South New Berlin Free Library
Annual Report For Public And Association Libraries - 2022

1. GENERAL LIBRARY INFORMATION

Library/Director Information

[Outline of Major Changes](#)

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

1.1	Library ID Number	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	01/01/2022
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.	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 <u>Local</u> Fiscal Year	01/01/2022
1.12	Ending <u>Local</u> Fiscal Year	12/31/2022
1.13	Address Status	00 (for no change from previous year)
1.14	Street Address	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) 859-2420
1.22	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	sn.ill@4cls.org
1.23	Library Home Page URL (Enter N/A if no home page URL)	libraries.4cls.org/southnewberlin
1.24	Population Chartered to Serve (per 2020 Census)	637
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   06/29/1951
absolute charter or the date of the provisional
charter if the library does not have an absolute
charter

1.30   Date the library was last registered   01/26/1922

1.31   Federal Employer Identification   160923548
Number

1.32   County   CHENANGO

1.33   School District   Unadilla Valley Central School

1.34   Town/City   Town of New Berlin

1.35   Library System   Four County 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   Robin
Director/Manager

1.38   Last Name of Library   Avolio
Director/Manager

1.39   NYS Public Librarian Certification   N/A
Number

1.40   What is the highest education level of   Two or More Years of
the library manager/director?   College/University Study

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

1.42   Do all staff working in the budgeted   N/A
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.

1.43   E-mail Address of the   sn.robin@4cls.org
Director/Manager

1.44   Fax Number of the Director/Manager   (607) 859-2420

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

1.46   Was all or part of the library's funding   Y
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.

Public Votes/Contracts

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

1.   Name of municipality or district   Unadilla Valley Central School
holding the public vote

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

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

4.   Was the vote successful? Y/N   Y

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

6a.   Most recent prior year approved $48,545
appropriation from a public vote:

6b.   Proposed increase in appropriation as $1,455
a result of the vote held on the date reported in
question number 3:

6c.   Total proposed appropriation (sum of $50,000
6a and 6b):

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

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

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

1.   Name of municipality or district   N/A
holding the public vote

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

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

4.   What type of public vote was it?

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

1.48   Does the reporting library have a   N
contractual agreement with a municipality or
district to provide library services to residents of
an area not served by a chartered library? Enter
Y for Yes, N for No. If yes, please complete one
record for *each* contract. If no, go to question
1.49.

Unusual Circumstances

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

1.   Name of contracting municipality or   N/A
district

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

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

4.   Dollar amount of contract   N/A

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

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

2. LIBRARY COLLECTION

Print/Electronic/Other Holdings

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

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

It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which
expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures,
and Other Materials Expenditures (questions 12.6, 12.7 and 12.8). Under this category report only
items that have been purchased, leased or licensed by the library, a consortium, the state library, a
donor or other person or entity. Included items must only be accessible with a valid library card
or at a physical library location; inclusion in the catalog is not required. Do not include items
freely available without monetary exchange. Count electronic materials at the administrative
entity level (main library); do not duplicate numbers at each branch.

PRINT MATERIALS

Cataloged Books

2.1   Adult Fiction Books   2,448

2.2   Adult Non-fiction Books   633

2.3   Total Adult Books (Total questions 2.1   3,081
& 2.2)

2.4   Children's Fiction Books   2,035

2.5   Children's Non-fiction Books   449

2.6   Total Children's Books (Total   2,484
questions 2.4 & 2.5)

2.7   Total Cataloged Books (Total   5,565
questions 2.3 & 2.6)

Other Print Materials

2.8	Total Uncataloged Books	30
2.9	Total Print Serials	0
2.10	All Other Print Materials	0
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	30
2.12	Total Print Materials (Total questions 2.7 and 2.11)	5,595

ALL OTHER MATERIALS
Electronic Materials

2.13	Electronic Books	9,418
2.14	Local Electronic Collections	15
2.15	NOVEL$_{NY}$ Electronic Collections	15
2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	30
2.17	Audio - Downloadable Units	2,895
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)	12,343

Non-Electronic Materials

2.21	Audio - Physical Units	221
2.22	Video - Physical Units	1,148
2.23	Other Circulating Physical Items	33
2.24	Total Other Materials - Non-Electronic (Total questions 2.21 through 2.23)	1,402

Grand Total/Additions to Holdings

2.25   **GRAND TOTAL HOLDINGS** (Total 19,340
questions 2.12, 2.20 and 2.24)

ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.26	Cataloged Books	233
2.27	All Other Print Materials	0
2.28	Electronic Materials	1,094
2.29	All Other Materials	73
2.30	Total Additions (Total questions 2.26 through 2.29)	1,400

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) 2,416

3.1a   Regarding the number of Library   CT - Annual Count
Visits entered, is this an annual count or an
annual estimate based on a typical week or
weeks?

3.2   Registered resident borrowers   190

3.3   Registered non-resident borrowers   34

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

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

3.4   Does the library have an open meeting Y
policy?

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

3.6   Does the library have an Internet use Y
policy?

3.7   Does the library have a disaster plan?   Y

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

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

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

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

ACCESSIBILITY (Answer Y for Yes, N for No)

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

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

3.13   Does the library have large print   Y
books?

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

3.15 - If so, what do you have?

     screen reader, such as JAWS,   No
Windoweyes or NVDA

     refreshable Braille commonly referred No
to as a refreshable Braille display

     screen magnification software, such as No
Zoomtext

     electronic scanning and reading   No
software, such as OpenBook

3.16   Is the library registered for services N
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)?

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   15
Sessions Targeted at Adults Age 19 or Older

3.18   Number of Synchronous Program   0
Sessions Targeted at Young Adults Ages 12-18

3.19a   Number of Synchronous Program   10
Sessions Targeted at Children Ages 0-5

3.19b   Number of Synchronous Program   15
Sessions Targeted at Children Ages 6-11

3.20   Number of Synchronous General   0
Interest Program Sessions

3.21   Total Number of Synchronous   40
Program Sessions (Total questions 3.17, 3.18, 3.19a, 3.19b, 3.20)

3.21a   Number of Synchronous In-Person   40
Onsite Program Sessions

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

3.21c   Number of Synchronous Virtual   0
Program Sessions

3.21d   Total number of synchronous   40
programs (3.21a + 3.21b + 3.21c)

3.22   One-on-One Program Sessions   1,121

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   96

3.25   Attendance at Synchronous Programs Targeted at Young Adults Ages 12-18   0

3.26a   Attendance at Synchronous Programs Targeted at Children Ages 0-5   53

3.26b   Attendance at Synchronous Programs Targeted at Children Ages 6-11   64

3.27   Attendance at Synchronous General Interest Programs   0

3.28   Total Attendance at Synchronous Programs (Total questions 3.24, 3.25, 3.26a, 3.26b, 3.27).   213

3.28a   Synchronous In-Person Onsite Program Attendance   213

3.28b   Synchronous In-Person Offsite Program Attendance   0

3.28c   Synchronous Virtual Program Attendance   0

3.28d   Total synchronous program attendance (3.28a + 3.28b + 3.28c)   213

3.29   One-on-One Program Attendance   1,121

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 (sum of Q3.19a and Q3.19b)   25

3.31   Total Children's Program Attendance (sum of Q3.26a and Q3.26b)   117

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   No

c.   Program(s) for Adults   No

d.   Summer Reading at New York   Yes
Libraries name and/or logo used

e.   Collaborative Summer Library   Yes
Program (CSLP Manual, provided through the
New York State Library, used)

f.   N/A   No

3.33   Library outlets offering the summer   1
reading program

3.34   Children registered for the library's   16
summer reading program

3.35   Young adults registered for the   0
library's summer reading program

3.36   Adults registered for the library's   0
summer reading program

3.37   Total number registered for the   16
library's summer reading program (total 3.34 +
3.35 + 3.36)

3.38   Children's program sessions - Summer   16
2022

3.39   Young adult program sessions -   0
Summer 2022

3.40   Adult program sessions - Summer   0
2022

3.41   Total program sessions - Summer 2022   16
(total 3.38 + 3.39 + 3.40)

3.42   Children's program attendance -   44
Summer 2022

3.43	Young adult program attendance - Summer 2022	0
3.44	Adult program attendance - Summer 2022	0
3.45	Total program attendance - Summer 2022 (total 3.42 + 3.43 + 3.44)	44

COLLABORATORS

3.46	Public school district(s) and/or BOCES	1
3.47	Non-public school(s)	0
3.48	Childcare center(s)	0
3.49	Summer camp(s)	0
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)	1

Early/Adult/English Speaker/Digital Literacy

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

EARLY LITERACY PROGRAMS

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

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

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

3.56 - Number of sessions

a.	Focus on birth - school entry (kindergarten)	10
b.	Focus on parents & caregivers	0
c.	Combined audience	0
d.	N/A	0
3.57	Total Sessions	10

3.58 - Attendance at sessions

a.	Focus on birth - school entry (kindergarten)	53
b.	Focus on parents & caregivers	0
c.	Combined audience	0
d.	N/A	0
3.59	Total Attendance	53

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)	No
d.	Health care providers/agencies	No
e.	Other (describe using the State note)	No

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

ADULT LITERACY

3.61	Did the library offer adult literacy 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
3.71	Total program sessions (total 3.68 + 3.69 + 3.70)	0
3.72	One-on-one program sessions	0
3.73	Children's program attendance	0
3.74	Young adult program attendance	0
3.75	Adult program attendance	0
3.76	Total program attendance (total 3.73 + 3.74 + 3.75)	0
3.77	One-on-one program attendance	0

3.78 - Collaborators (check all that apply):

a.   Literacy NY (Literacy Volunteers of America)   No

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

c.   Non-Public School(s)   No

d.   Other (describe using the Note)   No

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

DIGITAL LITERACY

3.79	Did the library offer digital literacy programs?	N
3.80	Total group program sessions	0
3.81	Total one-on-one program sessions	0
3.82	Total group program attendance	0
3.83	Total one-on-one program attendance	0
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 <u>not</u> considered part of circulation.)

CATALOGED BOOK CIRCULATION

4.1	Adult Fiction Books	991
4.2	Adult Non-fiction Books	267
4.3	Total Adult Books (Total questions 4.1 & 4.2)	1,258
4.4	Children's Fiction Books	743
4.5	Children's Non-fiction Books	131
4.6	Total Children's Books (Total questions 4.4 & 4.5)	874
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	2,132

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	2,258
4.9	Circulation of Children's Other Materials	239

4.10	Circulation of Other Physical Items (Total questions 4.8, 4.9)	2,497
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	4,629

ELECTRONIC USE

4.12	Use of Electronic Material	158
4.13	Successful Retrieval of Electronic Information	0
4.14	Electronic Content Use (Total questions 4.12 & 4.13)	158
4.15	Total Circulation of Materials (Total questions 4.11 & 4.12)	4,787
4.16	Total Collection Use (Total questions 4.13 & 4.15)	4,787
4.17	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	1,113
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?	No

REFERENCE TRANSACTIONS

4.19	Total Reference Transactions	651
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?	CT - Annual Count
4.20	Does the library offer virtual reference?	Y

Interlibrary Loan

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.21	TOTAL MATERIALS RECEIVED	1,647

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.22   TOTAL MATERIALS PROVIDED   1,483

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	2,328
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?	Four County Library System
5.10	Name of the person responsible for the library's Information Technology (IT) services	Robin Avolio
5.11	IT contact's telephone number (enter 10 digits only and hit the Tab key)	(607) 859-2420
5.12	IT contact's email address	sn.robin@4cls.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   24
used to compute FTE for all paid library
personnel in this section.

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   0
(not certified)

6.9   Vacant Library   0
Specialist/Paraprofessional (not certified)

6.10   Other Staff   .67

6.11   Vacant Other Staff   0

6.12   TOTAL PAID STAFF (Total questions   1.67
6.2, 6.4, 6.6, 6.8 & 6.10)

6.13   VACANT TOTAL PAID STAFF   0.00
(Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)

SALARY INFORMATION

6.14   FTE - Entry Level Librarian (certified)   0

6.15   Salary - Entry Level Librarian $0
(certified)

6.16   FTE - Library Director (certified)   0

6.17   Salary - Library Director (certified) $0

6.18   FTE - Library Manager (not certified)   1

6.19   Salary - Library Manager (not $19,500
certified)

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   Y
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.

2.   Has a community-based, board-   Y
approved, written long-range plan of service
developed by the library board of trustees and
staff.

3.   Provides a board-approved written   Y
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.

4.   Has board-approved written policies   Y
for the operation of the library, which shall be
reviewed and updated at least once every five
years or earlier if required by law.

5.   Annually prepares and publishes a   Y
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   Y
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 Y
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   Y

8b.   lighting   Y

8c.	shelving	Y
8d.	seating	Y
8e.	power infrastructure	Y
8f.	data infrastructure	Y
8g.	public restroom	Y

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

10. Provides

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

11.	Provides access to current library information in print and online, facilitating the understanding of library services, operations and governance; information provided online shall include the standards referenced in numbers (1) through (5) above.	Y
12.	Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.	Y
13.	Provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service.	Y
14.	Establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service.	Y

8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Part 1. Please click here to read general instructions before completing this section.

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

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

PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6	Minimum Weekly Total Hours - Main Library	38.00
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)	38.00

8.10	Annual Total Hours - Main Library	1,976.00
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)	1,976.00

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

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

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

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

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

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

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

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

9. SERVICE OUTLET INFORMATION

Outlets should be arranged in alphabetical order if possible.

Report all information as of the end of the fiscal year reported in Part 1. Please click here to read general instructions before completing this section.

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

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

1.	Outlet Name	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) 859-2420
9.	E-mail Address	sn.ill@4cls.org
10.	Outlet URL	libraries.4cls.org/southnewberlin
11.	County	Chenango
12.	School District	Unadilla Valley
13.	Library System	Four County Library System
14.	Outlet Type Code (select one):	CE
15.	Public Service Hours Per Year for This Outlet	1,976
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
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	0
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	1870
24.	Indicate the year this outlet underwent a major renovation costing $25,000 or more	N/A
25.	Square footage of the outlet	2,876
26.	Number of Internet Computers Used by General Public	5
27.	Number of uses (sessions) of public Internet computers per year	65
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count
28.	Type of connection on the outlet's public Internet computers	Fiber
29.	Maximum download speed of connection on the outlet's public Internet computers	11 Greater than or equal to 100 mbps and less than 1 gbps
30.	Maximum upload speed of connection on the outlet's public Internet computers	11 Greater than or equal to 100 mbps and less than 1 gbps
31.	Internet Provider	Spectrum/Time Warner Cable
32.	WiFi Access	No restrictions to access

33.	Wireless Sessions	730
33a	Reporting Method for Wireless Sessions	CT - Annual Count
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y
35.	Is every public part of the outlet accessible to a person in a wheelchair?	N
36.	Does your **outlet** have a Makerspace?	N
37.	*LIBID*	2800086180
38.	*FSCSID*	NY0181
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)	10

NUMBER OF TRUSTEES AND TERMS

10.2	Does your library have a range of trustees stated in the library's charter documents (incorporation)?	No
10.5	If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)?	7
10.6	Does your library's charter documents (incorporation) state a specified term for trustees? If no, please explain in a Note.	Yes

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

BOARD MEMBER SELECTION

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

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	Scott
10.10	Last Name	Stensland
10.11	Mailing Address	28 N Main St
10.12	City	South New Berlin
10.13	Zip Code (5 digits only)	13843
10.14	Phone (enter 10 digits only)	(607) 859-2901
10.15	E-mail Address	scottstensland@gmail.com
10.16	Term Begins - Month	January
10.17	Term Begins - Year (yyyy)	2023
10.18	Term Expires - Month	January
10.19	Term Expires - Year (yyyy)	2028

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

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

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

10.23   Is this a brand new trustee?   N

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

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

#	Field	Value
1.	Status	Filled
2.	First Name of Board Member	Thomas
3.	Last Name of Board Member	Bryden
4.	Mailing Address	295 Nelson Rd
5.	City	South New Berlin
6.	Zip Code (5 digits only)	13843
7.	E-mail address	snbdodger@yahoo.com
8.	Office Held or Trustee	Vice President
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2023
11.	Term Expires	January
12.	Term Expires - Year (yyyy)	2028
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
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	Kathie
3.	Last Name of Board Member	Burnside
4.	Mailing Address	PO Box 73
5.	City	South New Berlin
6.	Zip Code (5 digits only)	13843
7.	E-mail address	kburnside06@gmail.com
8.	Office Held or Trustee	Secretary
9.	Term Begins - Month	July
10.	Term Begins - Year (year)	2021
11.	Term Expires	January
12.	Term Expires - Year (yyyy)	2025
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	No
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	Elaine
3.	Last Name of Board Member	Clum
4.	Mailing Address	162 County Rd 15
5.	City	South New Berlin
6.	Zip Code (5 digits only)	13815
7.	E-mail address	clum381@gmail.com
8.	Office Held or Trustee	Financial Officer

9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2023
11.	Term Expires	January
12.	Term Expires - Year (yyyy)	2028
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
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	Robert
3.	Last Name of Board Member	Decker
4.	Mailing Address	259 County Rd 28
5.	City	South New Berlin
6.	Zip Code (5 digits only)	13843
7.	E-mail address	rcdecker259@gmail.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2023
11.	Term Expires	January
12.	Term Expires - Year (yyyy)	2025

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

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?   Y

1.   Status   Filled

2.   First Name of Board Member   Laura

3.   Last Name of Board Member   Riddle

4.   Mailing Address   378 West Hill Rd

5.   City   South New Berlin

6.   Zip Code (5 digits only)   13843

7.   E-mail address   lschowe@gmail.com

8.   Office Held or Trustee   Trustee

9.   Term Begins - Month   January

10.   Term Begins - Year (year)   2023

11.   Term Expires   January

12.   Term Expires - Year (yyyy)   2025

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

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?   Y

1. Status   Filled

2. First Name of Board Member   Carolyn

3. Last Name of Board Member   Lewis

4. Mailing Address   674 Pat Farley Rd

5. City   South New Berlin

6. Zip Code (5 digits only)   13843

7. E-mail address   cesmith243@gmail.com

8. Office Held or Trustee   Trustee

9. Term Begins - Month   January

10. Term Begins - Year (year)   2023

11. Term Expires   January

12. Term Expires - Year (yyyy)   2025

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

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?   Y

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

1.	Trustee Name	George Clum
2.	Has the trustee participated in trustee education in the last calendar year (2022)?	N

1.	Trustee Name	Ann Mein
2.	Has the trustee participated in trustee education in the last calendar year (2022)?	N

1.	Trustee Name	Elaine Clum
2.	Has the trustee participated in trustee education in the last calendar year (2022)?	N

1.	Trustee Name	Thomas Bryden
2.	Has the trustee participated in trustee education in the last calendar year (2022)?	N

1.	Trustee Name	Kathie Burnside
2.	Has the trustee participated in trustee education in the last calendar year (2022)?	N

1.	Trustee Name	Scott Stensland
2.	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	School District

2.	Name of funding County, Municipality or School District	Unadilla Valley Central School

3.	Amount	$50,000

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

5.	Written Contractual Agreement	N

1.	Source of Funds	Town

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

3.	Amount	$300

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

5.	Written Contractual Agreement	N

11.2	**TOTAL LOCAL PUBLIC FUNDS**	$50,300

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3	Local Library Services Aid (LLSA)	$2,540
11.4	Record all Central Library Services Aid monies received from system headquarters	$0
11.5	Additional State Aid received from the System	$1,315
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)	$3,855

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

OTHER RECEIPTS

11.14	Gifts and Endowments	$449
11.15	Fund Raising	$6,596
11.16	Income from Investments	$89
11.17	Library Charges	$160
11.18	Other	$8,954
11.19	**TOTAL OTHER RECEIPTS** (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	$16,248
11.20	**TOTAL OPERATING FUND RECEIPTS** (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	$70,403
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	$0
11.24	**TOTAL TRANSFERS** (Add Questions 11.22 and 11.23)	$0

11.25   BALANCE IN OPERATING FUND - $271,044
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,** $341,447
BUDGET LOANS, TRANSFERS AND
BALANCE (Add Questions 11.20, 11.21, 11.24
and 11.25; Same as Question 12.40)

12. OPERATING FUND DISBURSEMENTS

Staff/Collection/Capital/Operation and Maintenance

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

STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds

12.1   Certified Librarians $0

12.2   Other Staff $32,403

12.3   **Total Salaries & Wages** $32,403
Expenditures (Add Questions 12.1 and 12.2)

12.4   **Employee Benefits Expenditures** $3,525

12.5   **Total Staff Expenditures (Add** $35,928
Questions 12.3 and 12.4)

COLLECTION EXPENDITURES

12.6   Print Materials Expenditures $1,882

12.7   Electronic Materials Expenditures $3,649

12.8   Other Materials Expenditures $318

12.9   **Total Collection Expenditures** (Add $5,849
Questions 12.6, 12.7 and 12.8)

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10   From Local Public Funds (71PF) $0

| 12.11 | From Other Funds (71OF) | $75,916 |

| 12.12 | **Total Capital Expenditures** (Add Questions 12.10 and 12.11) | $75,916 |

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

| 12.13 | From Local Public Funds (72PF) | $1,862 |

| 12.14 | From Other Funds (72OF) | $0 |

| 12.15 | **Total Repairs** (Add Questions 12.13 and 12.14) | $1,862 |

| 12.16 | Other Disbursements for Operation & Maintenance of Buildings | $2,753 |

| 12.17 | **Total Operation & Maintenance of Buildings** (Add Questions 12.15 and 12.16) | $4,615 |

MISCELLANEOUS EXPENSES

| 12.18 | Office and Library Supplies | $835 |

| 12.19 | Telecommunications | $822 |

| 12.20 | Postage and Freight | $179 |

| 12.21 | Professional & Consultant Fees | $1,650 |

| 12.22 | Equipment | $323 |

| 12.23 | Other Miscellaneous | $5,878 |

| 12.24 | **Total Miscellaneous Expenses** (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22 and 12.23) | $9,687 |

Contracts/Debt Service/Transfers/Grand Total

| 12.25 | **CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE** | $0 |

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)	$131,995

TRANSFERS

Transfers to Capital Fund

12.33	From Local Public Funds (76PF)	$0
12.34	From Other Funds (76OF)	$0
12.35	**Total Transfers to Capital Fund** (Add Questions 12.33 and 12.34; same as Question 13.8)	$0
12.36	**Transfer to Other Funds**	$0
12.37	**TOTAL TRANSFERS** (Add Questions 12.35 and 12.36)	$0
12.38	**TOTAL DISBURSEMENTS AND TRANSFERS** (Add Questions 12.32 and 12.37)	$131,995
12.39	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2022	$209,452
12.40	**GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE** (Add Questions 12.38 and 12.39; same as Question 11.26)	$341,447

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).   02/22/2023

FISCAL AUDIT

12.42   Last audit performed (mm/dd/yyyy)   12/12/2022

12.43   Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)   01/01/2022-12/31/2022

12.44   Indicate type of audit (select one):   Other (specify using the State note)

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.* 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** (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 $0
as Question 12.35)

13.9   **TOTAL REVENUES** (Add Questions $0
13.3, 13.6, 13.7 and 13.8)

13.10   **NON-REVENUE RECEIPTS** $0

13.11   **TOTAL CASH RECEIPTS** (Add $0
Questions 13.9 and 13.10)

13.12   BALANCE IN CAPITAL FUND - $0
Beginning Balance for Fiscal Year Ending 2022
(Same as Question 14.11 of previous year, if
fiscal year has not changed)

13.13   **TOTAL CASH RECEIPTS AND** $0
BALANCE(Add Questions 13.11 and 13.12;
same as Question 14.12)

14. CAPITAL FUND DISBURSEMENTS

Report financial data based on the fiscal reporting year reported in Part 1. ROUND TO THE NEAREST DOLLAR. Please click here to read general instructions before completing this section.

PROJECT EXPENDITURES

14.1   Construction $0

14.2   Incidental Construction $0

Other Disbursements

14.3   Purchase of Buildings $0

14.4   Interest $0

14.5   Collection Expenditures $0

14.6   Total Other Disbursements (Add $0
Questions 14.3, 14.4 and 14.5)

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

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

14.9   NON-PROJECT EXPENDITURES $0

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

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

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

15. CENTRAL LIBRARIES

PART 15 EXISTS FOR THE CENTRAL/CO-CENTRAL LIBRARIES ONLY. PLEASE
PROCEED TO SECTION 16. FEDERAL TOTALS AND CONTINUE ON WITH YOUR
SURVEY

16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields.
Note: See instructions for definitions and calculations of each of these Federal Totals.

16.1	Total ALA-MLS	0.00
16.2	Total Librarians	0.60
16.3	All Other Paid Staff	0.40
16.4	Total Paid Employees	1.00
16.5	State Government Revenue	$3,855
16.6	Federal Government Revenue	$0
16.7	Other Operating Revenue	$16,248
16.8	Total Operating Revenue	$70,403
16.9	Other Operating Expenditures	$14,302
16.10	Total Operating Expenditures	$56,079
16.11	Total Capital Expenditures	$75,916
16.12	Print Materials	5,595
16.12a	Total Physical Items in Collection	6,997

16.13	Total Registered Borrowers	224
16.14	Other Capital Revenue and Receipts	$0
16.15	Number of Internet Computers Used by General Public	5
16.16	Total Uses (sessions) of Public Internet Computers Per Year	65
16.17	Wireless Sessions	730
16.18	Total Capital Revenue	$0

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	*LIB ID*	2800086180
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*	OTH
17.7	*FSCS ID*	NY0181
17.8	*SED CODE*	081003700003
17.9	*INSTITUTION ID*	800000053971

SUGGESTED IMPROVEMENTS

Library Name:	SOUTH NEW BERLIN FREE LIBRARY
Library System:	Four County Library System
Name of Person Completing Form:	Robin Avolio
Phone Number:	(607) 859-2420
I am satisfied that this resource (Collect) is meeting library needs:	Agree
Applying this resource (Collect) will help improve library services to the public:	Agree

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