

# Seneca Falls 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	2400566010
1.2	Library Name	Seneca Falls Library
1.3	Community	Seneca Falls
1.4	Beginning Fiscal Reporting Year	1/1/2003
1.5	Ending Fiscal Reporting Year	12/31/2003
1.6	Street Address	47 Cayuga Street
1.7	City	Seneca Falls
1.8	Zip Code (5 Digits Only)	13148
1.9	Four-Digit Zip Code Extension (4 digits only; enter N/A if unknown)	N/A
1.10	Mailing Address	47 Cayuga Street
1.11	City	Seneca Falls
1.12	Zip Code (5 digits only)	13148
1.13	Four-Digit Zip Code Extension (4 digits only; enter N/A if unknown)	N/A
1.14	Telephone Number (enter 10 digits only; enter N/A if no telephone number)	(315) 568-8265
1.15	Fax Number (enter 10 digits only; enter N/A if no fax number)	(315) 568-1606
1.16	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	myndersl@rochester.rr.com
1.17	Library Home Page URL (Enter N/A if no home page URL)	www.senecafallslibrary.org
1.18	Indicate the type of library as stated in the library's charter (select one):	ASSOCIATION
1.19	Population Chartered to Serve (per 2000 Census)	6861
1.20	Indicate the area chartered to serve as stated in the library's charter (select one):	Village
1.21	Federal Employer Identification Number	166075457

1.22	County	Seneca
1.23	School District	Seneca Falls Central Schools
1.24	Library System	Finger Lakes Library System
1.25	Title of Library Director/ Manager (select one):	Mr.
1.26	First Name of Library Director/Manager	Michael
1.27	Last Name of Library Director/Manager	Caraher
1.28	NYS Public Librarian Certification Number	N/A
1.29	E-mail Address of the Director/Manager	myndersl@rochester.rr.com
1.30	Fax Number of the Director/Manager	(315) 568-1606
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	12161898
1.33	Date the library was last registered	12311975
1.34	Does the library charge fees for library cards to people residing outside the system's service area?	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> 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	\$0
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) <u>or</u> that came from a previous appropriation that is still in effect. (report to the nearest whole number)	23%
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.	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. Y

## 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	8,291
2.2	Adult Non-fiction Books	6,444
2.3	Total Adult Books (Total questions 2.1 & 2.2)	14,735
2.4	Children's Fiction Books	3,149
2.5	Children's Non-fiction Books	1,782
2.6	Total Children's Books (Total questions 2.4 & 2.5)	4,931
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	19,666

#### Other Print Materials

2.8	Total Uncataloged Books	1,053
2.9	Total Print Serials	293
2.10	All Other Print Materials	38
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	1,384
2.12	Total Print Materials (Total questions 2.7 and 2.11)	21,050

### ELECTRONIC MATERIALS

2.13	Electronic Books	0
2.14	Audio Recordings (includes audio CDs, tapes, etc.)	1,464
2.15	Video Recordings (includes VHS, DVD, etc.)	253
2.16	Other Electronic Materials (includes, films, slides, filmstrips, 0 CD-ROMs, etc.)	0
2.17	Total Electronic Materials (Total questions 2.13 through 2.16)	1,717

### ALL OTHER MATERIALS

2.18	All Other Materials	402
2.19	GRAND TOTAL HOLDINGS (Total questions 2.12, 2.17 and 2.18)	23,169

### DATABASES

2.20	NOVEL	10
2.21	Other Databases	6

2.22	Total Databases (Total questions 2.20 and 2.21)	16
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**CURRENT SERIAL SUBSCRIPTIONS**

2.23	Current Print Serial Subscriptions	64
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2.24	Current Electronic Serial Subscriptions	0
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2.25	Total Current Subscriptions (Total questions 2.23 and 2.24)	64
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**ADDITIONS TO HOLDINGS** - Do not subtract withdrawals or discards.

2.26	Cataloged Books	678
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2.27	All Other Print Materials	281
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2.28	Electronic Materials	0
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2.29	All Other Materials	154
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2.30	TOTAL ADDITIONS (Total questions 2.26 - 2.29)	1,113
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### **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	0
3.2	Young Adult Program Sessions	0
3.3	Children's Program Sessions	72
3.4	All Other Program Sessions	0
3.5	Adult Program Attendance	0
3.6	Young Adult Program Attendance	0
3.7	Children's Program Attendance	1,184
3.8	All Other Program Attendance	0

#### **LIBRARY USE**

3.9	Library visits (total annual attendance)	19,223
3.10	Registered Resident Borrowers	3,156
3.11	Registered non-resident borrowers	1,602

#### **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)/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
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	8,970
4.2	Adult Non-fiction Books	2,556
4.3	Total Adult Books (Total questions 4.1 & 4.2)	11,526
4.4	Children's Fiction Books	4,673
4.5	Children's Non-fiction Books	1,264
4.6	Total Children's Books (Total questions 4.4 & 4.5)	5,937
4.7	Total Cataloged Book Circulation (Total questions 4.3 & 4.6)	17,463

##### CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	4,889
4.9	Circulation of Children's Other Materials	645
4.10	Total Circulation of Other Materials (Total questions 4.8 & 4.9)	5,534
4.11	Grand Total Circulation Transactions (Total questions 4.7 & 4.10)	22,997
4.12	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	6,582

##### REFERENCE TRANSACTIONS

4.13	Total Reference Transactions	3,176
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##### INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.14	TOTAL MATERIALS RECEIVED	1,346
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##### INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.15	TOTAL MATERIALS PROVIDED	889
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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
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.	7
5.6	Number of users (in-library only) of electronic resources per year	4,424



## 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 40 all paid library personnel in this section.

### BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2	Library Director (certified)	N/A
6.3	Vacant Library Director (certified)	N/A
6.4	Librarian (certified)	N/A
6.5	Vacant Librarian (certified)	N/A
6.6	Library Manager (not certified)	1
6.7	Vacant Library Manager (not certified)	N/A
6.8	Library Specialist/Paraprofessional (not certified)	N/A
6.9	Vacant Library Specialist/Paraprofessional (not certified)	N/A
6.10	Other Staff	2.05
6.11	Vacant Other Staff	1.75
6.12	<b>TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8, &amp; 6.10)</b>	3.05
6.13	<b>VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9, &amp; 6.11)</b>	1.75

### SALARY INFORMATION

6.14	FTE - Entry Level Librarian (certified)	N/A
6.15	Salary - Entry Level Librarian (certified)	N/A
6.16	FTE - Library Director (certified)	N/A
6.17	Salary - Library Director (certified)	N/A
6.18	FTE - Library Manager (not certified)	1
6.19	Salary - Library Manager (not certified)	\$38,192

## **7. Minimum Public Library Standards**

Report all information as of December 31, 2003.

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. 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 Outlet Information in Part 9.

8.1	Main Library	1
8.2	Branches	0
8.3	Bookmobiles	0
8.4	Other Outlets	0
8.5	<b>TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)</b>	<b>1</b>

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

8.6	Minimum Weekly Total Hours - Main Library	57
8.7	Minimum Weekly Total Hours - Branch Libraries	0
8.8	Minimum Weekly Total Hours - Bookmobiles	0
8.9	<b>Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)</b>	<b>57.00</b>
8.10	Annual Total Hours - Main Library	2,093
8.11	Annual Total Hours - Branch Libraries	0
8.12	Annual Total Hours - Bookmobiles	0
8.13	<b>Annual Hours Open - Total Hours Open (Total questions 8.10 - 8.12)</b>	<b>2,093.00</b>

## 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	Seneca Falls Library
2. Street Address	47 CAYUGA STREET
3. City	SENECA FALLS
4. Zip Code	13148
5. Four-Digit Zip Code Extension	N/A
6. Phone (enter 10 digits only)	3155688265
7. Fax Number (enter 10 digits only)	3155681606
8. E-mail Address	myndersl@rochester.rr.com
9. Outlet URL	www.senecafallslibrary.org
10. County	Seneca
11. Outlet Type Code (select one):	CE
12. Enter the appropriate outlet code (select one):	LO
13. Indicate the year this outlet was initially constructed	2002
14. Indicate the year the outlet underwent a major renovation costing \$25,000 or more	N/A
15. Square footage of the outlet	11,900
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>	NY0150
19. <i>FSCSID</i>	2400566010
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, 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 22  
(January 1, 2003 to December 31, 2003)

10.2 Number of voting positions on library board. 11

### BOARD MEMBER SELECTION

10.3 Enter Board Member Selection Code (select one): EA

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	Diana
3.	Last Name of Board Member	Becker
4.	Home Mailing Address	76 Cayuga Street
5.	City	Seneca Falls
6.	Zip Code (5 digits only)	13148
7.	Phone for the Board President only (enter 10 digits only)	N/A
8.	E-mail address	dianabecker@prodigy.net
9.	Office Held	N/A
10.	Term Expires	June
11.	Term Expires - Year (yyyy)	2005
1.	Title of Board Member (select one):	Mr.
2.	First Name of Board Member	Dennis
3.	Last Name of Board Member	Bender
4.	Home Mailing Address	2589 Rittmer Lane
5.	City	Seneca Falls
6.	Zip Code (5 digits only)	13148
7.	Phone for the Board President only (enter 10 digits only)	N/A
8.	E-mail address	dbender@courts.state.ny.us
9.	Office Held	Vice-President
10.	Term Expires	June

11.	Term Expires - Year (yyyy)	2006
1.	Title of Board Member (select one):	Mr.
2.	First Name of Board Member	G. Lansing
3.	Last Name of Board Member	Blackshaw
4.	Home Mailing Address	3721 Parker Road
5.	City	Seneca Falls
6.	Zip Code (5 digits only)	13148
7.	Phone for the Board President only (enter 10 digits only)	N/A
8.	E-mail address	mollance@rochester.rr.com
9.	Office Held	N/A
10.	Term Expires	June
11.	Term Expires - Year (yyyy)	2006
1.	Title of Board Member (select one):	Mr.
2.	First Name of Board Member	Donald
3.	Last Name of Board Member	Cramer
4.	Home Mailing Address	101 Cayuga Street
5.	City	Seneca Falls
6.	Zip Code (5 digits only)	13148
7.	Phone for the Board President only (enter 10 digits only)	N/A
8.	E-mail address	acramer@lynnet.com
9.	Office Held	N/A
10.	Term Expires	June
11.	Term Expires - Year (yyyy)	2006
1.	Title of Board Member (select one):	Mr.
2.	First Name of Board Member	Robert
3.	Last Name of Board Member	Kernan
4.	Home Mailing Address	16 Tall Oaks Drive
5.	City	Seneca Falls
6.	Zip Code (5 digits only)	13148

7.	Phone for the Board President only (enter 10 digits only)	N/A
8.	E-mail address	robert.kernan@senecafallssavings.com
9.	Office Held	N/A
10.	Term Expires	June
11.	Term Expires - Year (yyyy)	2005
1.	Title of Board Member (select one):	Mrs.
2.	First Name of Board Member	Gretchen
3.	Last Name of Board Member	Koch
4.	Home Mailing Address	64 Cayuga Street
5.	City	Seneca Falls
6.	Zip Code (5 digits only)	13148
7.	Phone for the Board President only (enter 10 digits only)	N/A
8.	E-mail address	prowlergretch@aol.com
9.	Office Held	N/A
10.	Term Expires	June
11.	Term Expires - Year (yyyy)	2006
1.	Title of Board Member (select one):	Mrs.
2.	First Name of Board Member	Marie
3.	Last Name of Board Member	Leo
4.	Home Mailing Address	90 West Bayard Street
5.	City	Seneca Falls
6.	Zip Code (5 digits only)	13148
7.	Phone for the Board President only (enter 10 digits only)	N/A
8.	E-mail address	leos@rochester.rr.com
9.	Office Held	Secretary
10.	Term Expires	June
11.	Term Expires - Year (yyyy)	2006
1.	Title of Board Member (select one):	Mrs.
2.	First Name of Board Member	Debra
3.	Last Name of Board Member	Swenson

4.	Home Mailing Address	4535 Route 89
5.	City	Seneca Falls
6.	Zip Code (5 digits only)	13148
7.	Phone for the Board President only (enter 10 digits only)	N/A
8.	E-mail address	dswenson@rochester.rr.com
9.	Office Held	N/A
10.	Term Expires	June
11.	Term Expires - Year (yyyy)	2004
1.	Title of Board Member (select one):	Mrs.
2.	First Name of Board Member	Susan
3.	Last Name of Board Member	Porter
4.	Home Mailing Address	78 Cayuga Street
5.	City	Seneca Falls
6.	Zip Code (5 digits only)	13148
7.	Phone for the Board President only (enter 10 digits only)	(315) 568-5893
8.	E-mail address	ssporter@flare.net
9.	Office Held	President
10.	Term Expires	June
11.	Term Expires - Year (yyyy)	2004
1.	Title of Board Member (select one):	Mr.
2.	First Name of Board Member	Lawrence
3.	Last Name of Board Member	Driscoll
4.	Home Mailing Address	5 Leland Drive
5.	City	Seneca Falls
6.	Zip Code (5 digits only)	13148
7.	Phone for the Board President only (enter 10 digits only)	N/A
8.	E-mail address	elaurens1@yahoo.com
9.	Office Held	Treasurer
10.	Term Expires	June



11.	Term Expires - Year (yyyy)	2005
1.	Title of Board Member (select one):	
2.	First Name of Board Member	VANCANT
3.	Last Name of Board Member	N/A
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	N/A
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, **Y**  
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.

1.	Source of Funds	Town
2.	Name of funding County, Municipality or District	Seneca Falls
3.	Amount	\$80,000
4.	Subject to Public Vote	N
5.	Written Contractual Agreement	N
1.	Source of Funds	Town
2.	Name of funding County, Municipality or District	Fayette
3.	Amount	\$500
4.	Subject to Public Vote	N
5.	Written Contractual Agreement	N
1.	Source of Funds	Town
2.	Name of funding County, Municipality or District	Tyre
3.	Amount	\$500
4.	Subject to Public Vote	N
5.	Written Contractual Agreement	N
1.	Source of Funds	Village
2.	Name of funding County, Municipality or District	Seneca Falls
3.	Amount	\$25,000
4.	Subject to Public Vote	N
5.	Written Contractual Agreement	N
1.	Source of Funds	School District
2.	Name of funding County, Municipality or District	Seneca Falls Central Schools
3.	Amount	\$50,000

4. Subject to Public Vote	Y
5. Written Contractual Agreement	N
<b>11.2 TOTAL LOCAL PUBLIC FUNDS</b>	<b>\$156,000</b>

#### **SYSTEM CASH GRANTS TO MEMBER LIBRARY**

11.3 Local Library Services Aid (LLSA)	\$7,190
11.4 Central Library Aid (CLDA and/or CBA)	\$0
11.5 Additional State Aid received from the System	\$0
11.6 Federal Aid received from the System	\$0
11.7 Other Cash Grants	\$1,275
<b>11.8 TOTAL SYSTEM CASH GRANTS (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)</b>	<b>\$8,465</b>

#### **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
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#### **FEDERAL AID FOR LIBRARY OPERATION**

11.10 LSTA	\$0
11.11 Other Federal Aid	\$0
<b>11.12 TOTAL FEDERAL AID (Total questions 11.10 &amp; 11.11)</b>	<b>\$0</b>

<b>11.13 CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE</b>	<b>\$0</b>
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#### **OTHER RECEIPTS**

11.14 Gifts and Endowments	\$5,280
11.15 Fund Raising	\$9,669
11.16 Income from Investments	\$21,101
11.17 Library Charges	\$22,344
11.18 Other	\$8,356
<b>11.19 TOTAL OTHER RECEIPTS (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)</b>	<b>\$66,750</b>
<b>11.20 TOTAL OPERATING FUND RECEIPTS (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)</b>	<b>\$231,215</b>

11.21 <b>BUDGET LOANS</b>	\$0
<b>TRANSFERS</b>	
11.22 From Capital Fund (Same as Question 14.8)	\$0
11.23 From Other Funds	\$9,037
11.24 <b>TOTAL TRANSFERS</b> (Add Questions 11.22 and 11.23)	\$9,037
11.25 <b>BALANCE</b> - Beginning of Fiscal Year Ending 2003 (Same as 12.42 of previous year if fiscal year has not changed)	\$39,894
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)	\$280,146

## 12. Operating Fund Disbursements

### STAFF EXPENDITURES

#### Salaries & Wages

12.1 Certified Librarians	\$0
12.2 Other Staff	\$69,843
12.3 <b>Total Salaries &amp; Wages</b> (Add Questions 12.1 and 12.2)	\$69,843
12.4 <b>Employee Benefits Expenditures</b>	\$8,913
12.5 <b>Total Staff Expenditures</b> (Add Questions 12.3 and 12.4)	\$78,756

### COLLECTION EXPENDITURES

12.6 Print Materials Expenditures	\$9,234
12.7 Electronic Materials Expenditures	\$4,809
12.8 Other Materials Expenditures	\$2,747
12.9 <b>Total Collection Expenditures</b> (Add Questions 12.6, 12.7 and 12.8)	\$16,790

### CAPITAL EXPENDITURES FROM OPERATING FUNDS

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

### OPERATION AND MAINTENANCE OF BUILDINGS

#### Repairs to Building & Building Equipment

12.13 From Local Public Funds (72PF)	\$0
12.14 From Other Funds (72OF)	\$4,047
12.15 <b>Total Repairs</b> (Add Questions 12.13 and 12.14)	\$4,047
12.16 Other Disbursements for Operation & Maintenance of Buildings	\$12,298
12.17 <b>Total Operation &amp; Maintenance of Buildings</b> (Add Questions 12.15 and 12.16)	\$16,345

### MISCELLANEOUS EXPENSES

12.18 Office and Library Supplies	\$7,788
12.19 Telecommunications	\$2,186

12.20 Binding Expenses	\$0
12.21 Postage and Freight	\$1,861
12.22 Other Miscellaneous	\$15,272
12.23 <b>Total Miscellaneous Expenses</b> (Add Questions 12.18, 12.19, 12.20, 12.21 and 12.22)	\$27,107
12.24 <b>CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE</b>	\$0

#### 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 <b>Total</b> (Add Questions 12.25 and 12.26)	\$0
12.28 Budget Loans (Principal and Interest)	\$0
12.29 Short-Term Loans	\$0
12.30 <b>Total Debt Service</b> (Add Questions 12.27, 12.28 and 12.29)	\$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)	\$138,998

#### TRANSFERS

##### Transfers to Capital Fund

12.32 From Local Public Funds (76PF)	\$0
12.33 From Other Funds (76OF)	\$0
12.34 <b>Total</b> (Add Questions 12.32 and 12.33; same as Question 13.2)	\$0
12.35 <b>Transfer to Other Funds</b>	\$0
12.36 <b>TOTAL TRANSFERS</b> (Add Questions 12.34 and 12.35)	\$0
12.37 <b>TOTAL DISBURSEMENTS AND TRANSFERS</b> (Add Questions 12.31 and 12.36)	\$138,998
12.38 <b>BALANCE IN OPERATING FUND</b> -at the End of Fiscal Year Ending 2003	\$141,148
12.39 <b>GRAND TOTAL DISBURSEMENTS, TRANSFERS &amp; BALANCE</b> (Add Questions 12.37 and 12.38; same as Question 11.26)	\$280,146

#### 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). 01/21/2004

**FISCAL AUDIT**

12.41 Last audit performed (mm/dd/yyyy) 06/07/1999

12.42 Time period covered by this audit (mm/dd/yyyy) - 01/01/1998-12/31/1998  
(mm/dd/yyyy)

12.43 Indicate type of audit (select one): Other (specify)

**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

### 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 \$634,382

#### 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 \$286,176

#### 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) \$920,558

13.8 NON-REVENUE RECEIPTS \$0

13.9 TOTAL RECEIPTS (Add Questions 13.7 and 13.8) \$920,558

13.10 CASH BALANCE - Beginning of Fiscal Year Ending 2003 \$623,823  
(Same as Question 14.11 of previous year, if fiscal year has not changed)

13.11 Total Cash Receipts and Balance (Add Questions 13.9 and 13.10; same as Question 14.12) \$1,544,381



## 14. Capital Fund Disbursements

### PROJECT EXPENDITURES

14.1	Construction	\$1,275,917
14.2	Incidental Construction	\$180,407
<b>Other Disbursements</b>		
14.3	Purchase of Buildings	\$0
14.4	Interest	\$1,029
14.5	Collection Expenditures	\$0
14.6	Total Other Disbursements (Add Questions 14.3, 14.4, 14.5)	\$1,029
14.7	<b>TOTAL PROJECT EXPENDITURES</b> (Add Questions 14.1, 14.2, and 14.6)	\$1,457,353
14.8	<b>TRANSFER TO OPERATING FUND</b> (Same as Question 11.22)	\$0
14.9	<b>NON-PROJECT EXPENDITURES</b>	\$0
14.10	<b>TOTAL DISBURSEMENTS AND TRANSFERS</b> (Add Questions 14.7, 14.8 and 14.9)	\$1,457,353
14.11	<b>CASH BALANCE</b> - End Of Fiscal Year ending 2003	\$87,028
14.12	<b>TOTAL CASH DISBURSEMENTS AND BALANCE</b> (Add Questions 14.10 and 14.11; same as Question 13.11)	\$1,544,381

## 15. Federal Totals

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

15.1	Total ALA-MLS	0.00
15.2	Total Librarians	1.00
15.3	All Other Paid Staff	3.80
15.4	Total Paid Employees	4.80
15.5	State Government Revenue	\$7,190
15.6	Federal Aid Revenue	\$0
15.7	Other Operating Revenue	\$68,025
15.8	Total Operating Revenue	\$231,215
15.9	Other Operating Expenditures	\$43,452
15.10	Total Operating Expenditures	\$138,998
15.11	Capital Revenue	\$920,558
15.12	Capital Expenditures	\$1,457,353
15.13	Print Materials	21,012

## 16. For New York State Library Use Only

16.1 <i>LIB ID</i>	2400566010
16.2 <i>Interlibrary Relationship Code</i>	ME
16.3 <i>Legal Basis Code</i>	NP
16.4 <i>Administrative Structure Code</i>	SO
16.5 <i>FSCS Public Library Definition</i>	Y
16.6 <i>Geographic Code</i>	OTH

## **Comment Sheet**

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

# Seneca Falls Library

## Annual Report For Public And Association Libraries - 2003

### 1. General Library Information

- |      |  |       |  |
|------|--|-------|--|
| 1.2  | Library Name   | State | Regents Charter Action on 12/12/03 that changed the corporate name. (mh  |
|      |  | Note: | 1/8/04)  |
| 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 <u>State</u> note; if no, please go to Part 2, Library Collection. | State | In November of 2003, the library moved from a 4,000 sq. foot building to a new 11,900 sq. foot building. In anticipation of the move, the collection was weeded. The circulation, attendance, and patron registration have increased since the move. Our name has changed from Mynderse Library to Seneca Falls Library. This was approved at the December meeting of the Board of Regents with charter amendment #23,674. |
|      |  | Note: |  |

### 2. Library Collection

No Notes

### 3. Library Programs, Policies and Services

No Notes

### 4. Library Transactions

No Notes

### 5. Automation and Telecommunications

No Notes

### 6. Staff Information

No Notes

### 7. Minimum Public Library Standards

No Notes

### 8. Public Service Information

No Notes

## 9. Service Outlet Information

1. Outlet Name	FSCS Note:	Regents Charter Action on 12/12/03 that changed the corporate name. (mh 1/8/04)
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## 10. Officers and Trustees

No Notes

## 11. Operating Fund Receipts

11.2 <b>TOTAL LOCAL PUBLIC FUNDS</b>	FSCS Note:	We moved from a 4,000 square foot building into an new 11,900 square foot building with the latest technology and heating and cooling. The Town and the Village substantially increased their support of the library to meet the increased demands of the new building.
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## 12. Operating Fund Disbursements

No Notes

## 13. Capital Fund Receipts

No Notes

## 14. Capital Fund Disbursements

No Notes

## 15. Federal Totals

15.8 <b>Total Operating Revenue</b>	FSCS Note:	We are a small rural community and we face decreasing jobs and the loss of industry. We constantly work on increasing our revenue, but currently we are limited in what we can raise.
15.10 <b>Total Operating Expenditures</b>	FSCS Note:	We are outside the normal range because we lost a staff member and that decreased our salaries and benefits. Also in anticipation of the move to the new building, we curtailed our spending for books and other library materials.

## 16. For New York State Library Use Only

No Notes

## Comment Sheet

No Notes