Croton Free Library
Annual Report For Public And Association Libraries - 2019

1. GENERAL LIBRARY INFORMATION

Library/Director Information

Please note: Bibliostat CollectConnect is now compatible with major browsers including Google Chrome, Mozilla Firefox, Safari and Internet Explorer.

Please be advised Bibliostat CollectConnect is now using a new interface. If you have accessed or if you believe you may have accessed the old Bibliostat Collect, please click the new link here and you will be taken to the new interface. Please be sure you exit and close the old Bibliostat Collect before you begin your survey.

To avoid loss of data, only one person at a time should be logged into a member library report. Multiple people logged into the same report will cause data to be lost.

Libraries should not have reports from two different years open at the same time.

Report all information in Part 1 as of December 31, 2019, except for questions related to the current library director/manager (questions 1.37 through 1.44).

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	01/01/2019
1.7	Ending Fiscal Reporting Year	12/31/2019
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 Local Fiscal Year	01/01/2019

1.12	Ending <u>Local</u> Fiscal Year	12/31/2019
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)	jbourdon@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 <u>or</u> 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 |

1.30 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

THESE QUESTIONS ARE FOR NYC LIBRARIES ONLY. PLEASE PROCEED TO THE NEXT QUESTION.

1.36a President/CEO Name

1.36b President/CEO Phone Number

1.36c President/CEO Email

NOTE: For questions 1.37 through 1.44, report all information for the current library director/manager.

1.37 First Name of Library Director/Manager — Jesse

1.38 Last Name of Library Director/Manager — Bourdon

1.39 NYS Public Librarian Certification Number — 26469

1.40 What is the highest education level of the library manager/director? — Master's Degree

1.41 If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science? — Y

1.42 Do all staff working in the budgeted Librarian (certified) positions reported in 6.4 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note. — Y

1.43 E-mail Address of the Director/Manager — jbourdon@wlsmail.org

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

1.45	Is the library a member of the New York State and Local Retirement System?	N
1.46	Does the library charge fees for library cards to people residing outside the system's service area?	N
1.47	Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2019? (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 1.48.	Y

Public Votes/Contracts

1.	Name of municipality or district holding the public vote	Croton Harmon School District
2.	Indicate the type of municipality or district holding the public vote	School District
3.	Date the vote was held (mm/dd/2019)	05/21/2019
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 appropriation from a public vote:	$851,260
6b.	Proposed increase in appropriation as a result of the vote held on the date reported in question number 3:	$18,414
6c.	Total proposed appropriation (sum of 6a and 6b):	$869,674

This question should only be answered if "No" was answered in Q1.47 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.

1.48   Did the library receive funding   N
from an appropriation which was
approved by public vote in a prior year?
(Prior to Calendar Year 2019) Enter Y
for Yes, N for No. If Yes, complete one
record for the vote from each funding
source. If No, go to question 1.49.

1.   Name of municipality or district N/A
holding the public vote

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

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

4.   What type of public vote was it?

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

1.49   Does the reporting library have   Y
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 1.50.

1.   Name of contracting   Town of Cortlandt
municipality or district

2.   Is this a written contractual   Y
agreement?

3.   Population of the geographic   14,602
area served by this contract

4.   Dollar amount of contract $13,091

5.   Enter the appropriate code for   Full
range of services provided (select one):

Unusual Circumstances

1.50   For the reporting year, has the   Y
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 Note; if no, please go
to Part 2, Library Collection.

2. LIBRARY COLLECTION

Print/Electronic/Other Holdings

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

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

It does not cover all materials (i.e., microforms, loose sheet music, 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. Count electronic materials at the administrative entity level (main library); do not duplicate numbers at each branch.

PRINT MATERIALS

Cataloged Books

2.1   Adult Fiction Books   23,552

2.2   Adult Non-fiction Books   20,658

2.3   Total Adult Books (Total   44,210
questions 2.1 & 2.2)

2.4   Children's Fiction Books   16,280

2.5   Children's Non-fiction Books   8,446

2.6   Total Children's Books (Total   24,726
questions 2.4 & 2.5)

2.7   Total Cataloged Books (Total   68,936
questions 2.3 & 2.6)

Other Print Materials

2.8   Total Uncataloged Books   0

2.9   Total Print Serials   177

2.10	All Other Print Materials	1
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	178
2.12	Total Print Materials (Total questions 2.7 and 2.11)	69,114

ALL OTHER MATERIALS
Electronic Materials

2.13	Electronic Books	24,268
2.14	Local Electronic Collections	14
2.15	NOVEL_{NY} Electronic Collections	16
2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	30
2.17	Audio - Downloadable Units	6,316
2.18	Video - Downloadable Units	1,131
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.)	1
2.20	Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	31,746

Non-Electronic Materials

2.21	Audio - Physical Units	3,973
2.22	Video - Physical Units	5,525
2.23	Other Non-Electronic Materials (includes films, slides, etc.)	306
2.24	Total Other Materials Holdings (Total questions 2.21 through 2.23)	9,804

Serials/Additions to Holdings

| 2.25 | **GRAND TOTAL HOLDINGS** (Total questions 2.12, 2.20 and 2.24) | 110,664 |

CURRENT SERIAL SUBSCRIPTIONS

2.26   Current Print Serial
Subscriptions   110

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

2.27   Cataloged Books   3,088

2.28   All Other Print Materials   2

2.29   Electronic Materials   1,581

2.30   All Other Materials   646

2.31   Total Additions (Total questions 5,317
2.27 through 2.30)

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Borrowers/Visits/Policies/Accessibility

Report all information on questions 3.1 through 3.29 as of the end of the <u>fiscal</u> year reported in Part 1; report information on questions 3.30 through 3.83 for the 2019 <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)   177,360

3.2   Registered resident borrowers   5,363

3.3   Registered non-resident
borrowers   1

Please report information on WRITTEN POLICIES as of 12/31/19.

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-approved conflict of interest policy?   Y

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

3.10   Does the library have a board-approved sexual harassment prevention policy?   Y

Please report information on ACCESSIBILITY as of 12/31/19.

ACCESSIBILITY (Answer Y for Yes, N for No)

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

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

3.13   Does the library have large print books?   Y

3.14   Does the library have assistive technology for people who are visually impaired or blind?   Y

3.15 - If so, what do you have?

    screen reader, such as JAWS, Windoweyes or NVDA   Yes

    refreshable Braille commonly referred to as a refreshable Braille display   No

    screen magnification software, such as Zoomtext   No

    electronic scanning and reading software, such as OpenBook   No

3.16   Is the library registered for services from either the New York State Talking Book and Braille Library (New York State Library, Albany) or the Andrew Heiskell Braille and Talking Book Library (The New York Public Library, New York)?   N

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

LIBRARY SPONSORED PROGRAMS

3.17	**Adult Program Sessions**	**76**
3.18	**Young Adult Program Sessions**	**55**
3.19	**Children's Program Sessions**	**599**
3.20	**All Other Program Sessions**	**5**
3.21	**Total Number of Program Sessions (Total questions 3.17 through 3.20)**	**735**
3.22	**One-on-One Program Sessions**	**0**
3.23	**Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library?**	**Yes**
3.24	**Adult Program Attendance**	**2,247**
3.25	**Young Adult Program Attendance**	**407**
3.26	**Children's Program Attendance**	**12,107**
3.27	**All Other Program Attendance**	**229**
3.28	**Total Program Attendance (Total questions 3.24 through 3.27)**	**14,990**
3.29	**One-on-One Program Attendance**	**0**

Please report information on SUMMER READING PROGRAMS for the 2019 calendar year.

SUMMER READING PROGRAM

3.30 - Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2019 (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 Yes
Libraries name and/or logo used

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

f.   N/A   No

3.31   Library outlets offering the   1
summer reading program

3.32   Children registered for the   174
library's summer reading program

3.33   Young adults registered for   22
the library's summer reading
program

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

3.35   Total number registered for   196
the library's summer reading
program (total 3.32 + 3.33 + 3.34)

3.36   Children's program sessions -   119
Summer 2019

3.37   Young adult program sessions   17
- Summer 2019

3.38   Adult program sessions -   0
Summer 2019

3.39   Total program sessions -   136
Summer 2019 (total 3.36 + 3.37 +
3.38)

3.40   Children's program   1,616
attendance - Summer 2019

3.41   Young adult program   113
attendance - Summer 2019

3.42   Adult program attendance -   0
Summer 2019

3.43   Total program attendance -   1,729
Summer 2019 (total 3.40 + 3.41 +
3.42)

COLLABORATORS

3.44	Public school district(s) and/or BOCES	0
3.45	Non-public school(s)	0
3.46	Childcare center(s)	3
3.47	Summer camp(s)	1
3.48	Municipality/Municipalities	0
3.49	Literacy provider(s)	0
3.50	Other (describe using the State note)	0
3.51	**Total Collaborators (total 3.44 through 3.50)**	**4**

Please report information on EARLY LITERACY PROGRAMS for the 2019 calendar year.

EARLY LITERACY PROGRAMS

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

Early Literacy Programs/Adult Literacy Programs/Programs for ESOL/Digital Literacy Programs

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

a.	Focus on birth - school entry (kindergarten)	Yes
b.	Focus on parents & caregivers	No
c.	Combined audience	Yes
d.	N/A	No

3.54 - Number of sessions

a.	Focus on birth - school entry (kindergarten)	102
b.	Focus on parents & caregivers	0
c.	Combined audience	6
d.	N/A	0
3.55	**Total Sessions**	**108**

3.56 - Attendance at sessions

a.   **Focus on birth - school entry**   **3,387**
(kindergarten)

b.   **Focus on parents & caregivers**   **0**

c.   **Combined audience**   **69**

d.   **N/A**   **N/A**

3.57   **Total Attendance**   **3,456**

3.58 - 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 2019 calendar year.
ADULT LITERACY

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

3.60   **Total group program sessions**   **0**

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

3.62   **Total group program**   **0**
attendance

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

3.64 - 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 Schools**   **No**

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

Please report information on PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL) for the 2019 calendar year.

PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

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

3.66   Children's program sessions   31

3.67   Young adult program sessions   0

3.68   Adult program sessions   0

3.69   Total program sessions (total   31
3.66 + 3.67 + 3.68)

3.70   One-on-one program sessions   0

3.71   Children's program   1,635
attendance

3.72   Young adult program   0
attendance

3.73   Adult program attendance   0

3.74   Total program attendance   1,635
(total 3.71 + 3.72 + 3.73)

3.75   One-on-one program   0
attendance

3.76 - 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
Note)

Please report information on DIGITAL LITERACY for the 2019 calendar year.
DIGITAL LITERACY

3.77   Did the library offer digital   N
literacy programs?

3.78   Total group program sessions   0

3.79   Total one-on-one program   0
sessions

3.80   Total group program   0
attendance

3.81   Total one-on-one program   0
attendance

3.82   Did your library offer teen-led Y
activities during the 2019 calendar
year?

3.83   Did your library offer teen-led N
activities during the 2018 calendar
year?

4. LIBRARY TRANSACTIONS

Circulation/Electronic Use/Reference 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   23,599

4.2   Adult Non-fiction Books   17,531

4.3   Total Adult Books (Total   41,130
questions 4.1 & 4.2)

4.4   Children's Fiction Books   31,013

4.5   Children's Non-fiction Books   7,922

4.6   Total Children's Books (Total 38,935
questions 4.4 & 4.5)

4.7   Total Cataloged Book   80,065
Circulation (Total question 4.3 & 4.6)

CIRCULATION OF OTHER MATERIALS

4.8   Circulation of Adult Other   16,971
Materials

4.9   Circulation of Children's   3,618
Other Materials

4.10   Total Circulation of Other   20,589
Materials (Total questions 4.8, 4.9)

4.11   Physical Item Circulation   100,654
(Total questions 4.7 & 4.10)

ELECTRONIC USE

4.12   Use of Electronic Material   12,738

4.13   Successful Retrieval of   19,009
Electronic Information

4.14   Electronic Content Use (Total   31,747
questions 4.12 & 4.13)

4.15   Total Circulation of Materials   113,392
(Total questions 4.11 & 4.12)

4.16   Total Collection Use (Total   132,401
questions 4.13 & 4.15)

4.17   Grand Total Circulation of   42,553
Children's Materials (Total questions
4.6 & 4.9)

REFERENCE TRANSACTIONS

4.18   Total Reference Transactions   14,965

4.19   Does the library offer virtual   Y
reference?

Interlibrary Loan

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.20   TOTAL MATERIALS   23,531
RECEIVED

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.21   TOTAL MATERIALS   20,949
PROVIDED

5. TECHNOLOGY AND TELECOMMUNICATIONS
Report all information as of December 31, 2019.

SYSTEMS AND SERVICES

5.1   Automated circulation   Y
system?

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   49,642

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

5.6   Does your library use social media?   Y

5.7   Does the library file for E-rate benefits?   Y

5.8   Is the library part of a consortium for E-rate benefits?   Y

5.9   If yes, in which consortium are you participating?   Westchester Library System

5.10   Name of the person responsible for the library's Information Technology (IT) services   Jesse Bourdon

5.11   IT contact's telephone number (enter 10 digits only and hit the Tab key)   (914) 862-1023

5.12   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 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)	3.6
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)	1
6.9	Vacant Library Specialist/Paraprofessional (not certified)	0
6.10	Other Staff	8.5
6.11	Vacant Other Staff	0
6.12	**TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)**	14.10
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)	1
6.15	Salary - Entry Level Librarian (certified)	$47,500
6.16	FTE - Library Director (certified)	1
6.17	Salary - Library Director (certified)	$81,500
6.18	FTE - Library Manager (not certified)	0
6.19	Salary - Library Manager (not certified)	$0

7. MINIMUM PUBLIC LIBRARY STANDARDS (CURRENT)

Report all information as of December 31, 2019. Please click here 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   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.**

7. MINIMUM PUBLIC LIBRARY STANDARDS (AS OF 2021)

**As of January 1, 2021 all public, free association and Indian libraries in New York State will be
required to meet the minimum standards listed below. Please indicate which of these standards
your library already meets as of December 31, 2019. This 2019 data will be helpful in informing
statewide and regional efforts to ensure that all of New York's libraries are able to successfully
comply with the new minimum standards. Please click here to read general instructions before
completing this section. Helpful information for meeting minimum public library standards is
available on the State Library's website. Questions about the new standards should be directed to
your library system.**

**1.   Is governed by written bylaws   Y
which define the structure and
governing functions of the library
board of trustees, and which shall be
reviewed and re–approved by the
board of trustees at least once every
five years or earlier if required by
law.**

**2.   Has a community-based,   Y
board-approved, written long-range
plan of service developed by the
library board of trustees and staff.**

**3.   Provides a board-approved   Y
written annual report to the
community on the library's progress
in meeting its mission, goals and
objectives, as outlined in the library's
long-range plan of service.**

4.   Has board-approved written   Y
policies for the operation of the
library, which shall be reviewed and
updated at least once every five years
or earlier if required by law.

5.   Annually prepares and   Y
publishes a board-approved, written
budget, which enables the library to
address the community's needs, as
outlined in the library's long-range
plan of service.

6.   Periodically evaluates the   Y
effectiveness of the library's
programs, services and collections to
address community needs, as outlined
in the library's long-range plan of
service.

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

8. Maintains a facility that addresses community needs, as outlined in the library's long-range
plan of service, including adequate:

8a.   space   Y

8b.   lighting   Y

8c.   shelving   Y

8d.   seating   Y

8e.   power infrastructure   Y

8f.   data infrastructure   Y

8g.   public restroom   Y

9.   Provides programming to   Y
address community needs, as outlined
in the library's long-range plan of
service.

10. Provides

10a.   a circulation system that   Y
facilitates access to the local library
collection and other library catalogs

10b.   **equipment, technology, and**   **Y**
internet connectivity to address
community needs and facilitate access
to information.

11.   **Provides access to current**   **Y**
library information in print and
online, facilitating the understanding
of library services, operations and
governance; information provided
online shall include the standards
referenced in numbers (1) through (5)
above.

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

13.   **Provides library staff with**   **Y**
annual technology training,
appropriate to their position, to
address community needs, as outlined
in the library's long-range plan of
service.

14.   **Establishes and maintains**   **Y**
partnerships with other educational,
cultural or community organizations
which enable the library to address
the community's needs, as outlined in
the library's long-range plan of
service.

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 two decimal places.

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

**8.10   Annual Total Hours - Main   2,885.00
Library**

**8.11   Annual Total Hours - Branch   0.00
Libraries**

**8.12   Annual Total Hours -   0.00
Bookmobiles**

**8.13   Annual Hours Open - Total   2,885.00
Hours Open (Total questions 8.10
through 8.12)**

9. SERVICE OUTLET 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.

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.

If you have multiple libraries, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available in the survey by clicking here

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   jbourdon@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   2,885
for This Outlet**

**16.   Number of Weeks This Outlet   52
is Open**

**17.   Does this outlet have meeting   Y
space available for public use (non-
library sponsored programs, meetings
and/or events)?**

**18.   Is the meeting space available   N
for public use even when the outlet is
closed?**

**19.   Total number of non-library   139
sponsored programs, meetings and/or
events at this outlet**

**20.   Enter the appropriate outlet   LO
code (select one):**

**21.   Who owns this outlet   Library Board
building?**

**22.   Who owns the land on which   Library Board
this outlet is built?**

**23.   Indicate the year this outlet   1965
was initially constructed**

**24.   Indicate the year this outlet   2014
underwent a major renovation
costing $25,000 or more**

25.   Square footage of the outlet   12,500

**26.   Number of internet computers   12
at this outlet used by general public**

27.	**Number of uses (sessions) of public Internet computers per year**	**6,006**
28.	**Type of connection on the outlet's public Internet computers**	**Fiber**
29.	**Maximum <u>download</u> speed of connection on the outlet's public Internet computers**	**11 Greater than or equal to 100 mbps and less than 1 gbps**
30.	**Maximum <u>upload</u> speed of connection on the outlet's public Internet computers**	**11 Greater than or equal to 100 mbps and less than 1 gbps**
31.	**Internet Provider**	**Cablevision/Optimum**
32.	**WiFi Access**	**No restrictions to access**
33.	**Number of wireless sessions provided by the library wireless service per year**	**13,903**
34.	**Does the outlet have interactive videoconferencing capability for public use?**	**N**
35.	**Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?**	**Y**
36.	**Is every public part of the outlet accessible to a person in a wheelchair?**	**Y**
37.	**Does your outlet have a Makerspace?**	**Y**
38.	*LIBID*	**8800661650**
39.	*FSCSID*	**NY0732**
40.	*Number of Bookmobiles in the Bookmobile Outlet Record*	**0**
41.	*Outlet Structure Status*	**00 (for no change from previous year)**

10. OFFICERS AND TRUSTEES

Trustees and Terms/Board President/Trustee Names

Report information about trustee meetings as of December 31, 2019. 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, 2019 to December 31, 2019)	10

NUMBER OF TRUSTEES AND TERMS

10.2 Does your library have a range of trustees stated in the library's charter documents (incorporation)?	No
10.3 If yes, what is the range?	N/A
10.4 If your library has a range, how many voting positions are stated in the library's current by-laws?	N/A
10.5 If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)?	7
10.6 Does your library's charter documents (incorporation) state a specified term for trustees? If no, please explain in a Note.	Yes
10.7 If yes, what is the trustee term length, as stated in your library's charter documents (incorporation)?	5 years

BOARD MEMBER SELECTION

10.8 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, 2020. 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

10.9	**First Name**	**Leslie**
10.10	**Last Name**	**Ellis**
10.11	**Mailing Address**	**39 Sunset Drive**
10.12	**City**	**Croton-on-Hudson**

10.13	Zip Code (5 digits only)	10520
10.14	Phone (enter 10 digits only)	(914) 271-6869
10.15	E-mail Address	Leslie.Ellis@esc.edu
10.16	Term Begins - Month	May
10.17	Term Begins - Year (yyyy)	2019
10.18	Term Expires - Month	April
10.19	Term Expires - Year (yyyy)	2024
10.20 Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.		Yes
10.21 The date the Oath of Office was taken (mm/dd/yyyy)		N/A
10.22 The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)		N/A
10.23 Is this a brand new trustee?		N

You may 1) enter the data for the Officers and Board Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect (but do not include the Board President—this information should still be entered directly into the survey). If you choose to send your data for uploading, you must enter the data into the spreadsheet form available here. Complete this form and email it to bibliostat@baker-taylor.com.

1.	Status	Filled
2.	First Name of Board Member	Marianne
3.	Last Name of Board Member	Merola
4.	Mailing Address	41 Irving Ave
5.	City	Croton-on-Hudson
6.	Zip Code (5 digits only)	10520
7.	E-mail address	mmerola@bromasite.com
8.	Office Held or Trustee	Vice President

9.	Term Begins - Month	May
10.	Term Begins - Year (year)	2017
11.	Term Expires	April
12.	Term Expires - Year (yyyy)	2022
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
16.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name of Board Member	Adora
3.	Last Name of Board Member	Lam
4.	Mailing Address	1 O'Reilly Court
5.	City	Croton-on-Hudson
6.	Zip Code (5 digits only)	10520
7.	E-mail address	adorabyf@yahool.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	June
10.	Term Begins - Year (year)	2017
11.	Term Expires	April
12.	Term Expires - Year (yyyy)	2020

13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	No
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
16.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name of Board Member	Susan
3.	Last Name of Board Member	Ranis
4.	Mailing Address	32 Riverview Trail
5.	City	Croton-on-Hudson
6.	Zip Code (5 digits only)	10520
7.	E-mail address	ranis510@gmail.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	May
10.	Term Begins - Year (year)	2019
11.	Term Expires	April
12.	Term Expires - Year (yyyy)	2024
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes

14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
16.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name of Board Member	Sharyse
3.	Last Name of Board Member	Eisinger
4.	Mailing Address	210 Cleveland Drive
5.	City	Croton-on-Hudson
6.	Zip Code (5 digits only)	10520
7.	E-mail address	sharyse721@yahoo.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	May
10.	Term Begins - Year (year)	2015
11.	Term Expires	April
12.	Term Expires - Year (yyyy)	2020
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
16.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name of Board Member	Mary

10.	Term Begins - Year (year)	2018
11.	Term Expires	April
12.	Term Expires - Year (yyyy)	2023
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
16.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name of Board Member	Jane
3.	Last Name of Board Member	Beller
4.	Mailing Address	4 Munson Street
5.	City	Croton-on-Hudson
6.	Zip Code (5 digits only)	10520
7.	E-mail address	jbella11@gmail.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	May
10.	Term Begins - Year (year)	2019
11.	Term Expires	April
12.	Term Expires - Year (yyyy)	2024

13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.　Yes

14. The date the Oath of Office (mm/dd/yyyy) was taken　N/A

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

16. Is this a brand new trustee?　Y

1. Status　Filled

2. First Name of Board Member　Barry

3. Last Name of Board Member　Feinberg

4. Mailing Address　45 Truesdale Dr.

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　May

10. Term Begins - Year (year)　2019

11. Term Expires　April

12. Term Expires - Year (yyyy)　2024

13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.　Yes

14. **The date the Oath of Office (mm/dd/yyyy) was taken**   N/A

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

16. **Is this a brand new trustee?**   N

Trustee Education

1. **Trustee Name**   **Leslie Ellis**

2. **Has the trustee participated in trustee education in the last calendar year (2019)?**   Y

1. **Trustee Name**   **Marianne Merola**

2. **Has the trustee participated in trustee education in the last calendar year (2019)?**   Y

1. **Trustee Name**   **Mary McFerran**

2. **Has the trustee participated in trustee education in the last calendar year (2019)?**   N

1. **Trustee Name**   **Adora Lam**

2. **Has the trustee participated in trustee education in the last calendar year (2019)?**   Y

1. **Trustee Name**   **Sharyse Eisinger**

2. **Has the trustee participated in trustee education in the last calendar year (2019)?**   Y

1. **Trustee Name**   **Barry Feinberg**

2. **Has the trustee participated in trustee education in the last calendar year (2019)?**   Y

1. **Trustee Name**   **Susan Ranis**

2. **Has the trustee participated in trustee education in the last calendar year (2019)?**   Y

1. **Trustee Name**   **Lynn Kauderer**

**2.   Has the trustee participated in N
trustee education in the last calendar
year (2019)?**

11. OPERATING FUNDS RECEIPTS

Local Public Funds/System Cash Grants/Other State Aid

**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 school 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 taxing authority;
if no, go to question 11.3.**

1.	**Source of Funds**	**School District**
2.	**Name of funding County, Municipality or School District**	**Croton Harmon Union Free School District**
3.	**Amount**	**$869,674**
4.	**Subject to public vote held in reporting year or in a previous reporting year(s).**	**Y**
5.	**Written Contractual Agreement**	**N/A**
1.	**Source of Funds**	**Town**
2.	**Name of funding County, Municipality or School District**	**Town of Cortlandt**
3.	**Amount**	**$13,091**
4.	**Subject to public vote held in reporting year or in a previous reporting year(s).**	**N**
5.	**Written Contractual Agreement**	**Y**

**11.2   TOTAL LOCAL PUBLIC $882,765
FUNDS**

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3 Local Library Services Aid (LLSA) $2,495

11.4 Central Library Aid (CLDA and/or CBA) $0

11.5 Additional State Aid received from the System $16,389

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) $18,884

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/Other Receipts

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 $4,971

11.15 Fund Raising $30,000

11.16 Income from Investments $15,299

11.17 Library Charges $13,816

11.18 Other $2,106

11.19   TOTAL OTHER RECEIPTS $66,192
(Add Questions 11.14, 11.15, 11.16,
11.17 and 11.18)

11.20   TOTAL OPERATING FUND $967,841
RECEIPTS (Add Questions 11.2,
11.8, 11.9, 11.12, 11.13 and 11.19)

11.21   BUDGET LOANS $0

Transfers/Grant Total

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 $902,685
FUND - Beginning Balance for Fiscal
Year Ending 2019 (Same as Question
12.40 of previous year if fiscal year
has not changed)

11.26   GRAND TOTAL RECEIPTS, $1,870,526
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/Collection/Capital/Operation and Maintenance/Miscellaneous

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.
STAFF EXPENDITURES
Salaries & Wages Paid from Library Funds

12.1   Certified Librarians $257,134

12.2   Other Staff $273,856

12.3   Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2) $530,990

12.4   Employee Benefits Expenditures $69,551

12.5   Total Staff Expenditures (Add Questions 12.3 and 12.4) $600,541

COLLECTION EXPENDITURES

12.6   Print Materials Expenditures $47,948

12.7   Electronic Materials Expenditures $9,016

12.8   Other Materials Expenditures $3,090

12.9   Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8) $60,054

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10   From Local Public Funds (71PF) $0

12.11   From Other Funds (71OF) $3,021

12.12   Total Capital Expenditures (Add Questions 12.10 and 12.11) $3,021

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13   From Local Public Funds (72PF) $2,100

12.14   From Other Funds (72OF) $0

12.15   Total Repairs (Add Questions 12.13 and 12.14) $2,100

12.16   Other Disbursements for Operation & Maintenance of Buildings $78,676

12.17   Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16) $80,776

MISCELLANEOUS EXPENSES

12.18   Office and Library Supplies $27,416

12.19	**Telecommunications**	**$2,192**
12.20	**Binding Expenses**	**$0**
12.21	**Postage and Freight**	**$973**
12.22	**Professional & Consultant Fees**	**$48,535**
12.23	**Equipment**	**$1,842**
12.24	**Other Miscellaneous**	**$4,287**
12.25	**Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22, 12.23 and 12.24)**	**$85,245**

Contracts/Debt Service/Transfers/Grand Total

12.26	**CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE**	**$52,235**

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**

Other Loans

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)**	**$881,872**

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)	**$881,872**
12.40 BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2019	**$988,654**
12.41 GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE (Add Questions 12.39 and 12.40; same as Question 11.26)	**$1,870,526**

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).	**06/18/2020**

FISCAL AUDIT

12.43 Last audit performed (mm/dd/yyyy)	**07/01/2019**
12.44 Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	**07/01/2018-06/30/2019**
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	$17,742
13.5 Other State Aid	$0
13.6 Total State Aid (Add Questions 13.4 and 13.5)	$17,742

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)	$17,742
13.10 NON-REVENUE RECEIPTS	$0
13.11 TOTAL CASH RECEIPTS (Add Questions 13.9 and 13.10)	$17,742
13.12 BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2019 (Same as Question 14.11 of previous year, if fiscal year has not changed)	$19,159

13.13   TOTAL CASH RECEIPTS $36,901
AND BALANCE(Add Questions
13.11 and 13.12; same as Question
14.12)

14. CAPITAL FUND DISBURSEMENTS

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.

PROJECT EXPENDITURES

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 $0
(Add Questions 14.3, 14.4 and 14.5)

14.7   TOTAL PROJECT $0
EXPENDITURES (Add Questions
14.1, 14.2 and 14.6)

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

14.9   NON-PROJECT $0
EXPENDITURES

14.10   TOTAL CASH $0
DISBURSEMENTS AND
TRANSFERS (Add Questions 14.7,
14.8 and 14.9)

14.11   BALANCE IN CAPITAL $36,901
FUND - Ending Balance for the Fiscal
Year Ending 2019

14.12   TOTAL CASH $36,901
DISBURSEMENTS AND BALANCE
(Add Questions 14.10 and 14.11; same
as Question 13.13)

15. CENTRAL LIBRARIES

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	4.03
16.2	Total Librarians	4.91
16.3	All Other Paid Staff	7.44
16.4	Total Paid Employees	12.35
16.5	State Government Revenue	$18,884
16.6	Federal Government Revenue	$0
16.7	Other Operating Revenue	$66,192
16.8	Total Operating Revenue	$967,841
16.9	Other Operating Expenditures	$218,256
16.10	Total Operating Expenditures	$878,851
16.11	Total Capital Expenditures	$3,021
16.12	Print Materials	69,113
16.13	Total Registered Borrowers	5,364
16.14	Other Capital Revenue and Receipts	$0
16.15	Total Number of Internet Terminals Used by the General Public	12
16.16	Total Uses (sessions) of Public Internet Computers Per Year	6,006
16.17	Total Wireless Sessions Provided by the Library Wireless Service Per Year	13,903
16.18	Total Capital Revenue	$17,742

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
17.9	*INSTITUTION ID*	800000035685

SUGGESTED IMPROVEMENTS

Library Name:	**CROTON FREE LIBRARY**
Library System:	**Westchester Library System**
Name of Person Completing Form:	**Jesse Bourdon**
Phone Number:	**(914) 271-6612**
I am satisfied that this resource (Collect) is meeting library needs:	**Agree**
Applying this resource (Collect) will help improve library services to the public:	**Agree**
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!	