

Springfield Library

Annual Report For Public And Association Libraries - 2002

1. General Library Information

Report all information in Part 1 as of December 31, 2002

1.1	<i>Library ID Number: SYSTCD</i>	28
1.2	<i>SUBSYSTCD</i>	00
1.3	<i>COCD</i>	47
1.4	<i>LIBCD</i>	6060
1.5	<i>Library Name</i>	Springfield Library
1.6	<i>Community</i>	Springfield Center
1.7	<i>Beginning Fiscal Reporting Year (mm/dd/yyyy)</i>	1/1/2002
1.8	<i>Ending Fiscal Reporting Year (mm/dd/yyyy)</i>	12/31/2002
1.9	<i>Street Address</i>	129 County Route 29A
1.10	<i>City</i>	Springfield Ctr
1.11	<i>Zip Code (5 Digits Only)</i>	13468
1.12	<i>Four-Digit Zip Code Extension (Enter N/A if unknown)</i>	0142
1.13	<i>Mailing Address</i>	P. O. Box 142
1.14	<i>City</i>	Springfield Ctr
1.15	<i>Zip Code (5 Digits Only)</i>	13468
1.16	<i>Four-Digit Zip Code Extension (Enter N/A if unknown)</i>	0142
1.17	<i>Telephone Number - enter 10 digits only (Enter N/A if no telephone number)</i>	(315) 858-5802
1.18	<i>Fax Number - enter 10 digits only (Enter N/A if no fax number)</i>	(315) 858-5802
1.19	<i>E-Mail Address to Contact the Library (Enter N/A if no e-mail address)</i>	sp_ill@4cty.org
1.20	<i>Library Home Page URL (Enter N/A if no home page URL)</i>	NA
1.21	<i>Indicate the type of library as stated in the library's charter:</i>	ASSOCIATION
1.22	<i>Population Chartered to Serve (per 2000 Census)</i>	1,350
1.23	<i>Indicate the area chartered to serve as stated in the library's charter:</i>	Town
1.24	<i>Federal Employer Identification Number</i>	16158022
1.25	<i>County</i>	Otsego
1.26	<i>School District</i>	Cherry Valley-Springfield Central School District
1.27	<i>Library System</i>	Four County Library System
1.28	<i>Title of Library Director/ Manager (select one):</i>	Mrs.
1.29	<i>First Name of Library Director/Manager</i>	Nancy
1.30	<i>Last Name of Library Director/Manager</i>	sloan
1.31	<i>NYS Public Librarian Certification Number</i>	N/A
1.32	<i>E-mail Address of the Director/Manager</i>	sp_ill@4cty.org
1.33	<i>Fax Number of the Director/Manager</i>	(315) 858-5802

1.34	Indicate the type of charter the library currently holds (select one):	PROVISIONAL
1.35	Date the library was granted its absolute charter <u>or</u> the date of the provisional charter if the library does not have an absolute charter (mm/dd/yyyy)	4271999
1.36	Date the library was last registered (mm/dd/yyyy)	N/A
1.37	Does the library charge fees for library cards to people residing outside the system's service area?	N
1.38	Was all or part of the library's budget subject to a public vote for the fiscal year ending in 2002? Enter Y for Yes, N for No. If yes, please complete one record for each vote held. If no, must answer N/A in questions below.	N
1.	Name of municipality or district holding the vote	N/A
2.	Dollar amount	N/A
3.	Was the vote successful?	N
1.39	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? If yes, please complete one record for <u>each</u> record. If no, must answer N/A in questions below.	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

REPORT OF UNUSUAL CIRCUMSTANCE(S)

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 explain the circumstance(s) and the impact on the library using the state note; if no, please go to Part 2, Library Collection.

1.40	Unusual circumstance(s) and the impact on the library	N
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2. Library Collection

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

CATALOGED BOOK HOLDINGS

2.1	Adult Fiction Books	2,761
2.2	Adult Non-fiction Books	1,022
2.3	TOTAL Adult Books (Total questions 2.1 & 2.2)	3,783
2.4	Children's Fiction Books	944
2.5	Children's Non-fiction Books	476
2.6	TOTAL Children's Books (Total questions 2.4 & 2.5)	1,420
2.7	TOTAL CATALOGED BOOKS (Total questions 2.3 & 2.6)	5,203

UNCATALOGED BOOK HOLDINGS

2.8	TOTAL UNCATALOGED BOOK HOLDINGS	0
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SERIAL HOLDINGS

2.9	TOTAL SERIALS (Count print and microform only. Do <u>not</u> count electronic holdings).	8
AUDIO-VISUAL HOLDINGS		
2.10	Audio recordings (includes CDs, tapes, etc.)	52
2.11	Video recordings (includes VHS, DVD, etc.)	132
2.12	Other Audio-Visual materials (includes films, slides, filmstrips, etc.)	0
2.13	TOTAL AUDIO-VISUAL (Total questions 2.10 - 2.12)	184
OTHER MATERIAL HOLDINGS		
2.14	CD-ROMs	0
2.15	Other Materials in Electronic Format	0
2.16	All Other Materials	0
2.17	TOTAL OTHER MATERIAL HOLDINGS (Total questions 2.14 - 2.16)	0
2.18	GRAND TOTAL HOLDINGS (Total questions 2.7, 2.8, 2.9, 2.13 and 2.17)	5,395
ADDITIONS TO HOLDINGS - Do <u>not</u> subtract withdrawals or discards.		
2.19	Cataloged Books	342
2.20	Serials	8
2.21	Audio-Visual	7
2.22	Other Materials	0
2.23	TOTAL ADDITIONS (Total questions 2.19 - 2.22)	357
CURRENT SUBSCRIPTION TITLES		
2.24	TOTAL PRINT AND MICROFORM SUBSCRIPTION TITLES	0

3. Programs, Policies and Services

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

LIBRARY SPONSORED PROGRAMS

3.1	Adult Program Sessions	10
3.2	Young Adult Program Sessions	0
3.3	Children's Program Sessions	31
3.4	All Other Program Sessions	0
3.5	Adult Program Attendance	65
3.6	Young Adult Program Attendance	0
3.7	Children's Program Attendance	570
3.8	All Other Program Attendance	0

LIBRARY USE

3.9	Library visits (total annual attendance)	2,644
3.10	Registered borrowers	152
3.11	Registered non-resident borrowers	6

WRITTEN POLICIES

3.12	Does the library have an open meeting policy?	Y
3.13	Does the library have a policy which protects the confidentiality of library records?	Y

- 3.14 Does the library have an Internet use policy? Y
 3.15 Does the library have a disaster policy? Y

ACCESSIBILITY

- 3.16 Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, person in jail, etc.)? Y
 3.17 Does the library have devices for the 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.

CATALOGED BOOK CIRCULATION

- 4.1 Adult Fiction Books 1,562
 4.2 Adult Non-fiction Books 282
 4.3 **TOTAL Adult Books (Total questions 4.1 & 4.2)** 1,844
 4.4 Children's Fiction Books 760
 4.5 Children's Non-fiction Books 89
 4.6 **TOTAL Children's Books (Total questions 4.4 & 4.5)** 849
 4.7 **TOTAL CATALOGED BOOK CIRCULATION (Total questions 4.3 & 4.6)** 2,693

CIRCULATION OF OTHER MATERIALS

- 4.8 Circulation of Adult Other Materials 110
 4.9 Circulation of Children's Other Materials 200
 4.10 **TOTAL CIRCULATION OF OTHER MATERIALS (Total questions 4.8 & 4.9)** 310
 4.11 **GRAND TOTAL CIRCULATION TRANSACTIONS (Total questions 4.7 & 4.10)** 3,003
 4.12 **GRAND TOTAL CIRCULATION OF CHILDREN'S MATERIALS (Total questions 4.6 & 4.9)** 1,049

REFERENCE TRANSACTIONS

- 4.13 Adult (Include Young Adult Transactions) 42
 4.14 Children's 84
 4.15 **TOTAL REFERENCE TRANSACTIONS (Total questions 4.13 & 4.14)** 126

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

- 4.16 TOTAL MATERIALS RECEIVED 67

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

- 4.17 TOTAL MATERIALS PROVIDED 1

5. Automation and Telecom.

Report all information as of December 31, 2002.

SYSTEMS AND SERVICES

- 5.1 Automated circulation system? N
 5.2 Online public access catalog (OPAC)? N
 5.3 Electronic access to your OPAC from outside the library? Y

5.4	Microcomputer (IBM-compatible Pentium or greater) for staff use?	Y
5.5	Microcomputer (IBM-compatible Pentium or greater) for public use?	Y
5.6	Number of microcomputers (IBM-compatible Pentium or greater)	2
5.7	Does the library have Internet access?	Y
5.8	Does the library use Internet filtering software on any computer?	Y
5.9	Number of Internet terminals used by library staff only	1
5.10	Number of Internet terminals used by the general public	1
5.11	Total number of Internet terminals (Total questions 5.9 & 5.10)	2
5.12	Number of in-library users (only) of electronic resources in a typical week	8
5.13	Instructions for library patrons by library staff or others on use of Internet resources?	Y
5.14	Access to electronic services (e.g., bibliographic and full-text databases, multi-media products, indexes or reference tools, and full text serials)?	Y
5.15	Capacity to place ILL/document delivery request electronically?	Y

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.	20
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BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS - Report positions to two decimal places.

6.2	Female Library Director (certified)	0
6.3	Male Library Director (certified)	0
6.4	Vacant Library Director (certified)	0
6.5	Female Librarian (certified)	0
6.6	Male Librarian (certified)	0
6.7	Vacant Librarian (certified)	0
6.8	Female Library Manager (not certified)	1
6.9	Male Library Manager (not certified)	0
6.10	Vacant Library Manager (not certified)	0
6.11	Female Library Specialist/Paraprofessional (not certified)	0
6.12	Male Library Specialist/Paraprofessional (not certified)	0
6.13	Vacant Library Specialist/Paraprofessional (not certified)	0
6.14	Female Other Staff	0
6.15	Male Other Staff	0
6.16	Vacant Other Staff	0
6.17	Female Building Maintenance and Operation Staff	0
6.18	Male Building Maintenance and Operation Staff	0
6.19	Vacant Building Maintenance and Operation Staff	0

6.20	FEMALE TOTAL PAID STAFF (Total questions 6.2, 6.5, 6.8, 6.11, 6.14 & 6.17)	1.00
6.21	MALE TOTAL PAID STAFF (Total questions 6.3, 6.6, 6.9, 6.12, 6.15 & 6.18)	0.00
6.22	VACANT TOTAL PAID STAFF (Total questions 6.4, 6.7, 6.10, 6.13, 6.16 & 6.19)	0.00

SALARY INFORMATION

6.23	FTE - Entry Level Librarian (certified)	N/A
6.24	Salary - Entry Level Librarian (certified)	N/A
6.25	FTE - Library Director (certified)	N/A
6.26	Salary - Library Director (certified)	N/A
6.27	FTE - Library Manager (not certified)	1
6.28	Salary - Library Manager (not certified)	\$6,400

7. Min. Public Library Standards

Report all information as of December 31, 2002.

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's 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 public service hours to two decimal places.

8.6	Minimum Weekly Total Hours - Main Library	20
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)	20.00
8.10	Weekly Total Hours for a Typical Week - Main Library	20
8.11	Weekly Total Hours for a Typical Week - Branch Libraries	0
8.12	Weekly Total Hours for a Typical Week - Bookmobiles	0
8.13	Weekly Total Hours for a Typical Week - Total Hours Open (Total questions 8.10 - 8.12)	20.00
8.14	Annual Total Hours - Main Library	1,040
8.15	Annual Total Hours - Branch Libraries	0
8.16	Annual Total Hours - Bookmobiles	0
8.17	Annual Hours Open - Total Hours Open (Total questions 8.14 - 8.16)	1,040.0

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 detailed outlet information on main libraries, branches or bookmobiles only. Complete one record for each main library, branch or bookmobile.

1.	Outlet Name	Springfield Library
2.	Street Address	129 County Route 29A
3.	City or Town	Springfield Center
4.	Zip Code	13468
5.	Four-Digit Zip Code Extension	0142
6.	Phone (enter 10 digits only)	3158585802
7.	Telefacsimile Number (enter 10 digits only)	3158585802
8.	Internet E-mail Address	sp_ill@4cty.org
9.	Outlet URL	none
10.	County	Otsego
11.	Outlet Type Code (select one):	CE
12.	Enter the appropriate outlet code (select one):	LRF
13.	Date of initial construction of the outlet	N/A
14.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	N/A
15.	Square footage of the outlet	1,095

16.	Does the outlet have a building entrance that is physically accessible to the person in a wheelchair?	Y
17.	Is every public part of the outlet accessible to the person in a wheelchair?	Y
18.	<i>LIBID</i>	Ny9006
19.	<i>FSCSID</i>	NY9006-001
20.	<i>Metropolitan Status Code</i>	NO
21.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0

10. Officers and Trustees

Report information about trustee meetings as of December 31, 2002. All public and association libraries are required by Education Law to hold at least four meetings a year. Complete one record for each trustee.

TRUSTEE MEETINGS

10.1	Total number of trustee meetings held during calendar year (January 1, 2002 to December 31, 2002)	4
10.2	Number of <u>voting</u> trustee positions on library board.	9

TRUSTEE SELECTION

10.3	Enter Trustee Selection Code (select one):	EA
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List Officers and Trustees for the *2003 Calendar Year*

1.	First Name of Trustee	Noel
2.	Last Name of Trustee	Dries
3.	Home Mailing Address	PO Box 188
4.	City	Springfield Center
5.	Zip Code (5 digits only)	13468
6.	Four-Digit Zip Code Extension	0188
7.	Phone for the Board President only (enter 10 digits only)	(607) 547-8809
8.	E-mail address	NA
9.	Office Held	president
10.	Term Expires - Month	December
11.	Term Expires - Year (yyyy)	2003
1.	First Name of Trustee	Ruth
2.	Last Name of Trustee	Schultz
3.	Home Mailing Address	PO Box 53
4.	City	Springfield Center
5.	Zip Code (5 digits only)	13468
6.	Four-Digit Zip Code Extension	0053
7.	Phone for the Board President only (enter 10 digits only)	N/A
8.	E-mail address	NA
9.	Office Held	vice president
10.	Term Expires - Month	December
11.	Term Expires - Year (yyyy)	2003
1.	First Name of Trustee	Suzanne
2.	Last Name of Trustee	Goodrich
3.	Home Mailing Address	125 Swamp Rd
4.	City	Cherry Valley
5.	Zip Code (5 digits only)	13320

6.	Four-Digit Zip Code Extension	3721
7.	Phone for the Board President only (enter 10 digits only)	N/A
8.	E-mail address	NA
9.	Office Held	secretary
10.	Term Expires - Month	December
11.	Term Expires - Year (yyyy)	2003
1.	First Name of Trustee	Anthony
2.	Last Name of Trustee	Kasprowicz
3.	Home Mailing Address	5377 US Hwy 20
4.	City	East Springfield
5.	Zip Code (5 digits only)	13333
6.	Four-Digit Zip Code Extension	1001
7.	Phone for the Board President only (enter 10 digits only)	N/A
8.	E-mail address	NA
9.	Office Held	trustee
10.	Term Expires - Month	December
11.	Term Expires - Year (yyyy)	2004
1.	First Name of Trustee	Debra
2.	Last Name of Trustee	Karas-Ostrander
3.	Home Mailing Address	2384 Co Hwy 31
4.	City	Cooperstown
5.	Zip Code (5 digits only)	13326
6.	Four-Digit Zip Code Extension	3618
7.	Phone for the Board President only (enter 10 digits only)	N/A
8.	E-mail address	NA
9.	Office Held	trustee
10.	Term Expires - Month	December
11.	Term Expires - Year (yyyy)	2005
1.	First Name of Trustee	Kimberly
2.	Last Name of Trustee	VanDyke
3.	Home Mailing Address	PO Box 15
4.	City	Springfield Center
5.	Zip Code (5 digits only)	13468
6.	Four-Digit Zip Code Extension	0015
7.	Phone for the Board President only (enter 10 digits only)	N/A
8.	E-mail address	NA
9.	Office Held	trustee
10.	Term Expires - Month	December
11.	Term Expires - Year (yyyy)	2004
1.	First Name of Trustee	Mary
2.	Last Name of Trustee	Williams
3.	Home Mailing Address	5193 US Hwy 20
4.	City	Springfield Center
5.	Zip Code (5 digits only)	13468
6.	Four-Digit Zip Code Extension	2103

7.	Phone for the Board President only (enter 10 digits only)	N/A
8.	E-mail address	N/A
9.	Office Held	trustee
10.	Term Expires - Month	December
11.	Term Expires - Year (yyyy)	2004
1.	First Name of Trustee	Sandra
2.	Last Name of Trustee	VanAlstine
3.	Home Mailing Address	2750 Co Hwy 31
4.	City	Cherry Valley
5.	Zip Code (5 digits only)	13320
6.	Four-Digit Zip Code Extension	3701
7.	Phone for the Board President only (enter 10 digits only)	N/A
8.	E-mail address	NA
9.	Office Held	trustee
10.	Term Expires - Month	December
11.	Term Expires - Year (yyyy)	2005
1.	First Name of Trustee	vacant
2.	Last Name of Trustee	
3.	Home Mailing Address	
4.	City	
5.	Zip Code (5 digits only)	
6.	Four-Digit Zip Code Extension	
7.	Phone for the Board President only (enter 10 digits only)	N/A
8.	E-mail address	N/A
9.	Office Held	trustee
10.	Term Expires - Month	December
11.	Term Expires - Year (yyyy)	2005
1.	First Name of Trustee	Mary
2.	Last Name of Trustee	Williams
3.	Home Mailing Address	5193 US Hwy 20
4.	City	Springfield Ctr.
5.	Zip Code (5 digits only)	13468
6.	Four-Digit Zip Code Extension	5193
7.	Phone for the Board President only (enter 10 digits only)	N/A
8.	E-mail address	NA
9.	Office Held	trustee
10.	Term Expires - Month	December
11.	Term Expires - Year (yyyy)	2004

11. Operating Fund Receipts

Report financial data based on the Fiscal Reporting Year reported in Part 1.

PLEASE 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 funds from any county(ies)? If yes, complete one record for each county.	N
1.	County	0
2.	Amount	\$0
3.	Subject to Public Vote	N
4.	Written Contractual Agreement	N
11.2	Does the library receive funds from any town(s)? If yes, complete one record for each town.	Y
1.	Town	Springfield
2.	Amount	\$2,000
3.	Subject to Public Vote	N
4.	Written Contractual Agreement	N
11.3	Does the library receive funds from any village(s)? If yes, complete one record for each village.	N
1.	Village	N/A
2.	Amount	0
3.	Subject to Public Vote	N
4.	Written Contractual Agreement	N
11.4	Does the library receive funds from any city(ies)? If yes, complete one record for each city.	N
1.	City	N/A
2.	Amount	0
3.	Subject to Public Vote	N
4.	Written Contractual Agreement	N
11.5	Does the library receive funds from any school district(s)? If yes, complete one record for each school district.	Y
1.	School District	Cherry Valley Springfield
2.	Amount	\$1,500
3.	Subject to Public Vote	N
4.	Written Contractual Agreement	N
11.6	Does the library receive any tax or non-tax receipts designated by a community or district not reported above? If yes, complete one record for each community or district not reported above.	N
1.	Funding Source	N/A
2.	Amount	0
3.	Subject to Public Vote	N
4.	Written Contractual Agreement	N
11.7	TOTAL LOCAL PUBLIC FUNDS	\$3,500
<u>SYSTEM CASH GRANTS TO MEMBER LIBRARY</u>		
11.8	Local Library Services Aid (LLSA)	\$1,500
11.9	Central Library Aid (CLDA and/or CBA)	\$0
11.10	Additional State Aid received from the System	\$0
11.11	Federal Aid received from the System	\$0
11.12	Other Cash Grants	\$0

11.13	TOTAL SYSTEM CASH GRANTS (Total questions 11.8 - 11.12)	\$1,500
<u>OTHER STATE AID</u>		
11.14	State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants	0
<u>FEDERAL AID FOR LIBRARY OPERATION</u>		
11.15	LSTA	\$0
11.16	Other Federal Aid	\$0
11.17	TOTAL FEDERAL AID (Total questions 11.15 & 11.16)	\$0
11.18	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$0
<u>OTHER RECEIPTS</u>		
11.19	Gifts and Endowments	\$0
11.20	Fund Raising	\$1,096
11.21	Income from Investments	\$6,839
11.22	Library Charges	\$179
11.23	Other	\$13,913
11.24	TOTAL OTHER RECEIPTS (Total questions 11.19-11.23)	\$22,027
11.25	TOTAL OPERATING FUND RECEIPTS (Total questions 11.7, 11.13, 11.14, 11.17, 11.18, 11.24)	\$27,027
11.26	BUDGET LOANS	\$0
<u>TRANSFERS</u>		
11.27	From Capital Fund	\$0
11.28	From Other Funds	\$0
11.29	TOTAL TRANSFERS (Total questions 11.27 & 11.28)	\$0
11.30	BALANCE - Beginning of Fiscal Year Ending 2002 (Same as 12.43 of previous year if fiscal year has not changed)	\$82,237
11.31	GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE (Same as 12.43) (Total questions 11.25, 11.26, 11.29, 11.30)	\$109,264

12. Operating Fund Disbursements

PERSONNEL COSTS

Salaries

12.1	Certified Librarians	0
12.2	Other Staff	\$5,858
12.3	TOTAL SALARIES (Total questions 12.1 & 12.2)	\$5,858
12.4	Employee Benefits	\$514
12.5	TOTAL PERSONNEL COSTS (Total questions 12.3 & 12.4)	\$6,372

LIBRARY MATERIALS AND BINDING

12.6	Books	\$2,559
12.7	Serials	\$0
12.8	AV Materials	\$140
12.9	Other Materials and Binding	\$0

12.10	Operating Expenditures for Library Materials in Electronic Format	\$0
12.11	TOTAL LIBRARY MATERIALS & BINDING (Total questions 12.6 - 12.10)	\$2,699
<u>CAPITAL EXPENDITURES FROM OPERATING FUNDS</u>		
12.12	From Local Public Funds	\$0
12.13	From Other Funds	\$0
12.14	TOTAL CAPITAL EXPENDITURES (Total questions 12.12 & 12.13)	\$0
<u>OPERATION AND MAINTENANCE OF BUILDINGS</u>		
Repairs to Building & Building Equipment		
12.15	From Local Public Funds	\$0
12.16	From Other Funds	\$0
12.17	TOTAL REPAIRS (Total questions 12.15 & 12.16)	\$0
12.18	Fuel And Utilities	\$0
12.19	Insurance	\$451
12.20	Other Disbursements For Operation & Maintenance of Buildings	\$0
12.21	TOTAL OPERATION & MAINTENANCE OF BUILDINGS (Total questions 12.17 - 12.20)	\$451
<u>MISCELLANEOUS EXPENSES</u>		
12.22	Office and Library Supplies	\$567
12.23	Telecommunication	\$991
12.24	Operating Expenditures for Electronic Access	\$100
12.25	Postage and Freight	\$10
12.26	Other Miscellaneous	\$709
12.27	TOTAL MISCELLANEOUS EXPENSES (Total questions 12.22 - 12.26)	\$2,377
12.28	CONTRACT WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$0
<u>DEBT SERVICE</u>		
Capital Purposes Loans (Principal and Interest)		
12.29	From Local Public Funds	\$0
12.30	From Other Funds	\$0
12.31	TOTAL (Total questions 12.29 & 12.30)	\$0
12.32	Budget Loans (Principal and Interest)	\$0
12.33	Short-Term Loans	\$0
12.34	TOTAL DEBT SERVICE (Total questions 12.31 - 12.33)	\$0
12.35	TOTAL OPERATING FUND DISBURSEMENTS (Total questions 12.5, 12.11, 12.14, 12.21, 12.27, 12.28, 12.34)	\$11,899
<u>TRANSFERS</u>		
Transfers to Capital Fund		
12.36	From Local Public Funds	\$0
12.37	From Other Funds	\$0
12.38	TOTAL (Total questions 12.36 & 12.37)	\$0

12.39	Transfer to Other Funds	\$0
12.40	TOTAL TRANSFERS (Total questions 12.38 & 12.39)	\$0
12.41	TOTAL DISBURSEMENTS AND TRANSFERS (Total questions 12.35 & 12.40)	\$11,899
12.42	BALANCE IN OPERATING FUND -at the <u>End of Fiscal Year Ending 2002</u>	\$97,365
12.43	GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE (Total questions 12.41 & 12.42)	\$109,264

FISCAL AUDIT

12.44	Last audit performed (mm/dd/yyyy)	0
12.45	Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	0
12.46	Indicate type of audit (select one):	0

CAPITAL FUND

12.47	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
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13. Capital Fund Receipts

Report financial data based on the fiscal year reported in Part 1 of this report
PLEASE ROUND TO THE NEAREST DOLLAR.

13.1	REVENUES FROM LOCAL SOURCES	0
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INTERFUND REVENUE

13.2	Transfer from Operating Fund (Same as 12.38)	\$0
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STATE AID FOR CAPITAL PROJECTS

13.3	State Aid Received for Construction	0
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FEDERAL AID FOR CAPITAL PROJECTS

13.4	LSCA Title II	0
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13.5	Other	0
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13.6	TOTAL FEDERAL AID (Total questions 13.4 & 13.5)	\$0
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13.7	TOTAL REVENUES (Total questions 13.1, 13.2, 13.3, 13.6)	\$0
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13.8	NON REVENUE RECEIPTS	0
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13.9	TOTAL CASH RECEIPTS (Total questions 13.7 & 13.8)	\$0
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13.10	CASH BALANCE - <u>Beginning of Fiscal Year Ending 2002</u> (Same as code H8067 of previous year, if fiscal year has not changed)	0
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13.11	TOTAL CASH RECEIPTS AND BALANCE (Total questions 13.9 & 13.10)	\$0
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14. Capital Fund Disbursements

PROJECT EXPENDITURES

14.1	Construction	0
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14.2	Incidental Construction	0
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Other Disbursements

14.3	Purchase of Buildings	0
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14.4	Interest	0
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14.5	Books and Library Materials	0
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14.6	Total Other Disbursements (Total questions 14.3 - 14.5)	\$0
14.7	TOTAL PROJECT EXPENDITURES (Total questions 14.1, 14.2, 14.6)	\$0
14.8	TRANSFER TO OPERATING FUND (Same as 11.27)	\$0
14.9	NON-PROJECT EXPENDITURES	0
14.10	TOTAL DISBURSEMENTS AND TRANSFERS (Total questions 14.7 - 14.9)	\$0
14.11	CASH BALANCE - End Of Fiscal Year ending 2002	0
14.12	TOTAL CASH DISBURSEMENTS AND BALANCE (same as Code H8064) (Total questions 14.10 & 14.11)	\$0

15. Federal Totals

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

15.1	Total ALA-MLS (Total questions 6.2 - 6.7)	0.00
15.2	Total Librarians (Total questions 15.1, 6.8 - 6.13)	1.00
15.3	All Other Paid Staff (Total questions 6.14 - 6.19)	0.00
15.4	Total Paid Employees (Total questions 6.20 - 6.22)	1.00
15.5	State Government Aid (Total questions 11.8-11.10, 11.14)	\$1,500
15.6	Federal Aid (Total questions 11.11 & 11.17)	\$0
15.7	Other Income (Total questions 11.12, 11.18, 11.24, 11.26)	\$22,027
15.8	Total Income (Total questions 11.7,11.8,11.9,11.10,11.11,11.12,11.14,11.17,11.18,11.24,11.26)	\$27,027
15.9	Other Operating Expenditures (Total questions 12.21, 12.27, 12.28, 12.32, 12.33)	\$2,828
15.10	Total Operating Expenditures (Total questions 12.5, 12.11, 12.21, 12.21, 12.27, 12.28, 12.32, 12.33, 12.40)	\$11,899
15.11	Book/Serial Volumes (Total questions 2.7-2.9)	5,211
15.12	Materials in Electronic Format (Total questions 2.14 & 2.15)	0
15.13	Capital Outlay (Total questions 12.14, 12.38, 14.10)	\$0

16. Miscellaneous State Calculations

16.1	Local Public Funds from Counties	\$0
16.2	Local Public Funds from Towns	\$2,000
16.3	Local Public Funds from Villages	\$0
16.4	Local Public Funds from Cities	\$0
16.5	Local Public Funds from School Districts	\$1,500
16.6	Local Public Funds from Other Municipalities or Districts	\$0
16.7	Direct State Aid (Total questions 11.8 & 11.14)	\$1,500
16.8	Other Operating Fund Receipts (Total questions 11.24, 11.26, 11.29, 11.18, 11.12, 11.9, 11.10, 11.11)	\$22,027
16.9	Total Operating Fund Receipts (Total questions 11.25, 11.26, 11.29)	\$27,027
16.10	Adjusted Total Operating Fund Receipts (Total questions 11.25, 11.26, 11.29 minus 11.18)	\$27,027
16.11	Adjusted Total Operating Fund and Balance (11.31 minus 11.18)	\$109,264

16.12	Non-Book and Binding Disbursements (Total questions 12.9 + 12.10)	\$0
16.13	Other Operating Fund Disbursements (Total questions 12.21, 12.28, 12.34, 12.27)	\$2,828
16.14	Total Operating Fund Disbursements Excluding Capital (12.35 minus 12.14)	\$11,899
16.15	Adjusted Total Operating Fund Disbursements Excluding Capital (Total questions 12.35 minus 12.14 + 12.28)	\$11,899
16.16	Capital Disbursements from Operating Fund and Capital Fund (Total questions 12.14, 14.10)	\$0
16.17	Adjusted Total Operating Fund and Capital Fund Disbursements (Total questions 12.35, 14.10 minus 12.28)	\$11,899

17. Certification

Click [here](#) to print a copy of the Board Fiscal Officer certification.

Click [here](#) to print a copy of the Library Board President and Library Director certification.

Click [here](#) to print a copy of the Comment Sheet.

18. For State Use Only

1.	<i>LIB ID</i>	NY9006
2.	<i>Interlibrary Relationship Code</i>	ME
3.	<i>Legal Basis Code</i>	CI
4.	<i>Administrative Structure Code</i>	SO
5.	<i>FSCS Public Library Definition</i>	Y
6.	<i>Geographic Code</i>	OTH