Coburn Free Library
Annual Report For Public And Association Libraries - 2022

1. GENERAL LIBRARY INFORMATION

Library/Director Information

[Outline of Major Changes](#)

Please be advised Bibliostat CollectConnect is now using a new interface. If you have accessed or if you believe you may have accessed the old Bibliostat Collect, please click the new link here and you will be taken to the new interface. Please be sure you exit and close the old Bibliostat Collect before you begin your survey.
To avoid loss of data, only one person at a time should be logged into a member library report. Multiple people logged into the same report will cause data to be lost.
Libraries should not have reports from two different years open at the same time.

Report all information in Part 1 as of December 31, 2022, <u>except</u> for questions related to the <u>current</u> library director/manager (questions 1.37 through 1.44).

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	01/01/2022
1.7	Ending Fiscal Reporting Year	12/31/2022
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   N/A
of library's new reporting year. Enter N/A if No
was answered to Question 1.8.

1.10   Please indicate the ending date of   N/A
library's new reporting year. Enter N/A if No was
answered to Question 1.8.

1.11   Beginning <u>Local</u> Fiscal Year   01/01/2022

1.12   Ending <u>Local</u> Fiscal Year   12/31/2022

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   (607) 687-3520
and hit the Tab key; enter N/A if no telephone
number)

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

Note: We no longer have a dedicated fax line.

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

1.23   Library Home Page URL (Enter N/A if   www.coburnfreelibrary.org
no home page URL)

1.24   Population Chartered to Serve (per 2020   3,654
Census)

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

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

1.27   During the reporting year, has there been   N
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.

1.28   Indicate the type of charter the library   Absolute
currently holds (select one):

1.29   Date the library was granted its absolute   02/18/1895
charter or the date of the provisional charter if the
library does not have an absolute charter

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

THESE QUESTIONS ARE FOR NYC LIBRARIES ONLY. PLEASE PROCEED TO THE NEXT QUESTION.

1.36a   President/CEO Name

1.36b   President/CEO Phone Number

1.36c   President/CEO Email

NOTE: For questions 1.37 through 1.44, report all information for the <u>current</u> library director/manager.

1.37   First Name of Library Director/Manager   Meredith

1.38   Last Name of Library Director/Manager   Gallaro

1.39   NYS Public Librarian Certification Number   N/A

1.40   What is the highest education level of the library manager/director?   Bachelor's Degree

1.41   If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science?   N/A

1.42   Do all staff working in the budgeted Librarian (certified) positions reported in 6.4 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note.   N/A

1.43   E-mail Address of the Director/Manager   director@coburnfreelibrary.org

1.44   Fax Number of the Director/Manager   N/A

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

1.46   Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2022? (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 1.47.   Y

Public Votes/Contracts

Please Note: last year's answers for repeating groups cannot be displayed.

1.   Name of municipality or district holding   Owego-Apalachin Central
the public vote   School District

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

3.   Date the vote was held (mm/dd/2022)   05/17/2022

4.   Was the vote successful? Y/N   Y

5.   What type of public vote was it?   school district ballot
                                                    proposition (Ed. Law §259(1)
                                                    (a))

6a.   Most recent prior year approved $115,000
appropriation from a public vote:

6b.   Proposed increase in appropriation as a $5,000
result of the vote held on the date reported in
question number 3:

6c.   Total proposed appropriation (sum of 6a $120,000
and 6b):

This question should only be answered if "No" was answered in Q1.46 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.

1.47   Did the library receive funding from an
appropriation which was approved by public vote
in a prior year? (Prior to Calendar Year 2022)
Enter Y for Yes, N for No. If Yes, complete one
record for the vote from each funding source. If
No, go to question 1.48.

Please Note: last year's answers for repeating groups cannot be displayed.

1.   Name of municipality or district holding
the public vote

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

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

4.   What type of public vote was it?

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

1.48   Does the reporting library have a   N
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
1.49.

Unusual Circumstances

Please Note: last year's answers for repeating groups cannot be displayed.

1.   Name of contracting municipality or   N/A
district

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

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

4.   Dollar amount of contract   N/A

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

1.49   For the reporting year, has the library   N
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.

2. LIBRARY COLLECTION

Print/Electronic/Other Holdings

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Part 1.
Please read general information instructions below before completing this section.

NOTE: This section of the survey (2.1-2.25) collects data on selected types of materials.

It does not cover all materials (i.e., microforms, loose sheet music, 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. Count electronic materials at the administrative entity level
(main library); do not duplicate numbers at each branch.

PRINT MATERIALS

Cataloged Books

2.1   Adult Fiction Books   12,655

2.2   Adult Non-fiction Books   7,379

2.3   Total Adult Books (Total questions 2.1 &   20,034
2.2)

2.4   Children's Fiction Books   6,550

2.5   Children's Non-fiction Books   3,377

2.6   Total Children's Books (Total questions   9,927
2.4 & 2.5)

2.7   Total Cataloged Books (Total questions   29,961
2.3 & 2.6)

Other Print Materials

2.8   Total Uncataloged Books   1,991

Note: We house a genealogy collection of 1,991 volumes that is uncatalogued and not circulated. This collection is for use on site only.

2.9   Total Print Serials   50

2.10   All Other Print Materials   0

2.11   Total Other Print Materials (Total   2,041
questions 2.8 through 2.10)

2.12   Total Print Materials (Total questions 2.7   32,002
and 2.11)

ALL OTHER MATERIALS
Electronic Materials

2.13   Electronic Books   20,986

2.14   Local Electronic Collections   5

2.15   NOVEL_NY Electronic Collections   15

2.16   Total Electronic Collections (Total   20
questions 2.14 and 2.15)

2.17   Audio - Downloadable Units   10,419

2.18   Video - Downloadable Units   0

2.19   Other Electronic Materials (Include   0
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.)

2.20   Total Electronic Materials (Total
questions 2.13, 2.16, 2.17, 2.18 and 2.19)   31,425

Non-Electronic Materials

2.21   Audio - Physical Units   1,102

2.22   Video - Physical Units   1,509

2.23   Other Circulating Physical Items   100

2.24   Total Other Materials - Non-Electronic   2,711
(Total questions 2.21 through 2.23)

Grand Total/Additions to Holdings

2.25   **GRAND TOTAL HOLDINGS** (Total   66,138
questions 2.12, 2.20 and 2.24)

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

2.26   Cataloged Books   820

2.27   All Other Print Materials   2,041

Note: 1,991 uncatalogued materials in our non-circulating genealogy collection + 50 print serials

2.28   Electronic Materials   17,144

2.29   All Other Materials   51

2.30   Total Additions (Total questions 2.26   20,056
through 2.29)

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Visits/Borrowers/Policies/Accessibility

Report all information on questions 3.1 through 3.29 as of the end of the <u>fiscal</u> year reported in Part 1; report information on questions 3.32 through 3.84 for the 2022 <u>calendar</u> year. Please click here to read general instructions before completing this section.

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

LIBRARY USE

3.1   Library visits (total annual attendance)   20,604

3.1a   Regarding the number of Library Visits   ES - Annual Estimate Based
entered, is this an annual count or an annual   on Typical Week(s)
estimate based on a typical week or weeks?

3.2   Registered resident borrowers   644

Note: We did a purge of inactive patrons including all who owed fines. The Coburn Free Library went fine free 01/01/2023.

3.3   Registered non-resident borrowers   1,419

Note: We did a purge of inactive patrons including all who owed fines. The Coburn Free Library went fine free 01/01/2023.

Please report information on WRITTEN POLICIES as of 12/31/22.

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

3.4   Does the library have an open meeting   Y
policy?

3.5   Does the library have a policy protecting Y
the confidentiality of library records?

3.6   Does the library have an Internet use   Y
policy?

3.7   Does the library have a disaster plan?   Y

3.8   Does the library have a board-approved   Y
conflict of interest policy?

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

3.10   Does the library have a board-approved   Y
sexual harassment prevention policy?

Please report information on ACCESSIBILITY as of 12/31/22.

ACCESSIBILITY (Answer Y for Yes, N for No)

3.11   Does the library provide service to   Y
persons who cannot visit the library (homebound
persons, persons in nursing homes, persons in jail,
etc.)?

3.12   Does the library have assistive devices   N
for persons who are deaf and hearing impaired
(TTY/TDD)?

3.13   Does the library have large print books?   Y

3.14   Does the library have assistive   Y
technology for people who are visually impaired
or blind?

3.15 - If so, what do you have?

     screen reader, such as JAWS,   Yes
Windoweyes or NVDA

     refreshable Braille commonly referred to   No
as a refreshable Braille display

     screen magnification software, such as   No
Zoomtext

     electronic scanning and reading   No
software, such as OpenBook

3.16   Is the library registered for services from N
either the New York State Talking Book and
Braille Library (New York State Library, Albany)
or the Andrew Heiskell Braille and Talking Book
Library (The New York Public Library, New
York)?

Library Sponsored Programs/Summer Reading Program

SYNCHRONOUS PROGRAM SESSIONS and ATTENDANCE

Synchronous Program Sessions

A synchronous (live) program session is any planned event which introduces the group attending to library services or which provides information to participants.
Program sessions may cover use of the library, library services, or library tours. Program sessions may also provide cultural, recreational, or educational information.
Examples of these types of program sessions include, but are not limited to, film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.

For specific examples, please refer to the chart in Instructions.

3.17   Number of Synchronous Program   101
Sessions Targeted at Adults Age 19 or Older

Note: Coburn Academy 5, Community Wellness 2, Author visits 2, Literary Art Club 6, Mystery Book Club 12, Owego Craft Circle 10, Special Interest Programs 17, Tech Tuesday 47

3.18   Number of Synchronous Program   48
Sessions Targeted at Young Adults Ages 12-18

Note: World Languages (Intro to Spanish) 14, Independence 101 4, General Interest 3, Author visit 1, Lego Club 10, Master Minds Club 6, Paint and Learn 10

3.19a   Number of Synchronous Program   42
Sessions Targeted at Children Ages 0-5

Note: Early Literacy Story Time 39, General Interest 3

3.19b   Number of Synchronous Program   36
Sessions Targeted at Children Ages 6-11

Note: Science and Animal Programs 8, General Interest 8, Music Education 4, Kid's Game Night 2, Lego Club-Beginner Builds 2, Mad Scientists Club 3, Stories with Sulley 9

3.20   Number of Synchronous General Interest 3
Program Sessions

3.21   Total Number of Synchronous Program   230
Sessions (Total questions 3.17, 3.18, 3.19a, 3.19b, 3.20)

Note: We increased the number of in-person programs to meet the demand of patrons returning to events post-pandemic.

3.21a   Number of Synchronous In-Person   230
Onsite Program Sessions

3.21b   Number of Synchronous In-Person   0
Offsite Program Sessions

3.21c   Number of Synchronous Virtual Program 0
Sessions

3.21d   Total number of synchronous programs   230
(3.21a + 3.21b + 3.21c)

3.22   One-on-One Program Sessions   24

Note: Tech Tuesday, tech tutorials for seniors: 47 total, 24 one-on one, 23 group format.

3.23   Do library staff, trustees and/or   Yes
volunteers reach outside of the library to promote
library programs and services through group
presentations, information tables and/or other
similar educational activities sponsored by the
Library?

3.24   Attendance at Synchronous Programs   644
Targeted at Adults Age 19 or Older

3.25   Attendance at Synchronous Programs   464
Targeted at Young Adults Ages 12-18

3.26a   Attendance at Synchronous Programs   617
Targeted at Children Ages 0-5

3.26b   Attendance at Synchronous Programs   982
Targeted at Children Ages 6-11

3.27   Attendance at Synchronous General   32
Interest Programs

3.28   Total Attendance at Synchronous   2,739
Programs (Total questions 3.24, 3.25, 3.26a,
3.26b, 3.27).

Note: Attendance at programs increased as people returned to public events with renewed
confidence of safety post-pandemic.

3.28a   Synchronous In-Person Onsite Program 2,739
Attendance

3.28b   Synchronous In-Person Offsite Program   0
Attendance

Note: In 2021, portions of our summer reading program were held at a local park. In 2022, we added a permanent stage on our back lawn and held all of our summer reading programs on site.

3.28c   Synchronous Virtual Program   0
Attendance

Note: Due to the reduced threat of the pandemic, we returned to in-person programming and eliminated virtual programs. Our surveys have shown that our patrons prefer in-person and are suffering "zoom fatigue".

3.28d   Total synchronous program attendance   2,739
(3.28a + 3.28b + 3.28c)

3.29   One-on-One Program Attendance   24

3.29a   Total Number of Asynchronous Program   0
Presentations

3.29b   Total Views of Asynchronous Program   0
Presentations within 30 Days

3.30   Total Number of Children's Programs   78
(sum of Q3.19a and Q3.19b)

3.31   Total Children's Program Attendance   1,599
(sum of Q3.26a and Q3.26b)

Please report information on SUMMER READING PROGRAMS for the 2022 calendar year.

SUMMER READING PROGRAM

3.32 - Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2022 (check all that apply):

a.   Program(s) for children   Yes

b.   Program(s) for young adults   Yes

c.   Program(s) for Adults   Yes

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
3.33	Library outlets offering the summer reading program	1
3.34	Children registered for the library's summer reading program	131
3.35	Young adults registered for the library's summer reading program	23
3.36	Adults registered for the library's summer reading program	41
3.37	Total number registered for the library's summer reading program (total 3.34 + 3.35 + 3.36)	195
3.38	Children's program sessions - Summer 2022	24
3.39	Young adult program sessions - Summer 2022	6
3.40	Adult program sessions - Summer 2022	21
3.41	Total program sessions - Summer 2022 (total 3.38 + 3.39 + 3.40)	51
3.42	Children's program attendance - Summer 2022	848
3.43	Young adult program attendance - Summer 2022	125

3.44	Adult program attendance - Summer 2022	87
3.45	Total program attendance - Summer 2022 (total 3.42 + 3.43 + 3.44)	1,060

COLLABORATORS

3.46	Public school district(s) and/or BOCES	0
3.47	Non-public school(s)	2
3.48	Childcare center(s)	2
3.49	Summer camp(s)	1
3.50	Municipality/Municipalities	0
3.51	Literacy provider(s)	0
3.52	Other (describe using the State note)	0
3.53	Total Collaborators (total 3.46 through 3.52)	5

Early/Adult/English Speaker/Digital Literacy

Please report information on EARLY LITERACY PROGRAMS for the 2022 calendar year.

EARLY LITERACY PROGRAMS

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

3.55 - Indicate types of programs offered (check all that apply)

a.	Focus on birth - school entry (kindergarten)	Yes
b.	Focus on parents & caregivers	No

c.	Combined audience	No
d.	N/A	No

3.56 - Number of sessions

a.	Focus on birth - school entry (kindergarten)	40
b.	Focus on parents & caregivers	0
c.	Combined audience	0
d.	N/A	0
3.57	Total Sessions	40

3.58 - Attendance at sessions

a.	Focus on birth - school entry (kindergarten)	603
b.	Focus on parents & caregivers	0
c.	Combined audience	0
d.	N/A	0
3.59	Total Attendance	603

3.60 - Collaborators (check all that apply):

a.	Childcare center(s)	Yes
b.	Public School District(s) and/or BOCES	No
c.	Non-Public School(s)	Yes
d.	Health care providers/agencies	No

e.　　Other (describe using the State note)　　No

Please report information on ADULT LITERACY for the 2022 calendar year.

ADULT LITERACY

3.61　Did the library offer adult literacy　　No
programs?

3.62　Total group program sessions　　0

3.63　Total one-on-one program sessions　　0

3.64　Total group program attendance　　0

3.65　Total one-on-one program attendance　　0

3.66 - Collaborators (check all that apply)

a.　　Literacy NY (Literacy Volunteers of　　No
America)

b.　　Public School District(s) and/or BOCES　No

c.　　Non-Public Schools　　No

d.　　Other (see instructions and describe　　No
using Note)

Please report information on PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL) for the 2022 calendar year.

PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

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

3.68　Children's program sessions　　0

3.69　Young adult program sessions　　0

3.70　Adult program sessions　　0

3.71	Total program sessions (total 3.68 + 3.69 + 3.70)	0

3.72	One-on-one program sessions	0

3.73	Children's program attendance	0

3.74	Young adult program attendance	0

3.75	Adult program attendance	0

3.76	Total program attendance (total 3.73 + 3.74 + 3.75)	0

3.77	One-on-one program attendance	0

3.78 - 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 Note)	No

Please report information on DIGITAL LITERACY for the 2022 calendar year.

DIGITAL LITERACY

3.79	Did the library offer digital literacy programs?	Y

3.80	Total group program sessions	23

3.81	Total one-on-one program sessions	24

3.82	Total group program attendance	46

3.83	Total one-on-one program attendance	24

3.84   Did your library offer teen-led activities   N
during the 2022 calendar year?

4. LIBRARY TRANSACTIONS

Circulation/Electronic Use/Reference 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	9,138
4.2	Adult Non-fiction Books	2,389
4.3	Total Adult Books (Total questions 4.1 & 4.2)	11,527
4.4	Children's Fiction Books	6,911
4.5	Children's Non-fiction Books	1,249
4.6	Total Children's Books (Total questions 4.4 & 4.5)	8,160
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	19,687

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	3,071
4.9	Circulation of Children's Other Materials	307
4.10	Circulation of Other Physical Items (Total questions 4.8, 4.9)	3,378
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	23,065

ELECTRONIC USE

| 4.12 | Use of Electronic Material | 6,000 |

Note: 5,936 Overdrive Checkouts plus 64 OACSD checkouts = 6,000

| 4.13 | Successful Retrieval of Electronic Information | 0 |

| 4.14 | Electronic Content Use (Total questions 4.12 & 4.13) | 6,000 |

| 4.15 | Total Circulation of Materials (Total questions 4.11 & 4.12) | 29,065 |

| 4.16 | Total Collection Use (Total questions 4.13 & 4.15) | 29,065 |

| 4.17 | Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9) | 8,467 |

| 4.18 | As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due? | Yes |

Note: The Coburn Free Library went fully fine free on January 1, 2023 immediately following this reporting period.

REFERENCE TRANSACTIONS

| 4.19 | Total Reference Transactions | 2,318 |

| 4.19a | Regarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks? | ES - Annual Estimate Based on Typical Week(s) |

| 4.20 | Does the library offer virtual reference? | Y |

Note: reference@flls.org

Interlibrary Loan

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.21   TOTAL MATERIALS RECEIVED   4,408

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.22   TOTAL MATERIALS PROVIDED   4,518

5. TECHNOLOGY AND TELECOMMUNICATIONS
Report all information as of December 31, 2022.

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   41,252

5.5   Does the library use Internet filtering software on any computer?   Y

5.6   Does your library use social media?   Y

5.7   Does the library file for E-rate benefits?   Y

5.8   Is the library part of a consortium for E-rate benefits?   Y

5.9   If yes, in which consortium are you participating?   Finger Lakes Library System

5.10   Name of the person responsible for the library's Information Technology (IT) services   Rex Helwig

5.11   IT contact's telephone number (enter 10 digits only and hit the Tab key)   (800) 909-3557

5.12   IT contact's email address   rhelwig@flls.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)	1
6.7	Vacant Library Manager (not certified)	0
6.8	Library Specialist/Paraprofessional (not certified)	0
6.9	Vacant Library Specialist/Paraprofessional (not certified)	0
6.10	Other Staff	1.6
6.11	Vacant Other Staff	0
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	2.60
6.13	VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	0.00

SALARY INFORMATION

6.14	FTE - Entry Level Librarian (certified)	0
6.15	Salary - Entry Level Librarian (certified)	$0
6.16	FTE - Library Director (certified)	0
6.17	Salary - Library Director (certified)	$0
6.18	FTE - Library Manager (not certified)	1
6.19	Salary - Library Manager (not certified)	$50,000

7. MINIMUM PUBLIC LIBRARY STANDARDS

As of January 1, 2023 all public, free association and Indian libraries in New York State are required to meet the minimum standards listed below. Please indicate which of these standards your library meets as of **December 31, 2022**. Please click here to read general instructions before completing this section. Helpful information for meeting minimum public library standards is available on the State Library's website. Questions about the new standards should be directed to your library system.

1.	Is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law.	Y
2.	Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff.	Y
3.	Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service.	Y
4.	Has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law.	Y

5. Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service. Y

6. Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service. Y

7. Is open the minimum standard number of public service hours for population served. (see instructions) Y

8. Maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate:

8a.   space   Y

8b.   lighting   Y

8c.   shelving   Y

8d.   seating   Y

8e.   power infrastructure   Y

8f.   data infrastructure   Y

8g.   public restroom   Y

9.   Provides programming to address community needs, as outlined in the library's long-range plan of service. Y

10. Provides

10a.   a circulation system that facilitates access to the local library collection and other library catalogs Y

10b.   equipment, technology, and internet connectivity to address community needs and facilitate access to information.   Y

11.   Provides access to current library information in print and online, facilitating the understanding of library services, operations and governance; information provided online shall include the standards referenced in numbers (1) through (5) above.   Y

12.   Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.   Y

13.   Provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service.   Y

14.   Establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service.   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

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

8.6   Minimum Weekly Total Hours - Main   31.00
Library

Note: In July and August, the library is open 31 hours per week. The remainder of the year, the library is open 34 hrs per week.

8.7   Minimum Weekly Total Hours - Branch   0.00
Libraries

8.8   Minimum Weekly Total Hours -   0.00
Bookmobiles

8.9   Minimum Weekly Total Hours - Total   31.00
Hours Open (Total questions 8.6 - 8.8)

8.10   Annual Total Hours - Main Library   1,744.00

8.11   Annual Total Hours - Branch Libraries   0.00

8.12   Annual Total Hours - Bookmobiles   0.00

8.13   Annual Hours Open - Total Hours Open   1,744.00
(Total questions 8.10 through 8.12)

8A. COVID

NOTE: This section of the survey (8A) collects data on the impact of the COVID–19 pandemic. Report all information in Part 8A from January 1, 2022 to December 31, 2022.

CV1   Were any of the library's outlets   No
physically closed to the public for any period of
time due to the Coronavirus (COVID-19)
pandemic?

CV2   Did library staff continue to provide   No
services to the public during any portion of the
period when the building was physically closed to
the public due to the Coronavirus (COVID-19)
pandemic?

Note: N/A

CV3	Did the library allow users to complete	Yes
registration for library cards online without having
to come to the library during the Coronavirus
(COVID-19) pandemic?

CV4	Did the library provide reference service	No
via the Internet or telephone when the building
was physically closed to the public during the
Coronavirus (COVID-19) pandemic?

Note: N/A

CV5	Did the library provide 'outside' service	No
for circulation of physical materials at one or more
outlets during the Coronavirus (COVID-19)
pandemic?

Note: Curbside service was not needed during 2022.

CV6	Did the library intentionally provide Wi-	Yes
Fi Internet access to users outside the building at
one or more outlets during COVID-19 pandemic?

CV7	Did the library increase access to Wi-Fi	Yes
Internet access to users outside the building at one
or more outlets during the Coronavirus (COVID-
19) pandemic?

CV8	Did library staff work for other	No
government agencies or nonprofit organizations
instead of, or in addition to, their normal duties
during the Coronavirus (COVID-19) pandemic?

CV9	Number of Weeks an Outlet Had Limited	0
Occupancy Due to COVID-19

Note: In 2022, there were no limitations on occupancy.

9. SERVICE OUTLET INFORMATION

Outlets should be arranged in alphabetical order if possible.

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.

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.

If you have multiple libraries, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you will enter the data into the spreadsheet form available in the survey by clicking a link to an Excel sheet listing prior year outlets is located in section 9. Complete this form and email it to collectconnect@baker-taylor.com and your data will be uploaded into CollectConnect within 24 hours. The data will be loaded in the same order in which it appears in your file, so libraries should be in the correct order on the spreadsheet.

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) 687-3520
9.	E-mail Address	director@coburnfreelibrary.org
10.	Outlet URL	www.coburnfreelibrary.org
11.	County	Tioga
12.	School District	Owego-Apalachin Central School District

13.   Library System   Finger Lakes Library System

14.   Outlet Type Code (select one):   CE

15.   Public Service Hours Per Year for This   1,744
Outlet

16.   Number of Weeks This Outlet is Open   52

16a   Number of weeks an outlet closed due to 0
COVID-19

16b   Number of weeks an outlet had limited   0
occupancy due to COVID-19

Note: In 2020, this outlet had limited occupancy for sixteen weeks. During this reporting period, there was no limited occupancy.

17.   Does this outlet have meeting space   Y
available for public use (non-library sponsored
programs, meetings and/or events)?

18.   Is the meeting space available for public N
use even when the outlet is closed?

19.   Total number of non-library sponsored   328
programs, meetings and/or events at this outlet

Note: AARP tax preparation, Area non-profit meetings, Tutoring sessions (nonpaid/volunteer only), Local community group meetings, Supervised visitations. Usage of our meeting rooms has increased greatly due to the accessibility annex (elevator) addition. We now have four accessible meeting areas available for use: two meeting rooms and two open seating areas.

20.   Enter the appropriate outlet code (select LO
one):

21.   Who owns this outlet building?   Library Board

22.   Who owns the land on which this outlet   Library Board
is built?

23.   Indicate the year this outlet was initially 1910
constructed

24.	Indicate the year this outlet underwent a major renovation costing $25,000 or more	2021
25.	Square footage of the outlet	10,000
26.	Number of Internet Computers Used by General Public	5
27.	Number of uses (sessions) of public Internet computers per year	896
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count
28.	Type of connection on the outlet's public Internet computers	Cable
29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	11 Greater than or equal to 100 mbps and less than 1 gbps
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	7 Greater than or equal to 10 mbps and less than 15 mbps
31.	Internet Provider	Spectrum/Time Warner Cable
32.	WiFi Access	Available only when the library is open
33.	Wireless Sessions	1,095
33a	Reporting Method for Wireless Sessions	ES - Annual Estimate Based on Typical Week(s)
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y

35. Is every public part of the outlet accessible to a person in a wheelchair?   Y

Note: There are some areas within our historic building which may be difficult for larger, bariatric sized wheelchairs. Every effort was made when creating the accessibility annex to retrofit the original building for usage by all patrons; however, the size of the doorframes and the distance between bookshelves was dictated by the original 1910 historic structure. We made all areas as large as allowed by the structural cast-iron stacks which cannot be moved. We apologize for any inconvenience this may cause. We were confined by the original structure of our historic building.

36. Does your **outlet** have a Makerspace?   N

Note: Two maker spaces are in development: one for the children's section and one for the teen space upstairs. Materials have been purchased. Before we can place the maker spaces, furniture must be purchased and computers must be reconfigured to provide the necessary space.

37. *LIBID*   2400604910

38. *FSCSID*   NY0156

39. *Number of Bookmobiles in the Bookmobile Outlet Record*   0

40. *Outlet Structure Status*   00 (for no change from previous year)

10. OFFICERS AND TRUSTEES

Trustees and Terms/Board President/Trustee Names

Report information about trustee meetings as of December 31, 2022. 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, 2022 to December 31, 2022)   12

NUMBER OF TRUSTEES AND TERMS

10.2 Does your library have a range of trustees stated in the library's charter documents (incorporation)?   Yes

| 10.3 | If yes, what is the range? | 5-14 |

10.4   If your library has a range, how many voting positions are stated in the library's current by-laws?   5

10.6   Does your library's charter documents (incorporation) state a specified term for trustees? If no, please explain in a Note.   Yes

10.7   If yes, what is the trustee term length, as stated in your library's charter documents (incorporation)?   5 years

BOARD MEMBER SELECTION

10.8   Enter Board Member Selection Code (select one):   O - other (specify using the State note)

Note: New board members are determined by a vote of current board members.

List Officers and Board Members as of February 1, 2023. 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

10.9   First Name   Linda

10.10   Last Name   Williams

10.11   Mailing Address   32 Main Street

10.12   City   Owego

10.13   Zip Code (5 digits only)   13827

10.14   Phone (enter 10 digits only)   (607) 972-4844

10.15   E-mail Address   gwilliams6@stny.rr.com

10.16   Term Begins - Month   January

10.17	Term Begins - Year (yyyy)	2023
10.18	Term Expires - Month	December
10.19	Term Expires - Year (yyyy)	2027
10.20	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes
10.21	The date the Oath of Office was taken (mm/dd/yyyy)	N/A
10.22	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
10.23	Is this a brand new trustee?	N

Please Note: last year's answers for repeating groups cannot be displayed.

You may 1) enter the data for the Officers and Board Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect (but do not include the Board President—this information should still be entered directly into the survey). If you choose to send your data for uploading, you must enter the data into the spreadsheet form available here. Please Note: It is customized and contains all the data entered last year to be updated this year. Complete this form and email it to collectconnect@baker-taylor.com.

1.	Status	Filled
2.	First Name of Board Member	James
3.	Last Name of Board Member	Pritchard
4.	Mailing Address	313 Main Street
5.	City	Owego
6.	Zip Code (5 digits only)	13827

7.	E-mail address	jamespritchard16@gmail.com
8.	Office Held or Trustee	Vice President
9.	Term Begins - Month	September
10.	Term Begins - Year (year)	2020
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2024
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	No

Note: James Pritchard filled a term left empty upon the death of Judith Whipple.

14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
16.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name of Board Member	Michael
3.	Last Name of Board Member	Fenn
4.	Mailing Address	24 Armstrong Place
5.	City	Owego
6.	Zip Code (5 digits only)	13827

7.	E-mail address	owegobowling@yahoo.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	August
10.	Term Begins - Year (year)	2021
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2025
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	No

Note: James Pritchard filled a term left empty upon the death of Judith Whipple.

14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
16.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name of Board Member	David
3.	Last Name of Board Member	Woodburn
4.	Mailing Address	25 Armstrong Place
5.	City	Owego
6.	Zip Code (5 digits only)	13827

7.	E-mail address	dcwoodburn53@gmail.com
8.	Office Held or Trustee	Financial Officer
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2023
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2027

13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.   Yes

Note: James Pritchard filled a term left empty upon the death of Judith Whipple.

14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
16.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name of Board Member	Ellen
3.	Last Name of Board Member	Keough
4.	Mailing Address	121 Woodlawn Ave
5.	City	Owego
6.	Zip Code (5 digits only)	13827

7.   E-mail address   newellenkeough@gmail.com

8.   Office Held or Trustee   Secretary

9.   Term Begins - Month   January

10.   Term Begins - Year (year)   2020

11.   Term Expires   December

12.   Term Expires - Year (yyyy)   2024

13.   Is the trustee serving a full term? If No,   Yes
add a Note. The Note should identify the previous
trustee whose unexpired term is being filled, and
should identify the beginning and ending date of
the unexpired previous trustee's term. Example:
Trustee is filling the remainder of [name]'s term,
which was to run from beginning date to ending
date.

Note: James Pritchard filled a term left empty upon the death of Judith Whipple.

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

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

16.   Is this a brand new trustee?   N

Trustee Education

Please Note: last year's answers for repeating groups cannot be displayed.

Complete one record for each person serving as a trustee as of December 31, 2022. These trustees will not be exactly the same as the trustees listed in the section above.

1.   Trustee Name   Linda Williams

2.   Has the trustee participated in trustee   Y
education in the last calendar year (2022)?

1.   Trustee Name   James Pritchard

2.   Has the trustee participated in trustee   N
education in the last calendar year (2022)?

1.   Trustee Name   Ellen Keough

2.   Has the trustee participated in trustee   Y
education in the last calendar year (2022)?

1.   Trustee Name   David Woodburn

2.   Has the trustee participated in trustee   N
education in the last calendar year (2022)?

1.   Trustee Name   Michael Fenn

2.   Has the trustee participated in trustee   N
education in the last calendar year (2022)?

11. OPERATING FUNDS RECEIPTS

Local Public Funds/System Cash Grants/Other State

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). *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 school districts which are the source of funds.

11.1   Does the library receive any local public   Y
funds? If yes, complete one record for each taxing
authority; if no, go to question 11.3.

Please Note: last year's answers for repeating groups cannot be displayed.

1.   Source of Funds   Village

2.   Name of funding County, Municipality   Village of Owego
or School District

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/A

1.	Source of Funds	Town

2.	Name of funding County, Municipality or School District	Town of Owego

3.	Amount	$1,506

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	County

2.	Name of funding County, Municipality or School District	Tioga County

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	School District

2.	Name of funding County, Municipality or School District	Owego Apalachin Central School District

3.	Amount	$120,000

4.	Subject to public vote held in reporting year or in a previous reporting year(s).	Y

5.	Written Contractual Agreement	Y

11.2   **TOTAL LOCAL PUBLIC FUNDS** $132,618

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3   Local Library Services Aid (LLSA) $1,428

11.4   Record all Central Library Services Aid $0
monies received from system headquarters

11.5   Additional State Aid received from the $4,500
System

11.6   Federal Aid received from the System $0

11.7   Other Cash Grants $2,000

Note: FLLS Collection Grant

11.8   **TOTAL SYSTEM CASH GRANTS** $7,928
(Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)

Note: In 2022, we received an Outreach Mini Grant for $1,000 and a Special Legislative Grant in the amount of $3,500. Both were distributed by the Finger Lakes Library System.

OTHER STATE AID

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

Federal Aid/Other Receipts

FEDERAL AID FOR LIBRARY OPERATION

11.10   LSTA $0

11.11   Other Federal Aid $0

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

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

OTHER RECEIPTS

11.14	Gifts and Endowments	$31,960

11.15	Fund Raising	$12,094

11.16	Income from Investments	$33

Note: The sum represents interest/dividend income.

11.17	Library Charges	$1,462

Note: This represents fines and library charges.

11.18	Other	$9,703

11.19	**TOTAL OTHER RECEIPTS** (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	$55,252

11.20	**TOTAL OPERATING FUND RECEIPTS** (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	$195,798

11.21	**BUDGET LOANS**	$0

Transfers/Grant Total

TRANSFERS

11.22	From Capital Fund (Same as Question 14.8)	$0

11.23	From Other Funds	$16,000

11.24	**TOTAL TRANSFERS** (Add Questions 11.22 and 11.23)	$16,000

11.25   BALANCE IN OPERATING FUND -
Beginning Balance for Fiscal Year Ending 2022
(Same as Question 12.39 of previous year if fiscal
year has not changed) $152,428

11.26   **GRAND TOTAL RECEIPTS,** $364,226
BUDGET LOANS, TRANSFERS AND
BALANCE (Add Questions 11.20, 11.21, 11.24
and 11.25; Same as Question 12.40)

12. OPERATING FUND DISBURSEMENTS

Staff/Collection/Capital/Operation and Maintenance

**Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or
Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report).
ROUND TO THE NEAREST DOLLAR. Please click here to read general instructions before
completing this section.**

STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds

12.1   Certified Librarians $0

12.2   Other Staff $95,917

12.3   **Total Salaries & Wages Expenditures** $95,917
(Add Questions 12.1 and 12.2)

12.4   **Employee Benefits Expenditures** $15,408

12.5   **Total Staff Expenditures (Add** $111,325
Questions 12.3 and 12.4)

COLLECTION EXPENDITURES

12.6   Print Materials Expenditures $5,523

12.7   Electronic Materials Expenditures $2,000

12.8   Other Materials Expenditures $400

12.9 **Total Collection Expenditures** (Add Questions 12.6, 12.7 and 12.8) $7,923

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10   From Local Public Funds (71PF) $0

12.11   From Other Funds (71OF) $0

12.12   **Total Capital Expenditures** (Add Questions 12.10 and 12.11) $0

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13   From Local Public Funds (72PF) $18,033

Note: Maintenance and upgrades to lighting, replacement of rear storm windows, and unexpected HVAC issues.

12.14   From Other Funds (72OF) $13,500

Note: Had to replace steam boiler.

12.15   **Total Repairs** (Add Questions 12.13 and 12.14) $31,533

12.16   Other Disbursements for Operation & Maintenance of Buildings $21,421

12.17   **Total Operation & Maintenance of Buildings** (Add Questions 12.15 and 12.16) $52,954

MISCELLANEOUS EXPENSES

12.18   Office and Library Supplies $2,593

12.19   Telecommunications $2,086

12.20   Postage and Freight $323

12.21   Professional & Consultant Fees $6,340

Note: Thanks to an area grant, we were able to an increased number of paid programs in 2022.

12.22   Equipment $1,207

Note: We purchased new telephones and a new window air conditioner in addition to our expected annual expenditures.

12.23   Other Miscellaneous $3,654

Note: This includes summer reading prizes and maker space materials purchased with grant funding.

12.24   **Total Miscellaneous Expenses** (Add $16,203
Questions 12.18, 12.19, 12.20, 12.21, 12.22 and
12.23)

Contracts/Debt Service/Transfers/Grand Total

12.25   **CONTRACTS WITH PUBLIC $5,700
LIBRARIES AND/OR PUBLIC LIBRARY
SYSTEMS IN NEW YORK STATE**

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

Other Loans

12.29   Budget Loans (Principal and Interest) $0

12.30   Short-Term Loans $0

12.31   **Total Debt Service** (Add Questions $0
12.28, 12.29 and 12.30)

12.32   **TOTAL OPERATING FUND DISBURSEMENTS** (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31) $194,105

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) $194,105

12.39   BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2022 $170,121

12.40   **GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE** (Add Questions 12.38 and 12.39; same as Question 11.26) $364,226

ASSURANCE

12.41   The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy).   02/16/2023

FISCAL AUDIT

12.42   Last audit performed (mm/dd/yyyy)   N/A

Note: An accountant's review report will be completed for 2019-2020* and will be available in 2023. *the years funding was received for the accessibility annex project

12.43   Time period covered by this audit   N/A
(mm/dd/yyyy) - (mm/dd/yyyy)

12.44   Indicate type of audit (select one):   N/A

CAPITAL FUND

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

Note: The capital fund for the accessibility annex project was closed in 2021 upon completion of the project.

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 $0
Sources

13.2   All Other Revenues from Local Sources $0

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

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 $0
and 13.5)

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 2022 (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

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.

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 $0
Questions 14.3, 14.4 and 14.5)

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

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

14.9   **NON-PROJECT EXPENDITURES** $0

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

14.11   **BALANCE IN CAPITAL FUND -** $0
Ending Balance for the Fiscal Year Ending 2022

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

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   0.88

16.3   All Other Paid Staff   1.40

16.4   Total Paid Employees   2.28

16.5   State Government Revenue $5,928

Note: In 2022, we received an Outreach Mini Grant for $1,000 and a Special Legislative Grant in the amount of $3,500. Both were distributed by the Finger Lakes Library System.

16.6   Federal Government Revenue $0

16.7   Other Operating Revenue $57,252

16.8   Total Operating Revenue $195,798

16.9   Other Operating Expenditures $74,857

Note: Maintenance and upgrades to lighting, replacement of rear storm windows, replacing steam boiler and unexpected HVAC issues.

16.10   Total Operating Expenditures $194,105

16.11   Total Capital Expenditures $0

16.12   Print Materials   32,002

16.12a   Total Physical Items in Collection   34,713

16.13   Total Registered Borrowers   2,063

16.14   Other Capital Revenue and Receipts $0

Note: The capital fund for the accessibility annex project was closed in 2021 upon completion of the project.

16.15   Number of Internet Computers Used by   5
General Public

16.16   Total Uses (sessions) of Public Internet   896
Computers Per Year

16.17   Wireless Sessions   1,095

16.18	Total Capital Revenue	$0

Note: he capital fund for the accessibility annex project was closed in 2021 upon completion of the project.

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*	PL1
17.7	*FSCS ID*	NY0156
17.8	*SED CODE*	800000056237
17.9	*INSTITUTION ID*	800000056237

SUGGESTED IMPROVEMENTS

Library Name:	COBURN FREE LIBRARY
Library System:	Finger Lakes Library System
Name of Person Completing Form:	Meredith Gallaro
Phone Number:	(607) 687-3520
I am satisfied that this resource (Collect) is meeting library needs:	Agree

Applying this resource (Collect) will help improve library services to the public: Agree

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!