

# Galway Public Library

## Annual Report For Public And Association Libraries - 2003

	CURRENT YEAR	PREVIOUS YEAR	
<b>1. General Library Information</b>			
Report all information in Part 1 as of December 31, 2003			
1.1	Library ID Number	7600522500	7600522500
1.2	Library Name	Galway Public Library	<i>Galway Public Library</i>
1.3	Community	Galway	<i>Galway</i>
1.4	Beginning Fiscal Reporting Year	1/1/2003	<i>1/1/2002</i>
1.5	Ending Fiscal Reporting Year	12/31/2003	<i>12/31/2002</i>
1.6	Street Address	5264 North Street	<i>5264 North Street</i>
1.7	City	Galway	<i>Galway</i>
1.8	Zip Code (5 Digits Only)	12074	<i>12074</i>
1.9	Four-Digit Zip Code Extension (4 digits only; enter N/A if unknown)	2431	<i>2431</i>
1.10	Mailing Address	P.O. Box 207	<i>P.O. Box 207</i>
1.11	City	Galway	<i>Galway</i>
1.12	Zip Code (5 digits only)	12074	<i>12074</i>
1.13	Four-Digit Zip Code Extension (4 digits only; enter N/A if unknown)	0207	<i>0207</i>
1.14	Telephone Number (enter 10 digits only; enter N/A if no telephone number)	(518) 882-6385	<i>(518) 882-6385</i>
1.15	Fax Number (enter 10 digits only; enter N/A if no fax number)	(518) 882-6385	<i>(518) 882-6385</i>
1.16	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	spandori@sals.edu	<i>spandori@sals.edu</i>
1.17	Library Home Page URL (Enter N/A if no home page URL)	www.galwaypubliclibrary.org	<i>www.galwaypubliclibrary.org</i>
1.18	Indicate the type of library as stated in the library's charter (select one):	PUBLIC	<i>PUBLIC</i>
1.19	Population Chartered to Serve (per 2000 Census)	3589	<i>3589</i>
1.20	Indicate the area chartered to serve as stated in the library's charter (select one):	Town	<i>Town</i>
1.21	Federal Employer Identification Number	161517296	<i>161517296</i>
1.22	County	Saratoga	<i>Saratoga</i>
1.23	School District	Galway	<i>Galway</i>
1.24	Library System	Southern Adirondack Library System	<i>Southern Adirondack Library System</i>
1.25	Title of Library Director/ Manager (select one):	Mrs.	<i>Mrs.</i>
1.26	First Name of Library Director/Manager	Sara	<i>Sara</i>
1.27	Last Name of Library Director/Manager	Pandori	<i>Pandori</i>
1.28	NYS Public Librarian Certification Number	N/A	<i>N/A</i>
1.29	E-mail Address of the Director/Manager	spandori@sals.edu	<i>spandori@sals.edu</i>

1.30	Fax Number of the Director/Manager	(518) 882-6385	(518) 882-6385
1.31	Indicate the type of charter the library currently holds (select one):	PROVISIONAL	PROVISIONAL
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	7/14/2000	7/14/2000
1.33	Date the library was last registered	N/A	N/A
1.34	Does the library charge fees for library cards to people residing outside the system's service area?	N	N
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> N vote held. If no, enter N/A for question 1 and 3, and 0 for question 2 of one repeating group.	N	Y
1.	Name of municipality or district holding the vote	n/a	Galway Central School District
2.	Dollar amount	\$0	\$8,000
3.	Was the vote successful?	N/A	Y
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) <u>or</u> that came from a previous appropriation that is still in effect. (report to the nearest whole number)	14%	
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 <i>each</i> contract. If no, enter N/A for questions 1, 2, and 5, and 0 for question 3 and 4 of one repeating group.	Y	Y
1.	Name of contracting municipality or district	Town of Providence	Town of Providence
2.	Is this a written contractual agreement?	N	N
3.	Population of the geographic area served by this contract	1,841	1,841
4.	Dollar amount of contract	\$1,250	\$1,000
5.	Enter the appropriate code for range of services provided (select one):	FULL	FULL
1.	Name of contracting municipality or district	Town of Charlton	
2.	Is this a written contractual agreement?	Y	
3.	Population of the geographic area served by this contract	3,984	
4.	Dollar amount of contract	\$1,090	
5.	Enter the appropriate code for range of services provided (select one):	FULL	

- 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 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	7,649	7,243
2.2	Adult Non-fiction Books	5,688	5,156
2.3	<b>Total Adult Books (Total questions 2.1 &amp; 2.2)</b>	13,337	12,399
2.4	Children's Fiction Books	6,024	4,257
2.5	Children's Non-fiction Books	1,826	1,601
2.6	<b>Total Children's Books (Total questions 2.4 &amp; 2.5)</b>	7,850	5,858
2.7	<b>Total Cataloged Books (Total questions 2.3 &amp; 2.6)</b>	21,187	18,257

#### Other Print Materials

2.8	Total Uncataloged Books	750	2,000
2.9	Total Print Serials	21	
2.10	All Other Print Materials	0	
2.11	<b>Total Other Print Materials (Total questions 2.8 through 2.10)</b>	771	
2.12	<b>Total Print Materials (Total questions 2.7 and 2.11)</b>	21,958	

### ELECTRONIC MATERIALS

2.13	Electronic Books	0	
2.14	Audio Recordings (includes audio CDs, tapes, etc.)	628	474
2.15	Video Recordings (includes VHS, DVD, etc.)	644	397
2.16	Other Electronic Materials (includes, films, slides, filmstrips, CD-ROMs, etc.)	17	9.00

2.17	Total Electronic Materials (Total questions 2.13 through 2.16)	1,289	
<b>ALL OTHER MATERIALS</b>			
2.18	All Other Materials	0	0
2.19	<b>GRAND TOTAL HOLDINGS</b> (Total questions 2.12, 2.17 and 2.18)	23,247	21,159
<b>DATABASES</b>			
2.20	NOVEL	10	
2.21	Other Databases	6	
2.22	Total Databases (Total questions 2.20 and 2.21)	16	
<b>CURRENT SERIAL SUBSCRIPTIONS</b>			
2.23	Current Print Serial Subscriptions	15	
2.24	Current Electronic Serial Subscriptions	0	
2.25	Total Current Subscriptions (Total questions 2.23 and 2.24)	15	
<b>ADDITIONS TO HOLDINGS</b> - Do <u>not</u> subtract withdrawals or discards.			
2.26	Cataloged Books	3,212	14,920
2.27	All Other Print Materials	15	
2.28	Electronic Materials	415	
2.29	All Other Materials	0	0
2.30	<b>TOTAL ADDITIONS</b> (Total questions 2.26 - 2.29)	3,642	15,182

### 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	18	33
3.2	Young Adult Program Sessions	0	0
3.3	Children's Program Sessions	57	65
3.4	All Other Program Sessions	1	5
3.5	Adult Program Attendance	88	202
3.6	Young Adult Program Attendance	0	0
3.7	Children's Program Attendance	885	855
3.8	All Other Program Attendance	22	281

#### LIBRARY USE

3.9	Library visits (total annual attendance)	12,800	10,300
3.10	Registered Resident Borrowers	638	483
3.11	Registered non-resident borrowers	267	200

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

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

3.14	Does the library have an Internet use policy?	Y	Y
3.15	Does the library have a disaster policy?	Y	Y
<b>ACCESSIBILITY (Answer Y for Yes, N for No)/b&gt;</b>			
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	Y
3.17	Does the library have devices for the deaf and hearing impaired (TTY/TDD)?	N	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	5,557	4,655
4.2	Adult Non-fiction Books	1,833	1,763
4.3	<b>Total Adult Books (Total questions 4.1 &amp; 4.2)</b>	7,390	6,418
4.4	Children's Fiction Books	6,657	4,702
4.5	Children's Non-fiction Books	1,112	818
4.6	<b>Total Children's Books (Total questions 4.4 &amp; 4.5)</b>	7,769	5,520
4.7	<b>Total Cataloged Book Circulation (Total questions 4.3 &amp; 4.6)</b>	15,159	11,938

##### CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	2,747	2,033
4.9	Circulation of Children's Other Materials	1,635	913
4.10	<b>Total Circulation of Other Materials (Total questions 4.8 &amp; 4.9)</b>	4,382	2,946
4.11	<b>Grand Total Circulation Transactions (Total questions 4.7 &amp; 4.10)</b>	19,541	14,884
4.12	<b>Grand Total Circulation of Children's Materials (Total questions 4.6 &amp; 4.9)</b>	9,404	6,433

##### REFERENCE TRANSACTIONS

4.13	Total Reference Transactions	4,100	3,500
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##### INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.14	TOTAL MATERIALS RECEIVED	1,154	2,092
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##### INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.15	TOTAL MATERIALS PROVIDED	1,059	356
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#### 5. Automation and Telecommunications

Report all information as of December 31, 2003.

## SYSTEMS AND SERVICES

5.1	Automated circulation system?	Y	Y
5.2	Online public access catalog (OPAC)?	Y	Y
5.3	Electronic access to your OPAC from outside the library?	Y	Y
5.4	Does the library use Internet filtering software on any computer?	N	N
5.5	Total number of Internet terminals used by the general public.	3	3
5.6	Number of users (in-library only) of electronic resources per year	3,120	

## 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	40
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### BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2	Library Director (certified)	0	0.00
6.3	Vacant Library Director (certified)	0	0
6.4	Librarian (certified)	0	0.00
6.5	Vacant Librarian (certified)	0	0
6.6	Library Manager (not certified)	.83	0.83
6.7	Vacant Library Manager (not certified)	0	0
6.8	Library Specialist/Paraprofessional (not certified)	0	0.00
6.9	Vacant Library Specialist/Paraprofessional (not certified)	0	0
6.10	Other Staff	.63	0.37
6.11	Vacant Other Staff	0	0
6.12	<b>TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8, &amp; 6.10)</b>	1.46	1.20
6.13	<b>VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9, &amp; 6.11)</b>	0.00	0.00

### SALARY INFORMATION

6.14	FTE - Entry Level Librarian (certified)	N/A	N/A
6.15	Salary - Entry Level Librarian (certified)	N/A	N/A
6.16	FTE - Library Director (certified)	N/A	N/A
6.17	Salary - Library Director (certified)	N/A	N/A
6.18	FTE - Library Manager (not certified)	.83	.83
6.19	Salary - Library Manager (not certified)	\$23,896	\$22,977

## 7. Minimum Public Library Standards

Report all information as of December 31, 2003.

7.1	1. Is governed by board-approved written bylaws.	Y	Y
7.2	2. Has a board-approved written long range plan of service.	Y	Y
7.3	3. Presents an annual report to the community.	Y	Y
7.4	4. Has board-approved written policies.	Y	Y
7.5	5. Presents an annual written budget to appropriate funding agencies.	Y	Y
7.6	6. Periodically evaluates the effectiveness of the collection and services in meeting community needs.	Y	Y
7.7	7. Is open the minimum standard number of public service hours for population served. (see instructions)	Y	Y
8. Maintains a facility to meet community needs, including adequate:			
7.8	8a. space	Y	Y
7.9	8b. lighting	Y	Y
7.10	8c. shelving	Y	Y
7.11	8d. seating	Y	Y
7.12	8e. restroom (see instructions)	Y	Y
9. Has the equipment and connections necessary to facilitate access to information:			
7.13	9a. telephone	Y	Y
7.14	9b. photocopier (see instructions)	Y	Y
7.15	9c. microcomputer or terminal	Y	Y
7.16	9d. printer	Y	Y
7.17	9e. fax capability (see instructions)	Y	Y
7.18	10. Distributes printed information listing the library's hours open, borrowing rules, services, location and phone number.	Y	Y
7.19	11. Employs a paid director in accordance with the provisions of section 90.8 of Commissioner's Regulations (see instructions).	Y	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	1
8.2	Branches	0	0
8.3	Bookmobiles	0	0
8.4	Other Outlets	0	0
8.5	<b>TOTAL PUBLIC SERVICE OUTLETS</b> (Total questions 8.1 - 8.4)	1	1

**PUBLIC SERVICE HOURS** - Report hours to two decimal places.

8.6	Minimum Weekly Total Hours - Main Library	25	25
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8.7	Minimum Weekly Total Hours - Branch Libraries	N/A	0
8.8	Minimum Weekly Total Hours - Bookmobiles	N/A	0
8.9	Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	25.00	25.00
8.10	Annual Total Hours - Main Library	1,300	1,300
8.11	Annual Total Hours - Branch Libraries	0	0
8.12	Annual Total Hours - Bookmobiles	0	0
8.13	Annual Hours Open - Total Hours Open (Total questions 8.10 - 8.12)	1,300.00	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 outlet information on main libraries, branches or bookmobiles. Complete one record for *each* main library, branch or bookmobile.

1.	Outlet Name	Galway Public Library	<i>Galway Public Library</i>
2.	Street Address	5264 North St.	<i>5264 North St.</i>
3.	City	Galway	<i>Galway</i>
4.	Zip Code	12074	<i>12074</i>
5.	Four-Digit Zip Code Extension	2431	<i>2431</i>
6.	Phone (enter 10 digits only)	(518) 882-6385	<i>(518) 882-6385</i>
7.	Fax Number (enter 10 digits only)	(518) 882-6385	<i>(518) 882-6385</i>
8.	E-mail Address	spandori@sals.edu	<i>spandori@sals.edu</i>
9.	Outlet URL	www.galwaypubliclibrary.org	<i>N/A</i>
10.	County	Saratoga	<i>Saratoga</i>
11.	Outlet Type Code (select one):	CE	<i>CE</i>
12.	Enter the appropriate outlet code (select one):	LRF	<i>LRF</i>
13.	Indicate the year this outlet was initially constructed	1989	<i>1989</i>
14.	Indicate the year the outlet underwent a major renovation costing \$25,000 or more	N/A	<i>N/A</i>
15.	Square footage of the outlet	1,800	<i>1,800</i>
16.	Does the outlet have a building entrance that is physically accessible to the person in a wheelchair?	Y	<i>Y</i>
17.	Is every public part of the outlet accessible to the person in a wheelchair?	Y	<i>Y</i>
18.	<i>LIBID</i>	7600522500	<i>NY9000</i>
19.	<i>FSCSID</i>	NY9000	<i>7600522500</i>
20.	<i>Metropolitan Status Code</i>	NO	<i>NO</i>
21.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0	<i>0</i>

## 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)	14	15
10.2	Number of <u>voting</u> positions on library board.	9	9

**BOARD MEMBER SELECTION**

10.3	Enter Board Member Selection Code (select one):	A	A
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List Officers and Board Members for the **2004 Calendar Year** Complete one record for *each* board member.

1.	Title of Board Member (select one):	Mrs.	
2.	First Name of Board Member	Elizabeth	<i>Arlene</i>
3.	Last Name of Board Member	Feuerstein	<i>Rhodes</i>
4.	Home Mailing Address	6036 Stanton Road	<i>P.O. Box 25</i>
5.	City	Middle Grove	<i>Galway</i>
6.	Zip Code (5 digits only)	12850	<i>12074</i>
7.	Phone for the Board President only (enter 10 digits only)	N/A	<i>N/A</i>
8.	E-mail address	N/A	<i>n/a</i>
9.	Office Held	N/A	<i>n/a</i>
10.	Term Expires	December	<i>December</i>
11.	Term Expires - Year (yyyy)	2005	<i>2006</i>
1.	Title of Board Member (select one):	Mrs.	
2.	First Name of Board Member	Derrith	<i>Richard</i>
3.	Last Name of Board Member	Hurst	<i>Lane</i>
4.	Home Mailing Address	2545 Old Mill Road	<i>2405 Kimball's Lane</i>
5.	City	Galway	<i>Galway</i>
6.	Zip Code (5 digits only)	12074	<i>12074</i>
7.	Phone for the Board President only (enter 10 digits only)	N/A	<i>N/A</i>
8.	E-mail address	N/A	<i>n/a</i>
9.	Office Held	Treasurer	<i>n/a</i>
10.	Term Expires	December	<i>December</i>
11.	Term Expires - Year (yyyy)	2006	<i>2003</i>
1.	Title of Board Member (select one):	Ms.	
2.	First Name of Board Member	Janet	<i>Mary</i>
3.	Last Name of Board Member	Johnson	<i>Salvino</i>
4.	Home Mailing Address	6040 Stanton Road	<i>P.O. Box 13</i>
5.	City	Middle Grove	<i>Galway</i>
6.	Zip Code (5 digits only)	12850	<i>12074</i>
7.	Phone for the Board President only (enter 10 digits only)	(518) 882-9178	<i>N/A</i>
8.	E-mail address	N/A	<i>N/A</i>
9.	Office Held	President	<i>Secretary</i>
10.	Term Expires	December	<i>December</i>
11.	Term Expires - Year (yyyy)	2004	<i>2007</i>

1.	Title of Board Member (select one):		
2.	First Name of Board Member	Sharyn	<i>Mary Lynn</i>
3.	Last Name of Board Member	Kalinkewicz	<i>Kopper</i>
4.	Home Mailing Address	2537 Old Mill Road	<i>5526 Crooked Street</i>
5.	City	Galway	<i>Broadalbin</i>
6.	Zip Code (5 digits only)	12074	<i>12025</i>
7.	Phone for the Board President only (enter 10 digits only)	N/A	<i>(518) 882-9884</i>
8.	E-mail address	n/a	<i>galwaykopper@cs.com</i>
9.	Office Held	Secretary	<i>President</i>
10.	Term Expires	December	<i>December</i>
11.	Term Expires - Year (yyyy)	2007	<i>2003</i>
1.	Title of Board Member (select one):	Mrs.	
2.	First Name of Board Member	Cathy	<i>Janet</i>
3.	Last Name of Board Member	Brown	<i>Johnson</i>
4.	Home Mailing Address	6022 Stanton Rd.	<i>6040 Stanton Road</i>
5.	City	Middle Grove	<i>Middle Grove</i>
6.	Zip Code (5 digits only)	12850	<i>12850</i>
7.	Phone for the Board President only (enter 10 digits only)		<i>N/A</i>
8.	E-mail address	N/A	<i>N/A</i>
9.	Office Held		<i>Vice-President</i>
10.	Term Expires	December	<i>December</i>
11.	Term Expires - Year (yyyy)	2007	<i>2004</i>
1.	Title of Board Member (select one):	Miss	
2.	First Name of Board Member	Jeanne	<i>Derrith</i>
3.	Last Name of Board Member	Frank	<i>Hurst</i>
4.	Home Mailing Address	5469 Parkis Mills Rd.	<i>2545 Old Mill Road</i>
5.	City	Galway	<i>Galway</i>
6.	Zip Code (5 digits only)	12074	<i>12074</i>
7.	Phone for the Board President only (enter 10 digits only)	N/A	<i>N/A</i>
8.	E-mail address	n/a	<i>N/A</i>
9.	Office Held	n/a	<i>Treasurer</i>
10.	Term Expires	December	<i>December</i>
11.	Term Expires - Year (yyyy)	2008	<i>2006</i>
1.	Title of Board Member (select one):	Mr.	
2.	First Name of Board Member	Harry	<i>Elizabeth</i>
3.	Last Name of Board Member	Moran	<i>Feuerstein</i>
4.	Home Mailing Address	P.O. Box 447	<i>6036 Stanton Road</i>
5.	City	Galway	<i>Middle Grove</i>
6.	Zip Code (5 digits only)	12074	<i>12850</i>
7.	Phone for the Board President only (enter 10 digits only)	N/A	<i>N/A</i>
8.	E-mail address	n/a	<i>N/A</i>
9.	Office Held	na	<i>N/A</i>
10.	Term Expires	December	<i>December</i>
11.	Term Expires - Year (yyyy)	2008	<i>2005</i>

1.	Title of Board Member (select one):		
2.	First Name of Board Member	Arlene	<i>Sharyn</i>
3.	Last Name of Board Member	Rhodes	<i>Kalinkewicz</i>
4.	Home Mailing Address	P.O. Box 25	<i>2537 Old Mill Road</i>
5.	City	Galway	<i>Galway</i>
6.	Zip Code (5 digits only)	12074	<i>12074</i>
7.	Phone for the Board President only (enter 10 digits only)	N/A	<i>N/A</i>
8.	E-mail address	n/a	<i>n/a</i>
9.	Office Held	n/a	<i>N/A</i>
10.	Term Expires	December	<i>December</i>
11.	Term Expires - Year (yyyy)	2006	<i>2007</i>
1.	Title of Board Member (select one):		
2.	First Name of Board Member	vacant	<i>vacant</i>
3.	Last Name of Board Member		<i>na</i>
4.	Home Mailing Address		<i>na</i>
5.	City		<i>na</i>
6.	Zip Code (5 digits only)		<i>N/A</i>
7.	Phone for the Board President only (enter 10 digits only)		<i>N/A</i>
8.	E-mail address		<i>n/a</i>
9.	Office Held		<i>na</i>
10.	Term Expires	December	<i>N/A</i>
11.	Term Expires - Year (yyyy)	2007	<i>2002</i>

## 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	Saratoga
3.	Amount	\$922
4.	Subject to Public Vote	N
5.	Written Contractual Agreement	N
1.	Source of Funds	Town
2.	Name of funding County, Municipality or District	Galway
3.	Amount	\$36,000
4.	Subject to Public Vote	N
5.	Written Contractual Agreement	Y
1.	Source of Funds	Town

2.	Name of funding County, Municipality or District	Providence	
3.	Amount	\$1,250	
4.	Subject to Public Vote	N	
5.	Written Contractual Agreement	N	
1.	Source of Funds	Town	
2.	Name of funding County, Municipality or District	Charlton	
3.	Amount	\$1,090	
4.	Subject to Public Vote	N	
5.	Written Contractual Agreement	Y	
1.	Source of Funds	School District	
2.	Name of funding County, Municipality or District	Galway	
3.	Amount	\$8,000	
4.	Subject to Public Vote	N	
5.	Written Contractual Agreement	Y	
11.2	<b>TOTAL LOCAL PUBLIC FUNDS</b>	\$47,262	\$45,366

**SYSTEM CASH GRANTS TO MEMBER LIBRARY**

11.3	Local Library Services Aid (LLSA)	\$1,500	\$1,500
11.4	Central Library Aid (CLDA and/or CBA)	\$0	\$0
11.5	Additional State Aid received from the System	\$12,000	\$0
11.6	Federal Aid received from the System	\$0	\$0
11.7	Other Cash Grants	\$0	\$140
11.8	<b>TOTAL SYSTEM CASH GRANTS</b> <b>(Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)</b>	\$13,500	\$1,640

**OTHER STATE AID**

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

11.10	LSTA	\$0	\$0
11.11	Other Federal Aid	\$0	\$0
11.12	<b>TOTAL FEDERAL AID (Total questions 11.10 &amp; 11.11)</b>	\$0	\$0
11.13	<b>CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE</b>	\$0	0

**OTHER RECEIPTS**

11.14	Gifts and Endowments	\$5,881	\$4,478
11.15	Fund Raising	\$7,665	\$2,587
11.16	Income from Investments	\$69	\$68
11.17	Library Charges	\$1,397	\$1,126

11.18	Other	\$50	\$733
11.19	<b>TOTAL OTHER RECEIPTS</b> (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$15,062	\$8,992
11.20	<b>TOTAL OPERATING FUND RECEIPTS</b> (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$75,824	\$55,998
11.21	<b>BUDGET LOANS</b>	\$0	\$0
<b>TRANSFERS</b>			
11.22	From Capital Fund (Same as Question 14.8)	\$0	\$0
11.23	From Other Funds	\$0	\$0
11.24	<b>TOTAL TRANSFERS</b> (Add Questions 11.22 and 11.23)	\$0	\$0
11.25	<b>BALANCE</b> - Beginning of Fiscal Year Ending 2003 (Same as 12.42 of previous year if fiscal year has not changed)	\$15,965	\$13,889
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 12.39)	\$91,789	\$69,887

#### QUESTIONS FOR CONNECT

-	Local Public Sources from Counties	922	
-	Local Public Sources from Towns	38340	
-	Local Public Sources from Villages		
-	Local Public Sources from Cities		
-	Local Public Sources from School Districts	8000	
-	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	\$0	0
12.2	Other Staff	\$31,677	\$28,488
12.3	<b>Total Salaries &amp; Wages</b> (Add Questions 12.1 and 12.2)	\$31,677	\$28,488
12.4	<b>Employee Benefits Expenditures</b>	\$3,671	\$3,051
12.5	<b>Total Staff Expenditures</b> (Add Questions 12.3 and 12.4)	\$35,348	\$31,539

### COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	\$5,402	
12.7	Electronic Materials Expenditures	\$0	
12.8	Other Materials Expenditures	\$1,483	
12.9	<b>Total Collection Expenditures</b> (Add Questions 12.6, 12.7 and 12.8)	\$6,885	\$6,957

## CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	\$0	\$0
12.11	From Other Funds (71OF)	\$1,585	\$2,820
12.12	<b>Total Capital Expenditures</b> (Add Questions 12.10 and 12.11)	\$1,585	\$2,820

## OPERATION AND MAINTENANCE OF BUILDINGS

### Repairs to Building & Building Equipment

12.13	From Local Public Funds (72PF)	\$0	\$0
12.14	From Other Funds (72OF)	\$0	\$125
12.15	<b>Total Repairs</b> (Add Questions 12.13 and 12.14)	\$0	\$125
12.16	Other Disbursements for Operation & Maintenance of Buildings	\$4,927	\$4,287
12.17	<b>Total Operation &amp; Maintenance of Buildings</b> (Add Questions 12.15 and 12.16)	\$4,927	\$4,412

## MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	\$1,657	\$2,350
12.19	Telecommunications	\$532	\$451
12.20	Binding Expenses	\$0	
12.21	Postage and Freight	\$1,277	\$1,071
12.22	Other Miscellaneous	\$5,844	\$2,928
12.23	<b>Total Miscellaneous Expenses</b> (Add Questions 12.18, 12.19, 12.20, 12.21 and 12.22)	\$9,310	\$8,194

12.24	<b>CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE</b>	\$2,111	0
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## DEBT SERVICE

### Capital Purposes Loans (Principal and Interest)

12.25	From Local Public Funds (73PF)	\$0	\$0
12.26	From Other Funds (73OF)	\$0	\$0
12.27	<b>Total</b> (Add Questions 12.25 and 12.26)	\$0	\$0
12.28	Budget Loans (Principal and Interest)	\$0	\$0
12.29	Short-Term Loans	\$0	\$0
12.30	<b>Total Debt Service</b> (Add Questions 12.27, 12.28 and 12.29)	\$0	\$0
12.31	<b>TOTAL OPERATING FUND DISBURSEMENTS</b> (Add Questions 12.5, 12.9, 12.12, 12.17, 12.23, 12.24 and 12.30)	\$60,166	\$53,922

## TRANSFERS

### Transfers to Capital Fund

12.32	From Local Public Funds (76PF)	\$0	\$0
12.33	From Other Funds (76OF)	\$0	\$0
	<b>Total</b>		

12.34	(Add Questions 12.32 and 12.33; same as Question 13.2)	\$0	\$0
12.35	<b>Transfer to Other Funds</b>	\$0	\$0
12.36	<b>TOTAL TRANSFERS</b> (Add Questions 12.34 and 12.35)	\$0	\$0
12.37	<b>TOTAL DISBURSEMENTS AND TRANSFERS</b> (Add Questions 12.31 and 12.36)	\$60,166	\$53,922
12.38	<b>BALANCE IN OPERATING FUND</b> -at the End of Fiscal Year Ending 2003	\$31,623	\$15,965
12.39	<b>GRAND TOTAL DISBURSEMENTS, TRANSFERS &amp; BALANCE</b> (Add Questions 12.37 and 12.38; same as Question 11.26)	\$91,789	\$69,887

#### 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). 02/10/2004

#### FISCAL AUDIT

12.41	Last audit performed (mm/dd/yyyy)	02/14/2003	02/26/2002
12.42	Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	01/01/2002-12/31/2002	01/01/2001-12/31/2001
12.43	Indicate type of audit (select one):	Private Accounting Firm	<i>PRIVATE ACCOUNTING FIRM</i>

#### 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.	Y	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.*

#### REVENUES FROM LOCAL SOURCES

13.1	Revenue from Local Sources	\$214	\$593
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#### INTERFUND REVENUE

13.2	Transfer from Operating Fund (Same as Question 12.34)	\$0	\$0
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#### STATE AID FOR CAPITAL PROJECTS

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

13.4	LSCA Title II	\$0	\$0
13.5	Other	\$0	\$0

13.6	<b>TOTAL FEDERAL AID (Add Questions 13.4 and 13.5)</b>	\$0	\$0
13.7	<b>TOTAL REVENUES (Add Questions 13.1, 13.2, 13.3, and 13.6)</b>	\$214	\$593
13.8	<b>NON-REVENUE RECEIPTS</b>	\$0	\$0
13.9	<b>TOTAL RECEIPTS (Add Questions 13.7 and 13.8)</b>	\$214	\$593
13.10	<b>CASH BALANCE - Beginning of Fiscal Year Ending 2003 (Same as Question 14.11 of previous year, if fiscal year has not changed)</b>	\$21,403	\$20,810
13.11	<b>Total Cash Receipts and Balance (Add Questions 13.9 and 13.10; same as Question 14.12)</b>	\$21,617	\$21,403

## 14. Capital Fund Disbursements

### PROJECT EXPENDITURES

14.1	Construction	\$0	\$0
14.2	Incidental Construction	\$0	\$0
<b>Other Disbursements</b>			
14.3	Purchase of Buildings	\$0	\$0
14.4	Interest	\$0	\$0
14.5	Collection Expenditures	\$0	\$0
14.6	<b>Total Other Disbursements (Add Questions 14.3, 14.4, 14.5)</b>	\$0	\$0
14.7	<b>TOTAL PROJECT EXPENDITURES (Add Questions 14.1, 14.2, and 14.6)</b>	\$0	\$0
14.8	<b>TRANSFER TO OPERATING FUND (Same as Question 11.22)</b>	\$0	\$0
14.9	<b>NON-PROJECT EXPENDITURES</b>	\$0	\$0
14.10	<b>TOTAL DISBURSEMENTS AND TRANSFERS (Add Questions 14.7, 14.8 and 14.9)</b>	\$0	\$0
14.11	<b>CASH BALANCE - End Of Fiscal Year ending 2003</b>	\$21,617	\$21,403
14.12	<b>TOTAL CASH DISBURSEMENTS AND BALANCE (Add Questions 14.10 and 14.11; same as Question 13.11)</b>	\$21,617	\$21,403

## 15. Federal Totals

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

15.1	Total ALA-MLS	0.00	0.00
15.2	Total Librarians	0.83	0.83
15.3	All Other Paid Staff	0.63	0.37
15.4	Total Paid Employees	1.46	1.20
15.5	State Government Revenue	\$13,500	\$1,500
15.6	Federal Aid Revenue	\$0	\$0
15.7	Other Operating Revenue	\$15,062	\$9,132



15.8	Total Operating Revenue	\$75,824	\$55,998
15.9	Other Operating Expenditures	\$16,348	\$12,606
15.10	Total Operating Expenditures	\$58,581	\$51,102
15.11	Capital Revenue	\$214	\$2,820
15.12	Capital Expenditures	\$1,585	\$2,820
15.13	Print Materials	21,958	20,279

### 16. For New York State Library Use Only

16.1	<i>LIB ID</i>	7600522500	7600522500
16.2	<i>Interlibrary Relationship Code</i>	ME	ME
16.3	<i>Legal Basis Code</i>	CI	CI
16.4	<i>Administrative Structure Code</i>	SO	SO
16.5	<i>FSCS Public Library Definition</i>	Y	Y
16.6	<i>Geographic Code</i>	OTH	OTH

### Comment Sheet

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