

# Springfield 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	2800476060
1.2	Library Name	SPRINGFIELD 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	Springfield Center
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 <u>Local</u> Fiscal Year	1/1/14
1.12	Ending <u>Local</u> Fiscal Year	12/31/15
1.13	Address Status	00 (for no change from previous year)
1.14	Street Address	129 COUNTY ROUTE 29A
1.15	City	SPRINGFIELD CENTER
1.16	Zip Code	13468
1.17	Mailing Address	P. O. BOX 142
1.18	City	SPRINGFIELD CENTER
1.19	Zip Code	13468
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	(315) 858-5802
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)	(315) 858-5876
1.22	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	sp.ill@4cls.org
1.23	Library Home Page URL (Enter N/A if no home page URL)	WWW.4CLS.ORG/OTSEGO.HTML

1.24	Population Chartered to Serve (per 2010 Census)	1,358
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):	Town
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):	Provisional
1.29	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	04/27/1999
1.30	Date the library was last registered	02/28/2003
1.31	Federal Employer Identification Number	16158022
1.32	County	OTSEGO
1.33	School District	Cherry Valley-Springfield Central School District
1.34	Town	SPRINGFIELD
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	Nancy
1.38	Last Name of Library Director/Manager	Sloan
1.39	NYS Public Librarian Certification Number	N/A
1.40	E-mail Address of the Director/Manager	sp.ill@4cls.org
1.41	Fax Number of the Director/Manager	(315) 858-5876
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. N
1. Name of municipality or district holding the vote N/A
  2. Indicate the type of municipality or district holding the vote N/A
  3. Was this a Chapter 414 (Ed. Law Â§259.1.b)? N/A
  4. Dollar amount N/A
  5. Was the vote successful? N/A
  6. Date the vote was held (mm/dd/yyyy) N/A
- 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. 0%
- 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	2,134
2.2	Adult Non-fiction Books	879
2.3	Total Adult Books (Total questions 2.1 & 2.2)	3,013
2.4	Children's Fiction Books	1,577
2.5	Children's Non-fiction Books	468
2.6	Total Children's Books (Total questions 2.4 & 2.5)	2,045
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	5,058

#### Other Print Materials

2.8	Total Uncataloged Books	0
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)	0
2.12	Total Print Materials (Total questions 2.7 and 2.11)	5,058

### ELECTRONIC MATERIALS

2.13	Electronic Books	1,080
2.14	Local Databases	9
2.15	NOVEL <sub>NY</sub> 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
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#### ALL OTHER MATERIALS

2.19	Audio - Physical Units	90
2.20	Audio - Downloadable Units	666
2.21	Video - Physical Units	266
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)	1,022
2.25	<b>GRAND TOTAL HOLDINGS</b> (Total questions 2.12, 2.18 and 2.24)	7,180

#### CURRENT SERIAL SUBSCRIPTIONS

2.26	Current Print Serial Subscriptions	0
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#### ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.27	Cataloged Books	198
2.28	All Other Print Materials	0
2.29	Electronic Materials	705
2.30	All Other Materials	134
2.31	Total Additions (Total questions 2.27 through 2.30)	1,037

### 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 fiscal year reported in Part 1; report information on questions 3.11 through 3.55 for the 2013 calendar year.

#### LIBRARY SPONSORED PROGRAMS

3.1	Adult Program Sessions	15
3.2	Young Adult Program Sessions	0
3.3	Children's Program Sessions	14
3.4	All Other Program Sessions	0
3.5	Total Number of Program Sessions (Total questions 3.1 through 3.4)	29
3.6	Adult Program Attendance	165
3.7	Young Adult Program Attendance	0
3.8	Children's Program Attendance	531
3.9	All Other Program Attendance	0
3.10	Total Program Attendance (Total questions 3.6 through 3.9)	696

#### 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	Yes
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)	Yes
f.	N/A	No
3.12	Library outlets offering a summer reading program	1
3.13	Children registered for the library's summer reading program	48
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)	48
3.16	Children's program sessions - Summer 2013	8
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)	8
3.20	Children's program attendance - Summer 2013	175
3.21	Young adult program attendance - Summer 2013	0
3.22	Adult program attendance - Summer 2013	19
3.23	Total program attendance - Summer 2013 (total 3.20 + 3.21 + 3.22)	194

#### COLLABORATORS

3.24	Public school district(s) and/or BOCES	0
3.25	Non-public school(s)	1
3.26	Childcare center(s)	0
3.27	Summer camp(s)	0
3.28	Municipality/Municipalities	0
3.29	Literacy provider(s)	0
3.30	Other (describe using the State note)	0
3.31	Total Collaborators (total 3.24 through 3.30)	1

#### EARLY LITERACY PROGRAMS

3.32	Did the library offer early literacy programs? (Enter Y for Yes, N for No)	N
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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 | 0 |
| b. | Focus on parents & caregivers | 0 |
| c. | Combined audience             | 0 |
| d. | N/A                           | 0 |

3.35 **Total Sessions** 0

3.36 Attendance at sessions

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

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 0

3.41 Total program attendance 0

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 0

3.45	Young adult program sessions	0
3.46	Adult program sessions	00
3.47	<b>Total program sessions (total 3.44 + 3.45 + 3.46)</b>	0
3.48	Children's program attendance	0
3.49	Young adult program attendance	0
3.50	Adult program attendance	0
3.51	<b>Total program attendance (total 3.48 + 3.49 + 3.50)</b>	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?	N
3.54	Total program sessions	0
3.55	Total program attendance	0

#### **LIBRARY USE**

3.56	Library visits (total annual attendance)	2,481
3.57	Registered resident borrowers	376
3.58	Registered non-resident borrowers	52

#### **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)**

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	1,884
4.2	Adult Non-fiction Books	434
4.3	Total Adult Books (Total questions 4.1 & 4.2)	2,318
4.4	Children's Fiction Books	682
4.5	Children's Non-fiction Books	226
4.6	Total Children's Books (Total questions 4.4 & 4.5)	908
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	3,226

##### CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	56
4.9	Circulation of Children's Other Materials	17
4.10	Circulation of Electronic Materials	36
4.11	Total Circulation of Other Materials (Total questions 4.8, 4.9 & 4.10)	109
4.12	Grand Total Circulation Transactions (Total questions 4.7 & 4.11)	3,335
4.13	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	925

##### REFERENCE TRANSACTIONS

4.14	Total Reference Transactions	240
4.15	Does the library offer virtual reference?	N

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

4.16	TOTAL MATERIALS RECEIVED	466
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##### INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.17	TOTAL MATERIALS PROVIDED	0
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#### 5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2013.

##### SYSTEMS AND SERVICES

5.1	Automated circulation system?	N
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	69
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	233
5.7	Name of the person responsible for the library's Information Technology (IT) services	Nancy Sloan
5.8	IT contact's telephone number (enter 10 digits only and hit the Tab key)	(131) 585-8580
5.9	IT contact's email address	sp.ill@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.	20
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### BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2	Library Director (certified)	0
6.3	Vacant Library Director (certified)	0
6.4	Librarian (certified)	0
6.5	Vacant Librarian (certified)	0
6.6	Library Manager (not certified)	1
6.7	Vacant Library Manager (not certified)	0
6.8	Library Specialist/Paraprofessional (not certified)	0
6.9	Vacant Library Specialist/Paraprofessional (not certified)	0
6.10	Other Staff	1
6.11	Vacant Other Staff	0
6.12	<b>TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 &amp; 6.10)</b>	<b>2.00</b>
6.13	<b>VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 &amp; 6.11)</b>	<b>0.00</b>

### 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)	1
6.19	Salary - Library Manager (not certified)	\$9,461

## 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	<b>TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)</b>	1

**PUBLIC SERVICE HOURS** - Report 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	<b>Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)</b>	20.00
8.10	Annual Total Hours - Main Library	1,041
8.11	Annual Total Hours - Branch Libraries	0
8.12	Annual Total Hours - Bookmobiles	0
8.13	<b>Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)</b>	1,041.00

## 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	Springfield Library
2.	Outlet Name Status	00 (for no change)
3.	Street Address	129 County Route 29A
4.	Outlet Street Address Status	00 (for no change)
5.	City	Springfield Center
6.	Zip Code	13468
7.	Phone (enter 10 digits only)	(315) 858-5802
8.	Fax Number (enter 10 digits only)	(315) 858-5876
9.	E-mail Address	sp.ill@4cls.org
10.	Outlet URL	4cls
11.	County	Otsego
12.	School District	Cherry Valley-Springfield
13.	Outlet Type Code (select one):	CE

14.	Public Service Hours Per Year for This Outlet	1,040
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)?	N
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	0
19.	Enter the appropriate outlet code (select one):	LRF
20.	Who owns this outlet building?	Town
21.	Who owns the land on which this outlet is built?	Town
22.	Indicate the year this outlet was initially constructed	N/A
23.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	N/A
24.	Square footage of the outlet	1,095
25.	Total number of Internet terminals at this outlet used by the general public	2
26.	Type of connection on the outlet's public Internet computers	Cable
27.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	Greater than 3 mbps and less than 6 mbps
28.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	Greater than 3 mbps and less than 6 mbps
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.	120
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?	Y
35.	<i>LIBID</i>	2800476060
36.	<i>FSCSID</i>	NY9006
37.	<i>Metropolitan Status Code</i>	NO
38.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0
39.	<i>Outlet Structure Status</i>	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)	4
10.2	Number of voting library board positions stated in the library's charter.	9
10.3	Number of current <u>voting</u> positions on library board.	9

### BOARD MEMBER SELECTION

10.4	Enter Board Member Selection Code (select one):	EA - board members are elected by the library association membership
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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	Mrs.
10.6	First Name	Kelly
10.7	Last Name	Mabie
10.8	Mailing Address	100 McShane Rd.
10.9	City	Springfield Center
10.10	Zip Code (5 digits only)	13468
10.11	Phone (enter 10 digits only)	(115) 188-5824
10.12	E-mail Address	kellymabie3@gmail.com
10.13	Term Begins - Month	January
10.14	Term Begins - Year (yyyy)	2013
10.15	Term Expires - Month	December
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	Brenda
3.	Last Name of Board Member	Hempstead
4.	Mailing Address	PO Box 383
5.	City	Springfield Center
6.	Zip Code (5 digits only)	13468
7.	E-mail address	bmcjhemp@yahoo.com
8.	Office Held or Trustee	Vice President
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2014
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2014
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
1.	Title of Board Member (select one):	Mrs.
2.	First Name of Board Member	Anne
3.	Last Name of Board Member	Magruder
4.	Mailing Address	294 Bartlett Road
5.	City	Cooperstown
6.	Zip Code (5 digits only)	13326
7.	E-mail address	ajrosie@people.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2014
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2016
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
1.	Title of Board Member (select one):	Mrs.
2.	First Name of Board Member	Patricia
3.	Last Name of Board Member	Pullis
4.	Mailing Address	626 McShane Rd

5. City Richfield Springs  
6. Zip Code (5 digits only) 13439  
7. E-mail address patriciapullis@wildblue.net  
8. Office Held or Trustee Trustee  
9. Term Begins - Month January  
10. Term Begins - Year (year) 2014  
11. Term Expires December  
12. Term Expires - Year (yyyy) 2016  
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? Y

1. Title of Board Member (select one): Mrs.  
2. First Name of Board Member Robin  
3. Last Name of Board Member Horne  
4. Mailing Address 395 Mill Rd.  
5. City Cooperstown  
6. Zip Code (5 digits only) 13326  
7. E-mail address aloharobin64@yahoo.comrainbowwife@hotmail.com  
8. Office Held or Trustee Trustee  
9. Term Begins - Month January  
10. Term Begins - Year (year) 2014  
11. Term Expires December  
12. Term Expires - Year (yyyy) 2014  
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

1. Title of Board Member (select one): Mrs.  
2. First Name of Board Member Diane  
3. Last Name of Board Member Kroon  
4. Mailing Address 532 Hinds Rd.  
5. City Springfield Center  
6. Zip Code (5 digits only) 13468  
7. E-mail address rainbowwife@hotmail.com  
8. Office Held or Trustee Trustee  
9. Term Begins - Month January  
10. Term Begins - Year (year) 2014  
11. Term Expires December  
12. Term Expires - Year (yyyy) 2014

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
1.	Title of Board Member (select one):	Mrs.
2.	First Name of Board Member	Debbie
3.	Last Name of Board Member	Martz
4.	Mailing Address	7467 State Hwy 80
5.	City	Cooperstown
6.	Zip Code (5 digits only)	13326
7.	E-mail address	Kmatfarm@capital.net
8.	Office Held or Trustee	Trusree
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2014
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2015
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
1.	Title of Board Member (select one):	Ms.
2.	First Name of Board Member	Deb
3.	Last Name of Board Member	Karas
4.	Mailing Address	2384 Cty Hwy 31
5.	City	East Springfield
6.	Zip Code (5 digits only)	13333
7.	E-mail address	debrak1957@yahoo.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2014
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2015
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
1.	Title of Board Member (select one):	Mrs.
2.	First Name of Board Member	Melissa

3.	Last Name of Board Member	Manikas
4.	Mailing Address	PO Box 360
5.	City	Springfield Center
6.	Zip Code (5 digits only)	13468
7.	E-mail address	ManiKas@gmail.com
8.	Office Held or Trustee	Secretary
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2014
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2016
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?	Y

## 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	Springfield Center
3.	Amount	\$15,750
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N
5.	Written Contractual Agreement	N
11.2	<b>TOTAL LOCAL PUBLIC FUNDS</b>	\$15,750

### 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	\$180



11.8	<b>TOTAL SYSTEM CASH GRANTS</b> (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$3,440
<b>OTHER STATE AID</b>		
11.9	State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants	\$0
<b>FEDERAL AID FOR LIBRARY OPERATION</b>		
11.10	LSTA	\$0
11.11	Other Federal Aid	\$0
11.12	<b>TOTAL FEDERAL AID</b> (Add Questions 11.10 and 11.11)	\$0
11.13	<b>CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE</b>	\$0
<b>OTHER RECEIPTS</b>		
11.14	Gifts and Endowments	\$825
11.15	Fund Raising	\$623
11.16	Income from Investments	\$986
11.17	Library Charges	\$199
11.18	Other	\$187
11.19	<b>TOTAL OTHER RECEIPTS</b> (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$2,820
11.20	<b>TOTAL OPERATING FUND RECEIPTS</b> (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$22,010
11.21	<b>BUDGET LOANS</b>	\$0
<b>TRANSFERS</b>		
11.22	From Capital Fund (Same as Question 14.8)	\$0
11.23	From Other Funds	\$0
11.24	<b>TOTAL TRANSFERS</b> (Add Questions 11.22 and 11.23)	\$0
11.25	<b>BALANCE IN OPERATING FUND</b> - Beginning Balance for Fiscal Year Ending 2013 (Same as Question 12.39 of previous year if fiscal year has not changed)	\$18,034
11.26	<b>GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE</b> (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.40)	\$40,044

## 12. OPERATING FUND DISBURSEMENTS

### STAFF EXPENDITURES

#### Salaries & Wages Paid from Library Funds

12.1	Certified Librarians	\$0
12.2	Other Staff	\$9,761
12.3	<b>Total Salaries &amp; Wages Expenditures</b> (Add Questions 12.1 and 12.2)	\$9,761
12.4	<b>Employee Benefits Expenditures</b>	\$1,107
12.5	<b>Total Staff Expenditures</b> (Add Questions 12.3 and 12.4)	\$10,868

### COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	\$2,087
12.7	Electronic Materials Expenditures	\$0
12.8	Other Materials Expenditures	\$0
12.9	<b>Total Collection Expenditures</b> (Add Questions 12.6, 12.7 and 12.8)	\$2,087

### CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	\$0
12.11	From Other Funds (71OF)	\$0
12.12	<b>Total Capital Expenditures</b> (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	<b>Total Repairs</b> (Add Questions 12.13 and 12.14)	\$0
12.16	Other Disbursements for Operation & Maintenance of Buildings	\$0
12.17	<b>Total Operation &amp; Maintenance of Buildings</b> (Add Questions 12.15 and 12.16)	\$0

### MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	\$249
12.19	Telecommunications	\$1,475
12.20	Binding Expenses	\$0
12.21	Postage and Freight	\$46
12.22	Professional & Consultant Fees	\$0
12.23	Other Miscellaneous	\$1,870
12.24	<b>Total Miscellaneous Expenses</b> (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22 and 12.23)	\$3,640

12.25 **CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE** \$500

**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) \$17,095

**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) \$17,095  
12.39 **BALANCE IN OPERATING FUND** - Ending Balance for the Fiscal Year Ending 2013 \$22,949  
12.40 **GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE** (Add Questions 12.38 and 12.39; same as Question 11.26) \$40,044

**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). 01/21/2014

**FISCAL AUDIT**

- 12.42 Last audit performed (mm/dd/yyyy) 01/10/2008
- 12.43 Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy) 01/01/2007-12/31/2007
- 12.44 Indicate type of audit (select one): N/A

### 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
<b>Other Disbursements</b>		
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	<b>TOTAL PROJECT EXPENDITURES</b> (Add Questions 14.1, 14.2 and 14.6)	\$0
14.8	<b>TRANSFER TO OPERATING FUND</b> (Same as Question 11.22)	\$0
14.9	<b>NON-PROJECT EXPENDITURES</b>	\$0
14.10	<b>TOTAL CASH DISBURSEMENTS AND TRANSFERS</b> (Add Questions 14.7, 14.8 and 14.9)	\$0
14.11	<b>BALANCE IN CAPITAL FUND</b> - Ending Balance for the Fiscal Year Ending 2013	\$0
14.12	<b>TOTAL CASH DISBURSEMENTS AND BALANCE</b> (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	0.50
15.3	All Other Paid Staff	0.50
15.4	Total Paid Employees	1.00
15.5	State Government Revenue	\$3,260
15.6	Federal Government Revenue	\$0
15.7	Other Operating Revenue	\$3,000
15.8	Total Operating Revenue	\$22,010
15.9	Other Operating Expenditures	\$4,140
15.10	Total Operating Expenditures	\$17,095
15.11	Total Capital Expenditures	\$0
15.12	Print Materials	5,058
15.13	Total Registered Borrowers	428
15.14	Other Capital Revenue and Receipts	\$0



15.15 Total Number of Internet  
Terminals Used by the General Public 2

## 16. FOR NEW YORK STATE LIBRARY USE ONLY

16.1 LIB ID 2800476060  
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 NY9006

## SUGGESTED IMPROVEMENTS

Library Name: SPRINGFIELD LIBRARY  
Library System: Four County Library System  
Name of Person Completing Form: Nancy Sloan  
Phone Number: (315) 858-5802

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!

I don't have any suggestions for improving the report.