

# Coburn Free Library

## Annual Report For Public And Association Libraries - 2018

### 1. GENERAL LIBRARY INFORMATION

- For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? If yes, please annotate explaining the circumstance(s) and the impact on the library using the Note; if no, please go to Part 2, Library Collection.
- 1.51 **Note:** In 2018, we continued our efforts to create a smaller, more focused collection. Our focus is to increase circulation by creating a higher quality, well-weeded collection.

### 2. LIBRARY COLLECTION

- 2.8 Total Uncataloged Books **Note:** We house a genealogy section that is uncataloged and not circulated. This collection is for use on site only.

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

- screen reader, such as JAWS or Windoweyes **Note:** NVDA
- 3.17 Young Adult Program Sessions **Note:** We added new young adult programs: Lego Club, Painting Programs, Teen Reader's Theater
- 3.18 Children's Program Sessions **Note:** Story time, Community Helpers Programs, Painting Programs, PAWS to Read, Special Story times
- 3.24 Young Adult Program Attendance **Note:** We began new programs which are very popular: Lego Club, Painting Programs, and Teen Reader's Theater.
- 3.49 Other (describe using the State note) **Note:** Summer Meals Program-Hunger Solutions NY, NYS Alliance of Boys and Girls Clubs, Local Business

### 4. LIBRARY TRANSACTIONS

No Notes

### 5. TECHNOLOGY AND TELECOMMUNICATIONS

No Notes

## 6. STAFF INFORMATION

No Notes

## 7. MINIMUM PUBLIC LIBRARY STANDARDS

No Notes

## 8. PUBLIC SERVICE INFORMATION

No Notes

## 9. SERVICE OUTLET INFORMATION

No Notes

## 10. OFFICERS AND TRUSTEES

- 10.2 Does your library have a range of trustees stated in the library's charter documents (incorporation)?
- Note:** The charter designates five trustees plus any members of the OACSD Board of Education that reside within the Village of Owego. This means the number of trustees may vary due to school board member changes. School board members who reside in the Village of Owego are not always active members who attend board meetings but they are official trustees and have voting rights.
- 10.3 If yes, what is the range?
- Note:** The charter designates five trustees plus any members of the OACSD Board of Education that reside within the Village of Owego. This means the number of trustees may vary due to school board member changes. School board members who reside in the Village of Owego are not always active members but are official trustees and have voting rights.
- 10.5 If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)?
- Note:** Our charter names five voting positions. In addition, any members of the Owego-Apalachin Central School District Board who reside in the Village of Owego are automatically on the board of the Coburn Free Library. There are not always members of the OACSD Board of Education who fit the criteria to be on our board. At this time, there is a Board of Education member, Dan Whippo, included in our board. He is a voting member of the board.
- 10.8 Enter Board Member Selection Code (select one):
- Note:** Board members are elected by sitting members in a board meeting open to the public.
- Repeating Group 4
7. E-mail address
- Note:** Marcia Blowney-Toda does not use email. You may send correspondence to

director@coburnfreelibrary.org and it will be printed and given to her.

## Repeating Group 5

12. Term Expires - Year (yyyy)

**Note:** The report requires that we put in a date for term expiration. The expiration of Mr. Whippo's term on the Coburn Board of Trustees is determined by his time on the Owego Apalachin School Board. He is an automatic member as a member of the school board who resides within the Village of Owego.

## 11. OPERATING FUNDS RECEIPTS

No Notes

## 12. OPERATING FUND DISBURSEMENTS

12.7 Electronic Materials Expenditures

**Note:** An additional \$950 was spent on electronic illustrations.

## 13. CAPITAL FUND RECEIPTS

13.1 Revenues from Local Government Sources

**Note:** This income is from the Town of Owego, Village of Owego, Tioga County, and New York State State Aid. These funds should have been reported in this field last year.

13.2 All Other Revenues from Local Sources

**Note:** This shows trust income, donations, and book sale revenue. These amounts are increased from 2017.

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

**Note:** Amounts from trust income, donations, and book sale revenue are increased from 2017.

13.4 State Aid Received for Construction

**Note:** NYS Library Construction Grant funds received. \$100,000 grant awarded. 90% funds released in 2018. The remaining 10% will be released at project completion.

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

**Note:** Coburn Free Library received a NYS Library Construction Grant in the amount of \$100,000 for our Accessibility Annex Capital Project. 90% has been distributed. The remaining 10% will be distributed upon project completion.

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

**Note:** Coburn Free Library received a NYS Library Construction Grant in the amount of \$100,000 for our Accessibility Annex Capital Project. 90% has been distributed. The remaining 10% will be distributed upon project completion.

## 14. CAPITAL FUND DISBURSEMENTS

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

**Note:** Coburn Free Library received a NYS Library Construction Grant in the amount of \$100,000 for our Accessibility Annex Capital Project. 90% has

been distributed. The remaining 10% will be distributed upon project completion.

## 15. CENTRAL LIBRARIES

No Notes

## 16. FEDERAL TOTALS

16.9 Other Operating Expenditures

**Note:** Overall expenses increased this year including minimum wage, utilities, programming fees, etc.

16.11 Total Capital Expenditures

**Note:** The accessibility project was in planning, thus did not incur as much cost as 2017. Most of the architectural fees were paid in 2017.

16.14 Other Capital Revenue and Receipts

**Note:** All capital revenue was reported in other fields. There was no "other" capital revenue to report.

## 17. FOR NEW YORK STATE LIBRARY USE ONLY

No Notes

## SUGGESTED IMPROVEMENTS

No Notes