Croton Free Library
Annual Report For Public And Association Libraries - 2014

1. GENERAL LIBRARY INFORMATION

Report all information in Part 1 as of December 31, 2014, <u>except</u> for questions related to the <u>current</u> library director/manager (questions 1.35 through 1.40).

1.1	Library ID Number	8800661650
1.2	Library Name	CROTON FREE LIBRARY
1.3	Name Status (State use only)	00 (for no change from previous year)
1.4	Structure Status (State use only)	00 (for no change from previous year)
1.5	Community	Croton-On-Hudson
1.6	Beginning Fiscal Reporting Year	01/01/2014
1.7	Ending Fiscal Reporting Year	12/31/2014
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No
1.9	If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.10	Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.11	Beginning <u>Local</u> Fiscal Year	01/01/2014
1.12	Ending <u>Local</u> Fiscal Year	12/31/2014
1.13	Address Status	00 (for no change from previous year)
1.14	Street Address	171 CLEVELAND DRIVE
1.15	City	CROTON-ON-HUDSON
1.16	Zip Code	10520
1.17	Mailing Address	171 CLEVELAND DRIVE
1.18	City	CROTON-ON-HUDSON

1.19	Zip Code	10520
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	(914) 271-6612
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)	(914) 271-0931
1.22	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	ycech@wlsmail.org
1.23	Library Home Page URL (Enter N/A if no home page URL)	www.crotonfreelibrary.org
1.24	Population Chartered to Serve (per 2010 Census)	9,454
1.25	Indicate the type of library as stated in the library's charter (select one):	ASSOCIATION
1.26	Indicate the area chartered to serve as stated in the library's charter (select one):	Other
1.27	During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action.	N
1.28	Indicate the type of charter the library currently holds (select one):	Absolute
1.29	Date the library was granted its absolute charter or the date of the provisional charter if the library does not have an absolute charter	12/17/1948
1.30	Date the library was last registered	12/09/1938
1.31	Federal Employer Identification Number	131739949
1.32	County	WESTCHESTER
1.33	School District	Croton-Harmon School District
1.34	Town/City	Town of Cortlandt
1.35	Library System	Westchester Library System

NOTE: For questions 1.36 through 1.41, report all information for the current library director/manager.

1.36	Title of Library Director/ Manager (select one):	Ms.
1.37	First Name of Library Director/Manager	Yvonne
1.38	Last Name of Library Director/Manager	Cech
1.39	NYS Public Librarian Certification Number	27504
1.40	E-mail Address of the Director/Manager	ycech@wlsmail.org
1.41	Fax Number of the Director/Manager	(914) 271-0931
1.42	Does the library charge fees for library cards to people residing outside the system's service area?	N
1.43	Was all or part of the library's budget either subject to public vote held during the fiscal reporting year, or from an appropriation which was approved by public vote in a previous year? Enter Y for Yes, N for No. If yes, complete one record for the most recent vote from each funding source. If no, go to question 1.45.	Y
1.	Name of municipality or district holding the vote	Croton Harmon School District
2.	Indicate the type of municipality or district holding the vote	School District
3.	Was this a Chapter 414 (Ed. Law §259.1.b)?	N
4.	Dollar amount	$791,202
5.	Was the vote successful?	Y
6.	Date the vote was held (mm/dd/yyyy)	05/21/2013

For the fiscal year that ended in 2014, indicate the *total percentage of the library's local public funding* that was either subject to public vote during the fiscal reporting year, or that came from an appropriation which was approved by public vote   97.63

1.45   Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one record for *each* contract. If no, go to question 1.46.   Y

1.	Name of contracting municipality or district	Town of Cortlandt
2.	Is this a written contractual agreement?	Y
3.	Population of the geographic area served by this contract	14,600
4.	Dollar amount of contract	$12,765
5.	Enter the appropriate code for range of services provided (select one):	Full

1.46   For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? If yes, please annotate explaining the circumstance(s) and the impact on the library using the State note; if no, please go to Part 2, Library Collection.   N

2. LIBRARY COLLECTION

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Part 1. Please click here to read general instructions before completing this section.

PRINT MATERIALS

Cataloged Books

2.1   Adult Fiction Books   24,066

2.2	Adult Non-fiction Books	22,565
2.3	Total Adult Books (Total questions 2.1 & 2.2)	46,631
2.4	Children's Fiction Books	15,049
2.5	Children's Non-fiction Books	9,313
2.6	Total Children's Books (Total questions 2.4 & 2.5)	24,362
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	70,993

Other Print Materials

2.8	Total Uncataloged Books	0
2.9	Total Print Serials	1,100
2.10	All Other Print Materials	5
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	1,105
2.12	Total Print Materials (Total questions 2.7 and 2.11)	72,098

ALL OTHER MATERIALS
Electronic Materials

2.13	Electronic Books	59,242
2.14	Local Databases	13
2.15	NOVEL$_{NY}$ Databases	11
2.16	Total Databases (Total questions 2.14 and 2.15)	24
2.17	Audio - Downloadable Units	10,000
2.18	Video - Downloadable Units	23
2.19	Other Electronic Materials (Include items that are not included in the above categories, such as e-serials; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)	12
2.20	Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	69,301

Non-Electronic Materials

2.21	Audio - Physical Units	3,776
2.22	Video - Physical Units	4,007
2.23	Other Non-Electronic Materials (includes films, slides, etc.)	155
2.24	Total Other Materials Holdings (Total questions 2.21 through 2.23)	7,938
2.25	**GRAND TOTAL HOLDINGS** (Total questions 2.12, 2.20 and 2.24)	149,337

CURRENT SERIAL SUBSCRIPTIONS

2.26	Current Print Serial Subscriptions	154

ADDITIONS TO HOLDINGS - Do <u>not</u> subtract withdrawals or discards.

2.27	Cataloged Books	4,210
2.28	All Other Print Materials	0
2.29	Electronic Materials	18,099
2.30	All Other Materials	377
2.31	Total Additions (Total questions 2.27 through 2.30)	22,686

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Report all information on questions 3.1 through 3.21 as of the end of the <u>fiscal</u> year reported in Part 1; report information on questions 3.22 through 3.67 for the 2014 <u>calendar</u> year. Please click here to read general instructions before completing this section.

Please report information on LIBRARY USE as of the end of the fiscal year reported in Part 1.

LIBRARY USE

3.1	Library visits (total annual attendance)	99,170
3.2	Registered resident borrowers	5,645
3.3	Registered non-resident borrowers	15

Please report information on WRITTEN POLICIES as of 12/31/14.

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

3.4   Does the library have an open   Y
meeting policy?

3.5   Does the library have a policy   Y
protecting the confidentiality of library
records?

3.6   Does the library have an Internet Y
use policy?

3.7   Does the library have a disaster   Y
plan?

3.8   Does the library have a board-   Y
approved conflict of interest policy?

3.9   Does the library have a board-   Y
approved whistle blower policy?

Please report information on ACCESSIBILITY as of 12/31/14.
ACCESSIBILITY (Answer Y for Yes, N for No)

**3.10   Does the library provide   Y
service to persons who cannot visit
the library (homebound persons,
persons in nursing homes, persons in
jail, etc.)?**

**3.11   Does the library have assistive N
devices for persons who are deaf and
hearing impaired (TTY/TDD)?**

**Please report information on LIBRARY SPONSORED PROGRAMS as of the end of the fiscal
year reported in Part 1.**
LIBRARY SPONSORED PROGRAMS

3.12   Adult Program Sessions   48

**3.13   Young Adult Program   11
Sessions**

3.14   Children's Program Sessions   367

3.15   All Other Program Sessions   0

**3.16   Total Number of Program   426
Sessions (Total questions 3.12 through
3.15)**

3.17   Adult Program Attendance   2,018

**3.18   Young Adult Program   510
Attendance**

3.19   Children's Program Attendance   8,590

3.20   All Other Program Attendance   0

3.21   Total Program Attendance (Total questions 3.17 through 3.20)   11,118

Please report information on SUMMER READING PROGRAMS for the 2014 calendar year.

SUMMER READING PROGRAM

3.22- Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2014 (check all that apply):

a.   **Program(s) for children**   Yes

b.   **Program(s) for young adults**   Yes

c.   **Program(s) for Adults**   No

d.   **Summer Reading at New York Libraries name and/or logo used**   Yes

e.   **Collaborative Summer Library Program (CSLP Manual, provided through the New York State Library, used)**   Yes

f.   **N/A**   No

3.23   Library outlets offering a summer reading program   1

3.24   Children registered for the library's summer reading program   308

3.25   Young adults registered for the library's summer reading program   27

3.26   Adults registered for the library's summer reading program   N/A

3.27   Total number registered for the library's summer reading program (total 3.24 + 3.25 + 3.26)   335

3.28   Children's program sessions - Summer 2014   59

3.29   Young adult program sessions - Summer 2014   6

3.30 Adult program sessions - N/A
Summer 2014

3.31 Total program sessions - 65
Summer 2014 (total 3.28 + 3.29 +
3.30)

3.32 Children's program 2,285
attendance - Summer 2014

3.33 Young adult program 414
attendance - Summer 2014

3.34 Adult program attendance - N/A
Summer 2014

3.35 Total program attendance - 2,699
Summer 2014 (total 3.32 + 3.33 +
3.34)

COLLABORATORS

3.36 Public school district(s) and/or 0
BOCES

3.37 Non-public school(s) 0

3.38 Childcare center(s) 2

3.39 Summer camp(s) 1

3.40 Municipality/Municipalities 0

3.41 Literacy provider(s) 0

3.42 Other (describe using the 0
State note)

3.43 Total Collaborators (total 3.36 3
through 3.42)

Please report information on EARLY LITERACY PROGRAMS for the 2014 calendar year.
EARLY LITERACY PROGRAMS

3.44 Did the library offer early Y
literacy programs? (Enter Y for Yes,
N for No)

3.45 Indicate types of programs offered (check all that apply)

a. Focus on birth - school entry Yes

b. Focus on parents & caregivers Yes

c. Combined audience Yes

| d. | N/A | No |

3.46 Number of sessions

a.	Focus on birth - school entry	170
b.	Focus on parents & caregivers	0
c.	Combined audience	169
d.	N/A	N/A
3.47	**Total Sessions**	**339**

3.48 Attendance at sessions

a.	Focus on birth - school entry	4,105
b.	Focus on parents & caregivers	0
c.	Combined audience	3,561
d.	N/A	N/A
3.49	**Total Attendance**	**7,666**

3.50 Collaborators (check all that apply):

a.	Childcare center(s)	No
b.	Public School District(s) and/or BOCES	No
c.	Non-Public School(s)	No
d.	Health care providers/agencies	No
e.	Other (describe using the State note)	No
f.	N/A	Yes

Please report information on ADULT LITERACY for the 2014 calendar year.
ADULT LITERACY

3.51	Did the library offer adult literacy programs?	No
3.52	Total program sessions	0
3.53	Total program attendance	0

3.54 Collaborators (check all that apply)

| a. | Literacy NY (Literacy Volunteers of America) | No |

b.   **Public School District(s) and/or BOCES**   No

c.   **Non-Public Schools**   No

d.   **Other (see instructions and describe using State Note)**   No

e.   **N/A**   Yes

Please report information on PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL) for the 2014 calendar year.

PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

3.55   **Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No)**   Y

3.56   **Children's program sessions**   1

3.57   **Young adult program sessions**   0

3.58   **Adult program sessions**   0

3.59   **Total program sessions (total 3.56 + 3.57 + 3.58)**   1

3.60   **Children's program attendance**   161

3.61   **Young adult program attendance**   0

3.62   **Adult program attendance**   0

3.63   **Total program attendance (total 3.60 + 3.61 + 3.62)**   161

3.64 Collaborators (check all that apply):

a.   **Literacy NY (Literacy Volunteers of America)**   No

b.   **Public School District(s) and/or BOCES**   No

c.   **Non-Public School(s)**   No

d.   **Other (describe using the State note)**   No

e.   **N/A**   Yes

Please report information on DIGITAL LITERACY for the 2014 calendar year.

DIGITAL LITERACY

3.65 **Did the library offer digital**   N
literacy programs?

3.66 **Total program sessions**   0

3.67 **Total program attendance**   0

4. LIBRARY TRANSACTIONS

Report all transactions as of the end of the fiscal year reported in Part 1. (Please note: Internal Library usage is <u>not</u> considered part of circulation)

CATALOGED BOOK CIRCULATION

4.1 **Adult Fiction Books**   31,811

4.2 **Adult Non-fiction Books**   21,601

4.3 **Total Adult Books (Total**   53,412
questions 4.1 & 4.2)

4.4 **Children's Fiction Books**   35,748

4.5 **Children's Non-fiction Books** 9,005

4.6 **Total Children's Books (Total** 44,753
questions 4.4 & 4.5)

4.7 **Total Cataloged Book**   98,165
Circulation (Total question 4.3 & 4.6)

CIRCULATION OF OTHER MATERIALS

4.8 **Circulation of Adult Other**   32,982
Materials

4.9 **Circulation of Children's**   8,856
Other Materials

4.10 **Circulation of Electronic**   6,717
Materials

4.11 **Total Circulation of Other**   48,555
**Materials (Total questions 4.8, 4.9 &
4.10)**

4.12 **Grand Total Circulation**   146,720
**Transactions (Total questions 4.7 &
4.11)**

4.13 **Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)** 53,609

REFERENCE TRANSACTIONS

4.14 **Total Reference Transactions** 14,300

4.15 **Does the library offer virtual reference?** Y

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.16 **TOTAL MATERIALS RECEIVED** 26,713

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.17 **TOTAL MATERIALS PROVIDED** 27,777

5. TECHNOLOGY AND TELECOMMUNICATIONS
Report all information as of December 31, 2014.

SYSTEMS AND SERVICES

5.1 **Automated circulation system?** Y

5.2 **Online public access catalog (OPAC)?** Y

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

5.4 **Annual number of visits to the library's web site** 54,285

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

5.6 **Number of uses (sessions) of public Internet computers per year** 4,650

5.7 **Name of the person responsible for the library's Information Technology (IT) services** Jesse G. Bourdon

5.8 **IT contact's telephone number (enter 10 digits only and hit the Tab key)** (914) 862-1024

5.9 **IT contact's email address** jbourdon@wls,mail.org

6. STAFF INFORMATION

Note: Report figures as of the last day of the fiscal year reported in Part 1. Include the FTE for all positions funded in the library's budget whether those positions are filled or not . This report requires conversion of part-time hours to full-time equivalents (FTE). To compute the FTE of employees in any category, take the total number of hours worked per week for all budgeted positions in that category and divide that total by the number of hours per week the library considers to be full-time. Report the FTE to two decimal places.

FTE (FULL-TIME EQUIVALENT CALCULATION)

6.1 The number of hours per workweek used to compute FTE for all paid library personnel in this section.   35

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2 Library Director (certified)   1

6.3 Vacant Library Director (certified)   0

6.4 Librarian (certified)   2.3

6.5 Vacant Librarian (certified)   0

6.6 Library Manager (not certified)   0

6.7 Vacant Library Manager (not certified)   0

6.8 Library Specialist/Paraprofessional (not certified)   2.2

6.9 Vacant Library Specialist/Paraprofessional (not certified)   0

6.10 Other Staff   8

6.11 Vacant Other Staff   0

6.12 TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)   13.50

6.13 VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)   0.00

SALARY INFORMATION

6.14 FTE - Entry Level Librarian (certified)   0

6.15   Salary - Entry Level $0
Librarian (certified)

6.16   FTE - Library Director   1
(certified)

6.17   Salary - Library Director $75,000
(certified)

6.18   FTE - Library Manager (not   0
certified)

6.19   Salary - Library Manager (not $0
certified)

7. MINIMUM PUBLIC LIBRARY STANDARDS

Report all information as of December 31, 2014. Please click <u>here</u> to read general instructions before completing this section.

7.1   1. Is governed by board-   Y
**approved written bylaws which
outline the responsibilities and
procedures of the library board of
trustees.**

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

7.3   3. Presents a board-approved   Y
**annual report to the community on
the library's progress in meeting its
goals and objectives.**

7.4   4. Has board-approved   Y
**written policies for the operation of
the library.**

7.5   5. Presents annually to   Y
**appropriate funding agencies a
written board-approved budget
which would enable the library to
meet or exceed these standards and to
carry out its long-range plan of
service.**

7.6   6. Periodically evaluates the   Y
**effectiveness of the library's collection
and services in meeting community
needs.**

7.7   7. Is open the minimum   Y
**standard number of public service
hours for population served. (see
instructions)**

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. Provides equipment and connections to meet community needs and provide access to other library catalogs and other electronic information, including but not limited to the following:

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 board-approved 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 Commissioner's Regulation 90.8.	Y

8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Part 1. Please click here to read general instructions before completing this section.

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 hours to <u>two</u> decimal places.

8.6   Minimum Weekly Total Hours   53
- Main Library

8.7   Minimum Weekly Total Hours   0
- Branch Libraries

8.8   Minimum Weekly Total Hours   0
- Bookmobiles

8.9   Minimum Weekly Total Hours   53.00
- Total Hours Open (Total questions
8.6 - 8.8)

8.10   Annual Total Hours - Main   2,876
Library

8.11   Annual Total Hours - Branch   0
Libraries

8.12   Annual Total Hours -   0
Bookmobiles

8.13   Annual Hours Open - Total   2,876.00
Hours Open (Total questions 8.10
through 8.12)

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   Croton Free Library

2.   Outlet Name Status   00 (for no change)

3.   Street Address   171 Cleveland Drive

4.   Outlet Street Address Status 00 (for no change)

5.   City   Croton-on-Hudson

6.   Zip Code   10520

7.   Phone (enter 10 digits only) (914) 271-6612

8.   Fax Number (enter 10 digits   (914) 271-0931
only)

9.   E-mail Address   ycech@wlsmail.org

10.   Outlet URL   www.crotonfreelibrary.org

11.	County	Westchester
12.	School District	Croton-Harmon
13.	Library System	Westchester Library System
14.	Outlet Type Code (select one):	CE
15.	Public Service Hours Per Year for This Outlet	2,876
16.	Number of Weeks This Outlet is Open	52
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y
18.	Is the meeting space available for public use even when the outlet is closed?	Y
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	92
20.	Enter the appropriate outlet code (select one):	LO
21.	Who owns this outlet building?	Library Board
22.	Who owns the land on which this outlet is built?	Library Board
23.	Indicate the year this outlet was initially constructed	1965
24.	Indicate the year this outlet underwent a major renovation costing $25,000 or more	2014
25.	Square footage of the outlet	12,500
26.	Total number of Internet terminals at this outlet used by the general public	6
27.	Type of connection on the outlet's public Internet computers	Fiber
28.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	7 Greater than or equal to 10 mbps and less than 15 mbps

29.	Maximum _upload_ speed of connection on the outlet's public Internet computers	7 Greater than or equal to 10 mbps and less than 15 mbps
30.	Internet Provider	Cablevision/Optimum
31.	WiFi Access	No restrictions to access
32.	Number of wireless sessions provided by the library wireless service per year	7,267
33.	Does the outlet have interactive videoconferencing capability for public use?	N
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y
36.	_LIBID_	8800661650
37.	_FSCSID_	NY0732
38.	_Number of Bookmobiles in the Bookmobile Outlet Record_	0
39.	_Outlet Structure Status_	00 (for no change from previous year)

10. OFFICERS AND TRUSTEES

Report information about trustee meetings as of December 31, 2014. 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, 2014 to December 31, 2014)	10
10.2	Number of voting library board positions stated in the library's charter.	9
10.3	Number of current _voting_ positions on library board.	9
10.4	Trustee term length	5 years

BOARD MEMBER SELECTION

10.5	Enter Board Member Selection Code (select one):	EA - board members are elected by the library association membership

List Officers and Board Members as of March 1, 2015. Complete one record for each board member. There must be a record for each voting position, whether filled or vacant. Do not include non-voting positions.

BOARD PRESIDENT

10.6	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), or Vacant	Ms.
10.7	First Name	Anna
10.8	Last Name	Reisner
10.9	Mailing Address	8 Observatory Drive
10.10	City	Croton-on-Hudson
10.11	Zip Code (5 digits only)	10520
10.12	Phone (enter 10 digits only)	(914) 271-9011
10.13	E-mail Address	anna.m.reisner@gmail.com
10.14	Term Begins - Month	May
10.15	Term Begins - Year (yyyy)	2010
10.16	Term Expires - Month	April
10.17	Term Expires - Year (yyyy)	2015
10.18	The date the Oath of Office was taken (mm/dd/yyyy)	N/A
10.19	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
10.20	Is this a brand new trustee?	N
10.6	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), or Vacant	Ms.
10.7	First Name	Melanie
10.8	Last Name	Dodson
10.9	Mailing Address	45 Lounsbury Road

10.10	City	Croton-on-Hudson
10.11	Zip Code (5 digits only)	10520
10.12	Phone (enter 10 digits only)	(914) 271-4185
10.13	E-mail Address	madodson@optonline.net
10.14	Term Begins - Month	May
10.15	Term Begins - Year (yyyy)	2011
10.16	Term Expires - Month	April
10.17	Term Expires - Year (yyyy)	2016
10.18	The date the Oath of Office was taken (mm/dd/yyyy)	N/A
10.19	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
10.20	Is this a brand new trustee?	N
10.6	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), or Vacant	Ms.
10.7	First Name	Leslie
10.8	Last Name	Ellis
10.9	Mailing Address	39 Sunset Drive
10.10	City	Croton-on-Hudson
10.11	Zip Code (5 digits only)	10520
10.12	Phone (enter 10 digits only)	(914) 271-6869
10.13	E-mail Address	leslie.ellis@esc.edu
10.14	Term Begins - Month	May
10.15	Term Begins - Year (yyyy)	2014
10.16	Term Expires - Month	April
10.17	Term Expires - Year (yyyy)	2019
10.18	The date the Oath of Office was taken (mm/dd/yyyy)	N/A

10.19 The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A	
10.20 Is this a brand new trustee?	Y	
10.6 Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), or Vacant	Ms.	
10.7 First Name	Michelle	
10.8 Last Name	Minoff	
10.9 Mailing Address	N/A	
10.10 City	Croton-on-Hudson	
10.11 Zip Code (5 digits only)	10520	
10.12 Phone (enter 10 digits only)	(914) 862-0674	
10.13 E-mail Address	michelleminoff@hotmail.com	
10.14 Term Begins - Month	September	
10.15 Term Begins - Year (yyyy)	2013	
10.16 Term Expires - Month	August	
10.17 Term Expires - Year (yyyy)	2018	
10.18 The date the Oath of Office was taken (mm/dd/yyyy)	N/A	
10.19 The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A	
10.20 Is this a brand new trustee?	N	
10.6 Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), or Vacant	Ms.	
10.7 First Name	Debra	
10.8 Last Name	Schor	
10.9 Mailing Address	4 Red Maple Ridge	
10.10 City	Croton-on-Hudson	
10.11 Zip Code (5 digits only)	10520	

10.12	Phone (enter 10 digits only)	(914) 827-3672
10.13	E-mail Address	debra.schor.cfl@gmail.com
10.14	Term Begins - Month	September
10.15	Term Begins - Year (yyyy)	2014
10.16	Term Expires - Month	August
10.17	Term Expires - Year (yyyy)	2019
10.18	The date the Oath of Office was taken (mm/dd/yyyy)	N/A
10.19	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
10.20	Is this a brand new trustee?	Y
1.	Title of Board Member (select one):	Ms.
2.	First Name of Board Member	Janine
3.	Last Name of Board Member	St. Germain
4.	Mailing Address	16 Olcott Avenue
5.	City	Croton-on-Hudson
6.	Zip Code (5 digits only)	10520
7.	E-mail address	janinestg@gmail.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	May
10.	Term Begins - Year (year)	2010
11.	Term Expires	April
12.	Term Expires - Year (yyyy)	2015
13.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
14.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
15.	Is this a brand new trustee?	N

1.	Title of Board Member (select one):	Mr.
2.	First Name of Board Member	Barry
3.	Last Name of Board Member	Feinberg
4.	Mailing Address	45 Truesdale Drive
5.	City	Croton-on-Hudson
6.	Zip Code (5 digits only)	10520
7.	E-mail address	bmfein@aol.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	September
10.	Term Begins - Year (year)	2013
11.	Term Expires	August
12.	Term Expires - Year (yyyy)	2018
13.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
14.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
15.	Is this a brand new trustee?	N
1.	Title of Board Member (select one):	Dr.
2.	First Name of Board Member	Kelly
3.	Last Name of Board Member	Thomann
4.	Mailing Address	2 Ackerman Drive
5.	City	Croton-on-Hudson
6.	Zip Code (5 digits only)	10520
7.	E-mail address	Kelly.Thomann@va.gov
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	May
10.	Term Begins - Year (year)	2012
11.	Term Expires	April
12.	Term Expires - Year (yyyy)	2017

13.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
14.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
15.	Is this a brand new trustee?	N
1.	Title of Board Member (select one):	Mr.
2.	First Name of Board Member	Howard
3.	Last Name of Board Member	Meyers
4.	Mailing Address	10 Georgia Lane
5.	City	Croton-on-Hudson
6.	Zip Code (5 digits only)	10520
7.	E-mail address	howiemyers@me.com
8.	Office Held or Trustee	Treasurer
9.	Term Begins - Month	May
10.	Term Begins - Year (year)	2013
11.	Term Expires	April
12.	Term Expires - Year (yyyy)	2018
13.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
14.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
15.	Is this a brand new trustee?	N

11. OPERATING FUNDS RECEIPTS

Report financial data based on the fiscal reporting year reported in Part 1. *ROUND TO THE NEAREST DOLLAR.* Please click here to read general instructions before completing this section.

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, go to question 11.3. | Y |

1.	Source of Funds	Town
2.	Name of funding County, Municipality or District	Town of Cortlandt
3.	Amount	$12,765
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	Y
5.	Written Contractual Agreement	Y

1.	Source of Funds	School District
2.	Name of funding County, Municipality or District	Croton Harmon School District
3.	Amount	$797,681
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	Y
5.	Written Contractual Agreement	Y

11.2	**TOTAL LOCAL PUBLIC FUNDS**	$810,446

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3	Local Library Services Aid (LLSA)	$2,481
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	$0
11.8	**TOTAL SYSTEM CASH GRANTS (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)**	$2,481

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

FEDERAL AID FOR LIBRARY OPERATION

11.10 LSTA $0

11.11 Other Federal Aid $0

11.12 TOTAL FEDERAL AID (Add Questions 11.10 and 11.11) $0

11.13 CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE $0

OTHER RECEIPTS

11.14 Gifts and Endowments $6,186

11.15 Fund Raising $33,042

11.16 Income from Investments $54,265

11.17 Library Charges $20,735

11.18 Other $5,433

11.19 TOTAL OTHER RECEIPTS (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18) $119,661

11.20 TOTAL OPERATING FUND RECEIPTS (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19) $932,588

11.21 BUDGET LOANS $0

TRANSFERS

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

11.23 From Other Funds $0

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

11.25 BALANCE IN OPERATING $706,386
FUND - Beginning Balance for Fiscal
Year Ending 2014 (Same as Question
12.39 of previous year if fiscal year
has not changed)

11.26 GRAND TOTAL RECEIPTS, $1,638,974
BUDGET LOANS, TRANSFERS
AND BALANCE (Add Questions
11.20, 11.21, 11.24 and 11.25; Same as
Question 12.41)

12. OPERATING FUND DISBURSEMENTS

STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds

Please click [here](#) to read general instructions before completing this section.

12.1	**Certified Librarians**	**$206,685**
12.2	**Other Staff**	**$270,519**
12.3	**Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2)**	**$477,204**
12.4	**Employee Benefits Expenditures**	**$92,656**
12.5	**Total Staff Expenditures (Add Questions 12.3 and 12.4)**	**$569,860**

COLLECTION EXPENDITURES

12.6	**Print Materials Expenditures**	**$58,082**
12.7	**Electronic Materials Expenditures**	**$1,770**
12.8	**Other Materials Expenditures**	**$13,156**
12.9	**Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8)**	**$73,008**

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	**From Local Public Funds (71PF)**	**$5,770**
12.11	**From Other Funds (71OF)**	**$0**
12.12	**Total Capital Expenditures (Add Questions 12.10 and 12.11)**	**$5,770**

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13   From Local Public Funds (72PF) $3,955

12.14   From Other Funds (72OF) $0

12.15   Total Repairs (Add Questions 12.13 and 12.14) $3,955

12.16   Other Disbursements for Operation & Maintenance of Buildings $100,162

12.17   Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16) $104,117

MISCELLANEOUS EXPENSES

12.18   Office and Library Supplies $14,365

12.19   Telecommunications $2,776

12.20   Binding Expenses $0

12.21   Postage and Freight $1,491

12.22   Professional & Consultant Fees $13,031

12.23   Equipment $0

12.24   Other Miscellaneous $27,717

12.25   Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22, 12.23 and 12.24) $59,380

12.26   CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE $44,871

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

12.27   From Local Public Funds (73PF) $0

12.28   From Other Funds (73OF) $0

12.29 Total (Add Questions 12.27 and 12.28) $0

12.30 Budget Loans (Principal and Interest) $0

12.31 Short-Term Loans $0

12.32 Total Debt Service (Add Questions 12.29, 12.30 and 12.31) $0

12.33 TOTAL OPERATING FUND DISBURSEMENTS (Add Questions 12.5, 12.9, 12.12, 12.17, 12.25, 12.26 and 12.32) $857,006

TRANSFERS

Transfers to Capital Fund

12.34 From Local Public Funds (76PF) $0

12.35 From Other Funds (76OF) $0

12.36 Total Transfers to Capital Fund (Add Questions 12.34 and 12.35; same as Question 13.8) $0

12.37 Transfer to Other Funds $0

12.38 TOTAL TRANSFERS (Add Questions 12.36 and 12.37) $0

12.39 TOTAL DISBURSEMENTS AND TRANSFERS (Add Questions 12.33 and 12.38) $857,006

12.40 BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2014 $781,968

12.41 GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE (Add Questions 12.39 and 12.40; same as Question 11.26) $1,638,974

ASSURANCE

12.42   The Library operated in accordance with all 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).   3/9/2015

FISCAL AUDIT

12.43   Last audit performed (mm/dd/yyyy)   7/1/2014

12.44   Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)   7/1/2013-6/30/2014

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

CAPITAL FUND

12.46   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. *ROUND TO THE NEAREST DOLLAR.* **Please click here to read general instructions before completing this section.**

REVENUES FROM LOCAL SOURCES

13.1   Revenues from Local Government Sources $0

13.2   All Other Revenues from Local Sources $10,500

13.3   Total Revenues from Local Sources (Add Questions 13.1 and 13.2) $10,500

STATE AID FOR CAPITAL PROJECTS

13.4   State Aid Received for Construction $5,658

13.5   Other State Aid $0

13.6   Total State Aid (Add Questions 13.4 and 13.5) $5,658

FEDERAL AID FOR CAPITAL PROJECTS

13.7	TOTAL FEDERAL AID	$0

INTERFUND REVENUE

13.8	Transfer from Operating Fund (Same as Question 12.36)	$0
13.9	TOTAL REVENUES (Add Questions 13.3, 13.6, 13.7 and 13.8)	$16,158
13.10	NON-REVENUE RECEIPTS	$0
13.11	TOTAL CASH RECEIPTS (Add Questions 13.9 and 13.10)	$16,158
13.12	BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2014 (Same as Question 14.11 of previous year, if fiscal year has not changed)	$100,129
13.13	TOTAL CASH RECEIPTS AND BALANCE(Add Questions 13.11 and 13.12; same as Question 14.12)	$116,287

14. CAPITAL FUND DISBURSEMENTS

PROJECT EXPENDITURES

Please click here to read general instructions before completing this section.

14.1	Construction	$78,815
14.2	Incidental Construction	$18,313

Other Disbursements

14.3	Purchase of Buildings	$0
14.4	Interest	$0
14.5	Collection Expenditures	$0
14.6	Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	$0
14.7	TOTAL PROJECT EXPENDITURES (Add Questions 14.1, 14.2 and 14.6)	$97,128

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

14.9 NON-PROJECT EXPENDITURES $0

14.10 TOTAL CASH DISBURSEMENTS AND TRANSFERS (Add Questions 14.7, 14.8 and 14.9) $97,128

14.11 BALANCE IN CAPITAL FUND - Ending Balance for the Fiscal Year Ending 2014 $19,159

14.12 TOTAL CASH DISBURSEMENTS AND BALANCE (Add Questions 14.10 and 14.11; same as Question 13.13) $116,287

15. CENTRAL LIBRARIES

PART 15 EXISTS FOR THE CENTRAL/CO-CENTRAL LIBRARIES ONLY. PLEASE PROCEED TO SECTION 16. FEDERAL TOTALS AND CONTINUE ON WITH YOUR SURVEY

16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields.
Note: **See instructions for definitions and calculations of each of these Federal Totals.**

16.1	**Total ALA-MLS**	2.89
16.2	**Total Librarians**	4.82
16.3	**All Other Paid Staff**	7.00
16.4	**Total Paid Employees**	11.82
16.5	**State Government Revenue**	$2,481
16.6	**Federal Government Revenue**	$0
16.7	**Other Operating Revenue**	$119,661
16.8	**Total Operating Revenue**	$932,588
16.9	**Other Operating Expenditures**	$208,368
16.10	**Total Operating Expenditures**	$851,236
16.11	**Total Capital Expenditures**	$102,898
16.12	**Print Materials**	72,093

16.13 **Total Registered Borrowers**   **5,660**

16.14 **Other Capital Revenue and Receipts**   **$10,500**

16.15 **Total Number of Internet Terminals Used by the General Public**   **6**

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1 *LIB ID*   **8800661650**

17.2 *Interlibrary Relationship Code*   **ME**

17.3 *Legal Basis Code*   **NP**

17.4 *Administrative Structure Code*   **SO**

17.5 *FSCS Public Library Definition*   **Y**

17.6 *Geographic Code*   **SD1**

17.7 *FSCS ID*   **NY0732**

SUGGESTED IMPROVEMENTS

Library Name: **CROTON FREE LIBRARY**

Library System: **Westchester Library System**

Name of Person Completing Form: Yvonne A. Cech

Phone Number: **(914) 271-6612**

Please share with us your suggestions for improving the *Annual Report*. When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank you!   Please provide a template in the beginning of the year so we do not have to go back through a year worth of data and try to extract numbers. As soon as this annual report is completed, we should be able to access the template for the next annual report so that we can input data as we go along throughout the year. Having the portal only open 2 or 3 weeks ahead of the due date is an unnecessarily short deadline for this type of information.