South New Berlin Free Library
Annual Report For Public And Association Libraries - 2013

1. GENERAL LIBRARY INFORMATION

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

1.1	Library ID Number	2800086180
1.2	Library Name	SOUTH NEW BERLIN 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	South New Berlin
1.6	Beginning Fiscal Reporting Year	01/01/2013
1.7	Ending Fiscal Reporting Year	12/31/2013
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No
1.9	If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.10	Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.11	Beginning Local Fiscal Year	N/A
1.12	Ending Local Fiscal Year	N/A
1.13	Address Status	00 (for no change from previous year)
1.14	Street Address	3320 STATE HIGHWAY 8
1.15	City	SOUTH NEW BERLIN
1.16	Zip Code	13843
1.17	Mailing Address	P.O. BOX 9
1.18	City	SOUTH NEW BERLIN
1.19	Zip Code	13843
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	(607) 859-2420
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)	(607) 859-2660
1.22	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	sn.donna@4cls.org
1.23	Library Home Page URL (Enter N/A if no home page URL)	http://libraries.4cls.org/southnewberlin/
1.24	Population Chartered to Serve (per 2010 Census)	633
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.	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	06/29/1951
1.30	Date the library was last registered	01/26/1922
1.31	Federal Employer Identification Number	160923548
1.32	County	CHENANGO
1.33	School District	Unadilla Valley Central School
1.34	Town	New Berlin
1.35	Library System	Four County Library System

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

1.36	Title of Library Director/ Manager (select one):	Mrs.
1.37	First Name of Library Director/Manager	Donna
1.38	Last Name of Library Director/Manager	Henderson
1.39	NYS Public Librarian Certification Number	N/A
1.40	E-mail Address of the Director/Manager	sn.donna@4cls.org
1.41	Fax Number of the Director/Manager	(607) 859-2660
1.42	Does the library charge fees for library cards to people residing outside the system's service area?	N
1.43	Was all or part of the library's budget either subject to public vote held during the fiscal reporting year, or from an appropriation which was approved by public vote in a previous year? Enter Y for Yes, N for No. If yes, complete one record for the most recent vote from each funding source. If no, go to question 1.45.	Y
1.	Name of municipality or district holding the vote	Unadilla Valley Central School District
2.	Indicate the type of municipality or district holding the vote	School District
3.	Was this a Chapter 414 (Ed. Law §259.1.b)?	Y
4.	Dollar amount	$4,055
5.	Was the vote successful?	Y
6.	Date the vote was held (mm/dd/yyyy)	05/21/13
1.44	For the fiscal year that ended in 2013, indicate the *total percentage of the library's local public funding* that was either subject to public vote during the fiscal reporting year, or that came from an appropriation which was approved by public vote in a previous year.	98%
1.45	Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one record for *each* contract. If no, go to question 1.46.	N
1.	Name of contracting municipality or district	N/A
2.	Is this a written contractual agreement?	N/A
3.	Population of the geographic area served by this contract	N/A
4.	Dollar amount of contract	N/A
5.	Enter the appropriate code for range of services provided (select one):	N/A

| 1.46 | For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? If yes, please annotate explaining the circumstance(s) and the impact on the library using the State note; if no, please go to Part 2, Library Collection. | N |

2. LIBRARY COLLECTION

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

PRINT MATERIALS

Cataloged Books

2.1	Adult Fiction Books	1,852
2.2	Adult Non-fiction Books	884
2.3	Total Adult Books (Total questions 2.1 & 2.2)	2,736
2.4	Children's Fiction Books	2,221
2.5	Children's Non-fiction Books	718
2.6	Total Children's Books (Total questions 2.4 & 2.5)	2,939
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	5,675

Other Print Materials

2.8	Total Uncataloged Books	45
2.9	Total Print Serials	1,084
2.10	All Other Print Materials	0
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	1,129
2.12	Total Print Materials (Total questions 2.7 and 2.11)	6,804

ELECTRONIC MATERIALS

2.13	Electronic Books	1,080
2.14	Local Databases	9
2.15	NOVEL$_{NY}$ Databases	11
2.16	Total Databases (Total questions 2.14 and 2.15)	20
2.17	Other Electronic Materials (includes all other materials in digital format such as e-serials, government documents, electronic files, reference tools, scores, maps, collection of digital photographs, etc.)	0
2.18	Total Electronic Materials (Total questions 2.13, 2.16 and 2.17)	1,100

ALL OTHER MATERIALS

2.19	Audio - Physical Units	301
2.20	Audio - Downloadable Units	666
2.21	Video - Physical Units	1,180
2.22	Video - Downloadable Units	0
2.23	All Other Materials (includes microform, films, slides, etc.)	0
2.24	Total Other Materials Holdings (Total questions 2.19 through 2.23)	2,147

GRAND TOTAL HOLDINGS

2.25	(Total questions 2.12, 2.18 and 2.24)	10,051

CURRENT SERIAL SUBSCRIPTIONS

2.26	Current Print Serial Subscriptions	13

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

2.27	Cataloged Books	485
2.28	All Other Print Materials	281
2.29	Electronic Materials	90
2.30	All Other Materials	281
2.31	Total Additions (Total questions 2.27 through 2.30)	1,137

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

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

LIBRARY SPONSORED PROGRAMS

3.1	Adult Program Sessions	27
3.2	Young Adult Program Sessions	0
3.3	Children's Program Sessions	8
3.4	All Other Program Sessions	0
3.5	Total Number of Program Sessions (Total questions 3.1 through 3.4)	35
3.6	Adult Program Attendance	136
3.7	Young Adult Program Attendance	0
3.8	Children's Program Attendance	100
3.9	All Other Program Attendance	0
3.10	Total Program Attendance (Total questions 3.6 through 3.9)	236

SUMMER READING PROGRAM

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

a.	Program(s) for children	No
b.	Program(s) for young adults	No
c.	Program(s) for Adults	No
d.	Summer Reading at New York Libraries name and/or logo used	No
e.	Collaborative Summer Library Program (CSLP Manual, provided through the New York State Library, used)	No
f.	N/A	Yes
3.12	Library outlets offering a summer reading program	1
3.13	Children registered for the library's summer reading program	0
3.14	Young adults registered for the library's summer reading program	0
3.15	Total number registered for the library's summer reading program (total 3.13 + 3.14)	0
3.16	Children's program sessions - Summer 2013	0
3.17	Young adult program sessions - Summer 2013	0

3.18	Adult program sessions - Summer 2013	0
3.19	Total program sessions - Summer 2013 (total 3.16 + 3.17 + 3.18)	0
3.20	Children's program attendance - Summer 2013	0
3.21	Young adult program attendance - Summer 2013	0
3.22	Adult program attendance - Summer 2013	0
3.23	Total program attendance - Summer 2013 (total 3.20 + 3.21 + 3.22)	0

COLLABORATORS

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

EARLY LITERACY PROGRAMS

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

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

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

3.34 Number of sessions

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

3.36 Attendance at sessions

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

3.38 Collaborators (check all that apply):

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

ADULT LITERACY

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

3.42 Collaborators (check all that apply)

a.	Literacy NY (Literacy Volunteers of America)	No
b.	Public School District(s) and/or BOCES	No
c.	Non-Public Schools	No
d.	Other (see instructions and describe using State Note)	No
e.	N/A	Yes

PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

3.43	Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No)	N
3.44	Children's program sessions	N/A
3.45	Young adult program sessions	N/A
3.46	Adult program sessions	N/A
3.47	Total program sessions (total 3.44 + 3.45 + 3.46)	0
3.48	Children's program attendance	N/A
3.49	Young adult program attendance	N/A
3.50	Adult program attendance	N/A
3.51	Total program attendance (total 3.48 + 3.49 + 3.50)	0

3.52 Collaborators (check all that apply):

a.	Literacy NY (Literacy Volunteers of America)	No
b.	Public School District(s) and/or BOCES	No
c.	Non-Public School(s)	No
d.	Other (describe using the State note)	No
e.	N/A	Yes

DIGITAL LITERACY

3.53	Did the library offer digital literacy programs?	Y
3.54	Total program sessions	0
3.55	Total program attendance	0

LIBRARY USE

3.56	Library visits (total annual attendance)	3,012
3.57	Registered resident borrowers	167
3.58	Registered non-resident borrowers	36

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

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

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

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

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	744
4.2	Adult Non-fiction Books	251
4.3	Total Adult Books (Total questions 4.1 & 4.2)	995
4.4	Children's Fiction Books	687
4.5	Children's Non-fiction Books	147
4.6	Total Children's Books (Total questions 4.4 & 4.5)	834
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	1,829

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	1,242
4.9	Circulation of Children's Other Materials	448
4.10	Circulation of Electronic Materials	27
4.11	Total Circulation of Other Materials (Total questions 4.8, 4.9 & 4.10)	1,717
4.12	Grand Total Circulation Transactions (Total questions 4.7 & 4.11)	3,546
4.13	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	1,282

REFERENCE TRANSACTIONS

4.14	Total Reference Transactions	335
4.15	Does the library offer virtual reference?	Y

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.16	TOTAL MATERIALS RECEIVED	858

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.17	TOTAL MATERIALS PROVIDED	1,035

5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2013.

SYSTEMS AND SERVICES

5.1	Automated circulation system?	Y
5.2	Online public access catalog (OPAC)?	Y
5.3	Electronic access to the OPAC from outside the library?	Y
5.4	Annual number of visits to the library's web site	2,215
5.5	Does the library use Internet filtering software on any computer?	Y
5.6	Number of uses (sessions) of public Internet computers per year	1,060
5.7	Name of the person responsible for the library's Information Technology (IT) services	Donna Henderson
5.8	IT contact's telephone number (enter 10 digits only and hit the Tab key)	(607) 859-2420
5.9	IT contact's email address	sn.donna@4cls.org

6. STAFF INFORMATION

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

FTE (FULL-TIME EQUIVALENT CALCULATION)

6.1	The number of hours per workweek used to compute FTE for all paid library personnel in this section.	27

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	2
6.11	Vacant Other Staff	0
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	3.00
6.13	VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	0.00

SALARY INFORMATION

6.14	FTE - Entry Level Librarian (certified)	0
6.15	Salary - Entry Level Librarian (certified)	$0
6.16	FTE - Library Director (certified)	0
6.17	Salary - Library Director (certified)	$0
6.18	FTE - Library Manager (not certified)	0
6.19	Salary - Library Manager (not certified)	$9,000

7. MINIMUM PUBLIC LIBRARY STANDARDS

Report all information as of December 31, 2013.

7.1	1. Is governed by board-approved written bylaws.	Y
7.2	2. Has a board-approved written long range plan of service.	Y
7.3	3. Presents an annual report to the community.	Y
7.4	4. Has board-approved written policies.	Y
7.5	5. Presents an annual written budget to appropriate funding agencies.	Y
7.6	6. Periodically evaluates the effectiveness of the collection and services in meeting community needs.	Y
7.7	7. Is open the minimum standard number of public service hours for population served. (see instructions)	Y

8. Maintains a facility to meet community needs, including adequate:

7.8	8a. space	Y
7.9	8b. lighting	Y
7.10	8c. shelving	Y
7.11	8d. seating	Y

| 7.12 | 8e. restroom (see instructions) | Y |

9. Has the equipment and connections necessary to facilitate access to information:

7.13	9a. telephone	Y
7.14	9b. photocopier (see instructions)	Y
7.15	9c. microcomputer or terminal	Y
7.16	9d. printer	Y
7.17	9e. telefacsimile capability (see instructions)	Y
7.18	10. Distributes printed information listing the library's hours open, borrowing rules, services, location and phone number.	Y
7.19	11. Employs a paid director in accordance with the provisions of section 90.8 of Commissioner' Regulations. (see instructions)	Y

8. PUBLIC SERVICE INFORMATION

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

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

8.1	Main Library	1
8.2	Branches	0
8.3	Bookmobiles	0
8.4	Other Outlets	0
8.5	TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)	1

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

8.6	Minimum Weekly Total Hours - Main Library	27
8.7	Minimum Weekly Total Hours - Branch Libraries	0
8.8	Minimum Weekly Total Hours - Bookmobiles	0
8.9	Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	27.00
8.10	Annual Total Hours - Main Library	1,404
8.11	Annual Total Hours - Branch Libraries	0
8.12	Annual Total Hours - Bookmobiles	0
8.13	Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)	1,404.00

9. SERVICE OUTLET INFORMATION

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

1.	Outlet Name	South New Berlin Free Library
2.	Outlet Name Status	00 (for no change)
3.	Street Address	3320 State Hwy 8
4.	Outlet Street Address Status	00 (for no change)
5.	City	South New Berlin
6.	Zip Code	13843
7.	Phone (enter 10 digits only)	(607) 859-2420
8.	Fax Number (enter 10 digits only)	(607) 859-2660

9.	E-mail Address	SN.ILL@4cls.ORG
10.	Outlet URL	http://libraries.4cls.org/southnewberlin/index.html
11.	County	Chenango
12.	School District	Unadilla Valley
13.	Outlet Type Code (select one):	CE
14.	Public Service Hours Per Year for This Outlet	1,404
15.	Number of Weeks This Outlet is Open	52
16.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y
17.	Is the meeting space available for public use even when the outlet is closed?	N
18.	Total number of non-library sponsored programs, meetings and/or events at this outlet	39
19.	Enter the appropriate outlet code (select one):	N/A
20.	Who owns this outlet building?	Library Board
21.	Who owns the land on which this outlet is built?	Library Board
22.	Indicate the year this outlet was initially constructed	1870
23.	Indicate the year this outlet underwent a major renovation costing $25,000 or more	N/A
24.	Square footage of the outlet	2,876
25.	Total number of Internet terminals at this outlet used by the general public	3
26.	Type of connection on the outlet's public Internet computers	Cable
27.	Maximum download speed of connection on the outlet's public Internet computers	Greater than 200 kbps and less than 768 kbps
28.	Maximum upload speed of connection on the outlet's public Internet computers	Greater than 200 kbps and less than 768 kbps
29.	Internet Provider	Time Warner Cable
30.	WiFi Access (click the hyperlink for types of WiFi Access)	No restrictions to access
31.	Number of wireless access uses per year: Report the total number of uses of wireless access in the outlet during the last year.	550
32.	Does the outlet have interactive videoconferencing capability for public use?	Y
33.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y
34.	Is every public part of the outlet accessible to a person in a wheelchair?	N
35.	*LIBID*	2800086180
36.	*FSCSID*	NY0181
37.	*Metropolitan Status Code*	NO
38.	*Number of Bookmobiles in the Bookmobile Outlet Record*	0
39.	*Outlet Structure Status*	00 (for no change from previous year)

10. OFFICERS AND TRUSTEES

Report information about trustee meetings as of December 31, 2013. All public and association libraries are

required by Education Law to hold at least four meetings a year.

BOARD MEETINGS

10.1	Total number of board meetings held during calendar year (January 1, 2013 to December 31, 2013)	5
10.2	Number of voting library board positions stated in the library's charter.	7
10.3	Number of current <u>voting</u> positions on library board.	5

BOARD MEMBER SELECTION

10.4	Enter Board Member Selection Code (select one):	EA - board members are elected by the library association membership

List Officers and Board Members for the current Calendar Year (January 1 - December 31, 2014). Complete one record for each board member. There must be a record for each voting position, whether filled or vacant.

BOARD PRESIDENT

10.5	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), or Vacant	The Reverend
10.6	First Name	Barry
10.7	Last Name	Davis
10.8	Mailing Address	PO Box 88
10.9	City	South New Berlin
10.10	Zip Code (5 digits only)	13843
10.11	Phone (enter 10 digits only)	(607) 859-2418
10.12	E-mail Address	bearsu_davis@yahoo.com
10.13	Term Begins - Month	January
10.14	Term Begins - Year (yyyy)	2010
10.15	Term Expires - Month	January
10.16	Term Expires - Year (yyyy)	2015
10.17	The date the Oath of Office was taken (mm/dd/yyyy)	N/A
10.18	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
10.19	Is this a brand new trustee?	N
1.	Title of Board Member (select one):	Mrs.
2.	First Name of Board Member	Judy
3.	Last Name of Board Member	Off
4.	Mailing Address	3381 State Highway 8
5.	City	South New Berlin
6.	Zip Code (5 digits only)	13843
7.	E-mail address	N/A
8.	Office Held or Trustee	Secretary
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2010
11.	Term Expires	January
12.	Term Expires - Year (yyyy)	2015

11.	Term Expires	January
12.	Term Expires - Year (yyyy)	2018
13.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
14.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
15.	Is this a brand new trustee?	N

11. OPERATING FUNDS RECEIPTS

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

LOCAL PUBLIC FUNDS
Specify by name the municipalities or districts which are the source of funds.

11.1	Does the library receive any local public funds? If yes, complete one record for each funding source; if no, go to question 11.3 (see instructions).	Y
1.	Source of Funds	Town
2.	Name of funding County, Municipality or District	New Berlin
3.	Amount	$800
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N
5.	Written Contractual Agreement	N
1.	Source of Funds	School District
2.	Name of funding County, Municipality or District	Unadilla Valley Central School District
3.	Amount	$38,225
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	Y
5.	Written Contractual Agreement	Y
11.2	**TOTAL LOCAL PUBLIC FUNDS**	$39,025

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3	Local Library Services Aid (LLSA)	$1,260
11.4	Central Library Aid (CLDA and/or CBA)	$0
11.5	Additional State Aid received from the System	$2,000
11.6	Federal Aid received from the System	$0
11.7	Other Cash Grants	$0
11.8	**TOTAL SYSTEM CASH GRANTS** (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	$3,260

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 FOR LIBRARY OPERATION

11.10	LSTA	$0
11.11	Other Federal Aid	$0
11.12	**TOTAL FEDERAL AID** (Add Questions 11.10 and 11.11)	$0
11.13	**CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE**	$0

OTHER RECEIPTS

11.14	Gifts and Endowments	$10
11.15	Fund Raising	$0
11.16	Income from Investments	$78
11.17	Library Charges	$0
11.18	Other	$0
11.19	**TOTAL OTHER RECEIPTS** (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	$88
11.20	**TOTAL OPERATING FUND RECEIPTS** (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	$42,373
11.21	**BUDGET LOANS**	$0

TRANSFERS

11.22	From Capital Fund (Same as Question 14.8)	$0
11.23	From Other Funds	$0
11.24	**TOTAL TRANSFERS** (Add Questions 11.22 and 11.23)	$0
11.25	BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2013 (Same as Question 12.39 of previous year if fiscal year has not changed)	$66,557
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)	$108,930

12. OPERATING FUND DISBURSEMENTS
STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds

12.1	Certified Librarians	$0
12.2	Other Staff	$14,300
12.3	**Total Salaries & Wages Expenditures** (Add Questions 12.1 and 12.2)	$14,300
12.4	**Employee Benefits Expenditures**	$1,928
12.5	**Total Staff Expenditures** (Add Questions 12.3 and 12.4)	$16,228

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	$3,578
12.7	Electronic Materials Expenditures	$793
12.8	Other Materials Expenditures	$476
12.9	**Total Collection Expenditures** (Add Questions 12.6, 12.7 and 12.8)	$4,847

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

MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	$2,245
12.19	Telecommunications	$1,525
12.20	Binding Expenses	$3,135
12.21	Postage and Freight	$217
12.22	Professional & Consultant Fees	$1,200
12.23	Other Miscellaneous	$200
12.24	**Total Miscellaneous Expenses** (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22 and 12.23)	$8,522
12.25	**CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE**	$2,156

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

12.26	From Local Public Funds (73PF)	$0
12.27	From Other Funds (73OF)	$0
12.28	**Total** (Add Questions 12.26 and 12.27)	$0
12.29	Budget Loans (Principal and Interest)	$0
12.30	Short-Term Loans	$0
12.31	**Total Debt Service** (Add Questions 12.28, 12.29 and 12.30)	$0
12.32	**TOTAL OPERATING FUND DISBURSEMENTS** (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31)	$31,753

TRANSFERS

Transfers to Capital Fund

12.33	From Local Public Funds (76PF)	$0
12.34	From Other Funds (76OF)	$0
12.35	**Total Transfers to Capital Fund** (Add Questions 12.33 and 12.34; same as Question 13.8)	$0
12.36	**Transfer to Other Funds**	$8,610
12.37	**TOTAL TRANSFERS** (Add Questions 12.35 and 12.36)	$8,610
12.38	**TOTAL DISBURSEMENTS AND TRANSFERS** (Add Questions 12.32 and 12.37)	$40,363
12.39	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2013	$68,567
12.40	**GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE** (Add Questions 12.38 and 12.39; same as Question 11.26)	$108,930

ASSURANCE

| 12.41 | The Library operated under its plan of service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy). | 01/21/14 |

FISCAL AUDIT

12.42	Last audit performed (mm/dd/yyyy)	01/21/14
12.43	Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	01/01/2013-12/31/13
12.44	Indicate type of audit (select one):	Private Accounting Firm

CAPITAL FUND

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

13. CAPITAL FUND RECEIPTS

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

REVENUES FROM LOCAL SOURCES

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

STATE AID FOR CAPITAL PROJECTS

13.4	State Aid Received for Construction	$0
13.5	Other State Aid	$0
13.6	**Total State Aid** (Add Questions 13.4 and 13.5)	$0

FEDERAL AID FOR CAPITAL PROJECTS

| 13.7 | **TOTAL FEDERAL AID** | $0 |

INTERFUND REVENUE

13.8	Transfer from Operating Fund (Same as Question 12.35)	$0
13.9	**TOTAL REVENUES** (Add Questions 13.3, 13.6, 13.7 and 13.8)	$0
13.10	**NON-REVENUE RECEIPTS**	$0
13.11	**TOTAL CASH RECEIPTS** (Add Questions 13.9 and 13.10)	$0
13.12	BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2013 (Same as Question 14.11 of previous year, if fiscal year has not changed)	$0
13.13	**TOTAL CASH RECEIPTS AND BALANCE** (Add Questions 13.11 and 13.12; same as Question 14.12)	$0

14. CAPITAL FUND DISBURSEMENTS

PROJECT EXPENDITURES

| 14.1 | Construction | $0 |
| 14.2 | Incidental Construction | $0 |

Other Disbursements

14.3	Purchase of Buildings	$0
14.4	Interest	$0
14.5	Collection Expenditures	$0
14.6	Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	$0
14.7	**TOTAL PROJECT EXPENDITURES** (Add Questions 14.1, 14.2 and 14.6)	$0
14.8	**TRANSFER TO OPERATING FUND** (Same as Question 11.22)	$0
14.9	**NON-PROJECT EXPENDITURES**	$0
14.10	**TOTAL CASH DISBURSEMENTS AND TRANSFERS** (Add Questions 14.7, 14.8 and 14.9)	$0
14.11	**BALANCE IN CAPITAL FUND** - Ending Balance for the Fiscal Year Ending 2013	$0
14.12	**TOTAL CASH DISBURSEMENTS AND BALANCE** (Add Questions 14.10 and 14.11; same as Question 13.13)	$0

15. FEDERAL TOTALS

All questions in Part 15 are calculated, locked fields.
Note: See instructions for definitions and calculations of each of these Federal Totals.

15.1	Total ALA-MLS	0.00
15.2	Total Librarians	0.68
15.3	All Other Paid Staff	1.35
15.4	Total Paid Employees	2.03
15.5	State Government Revenue	$3,260
15.6	Federal Government Revenue	$0
15.7	Other Operating Revenue	$88
15.8	Total Operating Revenue	$42,373
15.9	Other Operating Expenditures	$10,678
15.10	Total Operating Expenditures	$31,753
15.11	Total Capital Expenditures	$0
15.12	Print Materials	6,804
15.13	Total Registered Borrowers	203
15.14	Other Capital Revenue and Receipts	$0
15.15	Total Number of Internet Terminals Used by the General Public	3

16. FOR NEW YORK STATE LIBRARY USE ONLY

16.1	*LIB ID*	2800086180
16.2	*Interlibrary Relationship Code*	ME
16.3	*Legal Basis Code*	NP
16.4	*Administrative Structure Code*	SO
16.5	*FSCS Public Library Definition*	Y
16.6	*Geographic Code*	OTH
16.7	*FSCS ID*	NY0181

SUGGESTED IMPROVEMENTS

Library Name: SOUTH NEW BERLIN FREE LIBRARY

Library System: Four County Library System

Name of Person Completing Form:

Phone Number:

Please share with us your suggestions for improving the *Annual Report*. When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank you!