Edith B. Ford Memorial Library
Annual Report For Public And Association Libraries - 2013

1. GENERAL LIBRARY INFORMATION

Report all information in Part 1 as of December 31, 2013, except for questions related to the current library director/manager (questions 1.35 through 1.40).

1.1	Library ID Number	2400564900
1.2	Library Name	EDITH B. FORD MEMORIAL 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	Ovid
1.6	Beginning Fiscal Reporting Year	01/01/2013
1.7	Ending Fiscal Reporting Year	12/31/2013
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	01/01/2013
1.12	Ending Local Fiscal Year	12/31/2013
1.13	Address Status	00 (for no change from previous year)
1.14	Street Address	7169 NORTH MAIN STREET
1.15	City	OVID
1.16	Zip Code	14521
1.17	Mailing Address	P.O. BOX 410
1.18	City	OVID
1.19	Zip Code	14521
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	(607) 869-3031
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)	(607) 869-3031
1.22	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	ovidlib@rochester.rr.com
1.23	Library Home Page URL (Enter N/A if no home page URL)	ovidlibrary.org
1.24	Population Chartered to Serve (per 2010 Census)	6,627
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 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 <u>or</u> the date of the provisional charter if the library does not have an absolute charter	05/02/1912
1.30	Date the library was last registered	10/17/1907
1.31	Federal Employer Identification Number	150535071
1.32	County	SENECA
1.33	School District	South Seneca Central School
1.34	Town	Ovid
1.35	Library System	Finger Lakes Library System

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

1.36	Title of Library Director/ Manager (select one):	Ms.
1.37	First Name of Library Director/Manager	Shannon
1.38	Last Name of Library Director/Manager	O'Connor
1.39	NYS Public Librarian Certification Number	N/A
1.40	E-mail Address of the Director/Manager	shannon@ovidlibrary.org
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
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.	Y

1.	Name of municipality or district holding the vote	South Seneca Central School District
2.	Indicate the type of municipality or district holding the vote	School District
3.	Was this a Chapter 414 (Ed. Law Â§259.1.b)?	N
4.	Dollar amount	$16,538
5.	Was the vote successful?	Y
6.	Date the vote was held (mm/dd/yyyy)	05/21/2013
1.	Name of municipality or district holding the vote	Romulus Central School District
2.	Indicate the type of municipality or district holding the vote	School District
3.	Was this a Chapter 414 (Ed. Law Â§259.1.b)?	N
4.	Dollar amount	$3,649
5.	Was the vote successful?	Y
6.	Date the vote was held (mm/dd/yyyy)	05/21/2013

1.44	For the fiscal year that ended in 2013, indicate the *total percentage of the library's local public funding* that was either subject to public vote during the fiscal reporting year, or that came from an appropriation which was approved by public vote in a previous year.	49%
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.	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
1.46	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.	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	5,338
2.2	Adult Non-fiction Books	3,089
2.3	Total Adult Books (Total questions 2.1 & 2.2)	8,427
2.4	Children's Fiction Books	3,047
2.5	Children's Non-fiction Books	1,520
2.6	Total Children's Books (Total questions 2.4 & 2.5)	4,567
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	12,994

Other Print Materials

2.8	Total Uncataloged Books	60
2.9	Total Print Serials	52
2.10	All Other Print Materials	0
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	112
2.12	Total Print Materials (Total questions 2.7 and 2.11)	13,106

ELECTRONIC MATERIALS

2.13	Electronic Books	15,963
2.14	Local Databases	11
2.15	NOVELNY Databases	11
2.16	Total Databases (Total questions 2.14 and 2.15)	22
2.17	Other Electronic Materials (includes all other materials in digital format such as e-serials, government documents, electronic files, reference tools, scores, maps, collection of digital photographs, etc.)	0
2.18	Total Electronic Materials (Total questions 2.13, 2.16 and 2.17)	15,985

ALL OTHER MATERIALS

2.19	Audio - Physical Units	189
2.20	Audio - Downloadable Units	2,317
2.21	Video - Physical Units	645
2.22	Video - Downloadable Units	0
2.23	All Other Materials (includes microform, films, slides, etc.)	26
2.24	Total Other Materials Holdings (Total questions 2.19 through 2.23)	3,177
2.25	**GRAND TOTAL HOLDINGS** (Total questions 2.12, 2.18 and 2.24)	32,268

CURRENT SERIAL SUBSCRIPTIONS

2.26	Current Print Serial Subscriptions	24

ADDITIONS TO HOLDINGS - Do <u>not</u> subtract withdrawals or discards.

2.27	Cataloged Books	964
2.28	All Other Print Materials	0
2.29	Electronic Materials	15,933
2.30	All Other Materials	2,571
2.31	Total Additions (Total questions 2.27 through 2.30)	19,468

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Report all information on questions 3.1 through 3.10 and 3.56 through 3.64 as of the end of the <u>fiscal</u> year reported in Part 1; report information on questions 3.11 through 3.55 for the 2013 <u>calendar</u> year.

LIBRARY SPONSORED PROGRAMS

3.1	Adult Program Sessions	69
3.2	Young Adult Program Sessions	127
3.3	Children's Program Sessions	127
3.4	All Other Program Sessions	3
3.5	Total Number of Program Sessions (Total questions 3.1 through 3.4)	326
3.6	Adult Program Attendance	1,211
3.7	Young Adult Program Attendance	946
3.8	Children's Program Attendance	1,193
3.9	All Other Program Attendance	800
3.10	Total Program Attendance (Total questions 3.6 through 3.9)	4,150

SUMMER READING PROGRAM

3.11- Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2013 (check all that apply):

a.	Program(s) for children	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
3.12	Library outlets offering a summer reading program	1
3.13	Children registered for the library's summer reading program	50
3.14	Young adults registered for the library's summer reading program	N/A
3.15	Total number registered for the library's summer reading program (total 3.13 + 3.14)	50
3.16	Children's program sessions - Summer 2013	5
3.17	Young adult program sessions - Summer 2013	N/A
3.18	Adult program sessions - Summer 2013	N/A
3.19	Total program sessions - Summer 2013 (total 3.16 + 3.17 + 3.18)	5
3.20	Children's program attendance - Summer 2013	189
3.21	Young adult program attendance - Summer 2013	N/A
3.22	Adult program attendance - Summer 2013	N/A
3.23	Total program attendance - Summer 2013 (total 3.20 + 3.21 + 3.22)	189

COLLABORATORS

3.24	Public school district(s) and/or BOCES	2
3.25	Non-public school(s)	0
3.26	Childcare center(s)	1
3.27	Summer camp(s)	1
3.28	Municipality/Municipalities	2
3.29	Literacy provider(s)	1
3.30	Other (describe using the State note)	0
3.31	Total Collaborators (total 3.24 through 3.30)	7

EARLY LITERACY PROGRAMS

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

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

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

3.34 Number of sessions

a.	Focus on birth - school entry	51
b.	Focus on parents & caregivers	0
c.	Combined audience	0
d.	N/A	0
3.35	Total Sessions	51

3.36 Attendance at sessions

a.	Focus on birth - school entry	456
b.	Focus on parents & caregivers	0
c.	Combined audience	0
d.	N/A	N/A
3.37	Total Attendance	456

3.38 Collaborators (check all that apply):

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

ADULT LITERACY

3.39	Did the library offer adult literacy programs?	No
3.40	Total program sessions	N/A
3.41	Total program attendance	N/A

3.42 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	Yes

PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

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

3.44	Children's program sessions	N/A
3.45	Young adult program sessions	N/A
3.46	Adult program sessions	N/A
3.47	Total program sessions (total 3.44 + 3.45 + 3.46)	0
3.48	Children's program attendance	N/A
3.49	Young adult program attendance	N/A
3.50	Adult program attendance	N/A
3.51	Total program attendance (total 3.48 + 3.49 + 3.50)	0

3.52 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
e.	N/A	Yes

DIGITAL LITERACY

3.53	Did the library offer digital literacy programs?	Y
3.54	Total program sessions	328
3.55	Total program attendance	505

LIBRARY USE

3.56	Library visits (total annual attendance)	18,821
3.57	Registered resident borrowers	2,072
3.58	Registered non-resident borrowers	705

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

3.59	Does the library have an open meeting policy?	Y
3.60	Does the library have a policy protecting the confidentiality of library records?	Y
3.61	Does the library have an Internet use policy?	Y
3.62	Does the library have a disaster plan?	Y

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

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

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	6,570
4.2	Adult Non-fiction Books	2,851
4.3	Total Adult Books (Total questions 4.1 & 4.2)	9,421
4.4	Children's Fiction Books	5,142
4.5	Children's Non-fiction Books	1,395
4.6	Total Children's Books (Total questions 4.4 & 4.5)	6,537
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	15,958

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	4,655

4.9	Circulation of Children's Other Materials	1,037
4.10	Circulation of Electronic Materials	167
4.11	Total Circulation of Other Materials (Total questions 4.8, 4.9 & 4.10)	5,859
4.12	Grand Total Circulation Transactions (Total questions 4.7 & 4.11)	21,817
4.13	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	7,574

REFERENCE TRANSACTIONS

| 4.14 | Total Reference Transactions | 2,150 |
| 4.15 | Does the library offer virtual reference? | Y |

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

| 4.16 | TOTAL MATERIALS RECEIVED | 5,042 |

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

| 4.17 | TOTAL MATERIALS PROVIDED | 3,968 |

5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2013.

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	14,202
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	4,118
5.7	Name of the person responsible for the library's Information Technology (IT) services	Shannon O'Connor
5.8	IT contact's telephone number (enter 10 digits only and hit the Tab key)	(607) 869-3031
5.9	IT contact's email address	shannon@ovidlibrary.org

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. | 30 |

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2	Library Director (certified)	0
6.3	Vacant Library Director (certified)	0
6.4	Librarian (certified)	1
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
6.9	Vacant Library Specialist/Paraprofessional (not certified)	0
6.10	Other Staff	0.5
6.11	Vacant Other Staff	0
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	3.50

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)	1
6.15	Salary - Entry Level Librarian (certified)	$28,501
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)	$29,820

7. MINIMUM PUBLIC LIBRARY STANDARDS

Report all information as of December 31, 2013.

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	44
8.7	Minimum Weekly Total Hours - Branch Libraries	N/A
8.8	Minimum Weekly Total Hours - Bookmobiles	N/A
8.9	Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	44.00
8.10	Annual Total Hours - Main Library	2,124
8.11	Annual Total Hours - Branch Libraries	N/A
8.12	Annual Total Hours - Bookmobiles	N/A
8.13	Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)	2,124.00

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	Edith B. Ford Memorial Library Of Ovid
2.	Outlet Name Status	00 (for no change)
3.	Street Address	7169 North Main St.
4.	Outlet Street Address Status	00 (for no change)
5.	City	Ovid
6.	Zip Code	14521
7.	Phone (enter 10 digits only)	(607) 869-3031
8.	Fax Number (enter 10 digits only)	(607) 869-3031
9.	E-mail Address	ovidlib@rochester.rr.com
10.	Outlet URL	www.ovidlibrary.org
11.	County	Seneca
12.	School District	South Seneca Central School District
13.	Outlet Type Code (select one):	CE
14.	Public Service Hours Per Year for This Outlet	2,124
15.	Number of Weeks This Outlet is Open	52
16.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y
17.	Is the meeting space available for public use even when the outlet is closed?	N
18.	Total number of non-library sponsored programs, meetings and/or events at this outlet	20
19.	Enter the appropriate outlet code (select one):	LO
20.	Who owns this outlet building?	Library Board
21.	Who owns the land on which this outlet is built?	Library Board
22.	Indicate the year this outlet was initially constructed	1961
23.	Indicate the year this outlet underwent a major renovation costing $25,000 or more	2007
24.	Square footage of the outlet	3,440
25.	Total number of Internet terminals at this outlet used by the general public	7

26.	Type of connection on the outlet's public Internet computers	Cable
27.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	Greater than 6 mbps and less than 9 mbps
28.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	Greater than 200 kbps and less than 768 kbps
29.	Internet Provider	Time Warner Cable
30.	WiFi Access (click the hyperlink for types of WiFi Access)	No restrictions to access
31.	Number of wireless access uses per year: Report the total number of uses of wireless access in the outlet during the last year.	398
32.	Does the outlet have interactive videoconferencing capability for public use?	Y
33.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y
34.	Is every public part of the outlet accessible to a person in a wheelchair?	Y
35.	*LIBID*	2400564900
36.	*FSCSID*	NY0149
37.	*Metropolitan Status Code*	NO
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, 2013. All public and association libraries are required by Education Law to hold at least four meetings a year.

BOARD MEETINGS

10.1	Total number of board meetings held during calendar year (January 1, 2013 to December 31, 2013)	12
10.2	Number of voting library board positions stated in the library's charter.	5-11
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 (January 1 - December 31, 2014). Complete one record for each board member. There must be a record for each voting position, whether filled or vacant.

BOARD PRESIDENT

10.5	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), or Vacant	Ms.
10.6	First Name	Sally
10.7	Last Name	Eller
10.8	Mailing Address	6503 Blue Heron Pt
10.9	City	Ovid
10.10	Zip Code (5 digits only)	14521
10.11	Phone (enter 10 digits only)	(607) 869-3995
10.12	E-mail Address	sallyeller@ovidlibrary.org
10.13	Term Begins - Month	January
10.14	Term Begins - Year (yyyy)	2010
10.15	Term Expires - Month	January

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	Mary Lou
3.	Last Name of Board Member	Schwartzberg
4.	Mailing Address	6705 Elm Beach Rd
5.	City	Ovid
6.	Zip Code (5 digits only)	14521
7.	E-mail address	marylou@ovidlibrary.org
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2013
11.	Term Expires	January
12.	Term Expires - Year (yyyy)	2018
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?	Y
1.	Title of Board Member (select one):	Ms.
2.	First Name of Board Member	Christine
3.	Last Name of Board Member	Willson
4.	Mailing Address	6238 Poplar Beach Rd
5.	City	Romulus
6.	Zip Code (5 digits only)	14541
7.	E-mail address	chris@ovidlibrary.org
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2013
11.	Term Expires	January
12.	Term Expires - Year (yyyy)	2018
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?	Y

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	Seneca

3.	Amount	$8,181
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N
5.	Written Contractual Agreement	Y
1.	Source of Funds	School District
2.	Name of funding County, Municipality or District	Romulus
3.	Amount	$3,649
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	Y
5.	Written Contractual Agreement	N
1.	Source of Funds	School District
2.	Name of funding County, Municipality or District	South Seneca
3.	Amount	$16,537
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	Y
5.	Written Contractual Agreement	N
1.	Source of Funds	Town
2.	Name of funding County, Municipality or District	Ovid
3.	Amount	$3,500
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N
5.	Written Contractual Agreement	Y
1.	Source of Funds	Town
2.	Name of funding County, Municipality or District	Romulus
3.	Amount	$3,500
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N
5.	Written Contractual Agreement	Y
1.	Source of Funds	Village
2.	Name of funding County, Municipality or District	Ovid
3.	Amount	$150
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N
5.	Written Contractual Agreement	Y
11.2	**TOTAL LOCAL PUBLIC FUNDS**	$35,517

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3	Local Library Services Aid (LLSA)	$1,551
11.4	Central Library Aid (CLDA and/or CBA)	$0
11.5	Additional State Aid received from the System	$15,000
11.6	Federal Aid received from the System	$0
11.7	Other Cash Grants	$188
11.8	**TOTAL SYSTEM CASH GRANTS** (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	$16,739

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	$4,500

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	$381,964
11.15	Fund Raising	$0
11.16	Income from Investments	$16,912
11.17	Library Charges	$3,160
11.18	Other	$888
11.19	**TOTAL OTHER RECEIPTS** (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	$402,924
11.20	**TOTAL OPERATING FUND RECEIPTS** (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	$459,680
11.21	**BUDGET LOANS**	$0

TRANSFERS

11.22	From Capital Fund (Same as Question 14.8)	$0
11.23	From Other Funds	$11,409
11.24	**TOTAL TRANSFERS** (Add Questions 11.22 and 11.23)	$11,409
11.25	BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2013 (Same as Question 12.39 of previous year if fiscal year has not changed)	$117,839
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)	$588,928

12. OPERATING FUND DISBURSEMENTS
STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds

12.1	Certified Librarians	$27,632
12.2	Other Staff	$58,945
12.3	**Total Salaries & Wages Expenditures**(Add Questions 12.1 and 12.2)	$86,577
12.4	**Employee Benefits Expenditures**	$17,953
12.5	**Total Staff Expenditures** (Add Questions 12.3 and 12.4)	$104,530

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	$10,056
12.7	Electronic Materials Expenditures	$664
12.8	Other Materials Expenditures	$0
12.9	**Total Collection Expenditures** (Add Questions 12.6, 12.7 and 12.8)	$10,720

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	$0
12.11	From Other Funds (71OF)	$1,602
12.12	**Total Capital Expenditures** (Add Questions 12.10 and 12.11)	$1,602

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13	From Local Public Funds (72PF)	$0

12.14	From Other Funds (72OF)	$0
12.15	**Total Repairs** (Add Questions 12.13 and 12.14)	$0
12.16	Other Disbursements for Operation & Maintenance of Buildings	$13,894
12.17	**Total Operation & Maintenance of Buildings** (Add Questions 12.15 and 12.16)	$13,894

MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	$2,311
12.19	Telecommunications	$434
12.20	Binding Expenses	$0
12.21	Postage and Freight	$482
12.22	Professional & Consultant Fees	$16,928
12.23	Other Miscellaneous	$19,285
12.24	**Total Miscellaneous Expenses** (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22 and 12.23)	$39,440
12.25	**CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE**	$5,356

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)	$175,542

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)	$175,542
12.39	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2013	$413,386
12.40	**GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE** (Add Questions 12.38 and 12.39; same as Question 11.26)	$588,928

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).	01/16/2014

FISCAL AUDIT

12.42	Last audit performed (mm/dd/yyyy)	12/20/2012
12.43	Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	01/01/2011-12/31/2011
12.44	Indicate type of audit (select one):	Private Accounting Firm

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 2013 (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
	TOTAL CASH DISBURSEMENTS AND TRANSFERS	

14.10	(Add Questions 14.7, 14.8 and 14.9)	$0
14.11	**BALANCE IN CAPITAL FUND** - Ending Balance for the Fiscal Year Ending 2013	$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	0.75
15.2	Total Librarians	2.25
15.3	All Other Paid Staff	0.38
15.4	Total Paid Employees	2.63
15.5	State Government Revenue	$21,051
15.6	Federal Government Revenue	$0
15.7	Other Operating Revenue	$403,112
15.8	Total Operating Revenue	$459,680
15.9	Other Operating Expenditures	$58,690
15.10	Total Operating Expenditures	$173,940
15.11	Total Capital Expenditures	$1,602
15.12	Print Materials	13,106
15.13	Total Registered Borrowers	2,777
15.14	Other Capital Revenue and Receipts	$0
15.15	Total Number of Internet Terminals Used by the General Public	7

16. FOR NEW YORK STATE LIBRARY USE ONLY

16.1	*LIB ID*	2400564900
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*	NY0149

SUGGESTED IMPROVEMENTS

Library Name: EDITH B. FORD MEMORIAL LIBRARY

Library System: Finger Lakes Library System

Name of Person Completing Form: Shannon O'Connor

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!