>From Other Funds (72OF)</td>
<td>$0</td>
</tr>
<tr>
<td>12.15</td>
<td><strong>Total Repairs</strong> (Add Questions 12.13 and 12.14)</td>
<td>$2,584</td>
</tr>
<tr>
<td>12.16</td>
<td>Other Disbursements for Operation &amp; Maintenance of Buildings</td>
<td>$10,231</td>
</tr>
<tr>
<td>12.17</td>
<td><strong>Total Operation &amp; Maintenance of Buildings</strong> (Add Questions 12.15 and 12.16)</td>
<td>$12,815</td>
</tr>
</tbody>
</table>

#### MISCELLANEOUS EXPENSES

<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.18</td>
<td>Office and Library Supplies</td>
<td>$771</td>
</tr>
<tr>
<td>12.19</td>
<td>Telecommunications</td>
<td>$0</td>
</tr>
<tr>
<td>Question</td>
<td>Description</td>
<td>Value</td>
</tr>
<tr>
<td>----------</td>
<td>-----------------------------------------------------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>12.20</td>
<td>Binding Expenses</td>
<td>$0</td>
</tr>
<tr>
<td>12.21</td>
<td>Postage and Freight</td>
<td>$0</td>
</tr>
<tr>
<td>12.22</td>
<td>Professional &amp; Consultant Fees</td>
<td>$5,695</td>
</tr>
<tr>
<td>12.23</td>
<td>Equipment</td>
<td>$0</td>
</tr>
<tr>
<td>12.24</td>
<td>Other Miscellaneous</td>
<td>$336</td>
</tr>
<tr>
<td>12.25</td>
<td><strong>Total Miscellaneous Expenses</strong> (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22, 12.23 and 12.24)</td>
<td>$6,802</td>
</tr>
<tr>
<td>12.26</td>
<td><strong>CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE</strong></td>
<td>$6,104</td>
</tr>
<tr>
<td></td>
<td><strong>DEBT SERVICE</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Capital Purposes Loans (Principal and Interest)</strong></td>
<td></td>
</tr>
<tr>
<td>12.27</td>
<td>From Local Public Funds (73PF)</td>
<td>$0</td>
</tr>
<tr>
<td>12.28</td>
<td>From Other Funds (73OF)</td>
<td>$0</td>
</tr>
<tr>
<td>12.29</td>
<td><strong>Total</strong> (Add Questions 12.27 and 12.28)</td>
<td>$0</td>
</tr>
<tr>
<td>12.30</td>
<td>Budget Loans (Principal and Interest)</td>
<td>$0</td>
</tr>
<tr>
<td>12.31</td>
<td>Short-Term Loans</td>
<td>$0</td>
</tr>
<tr>
<td>12.32</td>
<td><strong>Total Debt Service</strong> (Add Questions 12.29, 12.30 and 12.31)</td>
<td>$0</td>
</tr>
<tr>
<td>12.33</td>
<td><strong>TOTAL OPERATING FUND DISBURSEMENTS</strong> (Add Questions 12.5, 12.9, 12.12, 12.17, 12.25, 12.26 and 12.32)</td>
<td>$111,999</td>
</tr>
<tr>
<td></td>
<td><strong>TRANSFERS</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Transfers to Capital Fund</strong></td>
<td></td>
</tr>
<tr>
<td>12.34</td>
<td>From Local Public Funds (76PF)</td>
<td>$0</td>
</tr>
<tr>
<td>12.35</td>
<td>From Other Funds (76OF)</td>
<td>$0</td>
</tr>
<tr>
<td>12.36</td>
<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>12.37</td>
<td>Transfer to Other Funds</td>
<td>$0</td>
</tr>
<tr>
<td>12.38</td>
<td><strong>TOTAL TRANSFERS</strong> (Add Questions 12.36 and 12.37)</td>
<td>$0</td>
</tr>
<tr>
<td>12.39</td>
<td><strong>TOTAL DISBURSEMENTS AND TRANSFERS</strong> (Add Questions 12.33 and 12.38)</td>
<td>$111,999</td>
</tr>
<tr>
<td>12.40</td>
<td><strong>BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2015</strong></td>
<td>$57,645</td>
</tr>
<tr>
<td>12.41</td>
<td><strong>GRAND TOTAL DISBURSEMENTS, TRANSFERS &amp; BALANCE</strong> (Add Questions 12.39 and 12.40; same as Question 11.26)</td>
<td>$169,644</td>
</tr>
<tr>
<td></td>
<td><strong>ASSURANCE</strong></td>
<td></td>
</tr>
<tr>
<td>12.42</td>
<td>The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the &quot;Annual Report&quot; was reviewed and accepted by the Library Board on (date - mm/dd/yyyy).</td>
<td>2/5/16</td>
</tr>
<tr>
<td></td>
<td><strong>FISCAL AUDIT</strong></td>
<td></td>
</tr>
<tr>
<td>12.43</td>
<td>Last audit performed (mm/dd/yyyy)</td>
<td>N/A</td>
</tr>
<tr>
<td>12.44</td>
<td>Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)</td>
<td>N/A</td>
</tr>
</tbody>
</table>
12.45 Indicate type of audit (select one): N/A

**CAPITAL FUND**

12.46 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.

**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**

13.1 Revenues from Local Government Sources $0

13.2 All Other Revenues from Local Sources $0

13.3 **Total Revenues from Local Sources** (Add Questions 13.1 and 13.2) $0

**STATE AID FOR CAPITAL PROJECTS**

13.4 State Aid Received for Construction $0

13.5 Other State Aid $0

13.6 **Total State Aid** (Add Questions 13.4 and 13.5) $0

**FEDERAL AID FOR CAPITAL PROJECTS**

13.7 **TOTAL FEDERAL AID** $0

**INTERFUND REVENUE**

13.8 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 2015 (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 2015 $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 0.60
16.3 All Other Paid Staff 2.49
16.4 Total Paid Employees 3.09
16.5 State Government Revenue $1,473
16.6 Federal Government Revenue $0
16.7 Other Operating Revenue $76,638
16.8 Total Operating Revenue $149,523
16.9 Other Operating Expenditures $25,721
16.10 Total Operating Expenditures $106,537
16.11 Total Capital Expenditures $5,462
16.12 Print Materials 32,282
16.13 Total Registered Borrowers 6,216
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 2400604910
17.2 Interlibrary Relationship Code ME
17.3 Legal Basis Code NP
17.4 Administrative Structure Code SO
17.5 FSCS Public Library Definition Y
17.6 Geographic Code OTH
17.7 FSCS ID NY0156
17.8 SED CODE 800000056237

SUGGESTED IMPROVEMENTS
Library Name: COBURN FREE LIBRARY
Library System: Finger Lakes Library System
Name of Person Completing Form:
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!