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, except for questions related to the current 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 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 library's new reporting year. Enter N/A if No was answered to Question 1.8.

1.11 Beginning Local Fiscal Year 01/01/2022

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

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

Note: We no longer have a dedicated fax line.

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

1.23 Library Home Page URL (Enter N/A if no home page URL) www.coburnfreelibrary.org
1.24 Population Chartered to Serve (per 2020 Census) 3,654

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

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

1.27 During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No. N

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

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

1.30 Date the library was last registered 09/25/1913

1.31 Federal Employer Identification Number 1506614230

1.32 County TIOGA

1.33 School District Owego Apalachin

1.34 Town/City Owego

1.35 Library System Finger Lakes Library System

**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 current 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 the public vote: Owego-Apalachin Central School District

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

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 appropriation from a public vote: $115,000

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

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

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.
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 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. N

Unusual Circumstances

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

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
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.

## 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**

<table>
<thead>
<tr>
<th>Question</th>
<th>Type</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1</td>
<td>Adult Fiction Books</td>
<td>12,655</td>
</tr>
<tr>
<td>2.2</td>
<td>Adult Non-fiction Books</td>
<td>7,379</td>
</tr>
<tr>
<td>2.3</td>
<td>Total Adult Books</td>
<td>20,034</td>
</tr>
<tr>
<td>2.4</td>
<td>Children's Fiction Books</td>
<td>6,550</td>
</tr>
<tr>
<td>2.5</td>
<td>Children's Non-fiction Books</td>
<td>3,377</td>
</tr>
<tr>
<td>2.6</td>
<td>Total Children's Books</td>
<td>9,927</td>
</tr>
</tbody>
</table>
2.7 Total Cataloged Books (Total questions 2.3 & 2.6) 29,961

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 questions 2.8 through 2.10) 2,041

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

ALL OTHER MATERIALS

Electronic Materials

2.13 Electronic Books 20,986

2.14 Local Electronic Collections 5

2.15 NOVELNY Electronic Collections 15

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

2.17 Audio - Downloadable Units 10,419

2.18 Video - Downloadable Units 0

2.19 Other Electronic Materials (Include items that are not included in the above categories, such as e-serials; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.) 0
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 (Total questions 2.21 through 2.23) 2,711

Grand Total/Additions to Holdings

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

ADDITIONS TO HOLDINGS - Do not 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 through 2.29) 20,056

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 fiscal year reported in Part 1; report information on questions 3.32 through 3.84 for the 2022 calendar year. Please click here to read general instructions before completing this section.

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

**LIBRARY USE**

3.1 Library visits (total annual attendance) 20,604

3.1a Regarding the number of Library Visits 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)

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 policy? Y

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

3.6 Does the library have an Internet use policy? Y

3.7 Does the library have a disaster plan? Y

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

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

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 persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)? Y

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

3.13 Does the library have large print books? Y

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

3.15 - If so, what do you have?

- screen reader, such as JAWS, Windoweyes or NVDA Yes
- refreshable Braille commonly referred to as a refreshable Braille display No
- screen magnification software, such as Zoomtext No
- electronic scanning and reading software, such as OpenBook No

3.16 Is the library registered for services from 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)? N

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 Sessions Targeted at Adults Age 19 or Older 101

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 Sessions Targeted at Young Adults Ages 12-18 48

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 Sessions Targeted at Children Ages 0-5 42

Note: Early Literacy Story Time 39, General Interest 3

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

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 Program Sessions 3

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

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 Onsite Program Sessions 230
3.21b Number of Synchronous In-Person Offsite Program Sessions 0

3.21c Number of Synchronous Virtual Program Sessions 0

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

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 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? Yes

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

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

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

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

3.27 Attendance at Synchronous General Interest Programs 32

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

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 Attendance 2,739
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 Presentations  0

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

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
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td>d.</td>
<td>Summer Reading at New York Libraries name and/or logo used</td>
<td>Yes</td>
</tr>
<tr>
<td>e.</td>
<td>Collaborative Summer Library Program (CSLP Manual, provided through the New York State Library, used)</td>
<td>Yes</td>
</tr>
<tr>
<td>f.</td>
<td>N/A</td>
<td>No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.33</td>
<td>Library outlets offering the summer reading program</td>
<td>1</td>
</tr>
<tr>
<td>3.34</td>
<td>Children registered for the library's summer reading program</td>
<td>131</td>
</tr>
<tr>
<td>3.35</td>
<td>Young adults registered for the library's summer reading program</td>
<td>23</td>
</tr>
<tr>
<td>3.36</td>
<td>Adults registered for the library's summer reading program</td>
<td>41</td>
</tr>
<tr>
<td>3.37</td>
<td>Total number registered for the library's summer reading program (total 3.34 + 3.35 + 3.36)</td>
<td>195</td>
</tr>
<tr>
<td>3.38</td>
<td>Children's program sessions - Summer 2022</td>
<td>24</td>
</tr>
<tr>
<td>3.39</td>
<td>Young adult program sessions - Summer 2022</td>
<td>6</td>
</tr>
<tr>
<td>3.40</td>
<td>Adult program sessions - Summer 2022</td>
<td>21</td>
</tr>
<tr>
<td>3.41</td>
<td>Total program sessions - Summer 2022 (total 3.38 + 3.39 + 3.40)</td>
<td>51</td>
</tr>
<tr>
<td>3.42</td>
<td>Children's program attendance - Summer 2022</td>
<td>848</td>
</tr>
<tr>
<td>3.43</td>
<td>Young adult program attendance - Summer 2022</td>
<td>125</td>
</tr>
</tbody>
</table>
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
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
Please report information on **ADULT LITERACY** for the 2022 calendar year.

**ADULT LITERACY**

3.61 Did the library offer adult literacy programs?  No

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 America)  No

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

c. Non-Public Schools  No

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

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 English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No)  N

3.68 Children's program sessions  0

3.69 Young adult program sessions  0

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

One-on-one program sessions 0

Children's program attendance 0

Young adult program attendance 0

Adult program attendance 0

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

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**

Did the library offer digital literacy programs? Y

Total group program sessions 23

Total one-on-one program sessions 24

Total group program attendance 46

Total one-on-one program attendance 24
3.84 Did your library offer teen-led activities during the 2022 calendar year? N

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 not 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@fls.org
6. STAFF INFORMATION

Note: Report figures as of the last day of the fiscal year reported in Part 1. Include the FTE for all positions funded in the library's budget whether those positions are filled or not. This report requires conversion of part-time hours to full-time equivalents (FTE). To compute the FTE of employees in any category, take the total number of hours worked per week for all budgeted positions in that category and divide that total by the number of hours per week the library considers to be full-time. Report the FTE to two decimal places.

**FTE (FULL-TIME EQUIVALENT CALCULATION)**

6.1 The number of hours per workweek used to compute FTE for all paid library personnel in this section. 35

### BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

| 6.2 | Library Director (certified) | 0 |
| 6.3 | Vacant Library Director (certified) | 0 |
| 6.4 | Librarian (certified) | 0 |
| 6.5 | Vacant Librarian (certified) | 0 |
| 6.6 | Library Manager (not certified) | 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 |
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.

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.

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

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

   8a. space
   8b. lighting
   8c. shelving
   8d. seating
   8e. power infrastructure
   8f. data infrastructure
   8g. public restroom

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

10. Provides

   10a. a circulation system that facilitates access to the local library collection and other library catalogs
10b. equipment, technology, and internet connectivity to address community needs and facilitate access to information.

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.

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

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.

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.

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 1
(Total questions 8.1 - 8.4)
PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6 Minimum Weekly Total Hours - Main Library 31.00

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 Libraries 0.00

8.8 Minimum Weekly Total Hours - Bookmobiles 0.00

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

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 (Total questions 8.10 through 8.12) 1,744.00

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 physically closed to the public for any period of time due to the Coronavirus (COVID-19) pandemic? No

CV2 Did library staff continue to provide 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? No

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

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

Note: N/A

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

Note: Curbside service was not needed during 2022.

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

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

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

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

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

9. SERVICE OUTLET INFORMATION
Please Note: last year's answers for repeating groups cannot be displayed.

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](mailto: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.

<table>
<thead>
<tr>
<th></th>
<th>Outlet Name</th>
<th>Coburn Free Library</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Outlet Name Status</td>
<td>00 (for no change)</td>
</tr>
<tr>
<td>3</td>
<td>Street Address</td>
<td>275 Main Street</td>
</tr>
<tr>
<td>4</td>
<td>Outlet Street Address Status</td>
<td>00 (for no change)</td>
</tr>
<tr>
<td>5</td>
<td>City</td>
<td>Owego</td>
</tr>
<tr>
<td>6</td>
<td>Zip Code</td>
<td>13827</td>
</tr>
<tr>
<td>7</td>
<td>Phone (enter 10 digits only)</td>
<td>(607) 687-3520</td>
</tr>
<tr>
<td>8</td>
<td>Fax Number (enter 10 digits only)</td>
<td>(607) 687-3520</td>
</tr>
<tr>
<td>9</td>
<td>E-mail Address</td>
<td><a href="mailto:director@coburnfreelibrary.org">director@coburnfreelibrary.org</a></td>
</tr>
<tr>
<td>10</td>
<td>Outlet URL</td>
<td><a href="http://www.coburnfreelibrary.org">www.coburnfreelibrary.org</a></td>
</tr>
<tr>
<td>11</td>
<td>County</td>
<td>Tioga</td>
</tr>
<tr>
<td>12</td>
<td>School District</td>
<td>Owego-Apalachin Central School District</td>
</tr>
</tbody>
</table>
13. Library System       Finger Lakes Library System

14. Outlet Type Code (select one):   CE

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

16. Number of Weeks This Outlet is Open   52

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

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

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 available for public use (non-library sponsored programs, meetings and/or events)?   Y

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

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

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 one):   LO

21. Who owns this outlet building?   Library Board

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

23. Indicate the year this outlet was initially constructed   1910
<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>24. Indicate the year this outlet underwent a major renovation costing $25,000 or more</td>
<td>2021</td>
</tr>
<tr>
<td>25. Square footage of the outlet</td>
<td>10,000</td>
</tr>
<tr>
<td>26. Number of Internet Computers Used by General Public</td>
<td>5</td>
</tr>
<tr>
<td>27. Number of uses (sessions) of public Internet computers per year</td>
<td>896</td>
</tr>
<tr>
<td>27a Reporting Method for Number of Uses of Public Internet Computers Per Year</td>
<td>CT - Annual Count</td>
</tr>
<tr>
<td>28. Type of connection on the outlet's public Internet computers</td>
<td>Cable</td>
</tr>
<tr>
<td>29. Maximum download speed of connection on the outlet's public Internet computers</td>
<td>11 Greater than or equal to 100 mbps and less than 1 gbps</td>
</tr>
<tr>
<td>30. Maximum upload speed of connection on the outlet's public Internet computers</td>
<td>7 Greater than or equal to 10 mbps and less than 15 mbps</td>
</tr>
<tr>
<td>31. Internet Provider</td>
<td>Spectrum/Time Warner Cable</td>
</tr>
<tr>
<td>32. WiFi Access</td>
<td>Available only when the library is open</td>
</tr>
<tr>
<td>33. Wireless Sessions</td>
<td>1,095</td>
</tr>
<tr>
<td>33a Reporting Method for Wireless Sessions</td>
<td>ES - Annual Estimate Based on Typical Week(s)</td>
</tr>
<tr>
<td>34. Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?</td>
<td>Y</td>
</tr>
</tbody>
</table>
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? Yes
If no, please explain in a Note.

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 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
Term Begins - Year (yyyy) 2023

Term Expires - Month December

Term Expires - Year (yyyy) 2027

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

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

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

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
<table>
<thead>
<tr>
<th></th>
<th>E-mail address</th>
<th><a href="mailto:owegobowling@yahoo.com">owegobowling@yahoo.com</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>8.</td>
<td>Office Held or Trustee</td>
<td>Trustee</td>
</tr>
<tr>
<td>9.</td>
<td>Term Begins - Month</td>
<td>August</td>
</tr>
<tr>
<td>10.</td>
<td>Term Begins - Year (year)</td>
<td>2021</td>
</tr>
<tr>
<td>11.</td>
<td>Term Expires</td>
<td>December</td>
</tr>
<tr>
<td>12.</td>
<td>Term Expires - Year (yyyy)</td>
<td>2025</td>
</tr>
</tbody>
</table>

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.

   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
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Status</td>
</tr>
<tr>
<td>2.</td>
<td>First Name of Board Member</td>
</tr>
<tr>
<td>3.</td>
<td>Last Name of Board Member</td>
</tr>
<tr>
<td>4.</td>
<td>Mailing Address</td>
</tr>
<tr>
<td>5.</td>
<td>City</td>
</tr>
<tr>
<td>6.</td>
<td>Zip Code (5 digits only)</td>
</tr>
<tr>
<td>7.</td>
<td>E-mail address</td>
</tr>
<tr>
<td>8.</td>
<td>Office Held or Trustee</td>
</tr>
<tr>
<td>9.</td>
<td>Term Begins - Month</td>
</tr>
<tr>
<td>10.</td>
<td>Term Begins - Year (year)</td>
</tr>
<tr>
<td>11.</td>
<td>Term Expires</td>
</tr>
<tr>
<td>12.</td>
<td>Term Expires - Year (yyyy)</td>
</tr>
<tr>
<td>13.</td>
<td>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.</td>
</tr>
<tr>
<td>Note:</td>
<td>James Pritchard filled a term left empty upon the death of Judith Whipple.</td>
</tr>
<tr>
<td>14.</td>
<td>The date the Oath of Office (mm/dd/yyyy) was taken</td>
</tr>
<tr>
<td>15.</td>
<td>The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)</td>
</tr>
</tbody>
</table>
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, 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

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 education in the last calendar year (2022)? Y
1. Trustee Name: James Pritchard
   Has the trustee participated in trustee education in the last calendar year (2022)?: N

1. Trustee Name: Ellen Keough
   Has the trustee participated in trustee education in the last calendar year (2022)?: Y

1. Trustee Name: David Woodburn
   Has the trustee participated in trustee education in the last calendar year (2022)?: N

1. Trustee Name: Michael Fenn
   Has the trustee participated in trustee education in the last calendar year (2022)?: N

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 funds? If yes, complete one record for each taxing authority; if no, go to question 11.3.
   Y

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

1. Source of Funds: Village
2. Name of funding County, Municipality or School District: Village of Owego
<table>
<thead>
<tr>
<th></th>
<th>Source of Funds</th>
<th>Amount</th>
<th>Subject to public vote held in reporting year or in a previous reporting year(s)</th>
<th>Written Contractual Agreement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Town</td>
<td>$2,500</td>
<td>N</td>
<td>N/A</td>
</tr>
<tr>
<td>2</td>
<td>Town of Owego</td>
<td>$1,506</td>
<td>N</td>
<td>N/A</td>
</tr>
<tr>
<td>3</td>
<td>County</td>
<td>$8,612</td>
<td>N</td>
<td>N/A</td>
</tr>
<tr>
<td>4</td>
<td>County</td>
<td>$120,000</td>
<td>Y</td>
<td>N/A</td>
</tr>
<tr>
<td>5</td>
<td>Owego Apalachin Central School District</td>
<td>$1,506</td>
<td>N</td>
<td>N/A</td>
</tr>
</tbody>
</table>
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 monies received from system headquarters   $0

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

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

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 Questions 11.10 and 11.11)   $0
CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE

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

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)

$364,226

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 Questions 12.3 and 12.4)**  $111,325

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 Questions 12.18, 12.19, 12.20, 12.21, 12.22 and 12.23)** $16,203

**Contracts/Debt Service/Transfers/Grand Total**

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

**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 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) $194,105

**TRANSFERS**

Transfer 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 Sources $0

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 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 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
<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>14.6</td>
<td>Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)</td>
<td>$0</td>
</tr>
<tr>
<td>14.7</td>
<td><strong>TOTAL PROJECT EXPENDITURES</strong> (Add Questions 14.1, 14.2 and 14.6)</td>
<td>$0</td>
</tr>
<tr>
<td>14.8</td>
<td><strong>TRANSFER TO OPERATING FUND</strong> (Same as Question 11.22)</td>
<td>$0</td>
</tr>
<tr>
<td>14.9</td>
<td><strong>NON-PROJECT EXPENDITURES</strong></td>
<td>$0</td>
</tr>
<tr>
<td>14.10</td>
<td><strong>TOTAL CASH DISBURSEMENTS AND TRANSFERS</strong> (Add Questions 14.7, 14.8 and 14.9)</td>
<td>$0</td>
</tr>
<tr>
<td>14.11</td>
<td><strong>BALANCE IN CAPITAL FUND</strong> - Ending Balance for the Fiscal Year Ending 2022</td>
<td>$0</td>
</tr>
<tr>
<td>14.12</td>
<td><strong>TOTAL CASH DISBURSEMENTS AND BALANCE</strong> (Add Questions 14.10 and 14.11; same as Question 13.13)</td>
<td>$0</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>16.1</td>
<td>Total ALA-MLS</td>
<td>0.00</td>
</tr>
<tr>
<td>16.2</td>
<td>Total Librarians</td>
<td>0.88</td>
</tr>
<tr>
<td>16.3</td>
<td>All Other Paid Staff</td>
<td>1.40</td>
</tr>
<tr>
<td>16.4</td>
<td>Total Paid Employees</td>
<td>2.28</td>
</tr>
<tr>
<td></td>
<td>Description</td>
<td>Amount</td>
</tr>
<tr>
<td>---</td>
<td>-------------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>16.5</td>
<td>State Government Revenue</td>
<td>$5,928</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> 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.</td>
<td></td>
</tr>
<tr>
<td>16.6</td>
<td>Federal Government Revenue</td>
<td>$0</td>
</tr>
<tr>
<td>16.7</td>
<td>Other Operating Revenue</td>
<td>$57,252</td>
</tr>
<tr>
<td>16.8</td>
<td>Total Operating Revenue</td>
<td>$195,798</td>
</tr>
<tr>
<td>16.9</td>
<td>Other Operating Expenditures</td>
<td>$74,857</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> Maintenance and upgrades to lighting, replacement of rear storm windows, replacing steam boiler and unexpected HVAC issues.</td>
<td></td>
</tr>
<tr>
<td>16.10</td>
<td>Total Operating Expenditures</td>
<td>$194,105</td>
</tr>
<tr>
<td>16.11</td>
<td>Total Capital Expenditures</td>
<td>$0</td>
</tr>
<tr>
<td>16.12</td>
<td>Print Materials</td>
<td>32,002</td>
</tr>
<tr>
<td>16.12a</td>
<td>Total Physical Items in Collection</td>
<td>34,713</td>
</tr>
<tr>
<td>16.13</td>
<td>Total Registered Borrowers</td>
<td>2,063</td>
</tr>
<tr>
<td>16.14</td>
<td>Other Capital Revenue and Receipts</td>
<td>$0</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> The capital fund for the accessibility annex project was closed in 2021 upon completion of the project.</td>
<td></td>
</tr>
<tr>
<td>16.15</td>
<td>Number of Internet Computers Used by General Public</td>
<td>5</td>
</tr>
<tr>
<td>16.16</td>
<td>Total Uses (sessions) of Public Internet Computers Per Year</td>
<td>896</td>
</tr>
<tr>
<td>16.17</td>
<td>Wireless Sessions</td>
<td>1,095</td>
</tr>
</tbody>
</table>
16.18  Total Capital Revenue          $0

Note: The 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               240604910

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            80000056237

17.9  INSTITUTION ID     80000056237

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) Agree is meeting library needs:
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!