Berkshire Free Library
Annual Report For Public And Association Libraries - 2012

1. GENERAL LIBRARY INFORMATION

Report all information in Part 1 as of December 31, 2012, except for questions related to the current library director/manager (questions 1.35 through 1.40).

1.1	Library ID Number	2400600630
1.2	Library Name	BERKSHIRE 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	Berkshire
1.6	Beginning Fiscal Reporting Year	01/01/2012
1.7	Ending Fiscal Reporting Year	12/31/2012
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No
1.9	If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.10	Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.11	Beginning <u>Local</u> Fiscal Year	01/01/2012
1.12	Ending <u>Local</u> Fiscal Year	12/31/2012
1.13	Address Status	00 (for no change from previous year)
1.14	Street Address	12519 STATE ROUTE 38
1.15	City	BERKSHIRE
1.16	Zip Code	13736
1.17	Mailing Address	PO BOX 151
1.18	City	BERKSHIRE
1.19	Zip Code	13736
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	(607) 657-4418
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)	(607) 657-4418
1.22	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	bfl@htva.net
1.23	Library Home Page URL (Enter N/A if no home page URL)	WWW.FLLS.ORG/MEMBERPAGES/BIRKSHIR.HTM
1.24	Population Chartered to Serve (per 2010 Census)	2,584
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):	Other

1.27	During the reporting year, has there been any change to the library's legal service area boundaries? Changes may be the result of a Regents charter action or due to a new contract to provide library services to residents of an area not served by a public library	N
1.28	Indicate the type of charter the library currently holds (select one):	Absolute
1.29	Date the library was granted its absolute charter <u>or</u> the date of the provisional charter if the library does not have an absolute charter	06/24/1926
1.30	Date the library was last registered	11/17/1921
1.31	Federal Employer Identification Number	160993212
1.32	County	TIOGA
1.33	School District	Newark Valley Central
1.34	Library System	Finger Lakes Library System

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

1.35	Title of Library Director/ Manager (select one):	Mrs.
1.36	First Name of Library Director/Manager	Lucille
1.37	Last Name of Library Director/Manager	Whirl
1.38	NYS Public Librarian Certification Number	N/A
1.39	E-mail Address of the Director/Manager	bfl@htva.net
1.40	Fax Number of the Director/Manager	(607) 657-4418
1.41	Does the library charge fees for library cards to people residing outside the system's service area?	N
1.42	For the fiscal reporting year (questions 1.6 and 1.7) was all or part of the library's budget either subject to a public vote(s) or from a previous appropriation(s) which was approved by public vote(s). Enter Y for Yes, N for No. If yes, please complete one record for each vote held. If no, go to question 1.44.	N
1.	Name of municipality or district holding the vote	N/A
2.	Indicate the type of municipality or district holding the vote	N/A
3.	Was this a Chapter 414 (Ed. Law Â§259.1.b)?	N/A
4.	Dollar amount	N/A
5.	Was the vote successful?	N/A
6.	Date the vote was held (mm/dd/yyyy)	N/A
1.43	For the fiscal year that ended in 2012, indicate the total percentage of the library's local public funding that was either subject to public vote(s) <u>or</u> that came from a previous appropriation(s) approved by public vote(s) still in effect.	0%

1.44	Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one record for each contract. If no, go to question 1.45.	N
1.	Name of contracting municipality or district	N/A
2.	Is this a written contractual agreement?	N/A
3.	Population of the geographic area served by this contract	N/A
4.	Dollar amount of contract	N/A
5.	Enter the appropriate code for range of services provided (select one):	N/A
1.45	For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? If yes, please annotate explaining the circumstance(s) and the impact on the library using the State note; if no, please go to Part 2, Library Collection.	N

2. LIBRARY COLLECTION

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

PRINT MATERIALS

Cataloged Books

2.1	Adult Fiction Books	2,987
2.2	Adult Non-fiction Books	1,181
2.3	Total Adult Books (Total questions 2.1 & 2.2)	4,168
2.4	Children's Fiction Books	1,291
2.5	Children's Non-fiction Books	722
2.6	Total Children's Books (Total questions 2.4 & 2.5)	2,013
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	6,181

Other Print Materials

2.8	Total Uncataloged Books	105
2.9	Total Print Serials	309
2.10	All Other Print Materials	20
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	434
2.12	Total Print Materials (Total questions 2.7 and 2.11)	6,615

ELECTRONIC MATERIALS

2.13	Electronic Books	50
2.14	Local Databases	11
2.15	NOVELny Databases	9

2.16	Total Databases (Total questions 2.14 and 2.15)	20
2.17	Other Electronic Materials (includes all other materials in digital format such as e-serials, government documents, electronic files, reference tools, scores, maps, etc.)	0
2.18	Total Electronic Materials (Total questions 2.13, 2.16 and 2.17)	70

ALL OTHER MATERIALS

2.19	Audio - Physical Units	94
2.20	Audio - Downloadable Titles	0
2.21	Video - Physical Units	454
2.22	Video - Downloadable Titles	0
2.23	All Other Materials (includes microform, films, slides, etc.)	0
2.24	Total Other Materials Holdings (Total questions 2.19 through 2.23)	548
2.25	**GRAND TOTAL HOLDINGS** (Total questions 2.12, 2.18 and 2.24)	7,233

CURRENT SERIAL SUBSCRIPTIONS

2.26	Current Print Serial Subscriptions	18

ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.27	Cataloged Books	309
2.28	All Other Print Materials	113
2.29	Electronic Materials	10
2.30	All Other Materials	32
2.31	Total Additions (Total questions 2.27 through 2.30)	464

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Report all information on questions 3.1 through 3.10 and 3.51 through 3.59 as of the end of the fiscal year reported in Part 1; report information on questions 3.11 through 3.50 for the 2012 calendar year.

LIBRARY SPONSORED PROGRAMS

3.1	Adult Program Sessions	5
3.2	Young Adult Program Sessions	1
3.3	Children's Program Sessions	7
3.4	All Other Program Sessions	0
3.5	Total Number of Program Sessions (Total questions 3.1 through 3.4)	13
3.6	Adult Program Attendance	76
3.7	Young Adult Program Attendance	25
3.8	Children's Program Attendance	186
3.9	All Other Program Attendance	0
3.10	Total Program Attendance (Total questions 3.6 through 3.9)	287

SUMMER READING PROGRAM

3.11- Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2012 (check all that apply):

a.	Program(s) for children	Yes

b.	Program(s) for young adults	Yes
c.	Summer Reading at New York Libraries name and/or logo used	No
d.	Collaborative Summer Library Program (CSLP Manual, provided through the New York State Library, used	Yes
e.	N/A	No
3.12	Library outlets offering a summer reading program	1
3.13	Children registered for the library's summer reading program	5
3.14	Young adults registered for the library's summer reading program	2
3.15	Total number registered for the library's summer reading program (total 3.13 + 3.14)	7
3.16	Children's program sessions - Summer 2012	6
3.17	Young adult program sessions - Summer 2012	1
3.18	Total program sessions - Summer 2012 (total 3.16 + 3.17)	7
3.19	Children's program attendance - Summer 2012	166
3.20	Young adult program attendance - Summer 2012	15
3.21	Total program attendance - Summer 2012 (total 3.19 + 3.20)	181

COLLABORATORS

3.22	Public school district(s) and/or BOCES	1
3.23	Non-public school(s)	0
3.24	Childcare center(s)	1
3.25	Summer camp(s)	0
3.26	Municipality/Municipalities	2
3.27	Literacy provider(s)	0
3.28	Other (describe using the State note)	0
3.29	Total Collaborators (total 3.22 through 3.28)	4

EARLY LITERACY PROGRAMS

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

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

a.	Focus on birth - school entry	No
b.	Focus on parents & caregivers	No
c.	Combined audience	No
d.	N/A	Yes

3.32 Number of sessions

a.	Focus on birth - school entry	0
b.	Focus on parents & caregivers	0
c.	Combined audience	0
d.	N/A	0
3.33	Total Sessions	0

3.34 Attendance at sessions

a.	Focus on birth - school entry	0
b.	Focus on parents & caregivers	0
c.	Combined audience	0
d.	N/A	0
3.35	Total Attendance	0

3.36 Collaborators (check all that apply):

a.	Childcare center(s)	No
b.	Public School District(s) and/or BOCES	No
c.	Non-Public School(s)	No
d.	Health care providers/agencies	No
e.	Other (describe using the State note)	No
f.	N/A	Yes

ADULT LITERACY

3.37	Did the library offer adult literacy programs?	No
3.38	Total program sessions	0
3.39	Total program attendance	0

3.40 Collaborators (check all that apply)

a.	Literacy NY (Literacy Volunteers of America)	No
b.	Public School District(s) and/or BOCES	No
c.	Non-Public Schools	No
d.	Other (see instructions and describe using State Note)	No
e.	N/A	No

PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

3.41	Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No)	N
3.42	Children's program sessions	0
3.43	Young adult program sessions	0
3.44	Adult program sessions	0
3.45	Total program sessions (total 3.42 + 3.43 + 3.44)	0
3.46	Children's program attendance	0
3.47	Young adult program attendance	0
3.48	Adult program attendance	0
3.49	Total program attendance (total 3.46 + 3.47 + 3.48)	0

3.50 Collaborators (check all that apply):

a.	Literacy NY (Literacy Volunteers of America)	No
b.	Public School District(s) and/or BOCES	No
c.	Non-Public School(s)	No
4	Health care providers/agencies	No
d.	Other (describe using the State note)	No
e.	N/A	Yes

LIBRARY USE

3.51	Library visits (total annual attendance)	3,697
3.52	Registered resident borrowers	460

| 3.53 | Registered non-resident borrowers | 68 |

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

3.54	Does the library have an open meeting policy?	Y
3.55	Does the library have a policy protecting the confidentiality of library records?	Y
3.56	Does the library have an Internet use policy?	Y
3.57	Does the library have a disaster policy?	Y

ACCESSIBILITY (Answer Y for Yes, N for No)/b>

| 3.58 | Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)? | Y |
| 3.59 | Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)? | N |

4. LIBRARY TRANSACTIONS

Report all transactions as of the end of the fiscal year reported in Part 1. (Please note: Internal Library usage is <u>not</u> considered part of circulation)

CATALOGED BOOK CIRCULATION

4.1	Adult Fiction Books	2,658
4.2	Adult Non-fiction Books	1,110
4.3	Total Adult Books (Total questions 4.1 & 4.2)	3,768
4.4	Children's Fiction Books	1,167
4.5	Children's Non-fiction Books	575
4.6	Total Children's Books (Total questions 4.4 & 4.5)	1,742
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	5,510

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	2,032
4.9	Circulation of Children's Other Materials	209
4.10	Total Circulation of Other Materials (Total questions 4.8 & 4.9)	2,241
4.11	Grand Total Circulation Transactions (Total questions 4.7 & 4.10)	7,751
4.12	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	1,951

REFERENCE TRANSACTIONS

| 4.13 | Total Reference Transactions | 2,958 |

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

| 4.14 | TOTAL MATERIALS RECEIVED | 1,838 |

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

| 4.15 | TOTAL MATERIALS PROVIDED | 714 |

5. AUTOMATION AND TELECOMMUNICATIONS

Report all information as of December 31, 2012.

SYSTEMS AND SERVICES

5.1	Automated circulation system?	N
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	1,434
5.5	Does the library use Internet filtering software on any computer?	N
5.6	Number of uses (sessions) of public Internet computers per year	1,037
5.7	Name of the person at the library to contact regarding Information Technology (IT) services	Lucille Whirl
5.8	IT contact's telephone number (enter 10 digits only and hit the Tab key)	(607) 657-4418
5.9	IT contact's email address	bfl@htva.net

6. STAFF INFORMATION

Report all staff information as of the end of the fiscal year reported in Part 1.

FTE (FULL-TIME EQUIVALENT CALCULATION)

6.1	The number of hours per workweek used to compute FTE for all paid library personnel in this section.	23

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)	0.2
6.9	Vacant Library Specialist/Paraprofessional (not certified)	0
6.10	Other Staff	0
6.11	Vacant Other Staff	0
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	1.20
6.13	VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	0.00

SALARY INFORMATION

6.14	FTE - Entry Level Librarian (certified)	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
6.19	Salary - Library Manager (not certified)	$10,262

7. MINIMUM PUBLIC LIBRARY STANDARDS

Report all information as of December 31, 2012.

7.1	1. Is governed by board-approved written bylaws.	Y
7.2	2. Has a board-approved written long range plan of service.	Y
7.3	3. Presents an annual report to the community.	Y
7.4	4. Has board-approved written policies.	Y
7.5	5. Presents an annual written budget to appropriate funding agencies.	Y
7.6	6. Periodically evaluates the effectiveness of the collection and services in meeting community needs.	Y
7.7	7. Is open the minimum standard number of public service hours for population served. (see instructions)	Y

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

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

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

7.13	9a. telephone	Y
7.14	9b. photocopier (see instructions)	Y
7.15	9c. microcomputer or terminal	Y
7.16	9d. printer	Y
7.17	9e. telefacsimile capability (see instructions)	Y
7.18	10. Distributes printed information listing the library's hours open, borrowing rules, services, location and phone number.	Y
7.19	11. Employs a paid director in accordance with the provisions of section 90.8 of Commissioner' Regulations. (see instructions)	Y

8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Part 1.

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

8.1	Main Library	1
8.2	Branches	0
8.3	Bookmobiles	0
8.4	Other Outlets	0
8.5	TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)	1

PUBLIC SERVICE HOURS - Report hours to <u>two</u> decimal places.

8.6	Minimum Weekly Total Hours - Main Library	25
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)	25.00
8.10	Annual Total Hours - Main Library	1,300
8.11	Annual Total Hours - Branch Libraries	0
8.12	Annual Total Hours - Bookmobiles	0
8.13	Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)	1,300.00

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	Berkshire Free Library
2.	Outlet Name Status	00 (for no change)
3.	Street Address	12519 State Route 38
4.	Outlet Street Address Status	00 (for no change)
5.	City	Berkshire
6.	Zip Code	13736
7.	Phone (enter 10 digits only)	(607) 657-4418
8.	Fax Number (enter 10 digits only)	(607) 657-4418
9.	E-mail Address	bfl@htva.net
10.	Outlet URL	N/A
11.	County	Tioga
12.	Outlet Type Code (select one):	CE
13.	Public Service Hours Per Year for This Outlet	1,300
14.	Number of Weeks This Outlet is Open	52
15.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y
16.	Is the meeting space available for public use even when the outlet is closed?	Y
17.	Total number of non-library sponsored programs, meetings and/or events at this outlet	12
18.	Enter the appropriate outlet code (select one):	LO
19.	Who owns this outlet building?	Other (specify using the State note)
20.	Who owns the land on which this outlet is built?	Other (specify using the State note)
21.	Indicate the year this outlet was initially constructed	1820
22.	Indicate the year this outlet underwent a major renovation costing $25,000 or more	N/A
23.	Square footage of the outlet	1,728

24.	Total number of Internet terminals at this outlet used by the general public	5
25.	Type of connection on the outlet's public Internet computers	Cable
26.	Maximum <u>download</u> speed on the outlet's public access Internet computers <u>only</u>.	Greater than 3 mbps and less than 6 mbps
27.	Maximum <u>upload</u> speed on the outlet's public access Internet computers <u>only</u>.	Greater than 3 mbps and less than 6 mbps
28.	Internet Provider	Haefele TV
29.	WiFi Access (click the hyperlink for types of WiFi Access)	Available only when the library is open
30.	Does the outlet have interactive videoconferencing capability for public use?	N
31.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y
32.	Is every public part of the outlet accessible to a person in a wheelchair?	Y
33.	*LIBID*	2400600630
34.	*FSCSID*	NY0152
35.	*Metropolitan Status Code*	NC
36.	*Number of Bookmobiles in the Bookmobile Outlet Record*	0
37.	*Outlet Structure Status*	00 (for no change from previous year)

10. OFFICERS AND TRUSTEES

Report information about trustee meetings as of December 31, 2012. All public and association libraries are required by Education Law to hold at least four meetings a year.

BOARD MEETINGS

10.1	Total number of board meetings held during calendar year (January 1, 2012 to December 31, 2012)	12
10.2	Number of voting library board positions stated in the library's charter.	9
10.3	Number of current <u>voting</u> positions on library board.	9

BOARD MEMBER SELECTION

10.4	Enter Board Member Selection Code (select one):	EA - board members are elected by the library association membership

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

BOARD PRESIDENT

10.5	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), or Vacant	Mr.
10.6	First Name	John
10.7	Last Name	Stoughton
10.8	Mailing Address	294 Ford Hill Road
10.9	City	Berkshire
10.10	Zip Code (5 digits only)	13736
10.11	Phone (enter 10 digits only)	(607) 657-2501

10.12	E-mail Address	jdstoughton@juno.com
10.13	Term Expires - Month	January
10.14	Term Expires - Year (yyyy)	2016
10.15	The date the Oath of Office was taken (mm/dd/yyyy)	N/A
10.16	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
1.	Title of Board Member (select one):	Mrs.
2.	First Name of Board Member	Kathy
3.	Last Name of Board Member	Hartman
4.	Mailing Address	9264 West Creek Road
5.	City	Berkshire
6.	Zip Code (5 digits only)	13736
7.	E-mail address	glenn_h77@yahoo.com
8.	Office Held or Trustee	Secretary
9.	Term Expires	January
10.	Term Expires - Year (yyyy)	2015
11.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
12.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
1.	Title of Board Member (select one):	Mrs.
2.	First Name of Board Member	Sue
3.	Last Name of Board Member	Bierl
4.	Mailing Address	12810 State Rte. 38
5.	City	Berkshire
6.	Zip Code (5 digits only)	13736
7.	E-mail address	rsbierl@gmail.com
8.	Office Held or Trustee	Treasurer
9.	Term Expires	January
10.	Term Expires - Year (yyyy)	2014
11.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
12.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
1.	Title of Board Member (select one):	Mrs.
2.	First Name of Board Member	Nancy
3.	Last Name of Board Member	Hunt
4.	Mailing Address	PO Box 5
5.	City	Berkshire
6.	Zip Code (5 digits only)	13736
7.	E-mail address	rayhunt@frontiernet.net
8.	Office Held or Trustee	N/A
9.	Term Expires	January
10.	Term Expires - Year (yyyy)	2016
11.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
12.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A

8.	Office Held or Trustee	N/A
9.	Term Expires	January
10.	Term Expires - Year (yyyy)	2014
11.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
12.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
1.	Title of Board Member (select one):	Mrs.
2.	First Name of Board Member	Sandra
3.	Last Name of Board Member	Negus
4.	Mailing Address	659 Payne Marsh Rd.
5.	City	Richford
6.	Zip Code (5 digits only)	13835
7.	E-mail address	sandynegus@yahoo.com
8.	Office Held or Trustee	Trustee
9.	Term Expires	January
10.	Term Expires - Year (yyyy)	2016
11.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
12.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A

11. OPERATING FUNDS RECEIPTS

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

LOCAL PUBLIC FUNDS
Specify by name the municipalities or districts which are the source of funds.

11.1	Does the library receive any local public funds? If yes, complete one record for each funding source; if no, go to question 11.3 (see instructions).	Y
1.	Source of Funds	County
2.	Name of funding County, Municipality or District	Tioga
3.	Amount	$8,971
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N
5.	Written Contractual Agreement	N
1.	Source of Funds	Town
2.	Name of funding County, Municipality or District	Berkshire
3.	Amount	$7,500
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N
5.	Written Contractual Agreement	N
1.	Source of Funds	Town
2.	Name of funding County, Municipality or District	Richford
3.	Amount	$2,500

4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N
5.	Written Contractual Agreement	N
11.2	**TOTAL LOCAL PUBLIC FUNDS**	$18,971

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3	Local Library Services Aid (LLSA)	$1,317
11.4	Central Library Aid (CLDA and/or CBA)	$0
11.5	Additional State Aid received from the System	$0
11.6	Federal Aid received from the System	$0
11.7	Other Cash Grants	$182
11.8	**TOTAL SYSTEM CASH GRANTS** (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	$1,499

OTHER STATE AID

11.9	State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants	$1,500

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	$6,984
11.15	Fund Raising	$5,793
11.16	Income from Investments	$2,263
11.17	Library Charges	$624
11.18	Other	$593
11.19	**TOTAL OTHER RECEIPTS** (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	$16,257
11.20	**TOTAL OPERATING FUND RECEIPTS** (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	$38,227
11.21	**BUDGET LOANS**	$0

TRANSFERS

11.22	From Capital Fund (Same as Question 14.8)	$0
11.23	From Other Funds	$0
11.24	**TOTAL TRANSFERS** (Add Questions 11.22 and 11.23)	$0
11.25	BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2012 (Same as Question 12.38 of previous year if fiscal year has not changed)	$81,813

11.26	**GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE** (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.40)	$120,040

12. OPERATING FUND DISBURSEMENTS

STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds

12.1	Certified Librarians	$0
12.2	Other Staff	$13,160
12.3	**Total Salaries & Wages Expenditures** (Add Questions 12.1 and 12.2)	$13,160
12.4	**Employee Benefits Expenditures**	$2,656
12.5	**Total Staff Expenditures** (Add Questions 12.3 and 12.4)	$15,816

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	$3,218
12.7	Electronic Materials Expenditures	$152
12.8	Other Materials Expenditures	$0
12.9	**Total Collection Expenditures** (Add Questions 12.6, 12.7 and 12.8)	$3,370

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	$77
12.11	From Other Funds (71OF)	$7,798
12.12	**Total Capital Expenditures** (Add Questions 12.10 and 12.11)	$7,875

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13	From Local Public Funds (72PF)	$195
12.14	From Other Funds (72OF)	$0
12.15	**Total Repairs** (Add Questions 12.13 and 12.14)	$195
12.16	Other Disbursements for Operation & Maintenance of Buildings	$5,966
12.17	**Total Operation & Maintenance of Buildings** (Add Questions 12.15 and 12.16)	$6,161

MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	$859
12.19	Telecommunications	$539
12.20	Binding Expenses	$0
12.21	Postage and Freight	$129
12.22	Professional & Consultant fees - All libraries enter total paid for professional and consultant fees. If the cost for any one professional or consultant's fee is over $10,000, please describe in the State note. See instructions for definition of Professional & Consultant.	$0

12.23	Other Miscellaneous - If any expense exceeds $10,000 or 5% of a library's budget, whichever is higher, indicate in a State Note how the funds were spent.	$2,888
12.24	**Total Miscellaneous Expenses** (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22 and 12.23)	$4,415
12.25	**CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE**	$5,150

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

12.26	From Local Public Funds (73PF)	$0
12.27	From Other Funds (73OF)	$0
12.28	**Total** (Add Questions 12.26 and 12.27)	$0
12.29	Budget Loans (Principal and Interest)	$0
12.30	Short-Term Loans	$0
12.31	**Total Debt Service** (Add Questions 12.28, 12.29 and 12.30)	$0
12.32	**TOTAL OPERATING FUND DISBURSEMENTS** (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31)	$42,787

TRANSFERS

Transfers to Capital Fund

12.33	From Local Public Funds (76PF)	$0
12.34	From Other Funds (76OF)	$0
12.35	**Total Transfers to Capital Fund** (Add Questions 12.33 and 12.34; same as Question 13.8)	$0
12.36	**Transfer to Other Funds**	$0
12.37	**TOTAL TRANSFERS** (Add Questions 12.35 and 12.36)	$0
12.38	**TOTAL DISBURSEMENTS AND TRANSFERS** (Add Questions 12.32 and 12.37)	$42,787
12.39	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2012	$77,253
12.40	**GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE** (Add Questions 12.38 and 12.39; same as Question 11.26)	$120,040

ASSURANCE

12.41	The Library operated under its plan of service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy).	03/11/2013

FISCAL AUDIT

12.42	Last audit performed (mm/dd/yyyy)	01/00/0000
12.43	Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	01/00/0000-01/00/0000
12.44	Indicate type of audit (select one):	N/A

CAPITAL FUND

12.45	Does the library have a Capital Fund? Enter Y for Yes, N for No. If No, stop here. If Yes, complete the Capital Fund Report.	N

13. CAPITAL FUND RECEIPTS

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

REVENUES FROM LOCAL SOURCES

13.1	Revenues from Local Government Sources	$0
13.2	All Other Revenues from Local Sources	$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 12.35)	$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 2012 (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

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 2012	$0
14.12	**TOTAL CASH DISBURSEMENTS AND BALANCE** (Add Questions 14.10 and 14.11; same as Question 13.13)	$0

15. FEDERAL TOTALS

All questions in Part 15 are calculated. locked fields.
Note: See instructions for definitions and calculations of each of these Federal Totals.

15.1	Total ALA-MLS	0.00
15.2	Total Librarians	0.69
15.3	All Other Paid Staff	0.00
15.4	Total Paid Employees	0.69
15.5	State Government Revenue	$2,817
15.6	Federal Government Revenue	$0
15.7	Other Operating Revenue	$16,439
15.8	Total Operating Revenue	$38,227
15.9	Other Operating Expenditures	$15,726
15.10	Total Operating Expenditures	$34,912
15.11	Total Capital Expenditures	$7,875
15.12	Print Materials	6,595
15.13	Total Registered Borrowers	528
15.14	Other Capital Revenue and Receipts	$0
15.15	Total Number of Internet Terminals Used by the General Public	5

16. FOR NEW YORK STATE LIBRARY USE ONLY

16.1	*LIB ID*	2400600630
16.2	*Interlibrary Relationship Code*	ME
16.3	*Legal Basis Code*	NP
16.4	*Administrative Structure Code*	SO
16.5	*FSCS Public Library Definition*	Y
16.6	*Geographic Code*	OTH
16.7	*FSCS ID*	NY0152

SUGGESTED IMPROVEMENTS

Library Name:
Library System:
Name of Person Completing Form:

Phone Number:

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