

Division of Library Development  
New York State Library  
New York State Education Department

**ANNUAL REPORT FOR PUBLIC AND ASSOCIATION LIBRARIES - 2011**

**Part 1 – GENERAL LIBRARY INFORMATION**

Report all information in Part 1 as of December 31, 2011, except for questions related to the current library director/manager (questions 1.32 through 1.37).

- 1.1 Library ID Number **FSCS 151**
- 1.2 Library Name **FSCS 152**
- 1.3 Name Status (State use only) **FSCS 152a**
- 1.4 Structure Status (State use only) **FSCS 150a**
- 1.5 Community
- 1.6a Beginning Fiscal Reporting Year **FSCS 206**
- 1.7a Ending Fiscal Reporting Year **FSCS 207**
- 1.6b Beginning Local Fiscal Year
- 1.7b Ending Local Fiscal Year
- 1.8 Address Status **FSCS 153a**
- 1.9 Street Address **FSCS 153**
- 1.10 City **FSCS 154**
- 1.11 Zip Code **FSCS 155**
- 1.12 Four-Digit Zip Code Extension **FSCS 156**
- 1.13 Mailing Address **FSCS 157**
- 1.14 City **FSCS 158**
- 1.15 Zip Code **FSCS 159**
- 1.16 Four-Digit Zip Code Extension **FSCS 160**
- 1.17 Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)  
**FSCS 162**

- 1.18 Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)
- 1.19 E-mail Address to Contact the Library (Enter N/A if no e-mail address)
- 1.20 Library Home Page URL (Enter N/A if no home page URL) **FSCS 163**
- 1.21 Population Chartered to Serve (per 2000 Census) **FSCS 208**
- 1.22 Indicate the type of library as stated in the library's charter (select one):
- Public Association
- 1.23 Indicate the area chartered to serve as stated in the library's charter (select one):
- Town
  - Joint Town
  - Village
  - City
  - School District
  - County
  - Special Legislative District
  - Other
- 1.24 During the reporting year, has there been any change to the library's legal service area boundaries? Changes may be the result of a Regents charter action or due to a new contract to provide library services to residents of an area not served by a public library or due to a change to an existing contract. Answer Y for Yes, N for No. **FSCS 205**
- 1.25 Indicate the type of charter the library currently holds (select one):
- Provisional
  - Absolute
- 1.26 Date the library was granted its absolute charter or the date of the provisional charter if the library does not have an absolute charter
- 1.27 Date the library was last registered
- 1.28 Federal Employer Identification Number
- 1.29 County **FSCS 161**
- 1.30 School District
- 1.31 Library System

NOTE: For questions 1.32 through 1.37, report all information for the current library director/manager.

- 1.32 Title of Library Director/Manager (select one):  
 Mr.  
 Mrs.  
 Ms.  
 Dr.  
 Miss
- 1.33 First Name of Library Director/Manager
- 1.34 Last Name of Library Director/Manager
- 1.35 NYS Public Librarian Certification Number
- 1.36 E-mail Address of the Director/Manager
- 1.37 Fax Number of the Director/Manager
- 1.38 Does the library charge fees for library cards to people residing outside the system's service area?
- 1.39 For the fiscal reporting year (questions 1.6 and 1.7) was all or part of the library's budget subject to a public vote (see instructions)? Enter Y for Yes, N for No. If yes, please complete one record for *each* vote held. If no, go to question 1.40.

**Repeating Group #1**

1. Name of municipality or district holding the vote
  2. Indicate the type of municipality or district holding the vote
  3. Was this a Chapter 414 vote (Ed. Law §259.1.b)?
  4. Dollar amount
  5. Was the vote successful?
  6. Date the vote was held (mm/dd/yyyy)
- 1.40 For the fiscal year that ended in 2011, indicate the total percentage of the library's local public funding that was either subject to public vote(s) or that came from previous appropriation(s) approved by public vote(s) still in effect.
- 1.41 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 1.42.

**Repeating Group #2:**

1. Name of contracting municipality or district

2. Is this a written contractual agreement?
3. Population of the geographic area served by this contract
4. Dollar amount of contract
5. Enter the appropriate code for range of services provided (select one):
  - Full
  - Partial
  - N/A

1.42 For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? If yes, please annotate explaining the circumstance(s) and the impact on the library using the State note; if no, please go to Part 2, Library Collection.

## **Part 2 – LIBRARY COLLECTION**

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

### **PRINT MATERIALS**

#### **Cataloged Books**

- 2.1 Adult Fiction Books
- 2.2 Adult Non-fiction Books
- 2.3 Total Adult Books (Total questions 2.1 & 2.2)
- 2.4 Children's Fiction Books
- 2.5 Children's Non-fiction Books
- 2.6 Total Children's Books (Total questions 2.4 & 2.5)
- 2.7 Total Cataloged Books (Total questions 2.3 & 2.6)

#### **Other Print Materials**

- 2.8 Total Uncataloged Books
- 2.9 Total Print Serials
- 2.10 All Other Print Materials
- 2.11 Total Other Print Materials (Total questions 2.8 through 2.10)

2.12 Total Print Materials (Total questions 2.7 and 2.11)

### **ELECTRONIC MATERIALS**

2.13 Electronic Books **FSCS 451**

2.14 Local Databases **FSCS 456**

2.15 NOVELNY Databases **FSCS 457**

2.16 Other Databases **FSCS 458**

2.17 Total Databases (Total questions 2.14, 2.15 and 2.16) **FSCS 459**

2.18 Other Electronic Materials (includes all other materials in digital format such as e-serials, government documents, electronic files, reference tools, scores, maps, etc.)

2.19 Total Electronic Materials (Total questions 2.13, 2.17 and 2.18)

### **ALL OTHER MATERIALS**

2.20 Audio – Physical Units **FSCS 452**

2.21 Audio – Downloadable Titles **FSCS 453**

2.22 Video – Physical Units **FSCS 454**

2.23 Video – Downloadable Titles **FSCS 455**

2.24 All Other Materials (includes microform, films, slides, etc.)

2.25 Total Other Materials Holdings (Total questions 2.20 through 2.24)

2.26 **GRAND TOTAL HOLDINGS** (Total questions 2.12, 2.19 and 2.25)

### **CURRENT SERIAL SUBSCRIPTIONS**

2.27 Current Print Serial Subscriptions **FSCS 460**

**ADDITIONS TO HOLDINGS** – Do not subtract withdrawals or discards.

2.28 Cataloged Books

2.29 All Other Print Materials

2.30 Electronic Materials

2.31 All Other Materials

2.32 Total Additions (Total questions 2.28 through 2.31)



### Part 3 – LIBRARY PROGRAMS, POLICIES, AND SERVICES

Report all information on questions 3.1 through 3.10 and 3.49 through 3.57 as of the end of the fiscal year reported in Part 1; report information on questions 3.11 through 3.48 for the 2011 calendar year.

#### LIBRARY SPONSORED PROGRAMS

- 3.1 Adult Program Sessions
- 3.2 Young Adult Program Sessions **FSCS 602**
- 3.3 Children's Program Sessions **FSCS 601**
- 3.4 All Other Program Sessions
- 3.5 Total Number of Program Sessions **FSCS 600**  
(Total Questions 3.1 through 3.4)
- 3.6 Adult Program Attendance
- 3.7 Young Adult Program Attendance **FSCS 605**
- 3.8 Children's Program Attendance **FSCS 604**
- 3.9 All Other Program Attendance
- 3.10 Total Program Attendance **FSCS 603**  
(Total Questions 3.6 through 3.9)

#### SUMMER READING PROGRAM

- 3.11 Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2011 (check all that apply):
  - a. Program(s) for children
  - b. Program(s) for young adults
  - c. Summer Reading at New York Libraries name and/or logo used
  - d. Collaborative Summer Library Program (CSLP) Manual, provided through the New York State Library, used
  - e. N/A
- 3.12 Library outlets offering the summer reading program
- 3.13 Children registered for the library's summer reading program
- 3.14 Young adults registered for the library's summer reading program
- 3.15 Total number registered for the library's summer reading program (total 3.13 + 3.14)

- 3.16 Children's program sessions – Summer 2011
- 3.17 Young adult program sessions – Summer 2011
- 3.18 Total program sessions – Summer 2011 (total 3.16 + 3.17)
- 3.19 Children's program attendance – Summer 2011
- 3.20 Young adult program attendance – Summer 2011
- 3.21 Total program attendance – Summer 2011 (total 3.19 + 3.20)

### **COLLABORATORS**

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

### **EARLY LITERACY PROGRAMS**

- 3.30 Did the library offer early literacy programs? (Enter Y for Yes, N for No)
- 3.31 Indicate age group(s) (check all that apply):
  - a. Birth – school entry
  - b. Parents and Caregivers
  - c. N/A
- 3.32 Ages birth to school entry program sessions
- 3.33 Parent and/or caregiver program sessions
- 3.34 Total program sessions (total 3.32 + 3.33)
- 3.35 Ages birth to school entry program attendance

- 3.36 Parent and/or caregiver program attendance
- 3.37 Total program attendance (total 3.35 + 3.36)
- 3.38 Collaborators (check all that apply):
  - a. Childcare center(s)
  - b. Public School District(s) and/or BOCES
  - c. Non-Public School(s)
  - d. Other (describe using the State note)
  - e. N/A

### **PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)**

- 3.39 Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No)
- 3.40 Children's program sessions
- 3.41 Young adult program sessions
- 3.42 Adult program sessions
- 3.43 Total program sessions (total 3.40 + 3.41 + 3.42)
- 3.44 Children's program attendance
- 3.45 Young adult program attendance
- 3.46 Adult program attendance
- 3.47 Total program attendance (total 3.44 + 3.45 + 3.46)
- 3.48 Collaborators (check all that apply):
  - a. Literacy NY (Literacy Volunteers of America)
  - b. Public School District(s) and/or BOCES
  - c. Non-Public School(s)
  - d. Other (describe using the State note)
  - e. N/A

### **LIBRARY USE**

- 3.49 Library visits (total annual attendance) **FSCS 501**
- 3.50 Registered resident borrowers
- 3.51 Registered non-resident borrowers

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

- 3.52 Does the library have an open meeting policy?
- 3.53 Does the library have a policy protecting the confidentiality of library records?
- 3.54 Does the library have an Internet use policy?
- 3.55 Does the library have a disaster policy?

**ACCESSIBILITY (Answer Y for Yes, N for No)**

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

**Part 4 – LIBRARY TRANSACTIONS**

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

**CATALOGED BOOK CIRCULATION**

- 4.1 Adult Fiction Books
- 4.2 Adult Non-fiction Books
- 4.3 Total Adult Books (Total questions 4.1 & 4.2)
- 4.4 Children's Fiction Books
- 4.5 Children's Non-fiction Books
- 4.6 Total Children's Books (Total questions 4.4 & 4.5)
- 4.7 Total Cataloged Book Circulation (Total questions 4.3 & 4.6)

**CIRCULATION OF OTHER MATERIALS**

- 4.8 Circulation of Adult Other Materials
- 4.9 Circulation of Children's Other Materials
- 4.10 Total Circulation of Other Materials  
(Total questions 4.8 & 4.9)
- 4.11 Grand Total Circulation Transactions **FSCS 550**  
(Total questions 4.7 & 4.10)

- 4.12 Grand Total Circulation of Children's Materials **FSCS 551**  
(Total questions 4.6 & 4.9)

**REFERENCE TRANSACTIONS**

- 4.13 Total Reference Transactions **FSCS 502**

**INTERLIBRARY LOAN-MATERIALS RECEIVED (BORROWED)**

- 4.14 Total Materials Received **FSCS 553**

**INTERLIBRARY LOAN-MATERIALS PROVIDED (LOANED)**

- 4.15 Total Materials Provided **FSCS 552**

**Part 5 – AUTOMATION AND TELECOMMUNICATIONS**

Report all information as of December 31, 2011.

**SYSTEMS AND SERVICES**

- 5.1 Automated circulation system?
- 5.2 Online public access catalog (OPAC)
- 5.3 Electronic access to the OPAC from outside the library?
- 5.4 Annual number of visits to the library's web site
- 5.5 Does the library use Internet filtering software on any computer?
- 5.6 Number of uses (sessions) of public Internet computers per year **FSCS 651**
- 5.7 Name of the person at the library to contact regarding Information Technology (IT) services
- 5.8 IT contact's telephone number (enter 10 digits only and hit the Tab key)
- 5.9 IT contact's email address

**Part 6 – STAFF INFORMATION**

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

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

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

## **BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS**

- 6.2 Library Director (certified)
- 6.3 Vacant Library Director (certified)
- 6.4 Librarian (certified)
- 6.5 Vacant Librarian (certified)
- 6.6 Library Manager (not certified)
- 6.7 Vacant Library Manager (not certified)
- 6.8 Library Specialist/Paraprofessional (not certified)
- 6.9 Vacant Library Specialist/Paraprofessional (not certified)
- 6.10 Other Staff
- 6.11 Vacant Other Staff
- 6.12 TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8, & 6.10)
- 6.13 VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9, & 6.11)

## **SALARY INFORMATION**

- 6.14 FTE - Entry Level Librarian (certified)
- 6.15 Salary - Entry Level Librarian (certified)
- 6.16 FTE - Library Director (certified)
- 6.17 Salary - Library Director (certified)
- 6.18 FTE - Library Manager (not certified)
- 6.19 Salary - Library Manager (not certified)

## **Part 7 – MINIMUM PUBLIC LIBRARY STANDARDS**

Report all information as of December 31, 2011.

- 7.1 1. Is governed by board-approved written bylaws.
- 7.2 2. Has a board-approved written long-range plan of service.
- 7.3 3. Presents an annual report to the community.

- 7.4 4. Has board-approved written policies.
- 7.5 5. Presents an annual written budget to appropriate funding agencies.
- 7.6 6. Periodically evaluates the effectiveness of the collection and services in meeting community needs.
- 7.7 7. Is open the minimum standard number of public service hours for population served (see instructions).
- 8. Maintains a facility to meet community needs, including adequate:
  - 7.8 8a. space
  - 7.9 8b. lighting
  - 7.10 8c. shelving
  - 7.11 8d. seating
  - 7.12 8e. restroom (see instructions)
- 9. Has the equipment and connections necessary to facilitate access to information:
  - 7.13 9a. telephone
  - 7.14 9b. photocopier (see instructions)
  - 7.15 9c. microcomputer or terminal
  - 7.16 9d. printer
  - 7.17 9e. telefacsimile capability (see instructions)
- 7.18 10. Distributes printed information listing the library's hours open, borrowing rules, services, location and phone number.
- 7.19 11. Employs a paid director in accordance with the provisions of section 90.8 of Commissioners Regulations (see instructions).

### **Part 8 – PUBLIC SERVICE INFORMATION**

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

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

- 8.1 Main Library **FSCS 209**
- 8.2 Branches **FSCS 210**

- 8.3 Bookmobiles **FSCS 211**
  - 8.4 Other Outlets
  - 8.5 TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 – 8.4)
- PUBLIC SERVICE HOURS – Report hours to two decimal places.
- 8.6 Minimum Weekly Total Hours - Main Library
  - 8.7 Minimum Weekly Total Hours - Branch Libraries
  - 8.8 Minimum Weekly Total Hours – Bookmobiles
  - 8.9 Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 – 8.8)
  - 8.10 Annual Total Hours - Main Library
  - 8.11 Annual Total Hours - Branch Libraries
  - 8.12 Annual Total Hours – Bookmobiles
  - 8.13 Annual Hours Open - Total Hours Open **FSCS 500**  
(Total questions 8.10 through 8.12)

**Part 9 – SERVICE OUTLET INFORMATION**

NOTE: Libraries reporting Public Service Outlets in questions 8.1, 8.2, and 8.3 of Part 8 are required to complete this part of the Annual Report. Use this section to enter outlet information on main libraries, branches or bookmobiles. Complete one record for *each* main library, branch or bookmobile.

**Repeating Group #3:**

- 1. Outlet Name **FSCS 702**
- 2. Outlet Name Status **FSCS 702a**
- 3. Street Address **FSCS 703**
- 4. Outlet Street Address Status **FSCS 703a**
- 5. City **FSCS 704**
- 6. Zip Code **FSCS 705**
- 7. Four-Digit Zip Code Extension **FSCS 706**
- 8. Phone (enter 10 digits only) **FSCS 708**

9. Fax Number (enter 10 digits only)
10. E-mail Address
11. Outlet URL
12. County **FSCS 707**
13. Outlet Type Code (select one): **FSCS 709**
  - CE – Main Library
  - BR – Branch
  - BS – Bookmobile
14. Public Service Hours Per Year for This Outlet **FSCS 713**
15. Number of Weeks This Outlet is Open **FSCS 714**
16. Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?
17. Is the meeting space available for public use even when the outlet is closed?
18. Total number of non-library sponsored programs, meetings and/or events at this outlet
19. Enter the appropriate outlet code (select one):
  - LO – the outlet is owned by the library board
  - LR – the outlet is rented by the library board
  - LRF – the outlet is used by the library board rent-free
  - N/A – none of the above (specify using the State note)
20. Who owns this outlet building?
  - Library Board
  - Village
  - Town
  - City
  - County
  - School District
  - Other (specify using the State note)
21. Who owns the land on which this outlet is built?
  - Library Board
  - Village
  - Town
  - City
  - County
  - School District
  - Other (specify using the State note)
22. Indicate the year this outlet was initially constructed
23. Indicate the year this outlet underwent a major renovation costing \$25,000 or more

24. Square footage of the outlet FSCS 711
25. Total number of Internet terminals at this outlet used by the general public FSCS 650
26. Type of connection on the outlet's public Internet computers
- a. Dial-Up
  - b. DSL
  - c. Cable
  - d. Satellite
  - e. WiFi
  - f. Fiber
  - g. Other (specify using the State note)
27. Maximum download speed of connection on the outlet's public access Internet computers only
- 1 = Less than or equal to 200 kbps
  - 2 = Greater than 200 kbps and less than 768 kbps
  - 3 = Greater than 768 kbps and less than 1.5 mbps
  - 4 = Greater than 1.5 mbps and less than 3 mbps
  - 5 = Greater than 3 mbps and less than 6 mbps
  - 6 = Greater than 6 mbps and less than 10 mbps
  - 7 = Greater than 10 mbps and less than 25 mbps
  - 8 = Greater than 25 mbps and less than 50 mbps
  - 9 = Greater than 50 mbps and less than 100 mbps
  - 10 = Greater than 100 mbps and less than 1 gbps
  - 11 = Greater than or equal to 1 gbps
28. Maximum upload speed of connection on the outlet's access public Internet computers only
- 1 = Less than or equal to 200 kbps
  - 2 = Greater than 200 kbps and less than 768 kbps
  - 3 = Greater than 768 kbps and less than 1.5 mbps
  - 4 = Greater than 1.5 mbps and less than 3 mbps
  - 5 = Greater than 3 mbps and less than 6 mbps
  - 6 = Greater than 6 mbps and less than 10 mbps
  - 7 = Greater than 10 mbps and less than 25 mbps
  - 8 = Greater than 25 mbps and less than 50 mbps
  - 9 = Greater than 50 mbps and less than 100 mbps
  - 10 = Greater than 100 mbps and less than 1 gbps
  - 11 = Greater than or equal to 1 gbps
29. Internet Provider
- a. Adams Cable Service
  - b. Armstrong Telephone
  - c. AT&T Mobility
  - d. Atlantic Broadband
  - e. Berkshire Cable (Fairpoint)
  - f. Berkshire Telephone (Fairpoint)
  - g. Broadview Networks
  - h. Cable Communications of Willsboro
  - i. Cablevision/Optimum
  - j. Castle Cable TV

- k. Champlain Telephone Company
- l. Charter Communications
- m. Chautauqua & Erie Telephone (Fairpoint)
- n. Chazy & Westport Telephone Corporation
- o. Clarity Connect
- p. Clearwire
- q. Cogent Communications
- r. Comcast
- s. Covad Communications
- t. Crown Point Telephone
- u. Delhi Telephone
- v. DFT Communications/Netsync
- w. Empire Telephone Corp.
- x. Fiber Technologies Networks
- y. Fishers Island Telephone
- z. Frontier Communications
- aa. GTel Teleconnections
- bb. Haefele TV
- cc. Hancock Telephone
- dd. Hudson Valley Wireless
- ee. Keene Valley Video
- ff. Leap Wireless International
- gg. Level 3 Communications
- hh. Long Island Fiber Exchange
- ii. Margaretville Telephone
- jj. Megapath
- kk. Hid-Hudson Cablevision
- ll. Mountain Wireless
- mm. MTC Cable
- nn. Newport Telephone
- oo. Nextlink Wireless
- pp. Nicholville Telephone
- qq. One Communications
- rr. Oneida County Rural Telephone
- ss. Ontario Telephone Company
- tt. Oquaga Lake Cable System
- uu. Pattersonville Telephone
- vv. Princetown Cable
- ww. RCN Telecom
- xx. Sidera Networks (formerly RCN Metro)
- yy. Slic Network Solutions
- zz. Southern Cayuga County Cablevision
- aaa. Southern Tier Wireless
- bbb. Spring
- ccc. State Telephone
- ddd. Taconic Telephone (Fairpoint)
- eee. Tata Communications
- fff. TDS Telecom
- ggg. TechValley Communications
- hhh. The Middleburgh Telephone Company
- iii. Time Warner Cable

- jjj. T-Mobile USA
- kkk. Trumansburg Telephone
- lll. tw telecom
- mmm. Verizon Wireless
- nnn. Webjogger Internet Services
- ooo. Westelcom Network
- ppp. Windstream
- qqq. WVT Communications
- rrr. XO Communications
- sss. Other (specify using the State note)

- 30. WiFi Access
  - a. No restrictions to access
  - b. Password required
  - c. Available only when the library is open
  - d. Other (specify using the State note)
  - e. The library does not offer WiFi to patrons
- 31. Does the outlet have interactive videoconferencing capability for public use?
- 32. Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?
- 33. Is every public part of the outlet accessible to a person in a wheelchair?

For New York State Library Use Only:

- 34. LIBID            **FSCS 701**
- 35. FSCSID        **FSCS 700**
- 36. Metropolitan Status Code        **FSCS 710**
- 37. Number of Bookmobiles in the Bookmobile Outlet Record        **FSCS 712**
- 38. Outlet Structure Status **FSCS 700a**
  - 00 (for no change from previous year)
  - 01 (Adopted by another library)
  - 02 (New Library)
  - 03 (closed during Current year)
  - 04 (moved Outlet to another library)
  - 05 (merged two or more libraries)
  - 08 (Reopened a closed library)
  - 09 (Restored a previously deleted library)
  - 10 (Delete Record of Library)
  - 13 (Add an existing library that was not previously listed)

## Part 10 – OFFICERS AND TRUSTEES

Report information about trustee meetings as of December 31, 2011. 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, 2011 to December 31, 2011)
- 10.2 Number of voting library board positions stated in the library's charter.
- 10.3 Number of current voting positions on library board.

### BOARD MEMBER SELECTION

- 10.4 Enter Board Member Selection Code (select one):

EP – board members are elected in a public election  
EA – board members are elected by the library association membership  
A – board members are appointed by municipality(ies)  
O – other (specify using the State note)

List Officers and Board Members for the *2012 Calendar Year*. Complete one record for *each* board member.

### BOARD PRESIDENT

- 10.5 Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), or Vacant
- 10.6 First Name
- 10.7 Last Name
- 10.8 Mailing Address
- 10.9 City
- 10.10 Zip Code (5 digits only)
- 10.11 Phone (enter 10 digits only and hit the Tab key)
- 10.12 E-mail Address
- 10.13 Term Expires – Month
- 10.14 Term Expires – Year (yyyy)
- 10.15 The date the Oath of Office was taken (mm/dd/yyyy)

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

**Repeating Group #4:**

1. Title of Board Member (select one):

Mr.

Mrs.

Ms.

Dr.

Miss

Other (enter title)

Vacant

2. First Name of Board Member

3. Last Name of Board Member

4. Mailing Address

5. City

6. Zip Code (5 digits only)

7. E-mail Address

8. Office Held or Trustee

9. Term Expires

10. Term Expires - Year (yyyy)

11. The date the Oath of Office (mm/dd/yyyy) was taken

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

## FINANCIAL REPORT 2011

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

### Part 11 – OPERATING FUND RECEIPTS

#### LOCAL PUBLIC FUNDS

Specify by name the municipalities or districts that are the source of funds.

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

#### Repeating Group #5:

1. Source of Funds
  - a. County
  - b. Town
  - c. Village
  - d. City
  - e. School District
  - f. Special Legislative District
  - g. Other (specify using the State note)
  - h. N/A
2. Name of funding County, Municipality or District
3. Amount
4. Subject to Public Vote
5. Written Contractual Agreement

11.2 **TOTAL LOCAL PUBLIC FUNDS** FSCS 300

#### SYSTEM CASH GRANTS TO MEMBER LIBRARY

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

**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

**FEDERAL AID FOR LIBRARY OPERATION**

11.10 LSTA

11.11 Other Federal Aid

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

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

**OTHER RECEIPTS**

11.14 Gifts and Endowments

11.15 Fund Raising

11.16 Income from Investments

11.17 Library Charges

11.18 Other

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

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

11.21 **BUDGET LOANS**

**TRANSFERS**

11.22 From Capital Fund  
(Same as Question 14.8)

11.23 From Other Funds

11.24 **TOTAL TRANSFERS**  
(Add Questions 11.22 and 11.23)

11.25 **BALANCE IN OPERATING FUND** – Beginning Balance for Fiscal Year Ending 2011  
(Same as Question 12.38 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 12.39)

**Part 12 – OPERATING FUND DISBURSEMENTS**

**STAFF EXPENDITURES**

**Salaries & Wages Paid from Library Funds**

- 12.1 Certified Librarians
- 12.2 Other Staff
- 12.3 **Total Salaries & Wages Expenditures** **FSCS 350**  
(Add Questions 12.1 and 12.2)
- 12.4 **Employee Benefits Expenditures** **FSCS 351**
- 12.5 **Total Staff Expenditures** **FSCS 352**  
(Add Questions 12.3 and 12.4)

**COLLECTION EXPENDITURES**

- 12.6 Print Materials Expenditures **FSCS 353**
- 12.7 Electronic Materials Expenditures **FSCS 354**
- 12.8 Other Materials Expenditures **FSCS 355**
- 12.9 **Total Collection Expenditures** **FSCS 356**  
(Add Questions 12.6, 12.7 and 12.8)

**CAPITAL EXPENDITURES FROM OPERATING FUNDS**

- 12.10 From Local Public Funds (71PF)
- 12.11 From Other Funds (71OF)
- 12.12 **Total Capital Expenditures**  
(Add Questions 12.10 and 12.11)

**OPERATION AND MAINTENANCE OF BUILDINGS**

**Repairs to Building & Building Equipment**

- 12.13 From Local Public Funds (72PF)
- 12.14 From Other Funds (72OF)
- 12.15 **Total Repairs**  
(Add Questions 12.13 and 12.14)

- 12.16 Other Disbursements for Operation  
& Maintenance of Buildings
- 12.17 **Total Operation & Maintenance of Buildings**  
(Add Questions 12.15 and 12.16)

**MISCELLANEOUS EXPENSES**

- 12.18 Office and Library Supplies
- 12.19 Telecommunications
- 12.20 Binding Expenses
- 12.21 Postage and Freight
- 12.22 Other Miscellaneous
- 12.23 **Total Miscellaneous Expenses**  
(Add Questions 12.18, 12.19, 12.20, 12.21 and 12.22)
- 12.24 **CONTRACTS WITH PUBLIC LIBRARIES  
AND/OR PUBLIC LIBRARY SYSTEMS IN  
NEW YORK STATE**

**DEBT SERVICE**

- Capital Purposes Loans (Principal and Interest)**
- 12.25 From Local Public Funds (73PF)
- 12.26 From Other Funds (73OF)
- 12.27 **Total**  
(Add Questions 12.25 and 12.26)
- 12.28 Budget Loans (Principal and Interest)
- 12.29 Short-Term Loans
- 12.30 **Total Debt Service**  
(Add Questions 12.27, 12.28 and 12.29)
- 12.31 **TOTAL OPERATING FUND DISBURSEMENTS**  
(Add Questions 12.5, 12.9, 12.12, 12.17, 12.23, 12.24 and 12.30)

**TRANSFERS**

- Transfers to Capital Fund**
- 12.32 From Local Public Funds (76PF)
- 12.33 From Other Funds (76OF)

- 12.34 **Total Transfers to Capital Fund**  
(Add Questions 12.32 and 12.33; same as Question 13.8)
- 12.35 **Transfer to Other Funds**
- 12.36 **TOTAL TRANSFERS**  
(Add Questions 12.34 and 12.35)
- 12.37 **TOTAL DISBURSEMENTS AND TRANSFERS**  
(Add Questions 12.31 and 12.36)
- 12.38 **BALANCE IN OPERATING FUND** – Ending Balance for the Fiscal Year Ending 2011
- 12.39 **GRAND TOTAL DISBURSEMENTS,  
TRANSFERS & BALANCE**  
(Add Questions 12.37 and 12.38; same as Question 11.26)

**ASSURANCE**

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

**FISCAL AUDIT**

- 12.41 Last audit performed (mm/dd/yyyy)
- 12.42 Time period covered by this audit (mm/dd/yyyy – mm/dd/yyyy)
- 12.43 Indicate type of audit (select one):  
     City  
     County  
     State  
     Private Accounting Firm  
     Other (specify using the State note)  
     N/A

**CAPITAL FUND**

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

## CAPITAL FUND REPORT 2011

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

### Part 13 – CAPITAL FUND RECEIPTS

#### REVENUES FROM LOCAL SOURCES

- 13.1 Revenues from Local Government Sources
- 13.2 All Other Revenues from Local Sources
- 13.3 **Total Revenues from Local Sources** FSCS 400

#### STATE AID FOR CAPITAL PROJECTS

- 13.4 State Aid Received for Construction
- 13.5 Other State Aid
- 13.6 **Total State Aid** FSCS 401  
(Add Questions 13.4 and 13.5)

#### FEDERAL AID FOR CAPITAL PROJECTS

- 13.7 **TOTAL FEDERAL AID** FSCS 402

#### INTERFUND REVENUE

- 13.8 Transfer from Operating Fund (Same as Question 12.34)
- 13.9 **TOTAL REVENUES**  
(Add Questions 13.3, 13.6, 13.7 and 13.8)

#### 13.10 NON-REVENUE RECEIPTS

- 13.11 **TOTAL CASH RECEIPTS** FSCS 404  
(Add Questions 13.9 and 13.10)
- 13.12 **BALANCE IN CAPITAL FUND** – Beginning Balance for Fiscal Year Ending 2011  
(Same as Question 14.11 of previous year, if fiscal year has not changed)
- 13.13 **TOTAL CASH RECEIPTS AND BALANCE**  
(Add Questions 13.11 and 13.12; same as Question 14.12)

## Part 14 – CAPITAL FUND DISBURSEMENTS

### PROJECT EXPENDITURES

14.1 Construction

14.2 Incidental Construction

#### **Other Disbursements**

14.3 Purchase of Buildings

14.4 Interest

14.5 Collection Expenditures

14.6 Total Other Disbursements  
(Add Questions 14.3, 14.4 and 14.5)

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

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

14.9 **NON-PROJECT EXPENDITURES**

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

14.11 **BALANCE IN CAPITAL FUND** – Ending Balance for the Fiscal Year Ending 2011

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

## Part 15 – FEDERAL TOTALS

All questions in Part 15 are calculated, locked fields.

*Note:* See instructions for definitions and calculations of each of these Federal Totals.

15.1	Total ALA-MLS	FSCS 250
15.2	Total Librarians	FSCS 251
15.3	All Other Paid Staff	FSCS 252
15.4	Total Paid Employees	FSCS 253
15.5	State Government Revenue	FSCS 301
15.6	Federal Government Revenue	FSCS 302
15.7	Other Operating Revenue	FSCS 303
15.8	Total Operating Revenue	FSCS 304
15.9	Other Operating Expenditures	FSCS 357
15.10	Total Operating Expenditures	FSCS 358
15.11	Total Capital Expenditures	FSCS 405
15.12	Print Materials	FSCS 450
15.13	Total Registered Borrowers	FSCS 503
15.14	Other Capital Revenue and Receipts	FSCS 403
15.15	Total Number of Internet Terminals Used by the General Public	FSCS 650

## Part 16. FOR NEW YORK STATE LIBRARY USE ONLY

16.1	LIB ID	FSCS 151
16.2	Interlibrary Relationship Code	FSCS 200
16.3	Legal Basis Code	FSCS 201
16.4	Administrative Structure Code	FSCS 202
16.5	FSCS Public Library Definition	FSCS 203
16.6	Geographic Code	FSCS 204
16.7	FSCS ID	FSCS 150

## **Suggested Improvements**

**Library Name:**

**Library System:**

**Name of Person Completing Form:**

**Phone Number:**

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