

Galway Public 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>	76
1.2	<i>SUBSYSTCD</i>	00
1.3	<i>COCD</i>	52
1.4	<i>LIBCD</i>	2500
**	Complete Library ID	7600522500
1.5	<i>Library Name</i>	Galway Public Library
1.6	<i>Community</i>	Galway
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	Street Address	5264 North Street
1.10	City	Galway
1.11	Zip Code (5 Digits Only)	12074
1.12	Four-Digit Zip Code Extension (Enter N/A if unknown)	2431
1.13	Mailing Address	P.O. Box 207
1.14	City	Galway
1.15	Zip Code (5 Digits Only)	12074
1.16	Four-Digit Zip Code Extension (Enter N/A if unknown)	0207
1.17	Telephone Number - enter 10 digits only (Enter N/A if no telephone number)	(518) 882-6385
1.18	Fax Number - enter 10 digits only (Enter N/A if no fax number)	(518) 882-6385
1.19	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	spandori@sals.edu
1.20	Library Home Page URL (Enter N/A if no home page URL)	www.galwaypubliclibrary.org
1.21	<i>Indicate the type of library as stated in the library's charter:</i>	PUBLIC
1.22	<i>Population Chartered to Serve (per 2000 Census)</i>	3589
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>	161517296
1.25	<i>County</i>	Saratoga
1.26	<i>School District</i>	Galway
1.27	<i>Library System</i>	Southern Adirondack Library System
1.28	Title of Library Director/ Manager (select one):	Mrs.
1.29	First Name of Library Director/Manager	Sara
1.30	Last Name of Library Director/Manager	Pandori
1.31	NYS Public Librarian Certification Number	N/A
1.32	E-mail Address of the Director/Manager	spandori@sals.edu
1.33	Fax Number of the Director/Manager	(518) 882-6385
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)	7/14/2000

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.	Y
1.	Name of municipality or district holding the vote	Galway Central School District
2.	Dollar amount	\$8,000
3.	Was the vote successful?	Y
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.	Y
1.	Name of contracting municipality or district	Town of Providence
2.	Is this a written contractual agreement?	N
3.	Population of the geographic area served by this contract	1,841
4.	Dollar amount of contract	\$1,000
5.	Enter the appropriate code for range of services provided (select one):	FULL

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	7,243
2.2	Adult Non-fiction Books	5,156
2.3	TOTAL Adult Books (Total questions 2.1 & 2.2)	12,399
2.4	Children's Fiction Books	4,257
2.5	Children's Non-fiction Books	1,601
2.6	TOTAL Children's Books (Total questions 2.4 & 2.5)	5,858
2.7	TOTAL CATALOGED BOOKS (Total questions 2.3 & 2.6)	18,257

UNCATALOGED BOOK HOLDINGS

2.8	TOTAL UNCATALOGED BOOK HOLDINGS	2,000
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SERIAL HOLDINGS

2.9	TOTAL SERIALS (Count print and microform only. Do <u>not</u> count electronic holdings).	22
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AUDIO-VISUAL HOLDINGS

2.10	Audio recordings (includes CDs, tapes, etc.)	474
2.11	Video recordings (includes VHS, DVD, etc.)	397
2.12	Other Audio-Visual materials (includes films, slides, filmstrips, etc.)	0
2.13	TOTAL AUDIO-VISUAL (Total questions 2.10 - 2.12)	871
OTHER MATERIAL HOLDINGS		
2.14	CD-ROMs	9
2.15	Other Materials in Electronic Format	0
FY03-2.16	Other Electronic Materials	9.00
2.16	All Other Materials	0
2.17	TOTAL OTHER MATERIAL HOLDINGS (Total questions 2.14 - 2.16)	9
2.18	GRAND TOTAL HOLDINGS (Total questions 2.7, 2.8, 2.9, 2.13 and 2.17)	21,159
ADDITIONS TO HOLDINGS - Do <u>not</u> subtract withdrawals or discards.		
2.19	Cataloged Books	14,920
2.20	Serials	22
2.21	Audio-Visual	240
2.22	Other Materials	0
2.23	TOTAL ADDITIONS (Total questions 2.19 - 2.22)	15,182
CURRENT SUBSCRIPTION TITLES		
2.24	TOTAL PRINT AND MICROFORM SUBSCRIPTION TITLES	22

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	33
3.2	Young Adult Program Sessions	0
3.3	Children's Program Sessions	65
3.4	All Other Program Sessions	5
3.5	Adult Program Attendance	202
3.6	Young Adult Program Attendance	0
3.7	Children's Program Attendance	855
3.8	All Other Program Attendance	281

LIBRARY USE

3.9	Library visits (total annual attendance)	10,300
3.10	Registered borrowers	483
3.11	Registered non-resident borrowers	200

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	4,655
4.2	Adult Non-fiction Books	1,763
4.3	TOTAL Adult Books (Total questions 4.1 & 4.2)	6,418
4.4	Children's Fiction Books	4,702
4.5	Children's Non-fiction Books	818
4.6	TOTAL Children's Books (Total questions 4.4 & 4.5)	5,520
4.7	TOTAL CATALOGED BOOK CIRCULATION (Total questions 4.3 & 4.6)	11,938

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	2,033
4.9	Circulation of Children's Other Materials	913
4.10	TOTAL CIRCULATION OF OTHER MATERIALS (Total questions 4.8 & 4.9)	2,946
4.11	GRAND TOTAL CIRCULATION TRANSACTIONS (Total questions 4.7 & 4.10)	14,884
4.12	GRAND TOTAL CIRCULATION OF CHILDREN'S MATERIALS (Total questions 4.6 & 4.9)	6,433

REFERENCE TRANSACTIONS

4.13	Adult (Include Young Adult Transactions)	2,100
4.14	Children's	1,400
4.15	TOTAL REFERENCE TRANSACTIONS (Total questions 4.13 & 4.14)	3,500

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.16	TOTAL MATERIALS RECEIVED	2,092
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INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.17	TOTAL MATERIALS PROVIDED	356
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5. Automation and Telecom.

Report all information as of December 31, 2002.

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	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)	6
5.7	Does the library have Internet access?	Y
5.8	Does the library use Internet filtering software on any computer?	N
5.9	Number of Internet terminals used by library staff only	3
5.10	Number of Internet terminals used by the general public	3
5.11	Total number of Internet terminals (Total questions 5.9 & 5.10)	6
5.12	Number of in-library users (only) of electronic resources in a typical week	75
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.	40
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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)	.83
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	.37
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)	1.20

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
FY03-6.2	LIBRARY DIRECTOR	0.00
FY03-6.4	LIBRARIAN	0.00
FY03-6.6	LIBRARY MANAGER	0.83
FY03-6.8	LIBRARY SPECIALIST	0.00
FY03-6.10	OTHER STAFF	0.37
FY03-6.12	TOTAL PAID STAFF	1.20

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)	.83
6.28	Salary - Library Manager (not certified)	\$22,977

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	25
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)	25.00
8.10	Weekly Total Hours for a Typical Week - Main Library	25
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)	25.00
8.14	Annual Total Hours - Main Library	1,300
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)	1,300.0

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	Galway Public Library
2.	Street Address	5264 North St.
3.	City or Town	Galway
4.	Zip Code	12074
5.	Four-Digit Zip Code Extension	2431
6.	Phone (enter 10 digits only)	(518) 882-6385
7.	Telefacsimile Number (enter 10 digits only)	(518) 882-6385
8.	Internet E-mail Address	spandori@sals.edu
9.	Outlet URL	N/A
10.	County	Saratoga
11.	Outlet Type Code (select one):	CE
12.	Enter the appropriate outlet code (select one):	LRF
13.	Date of initial construction of the outlet	1989
14.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	N/A
15.	Square footage of the outlet	1,800

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>	NY9000
19.	<i>FSCSID</i>	7600522500
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)	15
10.2	Number of <u>voting</u> trustee positions on library board.	9

TRUSTEE SELECTION

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

1.	First Name of Trustee	Arlene
2.	Last Name of Trustee	Rhodes
3.	Home Mailing Address	P.O. Box 25
4.	City	Galway
5.	Zip Code (5 digits only)	12074
6.	Four-Digit Zip Code Extension	0025
7.	Phone for the Board President only (enter 10 digits only)	N/A
8.	E-mail address	n/a
9.	Office Held	n/a
10.	Term Expires - Month	December
11.	Term Expires - Year (yyyy)	2006
1.	First Name of Trustee	Richard
2.	Last Name of Trustee	Lane
3.	Home Mailing Address	2405 Kimball's Lane
4.	City	Galway
5.	Zip Code (5 digits only)	12074
6.	Four-Digit Zip Code Extension	2029
7.	Phone for the Board President only (enter 10 digits only)	N/A
8.	E-mail address	n/a
9.	Office Held	n/a
10.	Term Expires - Month	December
11.	Term Expires - Year (yyyy)	2003
1.	First Name of Trustee	Mary
2.	Last Name of Trustee	Salvino
3.	Home Mailing Address	P.O. Box 13
4.	City	Galway
5.	Zip Code (5 digits only)	12074
6.	Four-Digit Zip Code Extension	0013

7.	Phone for the Board President only (enter 10 digits only)	N/A
8.	E-mail address	N/A
9.	Office Held	Secretary
10.	Term Expires - Month	December
11.	Term Expires - Year (yyyy)	2007
1.	First Name of Trustee	Mary Lynn
2.	Last Name of Trustee	Kopper
3.	Home Mailing Address	5526 Crooked Street
4.	City	Broadalbin
5.	Zip Code (5 digits only)	12025
6.	Four-Digit Zip Code Extension	2712
7.	Phone for the Board President only (enter 10 digits only)	(518) 882-9884
8.	E-mail address	galwaykopper@cs.com
9.	Office Held	President
10.	Term Expires - Month	December
11.	Term Expires - Year (yyyy)	2003
1.	First Name of Trustee	Janet
2.	Last Name of Trustee	Johnson
3.	Home Mailing Address	6040 Stanton Road
4.	City	Middle Grove
5.	Zip Code (5 digits only)	12850
6.	Four-Digit Zip Code Extension	1320
7.	Phone for the Board President only (enter 10 digits only)	N/A
8.	E-mail address	N/A
9.	Office Held	Vice-President
10.	Term Expires - Month	December
11.	Term Expires - Year (yyyy)	2004
1.	First Name of Trustee	Derrith
2.	Last Name of Trustee	Hurst
3.	Home Mailing Address	2545 Old Mill Road
4.	City	Galway
5.	Zip Code (5 digits only)	12074
6.	Four-Digit Zip Code Extension	2316
7.	Phone for the Board President only (enter 10 digits only)	N/A
8.	E-mail address	N/A
9.	Office Held	Treasurer
10.	Term Expires - Month	December
11.	Term Expires - Year (yyyy)	2006
1.	First Name of Trustee	Elizabeth
2.	Last Name of Trustee	Feuerstein
3.	Home Mailing Address	6036 Stanton Road
4.	City	Middle Grove
5.	Zip Code (5 digits only)	12850
6.	Four-Digit Zip Code Extension	1320
7.	Phone for the Board President only (enter 10 digits only)	N/A
8.	E-mail address	N/A
9.	Office Held	N/A
10.	Term Expires - Month	December

11.	Term Expires - Year (yyyy)	2005
1.	First Name of Trustee	Sharyn
2.	Last Name of Trustee	Kalinkewicz
3.	Home Mailing Address	2537 Old Mill Road
4.	City	Galway
5.	Zip Code (5 digits only)	12074
6.	Four-Digit Zip Code Extension	2316
7.	Phone for the Board President only (enter 10 digits only)	N/A
8.	E-mail address	n/a
9.	Office Held	N/A
10.	Term Expires - Month	December
11.	Term Expires - Year (yyyy)	2007
1.	First Name of Trustee	vacant
2.	Last Name of Trustee	na
3.	Home Mailing Address	na
4.	City	na
5.	Zip Code (5 digits only)	N/A
6.	Four-Digit Zip Code Extension	N/A
7.	Phone for the Board President only (enter 10 digits only)	N/A
8.	E-mail address	n/a
9.	Office Held	na
10.	Term Expires - Month	N/A
11.	Term Expires - Year (yyyy)	2002

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.	Y
1.	County	Saratoga
2.	Amount	\$816
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	Galway
2.	Amount	\$33,500
3.	Subject to Public Vote	N
4.	Written Contractual Agreement	Y
1.	Town	Providence
2.	Amount	\$1,000
3.	Subject to Public Vote	N
4.	Written Contractual Agreement	N
1.	Town	Charlton

2.	Amount	\$1,050
3.	Subject to Public Vote	N
4.	Written Contractual Agreement	Y
11.3	Does the library receive funds from any village(s)? If yes, complete one record for each village.	Y
1.	Village	Galway
2.	Amount	\$1,000
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	Galway Central School District
2.	Amount	\$8,000
3.	Subject to Public Vote	Y
4.	Written Contractual Agreement	Y
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	\$45,366

SYSTEM CASH GRANTS TO MEMBER LIBRARY

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	\$140
11.13	TOTAL SYSTEM CASH GRANTS (Total questions 11.8 - 11.12)	\$1,640

OTHER STATE AID

11.14	State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants	\$0
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FEDERAL AID FOR LIBRARY OPERATION

11.15	LSTA	\$0
11.16	Other Federal Aid	\$0
11.17	TOTAL FEDERAL AID (Total questions 11.15 & 11.16)	\$0

11.18	<u>CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE</u>	0
<u>OTHER RECEIPTS</u>		
11.19	Gifts and Endowments	\$4,478
11.20	Fund Raising	\$2,587
11.21	Income from Investments	\$68
11.22	Library Charges	\$1,126
11.23	Other	\$733
11.24	TOTAL OTHER RECEIPTS (Total questions 11.19-11.23)	\$8,992
11.25	TOTAL OPERATING FUND RECEIPTS (Total questions 11.7, 11.13, 11.14, 11.17, 11.18, 11.24)	\$55,998
11.26	<u>BUDGET LOANS</u>	\$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	<u>BALANCE</u> - Beginning of Fiscal Year Ending 2002 (Same as 12.43 of previous year if fiscal year has not changed)	\$13,889
11.31	<u>GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE</u> (Same as 12.43) (Total questions 11.25, 11.26, 11.29, 11.30)	\$69,887

12. Operating Fund Disbursements

PERSONNEL COSTS

Salaries

12.1	Certified Librarians	0
12.2	Other Staff	\$28,488
12.3	TOTAL SALARIES (Total questions 12.1 & 12.2)	\$28,488
12.4	Employee Benefits	\$3,051
12.5	TOTAL PERSONNEL COSTS (Total questions 12.3 & 12.4)	\$31,539

LIBRARY MATERIALS AND BINDING

12.6	Books	\$5,153
12.7	Serials	\$223
12.8	AV Materials	\$1,581
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)	\$6,957

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.12	From Local Public Funds	\$0
12.13	From Other Funds	\$2,820
12.14	TOTAL CAPITAL EXPENDITURES (Total questions 12.12 & 12.13)	\$2,820

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.15	From Local Public Funds	\$0
12.16	From Other Funds	\$125
12.17	TOTAL REPAIRS (Total questions 12.15 & 12.16)	\$125
12.18	Fuel And Utilities	\$1,476
12.19	Insurance	\$2,153
12.20	Other Disbursements For Operation & Maintenance of Buildings	\$658
FY03-12.16	Other Disbursements for Operation & Maintenance of Buildings	\$4,287
12.21	TOTAL OPERATION & MAINTENANCE OF BUILDINGS (Total questions 12.17 - 12.20)	\$4,412

MISCELLANEOUS EXPENSES

12.22	Office and Library Supplies	\$2,350
12.23	Telecommunication	\$451
12.24	Operating Expenditures for Electronic Access	\$1,394
12.25	Postage and Freight	\$1,071
12.26	Other Miscellaneous	\$2,928
12.27	TOTAL MISCELLANEOUS EXPENSES (Total questions 12.22 - 12.26)	\$8,194
12.28	<u>CONTRACT WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE</u>	0

DEBT SERVICE**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)	\$53,922

TRANSFERS**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	<u>TOTAL DISBURSEMENTS AND TRANSFERS</u> (Total questions 12.35 & 12.40)	\$53,922
12.42	<u>BALANCE IN OPERATING FUND</u> -at the End of Fiscal Year <u>Ending 2002</u>	\$15,965
12.43	<u>GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE</u> (Total questions 12.41 & 12.42)	\$69,887

FISCAL AUDIT

12.44	Last audit performed (mm/dd/yyyy)	02/26/2002
12.45	Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	01/01/2001-12/31/2001
12.46	Indicate type of audit (select one):	PRIVATE ACCOUNTING FIRM

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.	Y
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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	<u>REVENUES FROM LOCAL SOURCES</u>	\$593
	<u>INTERFUND REVENUE</u>	
13.2	Transfer from Operating Fund (Same as 12.38)	\$0
	<u>STATE AID FOR CAPITAL PROJECTS</u>	
13.3	State Aid Received for Construction	\$0
	<u>FEDERAL AID FOR CAPITAL PROJECTS</u>	
13.4	LSCA Title II	\$0
13.5	Other	\$0
13.6	TOTAL FEDERAL AID (Total questions 13.4 & 13.5)	\$0
13.7	TOTAL REVENUES (Total questions 13.1, 13.2, 13.3, 13.6)	\$593
13.8	<u>NON REVENUE RECEIPTS</u>	\$0
13.9	TOTAL CASH RECEIPTS (Total questions 13.7 & 13.8)	\$593
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)	\$20,810
13.11	<u>TOTAL CASH RECEIPTS AND BALANCE (Total questions 13.9 & 13.10)</u>	\$21,403

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	Books and Library Materials	\$0
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	<u>TRANSFER TO OPERATING FUND (Same as 11.27)</u>	\$0
14.9	<u>NON-PROJECT EXPENDITURES</u>	\$0
14.10	<u>TOTAL DISBURSEMENTS AND TRANSFERS (Total questions 14.7 - 14.9)</u>	\$0
14.11	CASH BALANCE - End Of Fiscal Year ending 2002	\$21,403

14.12	<u>TOTAL CASH DISBURSEMENTS AND BALANCE</u> (same as Code H8064) (Total questions 14.10 & 14.11)	\$21,403
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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)	0.83
15.3	All Other Paid Staff (Total questions 6.14 - 6.19)	0.37
15.4	Total Paid Employees (Total questions 6.20 - 6.22)	1.20
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)	\$9,132
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)	\$55,998
15.9	Other Operating Expenditures (Total questions 12.21, 12.27, 12.28, 12.32, 12.33)	\$12,606
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)	\$51,102
15.11	Book/Serial Volumes (Total questions 2.7-2.9)	20,279
15.12	Materials in Electronic Format (Total questions 2.14 & 2.15)	9
15.13	Capital Outlay (Total questions 12.14, 12.38, 14.10)	\$2,820

16. Miscellaneous State Calculations

16.1	Local Public Funds from Counties	\$816
16.2	Local Public Funds from Towns	\$35,550
16.3	Local Public Funds from Villages	\$1,000
16.4	Local Public Funds from Cities	\$0
16.5	Local Public Funds from School Districts	\$8,000
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)	\$9,132
16.9	Total Operating Fund Receipts (Total questions 11.25, 11.26, 11.29)	\$55,998
16.10	Adjusted Total Operating Fund Receipts (Total questions 11.25, 11.26, 11.29 minus 11.18)	\$55,998
16.11	Adjusted Total Operating Fund and Balance (11.31 minus 11.18)	\$69,887
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)	\$12,606
16.14	Total Operating Fund Disbursements Excluding Capital (12.35 minus 12.14)	\$51,102
16.15	Adjusted Total Operating Fund Disbursements Excluding Capital (Total questions 12.35 minus 12.14 + 12.28)	\$51,102
16.16	Capital Disbursements from Operating Fund and Capital Fund (Total questions 12.14, 14.10)	\$2,820
16.17	Adjusted Total Operating Fund and Capital Fund Disbursements (Total questions 12.35, 14.10 minus 12.28)	\$53,922

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>	7600522500
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