

Tompkins County Public Library

Annual Report For Public And Association Libraries - 2003

1. General Library Information

Report all information in Part 1 as of December 31, 2003

1.1	Library ID Number	2400613230
1.2	Library Name	Tompkins County Public Library
1.3	Community	Ithaca *
1.4	Beginning Fiscal Reporting Year	1/1/2003
1.5	Ending Fiscal Reporting Year	12/31/2003
1.6	Street Address	101 E Green Street
1.7	City	Ithaca
1.8	Zip Code (5 Digits Only)	14850
1.9	Four-Digit Zip Code Extension (4 digits only; enter N/A if unknown)	5613
1.10	Mailing Address	101 E Green Street
1.11	City	Ithaca
1.12	Zip Code (5 digits only)	14850
1.13	Four-Digit Zip Code Extension (4 digits only; enter N/A if unknown)	5613
1.14	Telephone Number (enter 10 digits only; enter N/A if no telephone number)	(607) 272-4557

1.15 Fax Number (enter 10 digits only; enter N/A if no fax number) (607) 272-8111

1.16 E-Mail Address to Contact the Library (Enter N/A if no e-mail address) jsteiner@tcpl.org

1.17 Library Home Page URL (Enter N/A if no home page URL) www.tcpl.org

1.18 Indicate the type of library as stated in the library's charter (select one): PUBLIC

1.19 Population Chartered to Serve (per 2000 Census) 96501

State: During 2003 the library closed on Saturdays during July and August due to the fact that ongoing labor management negotiations failed to find a resolution to this issue. Current labor contracts restrict the library's ability to open on Saturdays in July and August (confirmed by arbitration in 2001). This dropped the number of hours open from 59 to 51 for eight weeks. The library will seek a variance for 2003.

1.20 Indicate the area chartered to serve as stated in the library's charter (select one): County

1.21 Federal Employer Identification Number 161098211

1.22 County Tompkins

1.23 School District Ithaca City School District

1.24 Library System Finger Lakes Library System

1.25 Title of Library Director/Manager (select one): Ms.

1.26 First Name of Library Director/Manager Janet

1.27 Last Name of Library Director/Manager Steiner

1.28	NYS Public Librarian Certification Number	16603
1.29	E-mail Address of the Director/Manager	jsteiner@tcpl.org
1.30	Fax Number of the Director/Manager	(607) 272-8111
1.31	Indicate the type of charter the library currently holds (select one):	ABSOLUTE
1.32	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	6/29/1973
1.33	Date the library was last registered	1/23/1970
1.34	Does the library charge fees for library cards to people residing outside the system's service area?	Y
1.35	In the fiscal year that ended in 2003, was all or part of the library's budget subject to a public vote? Enter Y for Yes, N for No. If yes, please complete one record for <i>each</i> vote held. If no, enter N/A for question 1 and 3, and 0 for question 2 of one repeating group.	N
1.	Name of municipality or district holding the vote	N/A
2.	Dollar amount	N/A
3.	Was the vote successful?	N/A

1.36 For the fiscal year that ended in 2003, indicate the total percentage of the library's local public funding that was either subject to public vote(s) or that came from a previous appropriation that is still in effect. (report to the nearest whole number) 100

1.37 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, enter N/A for questions 1, 2, and 5, and 0 for question 3 and 4 of one repeating group. 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 0

4. Dollar amount of contract \$0

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

1.38 During the reporting year, has there been any change to the library's legal service area boundaries? Changes may be the result of a Regents charter action or due to a new contract to provide library services to residents of an area not served by a public library or due to a change to an existing contract. Answer Y for Yes, N for No. N

1.39 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	51,956
2.2	Adult Non-fiction Books	59,963
2.3	Total Adult Books (Total questions 2.1 & 2.2)	111,919
2.4	Children's Fiction Books	30,455
2.5	Children's Non-fiction Books	20,876
2.6	Total Children's Books (Total questions 2.4 & 2.5)	51,331
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	163,250

Other Print Materials

2.8	Total Uncataloged Books	0
2.9	Total Print Serials	3,730
2.10	All Other Print Materials	731

2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	4,461
2.12	Total Print Materials (Total questions 2.7 and 2.11)	167,711

ELECTRONIC MATERIALS

2.13	Electronic Books	0
2.14	Audio Recordings (includes audio CDs, tapes, etc.)	10,838
2.15	Video Recordings (includes VHS, DVD, etc.)	11,612
2.16	Other Electronic Materials (includes, films, slides, filmstrips, CD- ROMs, etc.)	28
2.17	Total Electronic Materials (Total questions 2.13 through 2.16)	22,478

ALL OTHER MATERIALS

2.18	All Other Materials	128
2.19	GRAND TOTAL HOLDINGS (Total questions 2.12, 2.17 and 2.18)	190,317

DATABASES

2.20	NOVEL	10
2.21	Other Databases	20
2.22	Total Databases (Total questions 2.20 and 2.21)	30

CURRENT SERIAL SUBSCRIPTIONS

2.23	Current Print Serial Subscriptions	334
2.24	Current Electronic Serial Subscriptions	0
2.25	Total Current Subscriptions (Total questions 2.23 and 2.24)	334

ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.26	Cataloged Books	17,373
2.27	All Other Print Materials	58
2.28	Electronic Materials	4,157
2.29	All Other Materials	1
2.30	TOTAL ADDITIONS (Total questions 2.26 - 2.29)	21,589

3. Library 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	71
3.2	Young Adult Program Sessions	29
3.3	Children's Program Sessions	192
3.4	All Other Program Sessions	0
3.5	Adult Program Attendance	1,764
3.6	Young Adult Program Attendance	542

3.7 Children's Program Attendance 6,471

3.8 All Other Program Attendance 0

LIBRARY USE

3.9 Library visits (total annual attendance) 474,422

3.10 Registered Resident Borrowers 37,986

3.11 Registered non-resident borrowers 4,061

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

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? N

ACCESSIBILITY (Answer Y for Yes, N for No)

3.16 Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons 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	116,773
4.2	Adult Non-fiction Books	168,391
4.3	Total Adult Books (Total questions 4.1 & 4.2)	285,164
4.4	Children's Fiction Books	177,774
4.5	Children's Non-fiction Books	55,029
4.6	Total Children's Books (Total questions 4.4 & 4.5)	232,803
4.7	Total Cataloged Book Circulation (Total questions 4.3 & 4.6)	517,967

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	251,017
4.9	Circulation of Children's Other Materials	109,662
4.10	Total Circulation of Other Materials (Total questions 4.8 & 4.9)	360,679
4.11	Grand Total Circulation Transactions (Total questions 4.7 & 4.10)	878,646
4.12	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	342,465

REFERENCE TRANSACTIONS

4.13 Total Reference Transactions 38,228

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.14 TOTAL MATERIALS RECEIVED 7,347

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.15 TOTAL MATERIALS PROVIDED 17,359

5. Automation and Telecommunications

Report all information as of December 31, 2003.

SYSTEMS AND SERVICES

5.1 Automated circulation system? Y

5.2 Online public access catalog (OPAC)? Y

5.3 Electronic access to your OPAC from outside the library? Y

5.4 Does the library use Internet filtering software on any computer? N

5.5 Total number of Internet terminals used by the general public. 49

5.6 Number of users (in-library only) of electronic resources per year 17,378

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. 35

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2 Library Director (certified) 1

6.3 Vacant Library Director (certified) 0

6.4 Librarian (certified) 12.72

6.5 Vacant Librarian (certified) .28

6.6 Library Manager (not certified) 0

6.7 Vacant Library Manager (not certified) 0

6.8 Library Specialist/Paraprofessional (not certified) 3.5

6.9 Vacant Library Specialist/Paraprofessional (not certified) 0

6.10 Other Staff 30.8

6.11 Vacant Other Staff 2.1

6.12 TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8, & 6.10) 48.02

6.13 VACANT TOTAL PAID 2.38
STAFF (Total questions 6.3, 6.5, 6.7,
6.9, & 6.11)

SALARY INFORMATION

6.14 FTE - Entry Level Librarian 1
(certified)

6.15 Salary - Entry Level \$35,654
Librarian (certified)

6.16 FTE - Library Director 1
(certified)

6.17 Salary - Library Director \$81,306
(certified)

6.18 FTE - Library Manager (not 0
certified)

6.19 Salary - Library Manager (not \$0
certified)

7. Minimum Public Library Standards

Report all information as of December 31, 2003.

7.1 1. Is governed by board- Y
approved written bylaws.

7.2 2. Has a board-approved Y
written long range plan of service.

7.3 3. Presents an annual report to Y
the community.

7.4 4. Has board-approved Y
written policies.

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) N

State: During 2003 the library closed on Saturdays during July and August due to the fact that ongoing labor management negotiations failed to find a resolution to this issue. Current labor contracts restrict the library's ability to open on Saturdays in July and August (confirmed by arbitration in 2001). This dropped the number of hours open from 59 to 51 for eight weeks. The library will seek a variance for 2003.

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. fax 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 3

8.5 **TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)** 4

PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6 Minimum Weekly Total Hours 51
- Main Library

8.7 Minimum Weekly Total Hours 0
- Branch Libraries

8.8 Minimum Weekly Total Hours 0
- Bookmobiles

8.9 **Minimum Weekly Total Hours 51.00**
- Total Hours Open (Total questions 8.6 - 8.8)

8.10 Annual Total Hours - Main Library	2,794
8.11 Annual Total Hours - Branch Libraries	0
8.12 Annual Total Hours - Bookmobiles	0
8.13 Annual Hours Open - Total Hours Open (Total questions 8.10 - 8.12)	2,794.00

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	Tompkins County Public Library
2. Street Address	101 EAST GREEN STREET
3. City	ITHACA
4. Zip Code	14850
5. Four-Digit Zip Code Extension	5613
6. Phone (enter 10 digits only)	6072724557
7. Fax Number (enter 10 digits only)	6072728111
8. E-mail Address	jsteiner@tcpl.org
9. Outlet URL	www.tcpl.org
10. County	Tompkins

11. Outlet Type Code (select one): CE
12. Enter the appropriate outlet code (select one): LRF
13. Indicate the year this outlet was initially constructed: 2000
14. Indicate the year the outlet underwent a major renovation costing \$25,000 or more: 2000
15. Square footage of the outlet: 67,000
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. LIBID: 2400613230
19. FSCSID: NY0160
20. Metropolitan Status Code: NO
21. Number of Bookmobiles in the Bookmobile Outlet Record: 0

10. Officers and Trustees

Report information about trustee meetings as of December 31, 2003. 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, 2003 to December 31, 2003): 12

10.2 Number of voting positions on library board. **15**

BOARD MEMBER SELECTION

10.3 Enter Board Member Selection Code (select one): **A**

List Officers and Board Members for the 2004 Calendar Year Complete one record for *each* board member.

- 1. Title of Board Member (select one):**
- 2. First Name of Board Member** **Rajindra**
- 3. Last Name of Board Member** **Aneja**
- 4. Home Mailing Address** **322 Sunnyview Lane**
- 5. City** **Ithaca**
- 6. Zip Code (5 digits only)** **14850**
- 7. Phone for the Board President only (enter 10 digits only)** **N/A**
- 8. E-mail address** **RajindraAneja@aol.com**
- 9. Office Held** **Trustee**
- 10. Term Expires** **December**
- 11. Term Expires - Year (yyyy)** **2006**
- 1. Title of Board Member (select one):**
- 2. First Name of Board Member** **Thomas**

3. **Last Name of Board Member** **Colbert**
4. **Home Mailing Address** **120 White Park Rd**
5. **City** **Ithaca**
6. **Zip Code (5 digits only)** **14850**
7. **Phone for the Board President** **N/A**
only (enter 10 digits only)
8. **E-mail address** **tomc@ineprop.compcenter.com**
9. **Office Held** **Trustee**
10. **Term Expires** **December**
11. **Term Expires - Year (yyyy)** **2006**
1. **Title of Board Member (select one):**
2. **First Name of Board Member** **Ronald**
3. **Last Name of Board Member** **Ehrenberg**
4. **Home Mailing Address** **125 Eastwood Terrace**
5. **City** **Ithaca**
6. **Zip Code (5 digits only)** **14850**
7. **Phone for the Board President** **N/A**
only (enter 10 digits only)
8. **E-mail address** **rge2@cornell.edu**
9. **Office Held** **Trustee**

10. **Term Expires** December
11. **Term Expires - Year (yyyy)** 2005
1. **Title of Board Member (select one):**
2. **First Name of Board Member** Gary
3. **Last Name of Board Member** Ferguson
4. **Home Mailing Address** 1485 Mecklenburg Rd
5. **City** Ithaca
6. **Zip Code (5 digits only)** 14850
7. **Phone for the Board President only (enter 10 digits only)** N/A
8. **E-mail address** Ithaca@lightlink.com
9. **Office Held** Trustee
10. **Term Expires** December
11. **Term Expires - Year (yyyy)** 2004
1. **Title of Board Member (select one):**
2. **First Name of Board Member** John
3. **Last Name of Board Member** Gilbert
4. **Home Mailing Address** 303 Highgate Rd.
5. **City** Ithaca

6. Zip Code (5 digits only) 14850
7. Phone for the Board President N/A
only (enter 10 digits only)
8. E-mail address ingerjack@msn.com
9. Office Held Treasurer
10. Term Expires December
11. Term Expires - Year (yyyy) 2004

1. Title of Board Member (select one):

2. First Name of Board Member Carl
3. Last Name of Board Member Gortzig
4. Home Mailing Address 7 Stormy View Road
5. City Ithaca
6. Zip Code (5 digits only) 14850
7. Phone for the Board President N/A
only (enter 10 digits only)

8. E-mail address cgortzig@twcny.rr.com
9. Office Held Trustee
10. Term Expires December
11. Term Expires - Year (yyyy) 2004

1. Title of Board Member (select one):

2. **First Name of Board Member** Lee
3. **Last Name of Board Member** Miller
4. **Home Mailing Address** 185 Midline Road
5. **City** Slaterville Springs
6. **Zip Code (5 digits only)** 14881
7. **Phone for the Board President** N/A
only (enter 10 digits only)

8. **E-mail address** lnm2@cornell.edu
9. **Office Held** Trustee
10. **Term Expires** December
11. **Term Expires - Year (yyyy)** 2005

1. **Title of Board Member (select one):**

2. **First Name of Board Member** Pamela
3. **Last Name of Board Member** Moss
4. **Home Mailing Address** 819 N Tioga St
5. **City** Ithaca
6. **Zip Code (5 digits only)** 14850
7. **Phone for the Board President** N/A
only (enter 10 digits only)
8. **E-mail address** pam@clarityconnect.com

9. Office Held Trustee
10. Term Expires December
11. Term Expires - Year (yyyy) 2005

1. Title of Board Member (select one):

2. First Name of Board Member Tanya
3. Last Name of Board Member Saunders
4. Home Mailing Address 516 Warren Rd
5. City Ithaca
6. Zip Code (5 digits only) 14850
7. Phone for the Board President only (enter 10 digits only) N/A

8. E-mail address tsaunders@ithaca.edu

9. Office Held Trustee
10. Term Expires December
11. Term Expires - Year (yyyy) 2005

1. Title of Board Member (select one):

2. First Name of Board Member Irene
3. Last Name of Board Member Stein
4. Home Mailing Address 101 Brandywine Drive

5. City Ithaca
6. Zip Code (5 digits only) 14850
7. Phone for the Board President N/A
only (enter 10 digits only)
8. E-mail address istein@tompkins-co.org
9. Office Held Vice Chair
10. Term Expires December
11. Term Expires - Year (yyyy) 2005

1. Title of Board Member (select one):

2. First Name of Board Member Gary
3. Last Name of Board Member Woloszyn
4. Home Mailing Address 10 Evergreen Lane
5. City Ithaca
6. Zip Code (5 digits only) 14850
7. Phone for the Board President (607) 277-1582
only (enter 10 digits only)
8. E-mail address garyw@tweny.rr.com
9. Office Held Chairperson
10. Term Expires December
11. Term Expires - Year (yyyy) 2006

1. **Title of Board Member (select one):**
2. **First Name of Board Member** Nathan
3. **Last Name of Board Member** Fawcett
4. **Home Mailing Address** 1800 Ellis Hollow Road
5. **City** Ithaca
6. **Zip Code (5 digits only)** 14850
7. **Phone for the Board President only (enter 10 digits only)**
8. **E-mail address** nf11@cornell.edu
9. **Office Held** Trustee
10. **Term Expires** December
11. **Term Expires - Year (yyyy)** 2004

1. **Title of Board Member (select one):**
2. **First Name of Board Member** Barbara
3. **Last Name of Board Member** Page
4. **Home Mailing Address** 41 Prospect Street
5. **City** Trumansburg
6. **Zip Code (5 digits only)** 14886
7. **Phone for the Board President only (enter 10 digits only)**

- | | | |
|-----|---|---------|
| 4. | Home Mailing Address | N/A |
| 5. | City | N/A |
| 6. | Zip Code (5 digits only) | N/A |
| 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 | |
| 11. | Term Expires - Year (yyyy) | |

11. Operating Fund 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, enter N/A for question 1, 2, 4 and 5, and 0 for question 3 of one repeating group. **Y**

- | | | |
|----|--|-----------------|
| 1. | Source of Funds | County |
| 2. | Name of funding County, Municipality or District | Tompkins County |
| 3. | Amount | \$1,887,499 |
| 4. | Subject to Public Vote | Y |

5.	Written Contractual Agreement	N
1.	Source of Funds	City
2.	Name of funding County, Municipality or District	City of Ithaca
3.	Amount	\$9,145
4.	Subject to Public Vote	Y
5.	Written Contractual Agreement	N

11.2 TOTAL LOCAL PUBLIC FUNDS \$1,896,644

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3 Local Library Services Aid (LLSA) \$29,170

11.4 Central Library Aid (CLDA and/or CBA) \$105,000

11.5 Additional State Aid received from the System \$0

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) \$134,170

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 \$1,600

FEDERAL AID FOR LIBRARY OPERATION

11.10 LSTA \$0

11.11 Other Federal Aid \$0

11.12 TOTAL FEDERAL AID (Total questions 11.10 & 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 \$64,193

11.15 Fund Raising \$294,128

11.16 Income from Investments \$5,268

11.17 Library Charges \$136,253

11.18 Other \$8,973

11.19 TOTAL OTHER RECEIPTS (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18) \$508,815

11.20 TOTAL OPERATING FUND RECEIPTS (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19) \$2,541,229

11.21 BUDGET LOANS \$0

TRANSFERS

11.22 From Capital Fund (Same as Question 14.8) \$0

11.23 From Other Funds \$0

11.24 **TOTAL TRANSFERS (Add Questions 11.22 and 11.23)** \$0

11.25 BALANCE - Beginning of Fiscal Year Ending 2003 (Same as 12.42 of previous year if fiscal year has not changed) \$485,321

State: Prior year audit adjustment. Audit required \$15,000 adjustment to fund balance due to recognition of revenue due from State grant in process.

11.26 **GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.39)** \$3,026,550

QUESTIONS FOR CONNECT

- Local Public Sources from Counties 1887499

- Local Public Sources from Towns

- Local Public Sources from Villages

- Local Public Sources from Cities 9145

- Local Public Sources from School Districts

- Local Public Sources from
Other Sources

- Local Public Sources from
Special Legislative Districts

12. Operating Fund Disbursements

STAFF EXPENDITURES

Salaries & Wages

12.1	Certified Librarians	\$601,957
12.2	Other Staff	\$832,788
12.3	Total Salaries & Wages (Add Questions 12.1 and 12.2)	\$1,434,745
12.4	Employee Benefits Expenditures	\$489,651
12.5	Total Staff Expenditures (Add Questions 12.3 and 12.4)	\$1,924,396

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	\$243,013
12.7	Electronic Materials Expenditures	\$6,860
Federal: New question in FY2003; no previous year data.		
12.8	Other Materials Expenditures	\$62,239
12.9	Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8)	\$312,112

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10 From Local Public Funds (71PF) \$42,345

12.11 From Other Funds (71OF) \$0

12.12 Total Capital Expenditures (Add Questions 12.10 and 12.11) \$42,345

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13 From Local Public Funds (72PF) \$0

12.14 From Other Funds (72OF) \$0

12.15 Total Repairs (Add Questions 12.13 and 12.14) \$0

12.16 Other Disbursements for Operation & Maintenance of Buildings \$10,274

12.17 Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16) \$10,274

MISCELLANEOUS EXPENSES

12.18 Office and Library Supplies \$35,750

12.19 Telecommunications \$14,748

12.20 Binding Expenses \$0

12.21 Postage and Freight \$14,715

12.22 Other Miscellaneous \$207,616

12.23 Total Miscellaneous Expenses(Add Questions 12.18, 12.19, 12.20, 12.21 and 12.22) **\$272,829**

12.24 CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE **\$70,000**

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

12.25 From Local Public Funds (73PF) **\$0**

12.26 From Other Funds (73OF) **\$0**

12.27 Total (Add Questions 12.25 and 12.26) **\$0**

12.28 Budget Loans (Principal and Interest) **\$0**

12.29 Short-Term Loans **\$0**

12.30 Total Debt Service (Add Questions 12.27, 12.28 and 12.29) **\$0**

12.31 TOTAL OPERATING FUND DISBURSEMENTS (Add Questions 12.5, 12.9, 12.12, 12.17, 12.23, 12.24 and 12.30) **\$2,631,956**

TRANSFERS

Transfers to Capital Fund

12.32 From Local Public Funds (76PF) **\$0**

12.33 From Other Funds (76OF) **\$0**

12.34 Total (Add Questions 12.32 and 12.33; same as Question 13.2)	\$0
12.35 Transfer to Other Funds	\$0
12.36 TOTAL TRANSFERS (Add Questions 12.34 and 12.35)	\$0
12.37 TOTAL DISBURSEMENTS AND TRANSFERS (Add Questions 12.31 and 12.36)	\$2,631,956
12.38 BALANCE IN OPERATING FUND-at the End of Fiscal Year Ending 2003	\$394,594
12.39 GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE (Add Questions 12.37 and 12.38; same as Question 11.26)	\$3,026,550

ASSURANCE

12.40 The Library operated under its plan of service in accordance with the provisions of Education law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy). **03/23/2004**

FISCAL AUDIT

12.41 Last audit performed (mm/dd/yyyy) **04/03/2003**

12.42 Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy) **01/01/2002-12/31/2002**

12.43 Indicate type of audit (select one): **Private Accounting Firm**

CAPITAL FUND

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

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.

REVENUES FROM LOCAL SOURCES

13.1 Revenue from Local Sources \$0

INTERFUND REVENUE

13.2 Transfer from Operating Fund (Same as Question 12.34) \$0

STATE AID FOR CAPITAL PROJECTS

13.3 State Aid Received for Construction \$0

FEDERAL AID FOR CAPITAL PROJECTS

13.4 LSCA Title II \$0

13.5 Other \$0

13.6 TOTAL FEDERAL AID (Add Questions 13.4 and 13.5) \$0

13.7 TOTAL REVENUES (Add Questions 13.1, 13.2, 13.3, and 13.6) \$0

13.8 NON-REVENUE RECEIPTS \$0

13.9 TOTAL RECEIPTS (Add Questions 13.7 and 13.8) \$0

**13.10 CASH BALANCE - Beginning \$0
of Fiscal Year Ending 2003 (Same as
Question 14.11 of previous year, if
fiscal year has not changed)**

**13.11 Total Cash Receipts and \$0
Balance (Add Questions 13.9 and
13.10; same as Question 14.12)**

14. Capital Fund Disbursements

PROJECT EXPENDITURES

14.1 Construction \$0

14.2 Incidental Construction \$0

Other Disbursements

14.3 Purchase of Buildings \$0

14.4 Interest \$0

14.5 Collection Expenditures \$0

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

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

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

**14.9 NON-PROJECT \$0
EXPENDITURES**

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

14.11 CASH BALANCE - End Of \$0
Fiscal Year ending 2003

14.12 TOTAL CASH \$0
DISBURSEMENTS AND BALANCE
(Add Questions 14.10 and 14.11; same
as Question 13.11)

15. Federal Totals

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

15.1 Total ALA-MLS 12.25

15.2 Total Librarians 15.31

15.3 All Other Paid Staff 28.79

15.4 Total Paid Employees 44.10

15.5 State Government Revenue \$135,770

15.6 Federal Aid Revenue \$0

15.7 Other Operating Revenue \$508,815

15.8 Total Operating Revenue \$2,541,229

Federal: \$300,000 decrease in fundraising receipts. Funds depleted from capital fundraising campaign for new building in 2000.

15.9 Other Operating Expenditures \$353,103

15.10 Total Operating Expenditures \$2,589,611

15.11 Capital Revenue \$0

15.12 Capital Expenditures \$42,345

15.13 Print Materials 166,980

16. For New York State Library Use Only

16.1 *LIB ID* 2400613230

16.2 *Interlibrary Relationship Code* ME

16.3 *Legal Basis Code* CO

16.4 *Administrative Structure Code* SO

16.5 *FSCS Public Library
Definition* Y

16.6 *Geographic Code* CO1

Comment Sheet

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