Croton Free Library
Annual Report For Public And Association Libraries - 2015

1. GENERAL LIBRARY INFORMATION

Part 1

Report all information in Part 1 as of December 31, 2015, <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	01/01/2015
1.7	Ending Fiscal Reporting Year	12/31/2015
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	01/01/15
1.12	Ending <u>Local</u> Fiscal Year	12/31/15
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. Answer Y for Yes, N for No.	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 <u>current</u> library director/manager.

1.36   Title of Library Director/   Ms.
Manager (select one):

1.37   First Name of Library   Yvonne
Director/Manager

1.38   Last Name of Library   Cech
Director/Manager

1.39   NYS Public Librarian   27504
Certification Number

1.40   E-mail Address of the   ycech@wlsmail.org
Director/Manager

1.41   Fax Number of the   (914) 271-0931
Director/Manager

1.42   Does the library charge fees for   N
library cards to people residing outside
the system's service area?

Part 2

1.43   Was all or part of the library's   Y
funding subject to a public vote(s) held
during Calendar Year 2015? (Please
respond even if the vote was
unsuccessful). Enter Y for Yes, N for
No. If Yes, complete one record for the
public vote from each funding source. If
no, go to question 1.44.

1.   Name of municipality or district Croton Harmon School District
holding the public vote

2.   Indicate the type of municipality School District
or district holding the public vote

3.   Date the vote was held   05/17/2015
(mm/dd/2015)

4.   Was the vote successful? Y/N   Y

5.   What type of public vote was it? budget vote (school district public library only)

6a.   Most recent prior year approved $791,202
appropriation from a public vote:

6b.   Proposed increase in appropriation as a result of the vote held on the date reported in question number 3: $12,958

6c.   Total proposed appropriation (sum of 6a and 6b): $804,160

This question should only be answered if "No" was answered in Q1.43 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.

1.44   Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2015) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.45.   N

1.   Name of municipality or district holding the public vote

2.   Indicate the type of municipality or district holding the public vote

3.   Date the last successful vote was held (mm/dd/yyyy)

4.   What type of public vote was it?

5.   What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote?

Part 3

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 <u>State</u> 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.

This section of the survey (2.1-2.22) collects data on selected types of materials.

It does not cover all materials (i.e., microform, scores, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (questions 12.6, 12.7 and 12.8). Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

PRINT MATERIALS

Cataloged Books

2.1	Adult Fiction Books	24,456
2.2	Adult Non-fiction Books	23,150
2.3	Total Adult Books (Total questions 2.1 & 2.2)	47,606
2.4	Children's Fiction Books	15,125
2.5	Children's Non-fiction Books	9,487
2.6	Total Children's Books (Total questions 2.4 & 2.5)	24,612
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	72,218

Other Print Materials

2.8	Total Uncataloged Books	0
2.9	Total Print Serials	1,100
2.10	All Other Print Materials	4
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	1,104
2.12	Total Print Materials (Total questions 2.7 and 2.11)	73,322

ALL OTHER MATERIALS

Electronic Materials

2.13	Electronic Books	12,116
2.14	Local Electronic Collections	15
2.15	NOVEL_{NY} Electronic Collections	10
2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	25
2.17	Audio - Downloadable Units	11,527
2.18	Video - Downloadable Units	26
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)	23,706

Non-Electronic Materials

2.21	Audio - Physical Units	3,672
2.22	Video - Physical Units	4,210
2.23	Other Non-Electronic Materials (includes films, slides, etc.)	152
2.24	Total Other Materials Holdings (Total questions 2.21 through 2.23)	8,034

2.25   GRAND TOTAL HOLDINGS   105,062
(Total questions 2.12, 2.20 and 2.24)

CURRENT SERIAL SUBSCRIPTIONS

2.26   Current Print Serial   154
Subscriptions

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

2.27   Cataloged Books   3,299

2.28   All Other Print Materials   1

2.29   Electronic Materials   18,099

2.30   All Other Materials   430

2.31   Total Additions (Total questions   21,829
2.27 through 2.30)

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Report all information on questions 3.1 through 3.26 as of the end of the <u>fiscal</u> year reported in Part 1; report information on questions 3.27 through 3.78 for the 2015 <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   135,319
attendance)

3.2   Registered resident borrowers   5,638

3.3   Registered non-resident   15
borrowers

Please report information on WRITTEN POLICIES as of 12/31/15.

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 12/31/15.

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)?**

**3.12   Does the library have large   Y
print books?**

**3.13   Does the library have assistive   N
technology for the blind and visually
impaired?**

3.14 - If so, what do you have?

 **screen reader, such as JAWS   No
or Windoweyes**

 refreshable Braille keyboard   No

 **screen magnification software,   No
such as Zoomtext**

 **electronic scanning and   No
reading software, such as OpenBook**

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

LIBRARY SPONSORED PROGRAMS

3.15   Adult Program Sessions   59

**3.16   Young Adult Program   24
Sessions**

3.17   Children's Program Sessions   465

3.18   All Other Program Sessions   0

**3.19   Total Number of Program   548
Sessions (Total questions 3.15 through
3.18)**

3.20	One-on-One Program Sessions	0
3.21	Adult Program Attendance	2,583
3.22	Young Adult Program Attendance	372
3.23	Children's Program Attendance	9,279
3.24	All Other Program Attendance	0
3.25	**Total Program Attendance (Total questions 3.21 through 3.24)**	12,234
3.26	One-on-One Program Attendance	0

Please report information on SUMMER READING PROGRAMS for the 2015 calendar year.

SUMMER READING PROGRAM

3.27 - Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2015 (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

3.28	Library outlets offering a summer reading program	1
3.29	Children registered for the library's summer reading program	226
3.30	Young adults registered for the library's summer reading program	14
3.31	Adults registered for the library's summer reading program	N/A

3.32   Total number registered for the library's summer reading program (total 3.29 + 3.30 + 3.31)   240

3.33   Children's program sessions - Summer 2015   73

3.34   Young adult program sessions - Summer 2015   5

3.35   Adult program sessions - Summer 2015   0

3.36   Total program sessions - Summer 2015 (total 3.33 + 3.34 + 3.35)   78

3.37   Children's program attendance - Summer 2015   208

3.38   Young adult program attendance - Summer 2015   77

3.39   Adult program attendance - Summer 2015   0

3.40   Total program attendance - Summer 2015 (total 3.37 + 3.38 + 3.39)   285

COLLABORATORS

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

3.42   Non-public school(s)   0

3.43   Childcare center(s)   2

3.44   Summer camp(s)   1

3.45   Municipality/Municipalities   0

3.46   Literacy provider(s)   0

3.47   Other (describe using the State note)   0

3.48   Total Collaborators (total 3.41 through 3.47)   3

Please report information on EARLY LITERACY PROGRAMS for the 2015 calendar year.

EARLY LITERACY PROGRAMS

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

3.50 - Indicate types of programs offered (check all that apply)

a.   Focus on birth - school entry   Yes

b.   Focus on parents & caregivers   No

c.   Combined audience   Yes

d.   N/A   No

3.51 - Number of sessions

a.   Focus on birth - school entry   254

b.   Focus on parents & caregivers   0

c.   Combined audience   254

d.   N/A   N/A

3.52   Total Sessions   508

3.53 - Attendance at sessions

a.   Focus on birth - school entry   5,497

b.   Focus on parents & caregivers   0

c.   Combined audience   5,389

d.   N/A   N/A

3.54   Total Attendance   10,886

3.55 - Collaborators (check all that apply):

a.   Childcare center(s)   Yes

b.   Public School District(s)   Yes
and/or BOCES

c.   Non-Public School(s)   Yes

d.   Health care providers/agencies   No

e.   Other (describe using the   No
State note)

Please report information on ADULT LITERACY for the 2015 calendar year.
ADULT LITERACY

3.56   **Did the library offer adult literacy programs?**   No

3.57   **Total group program sessions**   0

3.58   **Total one-on-one program sessions**   0

3.59   **Total group program attendance**   0

3.60   **Total one-on-one program attendance**   0

3.61 - 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

Please report information on PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL) for the 2015 calendar year.
PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

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

3.63   **Children's program sessions**   22

3.64   **Young adult program sessions**   0

3.65   **Adult program sessions**   5

3.66   **One-on-one program sessions**   0

3.67   **Total program sessions (total 3.63 + 3.64 + 3.65)**   27

3.68   **Children's program attendance**   558

3.69   **Young adult program attendance**   0

3.70   **Adult program attendance**   6

3.71   One-on-one program   0
attendance

3.72   Total program attendance   564
(total 3.68 + 3.69 + 3.70)

3.73 - Collaborators (check all that apply):

a.   Literacy NY (Literacy   No
Volunteers of America)

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

c.   Non-Public School(s)   No

d.   Other (describe using the   No
State note)

Please report information on DIGITAL LITERACY for the 2015 calendar year.
DIGITAL LITERACY

3.74   Did the library offer digital   Y
literacy programs?

3.75   Total group program sessions   3

3.76   Total one-on-one program   0
sessions

3.77   Total group program   18
attendance

3.78   Total one-on-one program   0
attendance

4. LIBRARY TRANSACTIONS

Report all transactions as of the end of the fiscal year reported in Part 1. (Please note: Internal Library usage is _not_ considered part of circulation)

CATALOGED BOOK CIRCULATION

4.1   Adult Fiction Books   30,448

4.2   Adult Non-fiction Books   20,981

4.3   Total Adult Books (Total   51,429
questions 4.1 & 4.2)

4.4   Children's Fiction Books   33,067

4.5   Children's Non-fiction Books   8,446

**4.6   Total Children's Books (Total   41,513
questions 4.4 & 4.5)**

**4.7   Total Cataloged Book   92,942
Circulation (Total question 4.3 & 4.6)**

CIRCULATION OF OTHER MATERIALS

**4.8   Circulation of Adult Other   25,255
Materials**

**4.9   Circulation of Children's   6,545
Other Materials**

**4.10   Circulation of Electronic   6,175
Materials**

**4.11   Total Circulation of Other   37,975
Materials (Total questions 4.8, 4.9 &
4.10)**

**4.12   Grand Total Circulation   130,917
Transactions (Total questions 4.7 &
4.11)**

**4.13   Grand Total Circulation of   48,058
Children's Materials (Total questions
4.6 & 4.9)**

REFERENCE TRANSACTIONS

4.14   Total Reference Transactions   10,867

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

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

**4.16   TOTAL MATERIALS   25,912
RECEIVED**

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

**4.17   TOTAL MATERIALS   22,453
PROVIDED**

5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2015.

SYSTEMS AND SERVICES

**5.1   Automated circulation   Y
system?**

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

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

5.4   **Annual number of visits to the**   **40,664**
library's web site

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

5.6   **Number of uses (sessions) of**   **4,955**
public Internet computers per year

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

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

5.9   **IT contact's email address**   **jbourdon@wlsmail.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**   **35**
workweek used to compute FTE for
all paid library personnel in this
section.

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2   **Library Director (certified)**   **1**

6.3   **Vacant Library Director**   **0**
(certified)

6.4   **Librarian (certified)**   **3.4**

6.5   **Vacant Librarian (certified)**   **0**

6.6   **Library Manager (not**   **0**
certified)

6.7   Vacant Library Manager (not certified)   0

6.8   Library Specialist/Paraprofessional (not certified)   2.7

6.9   Vacant Library Specialist/Paraprofessional (not certified)   0

6.10   Other Staff   6.8

6.11   Vacant Other Staff   0

6.12   TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)   13.90

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 Librarian (certified) $0

6.16   FTE - Library Director (certified)   1

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

6.18   FTE - Library Manager (not certified)   0

6.19   Salary - Library Manager (not certified) $0

7. MINIMUM PUBLIC LIBRARY STANDARDS

Report all information as of December 31, 2015. Please click here to read general instructions before completing this section.

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

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

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   Y
instructions)

7.15   9c. microcomputer or terminal   Y

7.16   9d. printer   Y

7.17   9e. Fax capability (see   Y
instructions)

7.18   10. Distributes board-   Y
approved printed information listing
the library's hours open, borrowing
rules, services, location and phone
number.

7.19   11. Employs a paid director in   Y
accordance with the provisions of
Commissioner's Regulation 90.8.

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   1
OUTLETS (Total questions 8.1 - 8.4)

PUBLIC SERVICE HOURS - Report hours to <u>two</u> decimal places.

8.6   Minimum Weekly Total Hours 52.00
- Main Library

8.7   Minimum Weekly Total Hours 0.00
- Branch Libraries

8.8   Minimum Weekly Total Hours 0.00
- Bookmobiles

8.9   Minimum Weekly Total Hours 52.00
- Total Hours Open (Total questions
8.6 - 8.8)

8.10   Annual Total Hours - Main   2,880.00
Library

8.11   Annual Total Hours - Branch 0.00
Libraries

8.12   Annual Total Hours -   0.00
Bookmobiles

8.13   Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)   2,880.00

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 only)**	**(914) 271-0931**
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**	**2,880**
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**	116	
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**	7	
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 <u>upload</u> 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**	**9,639**	
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, 2015. 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, 2015 to December 31, 2015)	10

10.2	Number of voting library board positions stated in the library's charter.	9

10.3	Number of current <u>voting</u> 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 February 1, 2016. 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	Dr.

10.7	First Name	Kelly

10.8	Last Name	Thomann

10.9	Mailing Address	2 Ackerman Court

10.10	City	Croton-on-Hudson
10.11	Zip Code (5 digits only)	10520
10.12	Phone (enter 10 digits only)	(914) 271-4331
10.13	E-mail Address	ktst@optonline.net
10.14	Term Begins - Month	May
10.15	Term Begins - Year (yyyy)	2012
10.16	Term Expires - Month	April
10.17	Term Expires - Year (yyyy)	2017
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
1.	Title of Board Member (select one):	Ms.
2.	First Name of Board Member	Debra
3.	Last Name of Board Member	Schor
4.	Mailing Address	4 Red Maple Ridge
5.	City	Croton-on-Hudson
6.	Zip Code (5 digits only)	10520
7.	E-mail address	debra.schor@cfl.gmail.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	September
10.	Term Begins - Year (year)	2014
11.	Term Expires	August
12.	Term Expires - Year (yyyy)	2019
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

14.   **The date the Oath of Office**   N/A
was filed with town or county clerk
(mm/dd/yyyy)

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   Y
local public funds? If yes, complete
one record for each funding source; if
no, go to question 11.3.

1.   **Source of Funds**   School District

2.   **Name of funding County,**   Croton Harmon Union Free School District
Municipality or District

3.   **Amount** $804,160

4.   **Subject to public vote held in**   Y
reporting year or in a previous
reporting year(s).

5.   **Written Contractual**   N/A
Agreement

1.   **Source of Funds**   Town

2.   **Name of funding County,**   Town of Cortlandt
Municipality or District

3.   **Amount** $12,765

4.   **Subject to public vote held in**   N
reporting year or in a previous
reporting year(s).

5.   **Written Contractual**   Y
Agreement

11.2   **TOTAL LOCAL PUBLIC** $816,925
FUNDS

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3 **Local Library Services Aid (LLSA)** $2,877

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** $2,500

11.8 **TOTAL SYSTEM CASH GRANTS (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)** $5,377

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** $8,213

11.15 **Fund Raising** $32,732

11.16 **Income from Investments** $19,952

11.17 **Library Charges** $21,423

11.18 **Other** $6,139

11.19 **TOTAL OTHER RECEIPTS (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)** $88,459

11.20 TOTAL OPERATING FUND $910,761
RECEIPTS (Add Questions 11.2,
11.8, 11.9, 11.12, 11.13 and 11.19)

11.21 BUDGET LOANS $0

TRANSFERS

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

11.23 From Other Funds $0

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

11.25 BALANCE IN OPERATING $781,968
FUND - Beginning Balance for Fiscal
Year Ending 2015 (Same as Question
12.40 of previous year if fiscal year
has not changed)

11.26 GRAND TOTAL RECEIPTS, $1,692,729
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 $228,575

12.2   Other Staff $282,655

12.3   Total Salaries & Wages $511,230
Expenditures (Add Questions 12.1
and 12.2)

12.4   Employee Benefits $95,037
Expenditures

12.5   Total Staff Expenditures (Add $606,267
Questions 12.3 and 12.4)

COLLECTION EXPENDITURES

12.6   Print Materials Expenditures $54,421

12.7   Electronic Materials Expenditures $1,460

12.8   Other Materials Expenditures $12,356

12.9   Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8) $68,237

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10   From Local Public Funds (71PF) $0

12.11   From Other Funds (71OF) $12,765

12.12   Total Capital Expenditures (Add Questions 12.10 and 12.11) $12,765

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13   From Local Public Funds (72PF) $54,670

12.14   From Other Funds (72OF) $0

12.15   Total Repairs (Add Questions 12.13 and 12.14) $54,670

12.16   Other Disbursements for Operation & Maintenance of Buildings $89,528

12.17   Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16) $144,198

MISCELLANEOUS EXPENSES

12.18   Office and Library Supplies $20,739

12.19   Telecommunications $2,311

12.20   Binding Expenses $0

12.21   Postage and Freight $902

12.22   Professional & Consultant Fees $8,454

12.23   Equipment $0

12.24   Other Miscellaneous $19,529

12.25   Total Miscellaneous Expenses
(Add Questions 12.18, 12.19, 12.20,
12.21, 12.22, 12.23 and 12.24) $51,935

12.26   CONTRACTS WITH
PUBLIC LIBRARIES AND/OR
PUBLIC LIBRARY SYSTEMS IN
NEW YORK STATE $46,302

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) $929,704

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) $929,704

12.40   BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2015 $763,025

12.41   GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE (Add Questions 12.39 and 12.40; same as Question 11.26) $1,692,729

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).   04/11/2016

FISCAL AUDIT

12.43   Last audit performed (mm/dd/yyyy)   7/1/2015

12.44   Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)   7/1/2014-6/30/2015

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 $0

13.3 **Total Revenues from Local Sources (Add Questions 13.1 and 13.2)** $0

STATE AID FOR CAPITAL PROJECTS

13.4 **State Aid Received for Construction** $0

13.5 **Other State Aid** $0

13.6 **Total State Aid (Add Questions 13.4 and 13.5)** $0

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)** $0

13.10 **NON-REVENUE RECEIPTS** $0

13.11 **TOTAL CASH RECEIPTS (Add Questions 13.9 and 13.10)** $0

13.12 **BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2015 (Same as Question 14.11 of previous year, if fiscal year has not changed)** $19,159

13.13 **TOTAL CASH RECEIPTS AND BALANCE(Add Questions 13.11 and 13.12; same as Question 14.12)** $19,159

14. CAPITAL FUND DISBURSEMENTS
PROJECT EXPENDITURES

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

14.1 **Construction** $0

14.2 **Incidental Construction** $0

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) — $0

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) — $0

14.11 BALANCE IN CAPITAL FUND - Ending Balance for the Fiscal Year Ending 2015 — $19,159

14.12 TOTAL CASH DISBURSEMENTS AND BALANCE (Add Questions 14.10 and 14.11; same as Question 13.13) — $19,159

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	3.85
16.2	Total Librarians	6.21
16.3	All Other Paid Staff	5.95
16.4	Total Paid Employees	12.16
16.5	State Government Revenue	$2,877

16.6	**Federal Government Revenue**	$0
16.7	**Other Operating Revenue**	$90,959
16.8	**Total Operating Revenue**	$910,761
16.9	**Other Operating Expenditures**	$242,435
16.10	**Total Operating Expenditures**	$916,939
16.11	**Total Capital Expenditures**	$12,765
16.12	**Print Materials**	73,318
16.13	**Total Registered Borrowers**	5,653
16.14	**Other Capital Revenue and Receipts**	$0
16.15	**Total Number of Internet Terminals Used by the General Public**	7

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
17.8	*SED CODE*	660202700303

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!