

Division of Library Development
New York State Library

ANNUAL REPORT OF PUBLIC LIBRARIES - 1991

Update Information Sheet for MYNDERSE LIBRARY

Identification Code: 24 00 56 6010

System: FINGER LAKES LIBRARY SYSTEM
County: SENECA CO.
Community: SENECA FALLS

Name of Library: MYNDERSE LIBRARY

Mailing Address: 31 FALL STREET, SENECA FALLS, NY 13148-XXXX

Telephone Number: (315) 568-8265

Telefax Number: 3155688265

Population Chartered to Serve: ~~7466~~ (1980)

Type of Library: ASSOCIATION

Area Chartered to Serve: VILLAGE

Federal Employer Identification Number: 166075457

Total Number of Public Service Outlets:

Branches: 0

Deposit Stations, Reading Centers, etc.: 0

Bookmobiles Operated: 0

Name of Director: MICHAEL CARAHIER

Is Director Certified?: NO Cert. #: _____

Does the Library Director Hold a MLS Degree?: NO

Record of Formal Trustee Actions: (Page A-6)

Latest year of formal trustee action on:

Year

a. Written by-laws

1983

b. Written long-range plan of service for the library

0

c. Written budget request to appropriate funding agency/source

~~1990~~

d. Written policies for operation of the library

1983

e. Report of library accomplishments and activities to the community

0

Update Information for MYNDERSE LIBRARY

Library Services (Page A-7)

1990
Responses

- | | |
|--|-------------------|
| 4. Does the library distribute printed information to the public describing the library's policies and services? | YES |
| 5. Does the library offer programs attended by the public? | NO |
| 6. Does the library periodically measure the effectiveness of the collection in meeting community needs? | NO |
| 7. Does the library maintain registration files? | YES |
| 8. Does the library provide services to persons who cannot visit the library (homebound persons, persons in nursing homes, etc)? | YES |
| 9. Does the library have a building entrance which is physically accessible to the handicapped person in a wheelchair? | NO |
| 10. Does the library have a rest room available for use by the public in the facility in which the library is located? | YES |
| 11. Does the library have a photocopier available for use by the public? | YES |
| 12. Does the library have a microform/microfilm reader available for use by the public? | YES |
| 13. Does the library have one or more microcomputers? | YES |
| 14. Does the library use a computerized circulation system? | NO |
| If yes, which one? | NONE |
| 15. Indicate the library's definition of Children and Young Adults: | |
| Children | Ages 12 and under |
| Young Adults | Ages 12 to 18 |

INSTRUCTIONS: Please review the UPDATE INFORMATION sheet for accuracy. If information has changed since last year, cross it out and then please record correct information on the Annual Report Form in the appropriate location.

Name of Person Reviewing and Correcting Update Form: Michael Caraher
Please Print Clearly

(315) 568-8265
Phone Number

ANNUAL LIBRARY REPORT
FOR THE YEAR
ENDING DECEMBER 31, 1991

OFFICIAL COPY
TO BE SENT TO
DIVISION OF LIBRARY
DEVELOPMENT
STATE LIBRARY
ALBANY, N. Y. 12230

Only record information on this page if Update Information Sheet is incorrect

Community _____

Name of Library _____

Street Address _____

Mailing Address (If different from above) _____

County _____ Zip Code _____

Telephone # _____ Telefax # _____

Population Chartered to Serve 7,370

Type of Library: Association ☐ Public ☐

Area Chartered to Serve:

Town ☐ Village ☐ City ☐

School District ☐ County ☐ Special Legislative District ☐

Other ☐ Specify: _____

Name of Director _____

Is Director Certified? No ☐ Yes ☐ Cert. # _____

PUBLIC SERVICE OUTLETS

of Branches (PO-2)

of Deposit Stations, Reading Centers, etc. (PO-3)

of Bookmobiles Operated (PO-4)

Federal Employer Identification Number _____

Name of Library System _____

PUBLIC SERVICE HOURS

MAIN LIBRARY	Winter (Dates: From Sept. To June)					Summer (Dates: From July To Aug.)				
	A.M.		P.M.		Total Hours	A.M.		P.M.		Total Hours
	From	To	From	To		From	To	From	To	
Sunday										
Monday			2 ; 7	5 ; 9	5			2 ; 7	5 ; 9	5
Tuesday			2 ; 7	5 ; 9	5			2 ; 7	5 ; 9	5
Wednesday	10	noon	2 ; 7	5 ; 9	7	10	noon	2 ; 7	5 ; 9	7
Thursday			2 ; 7	5 ; 9	5			2 ; 7	5 ; 9	5
Friday			2 ; 7	5 ; 9	5			2 ; 7	5 ; 9	5
Saturday			2	5	3					
Total MAIN Library Hours				LG1	30	Total MAIN Library Hours				27
Total BRANCH Hours				LG2		Total BRANCH Hours				
Total BOOKMOBILE Hours				LG3		Total BOOKMOBILE Hours				
WEEKLY TOTAL				LG	30	WEEKLY TOTAL				27

INTERLIBRARY AND AGENCY COOPERATION

	Materials Borrowed on Interlibrary Loan				Materials Loaned On Interlibrary Loan	
	By Specific Request		By Bulk Loans to Augment Collection			
Books	LH	758	LO	476	mc	139
Serials	LI	21	lp		md	
Films, Filmstrips, Slides	LJ	162	LQ	468	me	
Recordings (discs and tapes)	LK		LR	225	mf	
Materials for the Print Handicapped	LL		ls		mg	
Other Nonbook Materials	LM	11	lt		mh	
Total	In	952	lu	1169	MI	139

Number of Interlibrary Loan Requests Forwarded		
Directly To Public Library System	MJ	960
Directly To Other Libraries and Agencies	MK	0
TOTAL	ml	960
Number of Forwarded Interlibrary Loan Requests Filled	MM	952
Number of Forwarded Interlibrary Loan Requests Unfilled	mn	8
TOTAL	mo	960

HOLDINGS AND CIRCULATION

BOOK STOCK

	Holdings - 12/31/90				Purchases and Gifts				Withdrawals				Holdings - 12/31/91				Circulation	
ADULT	Titles		Volumes		Titles		Volumes		Titles		Volumes		Titles		Volumes		Jan 1 - Dec 31	
Fiction	aa	6159	ah	6206	ao	318	av	339	bc	0	bj	0	bq	6477	BX	6545	13470	
Nonfiction	ab	8282	ai	8696	ap	252	aw	301	bd	3	bk	37	br	8531	BY	8960	3615	
Total	ac	14441	aj	14902	aq	570	ax	640	be	3	bl	37	bs	15008	bz	15505	cg	17085
JUVENILE																		
Fiction	ad	1963	ak	2015	ar	66	ay	67	bf	0	bm	0	bt	2029	CA	2082	CH	6290
Nonfiction	ae	1719	al	1732	as	64	az	65	bg	0	bn	0	bu	1783	CB	1797	CI	1957
Total	af	3682	am	3747	at	130	ba	132	bh	0	bo	0	bv	3812	CC	3879	cj	8247
Total Books	ag	18123	an	18649	au	700	BB	772	bi	3	bp	37	bw	18820	cd	19384 ✓	CK	25332 ✓

SERIALS COLLECTION

	Current Subscription Titles		Holdings-12/31/90		Purchases & Gifts		Withdrawals		Holdings 12/31/91		Circulation	
			Bibliographic Volumes		Bibliographic Volumes		Bibliographic Volumes		Bibliographic Volumes		Jan 1 - Dec 31	
Periodicals	dj	59	cp	423	cx	59	df	46	dn	436	1284	
Newspapers	dk	3	cq	8	cy	3	dg	2	do	9		
Other Serials	dl	2	cr	0	cz	2	dh	2	do	0		
Total Serials	DM	64	cs	431	da	64	di	50	DO	445 ✓	du	1284 ✓

NONBOOK MATERIALS

AUDIO-VISUAL MATERIALS	Holdings - 12/31/90				Purchase & Gifts				Withdrawals				Holdings - 12/31/91				Circulation Jan 1 - Dec 31	
	Titles		Physical Items		Titles		Physical Items		Titles		Physical Items		Titles		Physical Items			
Films	ea	0	dv		ep	0	ek		fe	0	ez		ft	0	FO			
Filmstrips	eb	0	dw		eq	0	el		ff	0	fa		fu	0	FP			
Slides	ec	0	dx		er	0	em		fg	0	fb		fv	0	fq			
Audio Recordings	ed	1	dy	1	es	0	en		fh	0	fc		fw	1	FR	1	306	
Video Recordings	vc	119	va	124	vi	8	vg	8	vo	0	vm	0	vu	127	VS	132	3318	
Other (Specify)	xb		xa		xd		xc		xf		xe		xh		xg			
Total	ee	120	dz	125	et	8	EO	8	fi	0	fd	0	fx	128	FS	133 ✓	GH 3624 ✓	
MATERIALS FOR THE PRINT HANDICAPPED	Holdings - 12/31/90				Purchase & Gifts				Withdrawals				Holdings - 12/31/91				Circulation Jan 1 - Dec 31	
	Titles		Physical Items		Titles		Physical Items		Titles		Physical Items		Titles		Physical Items			
Talking Books	gm	286	gi	607	gy	40	gu	154	hk	0	hg	0	hw	326	HS	761	776	
Braille Material	gn		gj		gz		gv		hl		hh		hx		ht			
Other (Specify)	go		gk		ha		gw		hm		hi		hy		hu			
Total	gp	286	gl	607	hb	40	gx	154	hn	0	hj	0	hz	326	HV	761 ✓	ih 776 ✓	

OTHER NONBOOK MATERIALS

	PHYSICAL ITEMS								Circulation	
	Holdings 12/31/90		Additions		Withdrawals		Holdings 12/31/91		Jan 1 - Dec 31	
Pamphlets	ij	58	it	0	jd	0	jn	58		
Documents	ik		iu		je		jo			
Catalogs	il		iv		if		jp			
Manuscripts	im	3	iw	0	jg	0	jq	3		
Sheet Music	in		ix		jh		jr			
Maps	io	102	iy	19	ji	0	js	121		4
Pictures & Photographs	ip		iz		jj		jt			
Framed Pictures	iq	9	ja	0	jk	0	ju	9		
Microcomputer Software	ms	25	mt	0	mu	0	mv	25		
Hearing Impaired Other (Specify) Devices	ir	6	jb	0	jl	0	jv	6		1
AV Equipment										1
Bi-Fokal Kits										2
Total	is	203	jc	19	jm	0	jw	222 ✓	kg	13 ✓
Total Nonbook	ka	203	kb	19	kc	0	kd	222	kh	13

GRAND TOTAL HOLDINGS 12/31/91 (cd+DQ+FS+HV+JW)	ki	20945 ✓
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GRAND TOTAL CIRCULATION Jan. 1 - Dec. 31 (CK+du+GH+lh+kg)	kj	31029 ✓
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OFFICERS AND TRUSTEES

Library Name Mynderse Library

List Information for Calendar Year 1992

(If more sheets are needed, xerox this page; use as continuation page.)

ADDRESS LISTING

NAME	COMPLETE HOME ADDRESS (Include Zip Code)	PHONE	OFFICE HELD	DATE TERM EXPIRES
Edward E. Chase	1 Leland Drive, Seneca Falls, 13148	568-5179	President	1994
Janice Day	2837 Old State Road, Seneca Falls, 13148	568-2117	Vice President	1994
Frances Hyatt	91 Cayuga Street, Seneca Falls, 13148	568-8558	Secretary	1993
David Brophy	286 Fall Street, Seneca Falls, 13148	568-2391	Treasurer	1992
David Seidman	146 Cayuga Street, Seneca Falls, 13148	568-4161	Vice Treasurer	1993
Dennis Bender	15 Daniels Street, Seneca Falls, 13148	568-5359		1992
Samuel Dickieson	10 Daniels Street, Seneca Falls, 13148	568-6958		1993
William Ottemiller	137 Cayuga Street, Seneca Falls, NY 13148	568-8271		1994
Duane Snyder	5 Washington Street, Seneca Falls, 13148	568-5423		1992

NUMBER OF TRUSTEES' MEETINGS HELD DURING THE 1991 CALENDAR YEAR

Usual scheduled date and hour of meetings (for example:

Second Tuesday of the month at 8:00 p.m. or give specific dates)

First Wednesday of every other month at 4:30 pm.

RECORD OF TRUSTEE ACTIONS

Latest year of formal trustee action on:

- a. written by-laws
- b. written long-range plan of service for the library
- c. written budget request to appropriate funding agency/source
- d. written policies for operation of the library
- e. report of library accomplishments and activities to the community

YEAR

 1991

If no action has even been taken, record a zero (0) in the "year" column for that item.

Only record information for starred (*) items if Update Information Sheet is incorrect

LIBRARY SERVICES

Only record information for starred (*) items if Update Information Sheet is incorrect.

1. Total attendance in library during the year. (See instructions)		(N1)	21486
2. Total in-library use of materials during the year.		(N2)	2496
3. Total reference transactions during the year.		(N4)	1560
4. Does the library distribute printed information to the public describing the library's policies and services?		(N5)	Yes <input type="checkbox"/> No <input type="checkbox"/> *
5. Does the library offer programs attended by the public?		(N6)	Yes <input type="checkbox"/> No <input type="checkbox"/> *
6. Does the library periodically measure the effectiveness of the collection in meeting community needs?		(N7)	Yes <input type="checkbox"/> No <input type="checkbox"/> *
7. Does the library maintain registration files?		(N11)	Yes <input type="checkbox"/> No <input type="checkbox"/> *
8. Does the library provide services to persons who cannot visit the library (homebound persons, persons in nursing homes, etc.)?		(N12)	Yes <input type="checkbox"/> No <input type="checkbox"/> *
9. Does the library have a building entrance which is physically accessible to the handicapped person in a wheelchair?		(N13)	Yes <input type="checkbox"/> No <input type="checkbox"/> *
10. Does the library have a restroom available for use by the public in the facility in which the library is located?		(N14)	Yes <input type="checkbox"/> No <input type="checkbox"/> *
11. Does the library have a photocopier available for use by the public?		(N15)	Yes <input type="checkbox"/> No <input type="checkbox"/> *
12. Does the library have a microform/microfilm reader available for use by the public?		(N16)	Yes <input type="checkbox"/> No <input type="checkbox"/> *
13. Does the library have one or more microcomputers?		(N17)	Yes <input type="checkbox"/> No <input type="checkbox"/> *
If YES, indicate total number of:	Microcomputers with 48K or more memory	(N18)	2
	Modems	(N19)	1
	Printers	(N20)	3
	Microcomputers included in the above that are intended for public use	(N21)	1
14. Does the library use a computerized circulation system?		(N22)	Yes <input type="checkbox"/> No <input type="checkbox"/> *
If YES, which one?		(N23)	

AGE DEFINITIONS FOR CHILDREN AND YOUNG ADULTS			
15. Indicate the library's age definitions of Children and Young Adults in N24 and N25.			
CHILDREN: choose one age category	<input checked="" type="checkbox"/> 14. (ages 14 and under) <input checked="" type="checkbox"/> 13. (ages 13 and under)	<input checked="" type="checkbox"/> 12. (ages 12 and under) <input type="checkbox"/> Specify any other ages	(N24) 12
YOUNG ADULTS: choose one age category	<input checked="" type="checkbox"/> 12. (ages 12 to 18) <input checked="" type="checkbox"/> 13. (ages 13 to 18)	<input checked="" type="checkbox"/> 14. (ages 14 to 18) <input type="checkbox"/> Specify any other ages	(N25) 12
PROGRAM SESSIONS FOR CHILDREN AND YOUNG ADULTS (See instructions)			
16. Number of program sessions for Children		(N26)	50
17. Number of program sessions for Young Adults		(N27)	0
PROGRAM ATTENDANCE FOR CHILDREN AND YOUNG ADULTS (See instructions)			
18. Attendance at programs for Children		(N28)	400
19. Attendance at program for Young Adults		(N29)	0

LIBRARY PERSONNEL

Please record in P1 the number of hours per work week used to compute FTE (Full-Time Equivalent) for all Library Personnel for Col. 1, Col. 4 and Col. 5. Refer to the instructions, page 9 for examples of how to compute FTE.

P1

30

LIBRARIAN SERIES

TITLE		Number of Positions Filled as of 12/31/91							1991 Salary Range For This Title	
LIBRARIAN SERIES (Report in This Section Only Certified Librarians Holding an ALA Accredited MLS Degree)	(1) 1991 FTE Positions Budgeted	(2) Full-Time		(3) Part-Time		FTE (4) Part-Time		(5) * Total FTE	Beginning Salary	Maximum Salary
		Female	Male	Female	Male	Female	Male			
Lib. Dir. V										
Lib. Dir. IV										
Lib. Dir. III										
Lib. Dir. II										
Lib. Dir. I										
Ass't Lib. Dir. III										
Ass't Lib. Dir. II										
Ass't Lib. Dir. I										
Libn. (Dept. Head) IV										
Libn. (Specialized Services) IV										
Libn. IV										
Libn. (Dept. Head) III										
Libn. (Ass't Dept. Head) III										
Libn. (Specialized Services) III										
Libn. II										
Libn. (Specialized Services) II										
Libn. I										
Other Libn. (Specify)										
TOTAL									Report Salary in Code L7410.141	

* Column 5 = Total of Column 2, Plus Total of Column 4

OTHER PERSONNEL SERIES

TITLE	(1) 1991 FTE Positions Budgeted	Number of Positions Filled as of 12/31/91							Salary Range	
		(2) Full-Time		(3) Part-Time		FTE (4) Part-Time		(5) * Total FTE	Beginning Salary	Maximum Salary
		Female	Male	Female	Male	Female	Male			
LIBRARY TECHNICIAN SERIES										
Library Director	1		1					1.0		
Other (Specify)										
									Report Salary in	
Subtotal	1		1					1.0	Code L7410.142A	
CLERICAL STAFF SERIES										
Chief Library Clerk										
Principal Library Clerk										
Senior Library Clerk										
Library Clerk	.6			1				.6		
Senior Library Typist										
Typist										
Page										
Other (Specify)										
									Report Salary in	
Subtotal	.6			1		.6		.6	Code L7410.142B	
OTHER SUPPORT STAFF (Specify)										
									Report Salary in	
Subtotal									Code L7410.143	
BINDERY STAFF (Specify)										
									Report Salary in	
Subtotal									Code L7410.142C	
BUILDING MAINTENANCE AND OPERATION STAFF (Specify)										
Janitor	1.5				1		.5	.5		
									Report Salary in	
Subtotal	1.5				1		.5	.5	Code L7410.142D	
TOTAL OTHER PERSONNEL	2.1		1	1	1	.6	.5	2.1		
TOTAL VOLUNTEERS								0		

* Col. 5 = Total of Col. 2 Plus Total of Col. 4

ADDITIONAL PERSONNEL DATA

HOURS AND SALARIES

1. What will be the 1992 entry-level annual salary for a full-time certified librarian with an MLS and no experience?
2. How many hours did the Library Director work per week in 1991?
3. What was the 1991 annual salary for the Library Director?
4. How many hours will the Library Director work per week in 1992?
5. What will be the 1992 annual salary for the Library Director?

HS2	
HS3	30
HS4	\$19,600
HS5	30
HS6	\$20,384

EDUCATION LEVEL OF DIRECTOR

1. Does the Library Director hold a Master's Degree in Library and Information Science? (Enter Yes or No)
2. Enter "X" in the spaces which indicate all levels of education the Library Director has attained.
 - a. High School Diploma/GED
 - b. Two Years College (Associates)
 - c. Four Years College (Bachelors)
 - d. Graduate School - Master's Degree - Library and Information Science
 - e. Graduate School - Doctorate - Library and Information Science
 - f. Other than any of the above (Please specify)

1	No
2	
2a.	X
2b.	X
2c.	X
2d.	
2e.	
2f.	X

Master's Degree in Elementary
Education

The University of the State of New York
The State Education Department
Division of Library Development
Cultural Education Center - Room 10B41
Empire State Plaza
Albany, New York 12230

NAME OF LIBRARY OR SYSTEM Mynderse Library NAME OF DIRECTOR Michael T. Caraher
LOCATION 51 Fall Street NAME OF TREASURER David J. Brophy
Seneca Falls, NY 13148

OPERATING FUND REPORT 1991

OPERATING FUND RECEIPTS - Jan.1 - Dec. 31 (Round to nearest whole dollar)

<u>LOCAL PUBLIC FUNDS</u>	<u>Code</u>		
County(ies) _____	002A		
Town(s) <u>Seneca Falls</u>	002B	<u>5,000</u>	
Village(s) <u>Seneca Falls</u>	002C	<u>950</u>	
City of _____	002D		
School District of <u>Seneca Falls</u>	002E	<u>5,000</u>	
Other (Specify) _____	002F		
TOTAL LOCAL PUBLIC FUNDS	002		<u>10,950</u>
<u>SYSTEM CASH GRANTS - MEMBER LIBRARY</u>			
Cash grants other than LLIA	L2760	<u>2,980</u>	
Cash derived from LLIA	L3840A1	<u>482</u>	
TOTAL SYSTEM CASH GRANTS	L3840A1A		<u>3,462</u>
<u>STATE AID</u>			
<u>MEMBER LIBRARY ONLY</u>			
Other than LLIA (Specify) _____			
	L3840A2		
<u>SYSTEM HEADQUARTERS ONLY</u>			
Local Library Incentive Aid:			
Kept for headquarters	L3840B1		
Distributed to members _____	L3840B2		
Total LLIA _____	L3840B		
Annual Aid	L3840C		
Central Library Development Aid	L3840D		
Central Book Aid	L3840E		
NYPL - The Research Libraries	L3840F		
Special Grants	L3840G		
Institution Library Grant	L3840H		
Coordinated Outreach Grant	L3840J		
Regional Automation _____			
Pub. Lib. Sys. Automation _____			
Total Automation	L3840K		
Correctional Facilities Aid	L3840L		
Other (Specify) _____	L3840M		
TOTAL STATE AID	L3840		<u>-0-</u>

OPERATING FUND RECEIPTS - Jan. 1 - Dec. 31 (cont'd)

FEDERAL AID

MEMBER LIBRARY ONLY

Library Operation

LSCA

Title V

L4839A

Title VI

L4839B

Total LSCA

L4839C

-0-

Other Federal Aid

(Specify Act and Title)

L4839D

-0-

SYSTEM HEADQUARTERS ONLY

Library Operation

LSCA

Title I

L4840A

Title III

L4840B

Title V

L4840B1

Title VI

L4840B2

Total LSCA

L4840C

-0-

ESEA

L4840D

-0-

Other Federal Aid

(Specify Act and Title)

L4840E

-0-

TOTAL FEDERAL AID

L4840

-0-

CONTRACTS WITH PUBLIC LIBRARY AND/OR PUBLIC LIBRARY SYSTEMS

IN NEW YORK STATE

Free Association Libraries

L2080

Other Than Free Association Libraries

010

TOTAL CONTRACTS

012

-0-

OTHER RECEIPTS

Gifts and Endowments

L2705

5,635

Income from Investments

Interest and Earnings

L2401

4,418

Endowment and Trust Fund

L2755

13,254

Proceeds from Sale of Property

Real Property

L2660

Equipment

L2665

Refunds

L2701

Sale of Scrap and Excess Materials

L2650

Sale of Instructional Supplies -

Unneeded Books

L2670

710

OPERATING FUNDS RECEIPTS - Jan. 1 - Dec. 31 (cont'd)

Library Charges - Fines and Rentals	L2082	<u>1,227</u>		
Rental of Real Property	L2410	<u>341</u>		
Rental of Real Property - Other				
Governments	L2412			
Equipment Rental	L2414	<u>1,285</u>		
Commissions	L2450			
Insurance Recoveries	L2680			
Other Compensation for Loss	L2690			
Other (Specify) <u>United Way & Memberships</u>	L2770	<u>15,300</u>		
TOTAL OTHER RECEIPTS	009		<u>42,170</u>	
TOTAL RECEIPTS	011			<u>56,582</u>
<u>BUDGET LOANS</u>	TOTAL	013		<u>-0-</u>
<u>TRANSFERS</u>				
From Capital Fund	L2850	<u>-0-</u>		
(Same as H9510.9, Pg. F-10)				
From Other Funds (Specify)	017	<u>-0-</u>		
TOTAL TRANSFERS	L2850A			<u>-0-</u>
<u>BALANCE - JANUARY 1, 1991</u>				
(Same as code 999 of previous year)				
Cash	001A	<u>73,968</u>		
Temporary Investments	001B			
TOTAL BALANCE	001			<u>73,968</u>
TOTAL RECEIPTS, LOANS, TRANSFERS AND BALANCE	018.....			<u>130,550</u>
(Must agree with Code 998, Pg. F-8)				

CERTIFICATION

I hereby certify that this is a true and accurate report and that this library system is operating under its approved plan of service in accordance with the provisions of the Education Law and the Regulations of the Commissioner of Education.

Daniel J. Murphy Treasurer
Signature of Board President or Treasurer

Date 1/21/92

Michael L. Carahan
Signature of Director

Date 1/21/92

Fiscal Year January 1, 1991 to December 31, 1991

Date Last Audit Performed _____

Please check type of Audit: () City; () County; () State; () Private

Name of firm, if private _____

PLEASE BE SURE THAT ORIGINAL SIGNATURES OF THE BOARD PRESIDENT OR TREASURER, AND DIRECTOR APPEAR ON ALL COPIES SUBMITTED TO LIBRARY DEVELOPMENT. PHOTOCOPIED SIGNATURES ARE NOT ACCEPTABLE.

OPERATING FUND DISBURSEMENTS - Jan. 1 - Dec. 31 (Round to the nearest whole dollar)PERSONNEL COSTSSALARIES

Certified Librarians Series	L7410.141		
Other Personnel Series			
Library Technician	L7410.142A	19,651	
Clerical Staff	L7410.142B	4,048	
Bindery Staff	L7410.142C		
Building Staff	L7410.142D		
Total Support Series	L7410.142	23,699	
Other Support Staff	L7410.143	-0-	
TOTAL SALARIES	L7410.1		23,699

EMPLOYEE BENEFITS

State Retirement	L9010.0		
Private Retirement	L9022.8		
Social Security	L9030.8	1,814	
Workmen's Compensation	L9040.8	305	
Life Insurance	L9045.8		
Unemployment Insurance	L9050.8	176	
Disability Insurance	L9055.8	70	
Hospital & Medical Insurance	L9060.8		
TOTAL EMPLOYEE BENEFITS	L9199.0		2,365

TOTAL PERSONNEL COSTS

190

26,064

LIBRARY MATERIALS AND BINDINGBOOKS

Microform	L7410.410A		
Nonmicroform	L7410.410B	11,992	
TOTAL BOOKS	L7410.410		11,992

SERIALS

Periodicals			
Microform	L7410.413A		
Nonmicroform	L7410.413B	1,696	
Total Periodicals	L7410.413C	1,696	
Other Serials			
Microform	L7410.413D		
Nonmicroform	L7410.413E		
Total Other Serials	L7410.413F	-0-	
TOTAL SERIALS	L7410.413		1,696

OPERATING FUND DISBURSEMENTS - Jan. 1 - Dec. 31 (cont'd)

AV MATERIALS

Films, filmstrips, slides	L7410.411	_____		
Recordings (cassettes, tapes, discs; also video tapes and discs)	L7410.412	_____		
AV Rental	L7410.417	_____		
TOTAL AV MATERIALS	205		<u>-0-</u>	

OTHER NONBOOK MATERIALS

Materials for the Print Handicapped	L7410.414		<u>-0-</u>	
Itemized nonbook	L7410.415	_____		
Bookbinding	L7410.416	<u>122</u>		
Other Miscellaneous (Specify) _____	L7410.429	_____		
Total	415		<u>122</u>	
TOTAL OTHER NONBOOK	204			<u>122</u>
TOTAL LIBRARY MATERIALS & BINDING	L7410.42			<u>13,810</u>

**GRANTS TO MEMBER LIBRARIES -
SYSTEM HEADQUARTERS ONLY**

Cash Grants

Total paid from LLIA _____	L7410.490A			
Total paid from other System funds	L7410.490B	_____		
Total paid to central/cocentral libraries under Ed. Law 273.1.b	L7410.490C	_____		
Total Cash Grants - Other than LLIA (.490B + .490C)	L7410.490		<u>-0-</u>	
Book Grants	L7410.495		<u>-0-</u>	
Other Grants	L7410.496		<u>-0-</u>	
TOTAL GRANTS	L7410.49			<u>-0-</u>

CAPITAL EXPENDITURES FROM OPERATING FUNDS

Bookmobile	L7410.201	_____		
Other Vehicles	L7410.202	_____		
All Other Equipment				
Audiovisual Equipment	L7410.203A	_____		
Other Equipment	L7410.203B	_____		
Total All Other Equipment	L7410.203	_____		
TOTAL CAPITAL EXPENDITURES	L7410.2			<u>-0-</u>
From Local Public Funds 71PF _____				
From Other Funds 71OF _____				
Total (same as L7410.2)		_____		

OPERATING FUND DISBURSEMENTS - Jan. 1 - Dec. 31 (cont'd)OPERATION MAINTENANCE OF BUILDINGS

Fuel and Utilities	L7410.450	<u>3,578</u>	
Custodial Supplies	L7410.451	<u>283</u>	
Repairs to Buildings & Building Equipment			
From Local Public Funds	72PF		
From Other Funds	72OF	<u>1,426</u>	
Total	L7410.452	<u>1,426</u>	
Rental of Quarters	L7410.453		
Insurance	L7410.454	<u>1,475</u>	
Building Service Contracts	L7410.469	<u>1,235</u>	
TOTAL OPERATION & MAINTENANCE OF BUILDINGS	L7410.46		<u>7,997</u>

AUTOMOTIVE EXPENSES

Operation of Bookmobiles	L7410.470		
Operation of Other Vehicles	L7410.471		
Maintenance of Bookmobiles	L7410.472		
Maintenance of Other Vehicles	L7410.473		
TOTAL AUTOMOTIVE EXPENSES	L7410.47		

MISCELLANEOUS EXPENSES

Office and Library Supplies	L7410.430	<u>899</u>	
Telephone	L7410.431	<u>626</u>	
TWX/Dataphone	L7410.432	<u>-0-</u>	
Postage and Freight	L7410.433	<u>368</u>	
Publicity and Printing	L7410.434	<u>-0-</u>	
Travel	L7410.435	<u>198</u>	
Membership Dues	L7410.438		
Rental, Repair, and Maintenance of Office Equipment	L7410.439		
Professional Fees	L7410.437		
Contracts with Private Concerns for Processing	L7410.440		
Other (Specify) <u>Miscellaneous</u>	900	<u>80</u>	
TOTAL MISCELLANEOUS EXPENSES	906		<u>2,171</u>

CONTRACTS WITH PUBLIC LIBRARIES
AND/OR PUBLIC LIBRARY SYSTEMS
IN NEW YORK STATE

L7410.436		<u>-0-</u>
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OPERATING FUND DISBURSEMENTS - Jan. 1 - Dec. 31 (cont'd)

DEBT SERVICE

PRINCIPAL

Loans - Capital Purposes		L9710.6	_____	
From Local Public Funds	73PF	_____		
From Other Funds	73OF	_____		
Loans - Budget		L9750.6	_____	
From Local Public Funds	74PF	_____		
From Other Funds	74OF	_____		
TOTAL PRINCIPAL		L9899.6	_____	-0-

INTEREST

Loans - Capital Purposes		L9710.7	_____	
From Local Public Funds	75PF	_____		
From Other Funds	75OF	_____		
Loans - Budget		L9750.7	_____	
From Local Public Funds	76PF	_____		
From Other Funds	76OF	_____		
Loans - Short Term		L9770.7	_____	
From Local Public Funds	77PF	_____		
From Other Funds	77OF	_____		
TOTAL INTEREST		L9899.7	_____	-0-
TOTAL DEBT SERVICE		L9899.0	_____	-0-

<u>TOTAL OPERATING FUND DISBURSEMENTS</u>	911			<u>50,042</u>
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TRANSFERS

TRANSFERS TO CAPITAL FUND CODE H2810

From Local Public Funds	78PF	_____	
From Other Funds	78OF	_____	
Total		L9550.9	-0-

TRANSFERS TO OTHER FUNDS - IDENTIFY

_____	L95	-0-	
TOTAL TRANSFERS	956		-0-
TOTAL DISBURSEMENTS AND TRANSFERS	915		<u>50,042</u>

BALANCE IN OPERATING FUND - December 31, 1991

Cash	999A	<u>80,508</u>	
Temporary Inv.	999B	_____	
Total		999	<u>80,508</u>

TOTAL DISBURSEMENTS, TRANSFERS, & BALANCE
CAPITAL FUNDS REPORT FOLLOWS: YES__ NO ☒

998 (Must agree with Code 018, Pg. F-3).....	<u>130,550</u>
F-8	

CAPITAL FUND REPORT - 1991**CAPITAL FUND RECEIPTS - Jan. 1 - Dec. 31 (Round to nearest whole dollar)**

	<u>Code</u>		
<u>REVENUES FROM LOCAL SOURCES</u>			
Interest and Earnings	H2401	_____	
Gifts and Donations	H2705	_____	
Premium and Accrued Interest on Borrowings	H2710	_____	
Financing from Other Local Sources			
(Specify) _____	H2770	_____	
TOTAL REVENUE FROM LOCAL SOURCES	H2799	_____	
<u>INTERFUND REVENUE</u>			
Transfer from Operating Fund - Code L9550.9	H2810	_____	
<u>STATE AID FOR CAPITAL PROJECTS</u>			
State Aid Received for Construction	H3893	_____	
<u>FEDERAL AID FOR CAPITAL PROJECTS</u>			
LSCA Title II	H4893A	_____	
Other (Specify) _____	H4893B	_____	
TOTAL FEDERAL AID	H4893	_____	
TOTAL REVENUES	H5000	_____	
<u>NONREVENUE RECEIPTS</u>			
Advance from Other Funds	H5075	_____	
Sale of Investments	H5085	_____	
Other Nonrevenue Receipts (Specify) _____	H5095	_____	
Obligations Issued			
Serial Bonds	H5710	_____	
Installment Bonds	H5720	_____	
Other Obligations (Specify) _____	H5785	_____	
Bond Anticipation Notes	H5730	_____	
Capital Notes	H5740	_____	
Revenue Anticipation Notes	H5770	_____	
TOTAL NONREVENUE RECEIPTS	H5999	_____	
TOTAL CASH RECEIPTS	H6000	_____	
<u>CASH BALANCE - JANUARY 1, 1991</u>			
(Same as code H8067 of previous year)	H8061	_____	
<u>TOTAL CASH RECEIPTS AND BALANCE</u>	H8064 (Must agree with Code H8068, Pg. F-10).....	_____	

CAPITAL FUND REPORT - 1991

CAPITAL FUND DISBURSEMENTS - Jan. 1 - Dec. 31 (Round to nearest whole dollar)

	Code		
<u>PROJECT EXPENDITURES</u>			
Construction			
General Construction	H890.393	_____	
Heating and Ventilating	H890.394	_____	
Plumbing	H890.395	_____	
Electrical	H890.396	_____	
Other	H890.399	_____	
Total Construction	741	_____	
Incidental Construction			
Architect's Commission & Expenses	H890.345	_____	
Site Acquisition	H890.391	_____	
Furniture and Equipment	H890.200	_____	
Other Incidental Costs	H890.340	_____	
Total Incidental Construction	742	_____	
Other Disbursements			
Purchase of Buildings	H890.392	_____	
Interest	H890.370	_____	
Books and Library Materials	H890.349	_____	
Total Other Disbursements	743	_____	
TOTAL PROJECT EXPENDITURES	744	_____	_____
<u>TRANSFER TO OPERATING FUND -</u>	H9510.9	_____	_____
(Same as Code L2850, Pg. F-3)			
<u>NONPROJECT EXPENDITURES</u>			
Redemption of Bond Anticipation Notes	H9930.5	_____	
Redemption of Revenue Anticipation Notes	H9970.5	_____	
Repayment of Advances from Other Funds	H9975.5	_____	
Purchase of Investments	H9985.5	_____	
Other (Specify) _____	H9995.5	_____	
TOTAL NONPROJECT EXPENDITURES	H9998.0	_____	_____
<u>TOTAL DISBURSEMENTS AND TRANSFER</u>	745	_____	_____
<u>CASH BALANCE - DECEMBER 31, 1991</u>	H8067	_____	_____
<u>TOTAL CASH DISBURSEMENTS AND BALANCE</u>	H8068 (Must agree with Code H8064, Pg. F-9).....	_____	_____

with

Below, list each contract

[illegible]