

Somers Library Board of Trustees
Regular Meeting Agenda
Wednesday, June 13, 2012
7:30 pm

Meeting Called to Order: Barbara

Public Comment

Please limit your comments to no more than 3 minutes

Announcements and correspondence

Approval of minutes of Regular Meeting of 5/9/12 and Special Meeting of 6/5/12

Treasurer's report:

Approve abstract #6

Director's Report (copies sent to all Trustees): approval of State Report for 2011

Reports from Standing Committees:

Budget and Finance - Jim, Barbara, Bill, Christine: budget modification "dues"

Balance in Unemployment Reserve; EIN number

Building - Ian, Bill, Barbara: Bid document for remaining 3/4 of roof

replacement; Flood Damage Repairs; A/C; Flooring; Drainage

Bylaws and Policy – Bill and Laura

Long-Range Planning – Jim, Christine, Ian, Liz

Personnel - Laura, Jean

Public Relations – Laura, Christine, Jean: New Logo; Summer Reading Program;

Library brochure

Technology – Liz, Bill, Ian, Jim: Updated Library Web Site; Library Apps; New

Friends Web Site; E-reader partnership

Alternative Funding Task Force - Liz: Foundation: update; 5K Run;

Friends of the Somers Library: Jean

The next regular monthly Board meeting will be at the Library on Wednesday, July 11, 2012 at 7:30 pm. Please inform the President, if you cannot attend.

SOMERS LIBRARY BOARD OF TRUSTEES
PO Box 443
Somers, NY 10589

MEETING MINUTES

May 9, 2012

President Stockwell called the meeting to order at 7:45 p.m.

The members present were: Ian Carnow, Claire Damon, Jim Hasl, Liz Mignardi, Laura Parisi, Jean Reidy, Barbara Stockwell and Christine Williamson-Canavan.

William Kehoe was absent.

Library Director Patricia Miller was also in attendance.

Announcements and Correspondence

The Daily Somers continues to cover activities at the Library and most recently had an article and photo of the 30th Anniversary celebration.

An email was received by staff member Betsy Bishop from the Principal of the Somers Intermediate School about how pleasant a place the Library is.

Mrs. Miller shared some complimentary comments made on Pinterest and Twitter about the Somers Library. One comment came from a resident in Minnesota.

Former Trustee and President Faye Bishop sent an email to Mrs. Miller about her delight with the success of the 30th Anniversary celebration and how much she enjoys getting the e-newsletters.

Several former Trustees of the Library Board attended the 30th Anniversary celebration, and Mrs. Miller thanked all the current Trustees for their help with the event.

Approval of Minutes

Mrs. Stockwell made a motion to approve the minutes of the monthly meeting held on April 11, 2012 as submitted. All were in favor.

Treasurer's Report

The Treasurer's Report was presented. Copies of the Abstract of Audited Vouchers #5, the Somers Library Vouchers and Gift Fund were distributed. Mr. Hasl made a motion to approve the Abstract of Audited Vouchers #5, dated May 9, 2012 in the amount of \$64,854.69 which included voucher numbers 72393 to 72419. All were in favor.

The contractual amount spent this past month was \$10,962.97. A total of \$489.05 was spent from the Gift Fund. Last month, \$6,768 or 62% of discretionary spending went to the business of the Library (books, reading materials, etc.). The largest expenditures were: Baker and Taylor Books \$5,177; B&D Controlled Air \$1,750; NYSE&G \$865; Staples \$385; Midwest Tape \$318 and Standard & Poor's \$298. Payroll and benefits charges were \$53,891.72. Total Library spending for all accounts was \$64,854.69.

DIRECTOR'S REPORT AND STAFF MEETING MINUTES

All Trustees received a copy of Mrs. Miller's Monthly Report and the minutes of the staff meeting held on April 24.

GIRL SCOUT PROJECT – Lauren Zaccaria, Leader of Girl Scout Troop 2633 and her scouts, met with Mrs. Miller on April 17 and proposed a new bench in front of the Library main entrance. They presented their idea at the May 3 Town Board work session, as well. The scouts have raised funds to purchase the bench, and with approval, they will purchase it, assemble it, and dedicate it to their former Scout leader, Lynn Adams.

RE-DEDICATION – A re-dedication of the Fred Bachner Somers Holocaust Commission's collection was held on Thursday May 3. Their generous donation to purchase new materials was also acknowledged. Guests included County Legislator Mike Kaplowitz, Town Supervisor Mary Beth Murphy, Town Councilman Richard Clinchy, and the Commission's Board of Trustees and Members. A small reception followed.

Highlights from the Staff Meeting minutes were discussed.

The monthly and year to date circulation statistics were distributed and reviewed.

REPORTS FROM STANDING COMMITTEES

Budget and Finance – There was no report this evening.

Building – The Town Board has decided to move forward with the repair/replacement of the Library Roof.

Members of the Library Building Committee, Mrs. Miller, and Tom Tooma (Assistant Building Inspector) met with Town Supervisor Murphy to discuss the time frame and budgeting for the RFP.

Mr. Tooma and Mr. Carnow will prepare RFP documents for the June Town Board meeting.

The monthly elevator maintenance contract with Heights Elevator Corp. was renegotiated to a quarterly contract. The Building Committee will review proposals for elevator maintenance contracts again at the end of the year.

The work needed to provide light switches for the main library was done by North County Electric, who donated his time to the Library. The Library provided the necessary materials.

The Library parking lot is under consideration for repair as part of a larger project involving Reis Park site work.

The downstairs ceiling has to be painted.

The money saved from the elevator contract will be used to replace the flooring in the back office.

As it turns out, prevailing wage does not apply to a sole proprietor, only those with employees.

Bylaws and Policy – The Library's long-standing Library Gallery Exhibit Policy as updated by the Bylaws and Policy Committee and the volunteer Exhibit Coordinator had been adopted by the Trustees on March 14. Since the policy also concerns the Library building and Reis Park to a limited extent and had been reviewed by the Town in the past, a copy was forwarded to Supervisor Murphy for any comments that she might wish to offer. Mrs. Murphy placed it on the agenda for the Town Board's combined work session and regular meeting on April 12 and they accepted it at that meeting.

Long Range Planning – There was no report this evening.

Personnel – A motion was made by Mrs. Damon to approve hiring Michael Ferretti as a student page to replace Rachel Friedman at a salary of \$8.00 per hour effective May 1, 2012. Funding for this position will be taken from the Somers Library Personnel Budget Salary Line .14365. All were in favor.

Mrs. Miller has to secure a title change through Civil Service from a Director 1 to a Director 2. As part of this process she will have to take a training and experience test.

This afternoon, the Committee met with Mrs. Miller to go over her evaluation. It was most positive and complimentary.

A letter was sent from the Committee to Mrs. Miller complimenting her about the thoroughness she displayed in doing the evaluations for the Library staff.

Public Relations – The 30th Anniversary celebration was a terrific success.

Plans are underway to secure gift certificates and donations for the Summer Reading Program.

Mrs. Williamson-Canavan reported that the Committee is 98.5% settled on a new

Library logo. It is going through another slight re-design. Once the Committee has made their choice, it will be randomly shared with Library patrons and then the Trustees. All want to be sure that the message the logo is to convey is understandable.

Technology – The new website will be unveiled shortly. A decision still has to be made as to how BookLetters, a content management system funded through Westchester Library System should be used.

Somers Library Foundation

Tax exempt status has been finally secured. The website is up and running, the Foundation has an email address and will be renting a post office box. Their logo is in its final stages. Plans are in progress for a 5K Run on September 29, with a fun version for children.

Friends of the Somers Library

Member Linda Horton has agreed to write checks and handle membership, but does not want the responsibility of filing taxes. A volunteer has offered to do this, but the concern is that he is away for part of the year. A retired accountant who might offer their services to do this would be ideal.

The Book Sale and food sold at the 30th Anniversary celebration generated \$2,132.75 before costs of about \$200. The Friends were happy with its success. Gift Certificates were purchased for Book Sale coordinators Sandy Pope and Tom Lashnits to thank them for all their hard work and effort.

NEW BUSINESS

Trustee Resignation – It is with regret, that the resignation of Trustee Claire Damon was accepted. Mrs. Damon has served as an invaluable member of the Library Board for the past 15 years. She was Vice President for one year and President for four. She will be greatly missed. Mrs. Damon will continue to support the Library in her role as Secretary of the Friends as well as procuring sponsors for the floral arrangements on the front desk from the local business community. She has also volunteered to help the Library in any way she can.

The meeting was adjourned at 9:45 p.m. The next meeting will take place on Wednesday, June 13, 2012 at 7:30 p.m. in the Library.

Respectfully submitted,

Denise Schirmer, Secretary
Somers Library Board of Trustees

cc: Library Board of Trustees
Library Director
Town Board
Town Clerk
Director of Finance
Friends of the Somers Library
Somers Library Foundation

DRAFT

**SOMERS LIBRARY BOARD OF TRUSTEES
PO Box 443
Somers, NY 10589**

SPECIAL MEETING MINUTES

June 5, 2012

President Stockwell called the meeting to order at 8:05 p.m.

The members present were: Ian Carnow, Jim Hasl, William F. Kehoe, Liz Mignardi, Laura Parisi, Jean M. Reidy, Barbara Stockwell and Christine M. Williamson-Canavan.

Library Director Patricia Miller was also in attendance.

The President made a motion to enter into an executive session to discuss personnel matters not to return to public session.

The meeting was adjourned at 10:25 p.m. The next meeting will take place on Wednesday, June 13, 2012 at 7:30 p.m. in the Library.

Respectfully submitted,

William F. Kehoe, Trustee
Somers Library Board of Trustees

cc: Library Board of Trustees
Library Director
Town Board
Town Clerk
Director of Finance
Friends of the Somers Library
Somers Library Foundation

SOMERS LIBRARY TRUSTEE MEETING
Director's Report, June 13, 2012

ACTION ITEMS:

I am requesting Board approval to accept the 2011 New York State annual report for Public and Association Libraries as presented.

I propose making a budget modification to move \$800 from 449B Misc to 438 Dues

PERSONNEL:

A staff meeting was held May 22nd. Minutes were emailed to all library board members, board secretary and Town Board liaison.

Val, Vicki and I attended the annual Westchester Library Association conference in Tarrytown on May 11th. There was an interesting presentation by Christopher Platt of NY Public about E-books and E-book Collection Development and a panel discussion about Sustaining Libraries. Keynote speaker was Alice Ozma.

I attended the Putnam County Libraries Association business meeting on May 29th in the newly renovated and expanded Patterson Library. I was elected Vice President of PCLA.

BUILDING:

With the help of trustee, Ian Carnow and Tommy Tooma, architectural drawings and roof bid packet were prepared and delivered to the Town Board and to the Town Clerk. The request to finish replacing/repairing the roof and gutters will be discussed at the upcoming June Town Board meeting.

Paul Tozzo installed new vinyl tiles in the kitchen to replace the broken, popped up old tiles. He also installed vinyl tiles behind the Reference desk, gratis. Replacement carpet tile and vinyl tile installation in the lower level is scheduled to begin June 6.

During the heat spell, the air conditioning system would not start. B&D Controlled Air was called and fixed the problem with re-wiring the condenser that would not start.

MISC:

I am happy to announce that we were awarded another Lifetime Arts Grant for Creative Aging. The approved project is called Memories Alive: Movable Books for Future Generations. Classes are scheduled to begin on July 11th with local teaching artist Kim McCormack.

Children's librarians Betsy and Vicki, with the assistance of Primrose librarian, Paula Clinchy completed another successful year of First Grade Tours/Library card sign-up. This year, 140 students in First Grade received new library cards or 56% of the entire First Grade. Each child went home with a book and received a detailed tour of the public library. One first grader, Olivia Biolsi, created a 3-ring binder with her book, return receipt, library card, and a log sheet for the books that she plans to read. With her father's permission, I will submit her photo to the Somers Record and Daily Somers Voice.

I attended the Public Library Directors Association meeting on May 17th at the Institute for Human Development in Valhalla. After the business meeting, we received a tour of the facility. The Institute is hoping to partner with libraries to deliver its mission.

On May 17th, I attended the annual League of Women Voters' Book and Author Lunch and sat with the 4 local authors.

I attended the May 23rd Library Foundation meeting. Topics were: refining logo, starting PO box on July 1st to use for 5K mailings, establishing committees, preparing request to Somers Lions, receipt of \$500 from Somers Women's Club, planning large scale library projects, accept using PayPal and Square for donations, finalizing date for 5K race, insurance for events and for directors.

NY State Ed Dept requested a separate EIN for the library for aid and construction money disbursements. Bob Kehoe in Finance called and re-instituted the library's old EIN.

The Friends annual meeting is scheduled for Sunday June 24th 3-5:00. After a welcome by Jet Wachtell, Vicki and I will present a list of projects that the Friends have funded in the past year. Guest speaker, Jim Sparks will speak about Monet, a tie-in with the current NY Botanical Garden exhibit. All trustees are encouraged to attend.

We are applying for refund of MTA tax paid during NYS fiscal year 4/1/10-3/31/11 through the Westchester Library System.

We filed a theft report with the Somers Police on May 24, 2012 that 9 DVDs to date were stolen from their cases. Broken and empty cases were found when other patrons tried to check them out. Angelo mounted a camera in the DVD section and surveillance signs are

now posted in that area.

Respectfully submitted,
Patricia Miller

FINAL

Somers Library

Annual Report For Public And Association Libraries - 2011

CURRENT YEAR

PREVIOUS YEAR

1. GENERAL LIBRARY INFORMATION

Report all information in Part 1 as of December 31, 2011, except for questions related to the current library director/manager (questions 1.32 through 1.37).

1.1	Library ID Number	8800666170	8800666170
1.2	Library Name	The Somers Library	<i>The Somers Library</i>
1.3	Name Status (State use only)	00 (for no change from previous year)	06 (for Official Name Change - Regents charter action)
1.4	Structure Status (State use only)	00 (for no change from previous year)	00 (for no change from previous year)
1.5	Community	Somers	<i>Somers</i>
1.6a	Beginning Fiscal Reporting Year	01/01/2011	1/1/2010
1.6b	Beginning <u>Local</u> Fiscal Year	01/01/2011	
1.7a	Ending Fiscal Reporting Year	12/31/2011	12/31/2010
1.7b	Ending <u>Local</u> Fiscal Year	12/31/2011	
1.8	Address Status	00 (for no change from previous year)	00 (for no change from previous year)
1.9	Street Address	Route 139, Reis Park	<i>Route 139, Reis Park</i>
1.10	City	Somers	<i>Somers</i>
1.11	Zip Code	10589	10589
1.12	Four-Digit Zip Code Extension	0443	0443
1.13	Mailing Address	P.O. Box 443	<i>P.O. Box 443</i>
1.14	City	Somers	<i>Somers</i>
1.15	Zip Code	10589	10589
1.16	Four-Digit Zip Code Extension	0443	0443
1.17	Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	(914) 232-5717	<i>(914) 232-5717</i>
1.18	Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)	(914) 232-1035	<i>(914) 232-1035</i>
1.19	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	somers@wlsmail.org	<i>somers@wlsmail.org</i>
1.20	Library Home Page URL (Enter N/A if no home page URL)	www.somerslibrary.org	<i>www.somerslibrary.org</i>
1.21	Population Chartered to Serve (per 2000 Census)	18,346	18,346
1.22	Indicate the type of library as stated in the library's charter (select one):	PUBLIC	<i>PUBLIC</i>
1.23	Indicate the area chartered to serve as stated in the library's charter (select one):	Town	<i>Town</i>

1.24	During the reporting year, has there been any change to the library's legal service area boundaries? Changes may be the result of a Regents charter action or due to a new contract to provide library services to residents of an area not served by a public library or due to a change to an existing contract. Answer Y for Yes, N for No.	N	N
1.25	Indicate the type of charter the library currently holds (select one):	Absolute	<i>Absolute</i>
1.26	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	02/20/1987	<i>2/20/1987</i>
1.27	Date the library was last registered	08/02/1983	<i>8/2/1983</i>
1.28	Federal Employer Identification Number	136007329	<i>136007329</i>
1.29	County	Westchester	<i>Westchester</i>
1.30	School District	Somers	<i>Somers</i>
1.31	Library System	Westchester Library System	<i>Westchester Library System</i>
NOTE: For questions 1.32 through 1.37, report all information for the <u>current</u> library director/manager.			
1.32	Title of Library Director/ Manager (select one):	Ms.	<i>Ms.</i>
1.33	First Name of Library Director/Manager	Patricia	<i>Patricia</i>
1.34	Last Name of Library Director/Manager	Miller	<i>Miller</i>
1.35	NYS Public Librarian Certification Number	17583	<i>17583</i>
1.36	E-mail Address of the Director/Manager	miller@wlsmail.org	<i>miller@wlsmail.org</i>
1.37	Fax Number of the Director/Manager	(914) 232-1035	<i>(914) 232-1035</i>
1.38	Does the library charge fees for library cards to people residing outside the system's service area?	Y	<i>Y</i>
1.39	For the fiscal reporting year (questions 1.6 and 1.7) was all or part of the library's budget subject to a public vote (see instructions)? Enter Y for Yes, N for No. If yes, please complete one record for <u>each</u> vote held. If no, go to question 1.40.		<i>N</i>
1.	Name of municipality or district holding the vote	N/A	<i>N/A</i>
2.	Indicate the type of municipality or district holding the vote	N/A	<i>N/A</i>
3.	Was this a Chapter 414 (Ed. Law Â§259.1.b)?	N/A	<i>N/A</i>
4.	Dollar amount	N/A	<i>N/A</i>
5.	Was the vote successful?	N/A	<i>N/A</i>
6.	Date the vote was held (mm/dd/yyyy)	N/A	<i>N/A</i>

1.40	For the fiscal year that ended in 2011, indicate the total percentage of the library's local public funding that was either subject to public vote(s) <u>or</u> that came from a previous appropriation(s) approved by public vote(s) still in effect.	0%	0%
1.41	Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one record for <i>each</i> contract. If no, go to question 1.42.	N	N
1.	Name of contracting municipality or district	N/A	N/A
2.	Is this a written contractual agreement?	N/A	N/A
3.	Population of the geographic area served by this contract	N/A	N/A
4.	Dollar amount of contract	N/A	N/A
5.	Enter the appropriate code for range of services provided (select one):	N/A	N/A
1.42	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.	Y	N

2. LIBRARY COLLECTION

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Part 1.

PRINT MATERIALS

Cataloged Books

2.1	Adult Fiction Books	20,224	20,153
2.2	Adult Non-fiction Books	18,157	19,183
2.3	Total Adult Books (Total questions 2.1 & 2.2)	38,381	39,336
2.4	Children's Fiction Books	14,513	14,324
2.5	Children's Non-fiction Books	8,105	8,221
2.6	Total Children's Books (Total questions 2.4 & 2.5)	22,618	22,545
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	60,999	61,881

Other Print Materials

2.8	Total Uncataloged Books	0	0
2.9	Total Print Serials	374	374
2.10	All Other Print Materials	0	0

2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	374	374
2.12	Total Print Materials (Total questions 2.7 and 2.11)	61,373	62,255
ELECTRONIC MATERIALS			
2.13	Electronic Books	8,579	2,695
2.14	Local Databases	0	0
2.15	NOVELNY Databases	9	9
2.16	Other Databases	4	9
2.17	Total Databases (Total questions 2.14, 2.15 and 2.16)	13	18
2.18	Other Electronic Materials (includes all other materials in digital format such as e-serials, government documents, electronic files, reference tools, scores, maps, etc.)	55	59
2.19	Total Electronic Materials (Total questions 2.13, 2.17 and 2.18)	8,647	2,772
ALL OTHER MATERIALS			
2.20	Audio - Physical Units	3,780	3,852
2.21	Audio - Downloadable Titles	4,490	2,780
2.22	Video - Physical Units	4,565	5,623
2.23	Video - Downloadable Titles	120	22
2.24	All Other Materials (includes microform, films, slides, etc.)	174	162
2.25	Total Other Materials Holdings (Total questions 2.20 through 2.24)	13,129	12,439
2.26	GRAND TOTAL HOLDINGS (Total questions 2.12, 2.19 and 2.25)	83,149	77,466
CURRENT SERIAL SUBSCRIPTIONS			
2.27	Current Print Serial Subscriptions	110	110
ADDITIONS TO HOLDINGS - Do <u>not</u> subtract withdrawals or discards.			
2.28	Cataloged Books	4,117	5,072
2.29	All Other Print Materials	43	0
2.30	Electronic Materials	5,907	823
2.31	All Other Materials	2,541	1,444
2.32	Total Additions (Total questions 2.28 through 2.31)	12,608	7,339

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Report all information on questions 3.1 through 3.10 and 3.49 through 3.57 as of the end of the fiscal year reported in Part 1; report information on questions 3.11 through 3.48 for the 2011 calendar year.

LIBRARY SPONSORED PROGRAMS

3.1	Adult Program Sessions	186	166
3.2	Young Adult Program Sessions	90	94
3.3	Children's Program Sessions	431	440
3.4	All Other Program Sessions	0	0
3.5	Total Number of Program Sessions (Total questions 3.1 through 3.4)	707	700

3.6	Adult Program Attendance	2,190	2,545
3.7	Young Adult Program Attendance	735	647
3.8	Children's Program Attendance	7,577	7,583
3.9	All Other Program Attendance	0	0
3.10	Total Program Attendance (Total questions 3.6 through 3.9)	10,502	10,775

SUMMER READING PROGRAM

3.11- Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2011 (check all that apply):

a.	Program(s) for children	Yes	Yes
b.	Program(s) for young adults	Yes	Yes
c.	Summer Reading at New York Libraries name and/or logo used	Yes	Yes
d.	Collaborative Summer Library Program (CSLP Manual, provided through the New York State Library, used	Yes	Yes
e.	N/A	No	No

3.12	Library outlets offering the summer reading program	1	1
3.13	Children registered for the library's summer reading program	217	165
3.14	Young adults registered for the library's summer reading program	32	34
3.15	Total number registered for the library's summer reading program (total 3.13 + 3.14)	249	199
3.16	Children's program sessions - Summer 2011	84	45
3.17	Young adult program sessions - Summer 2011	13	11
3.18	Total program sessions - Summer 2011 (total 3.16 + 3.17)	97	56
3.19	Children's program attendance - Summer 2011	2,123	1,609
3.20	Young adult program attendance - Summer 2011	127	82
3.21	Total program attendance - Summer 2011 (total 3.19 + 3.20)	2,250	1,691

COLLABORATORS

3.22	Public school district(s) and/or BOCES	2	2
3.23	Non-public school(s)	1	1
3.24	Childcare center(s)	0	0
3.25	Summer camp(s)	1	1
3.26	Municipality/Municipalities	1	1
3.27	Literacy provider(s)	0	0
3.28	Other (describe using the State note)	0	0
3.29	Total Collaborators (total 3.22 through 3.28)	5	5

EARLY LITERACY PROGRAMS

3.30	Did the library offer early literacy programs? (Enter Y for Yes, N for No)	Y	Y
3.31	Indicate age group(s) (check all that apply):		
a.	Birth - school entry	Yes	Yes
b.	Parents and Caregivers	Yes	Yes
c.	N/A	No	No
3.32	Ages birth to school entry program sessions	239	246
3.33	Parent and/or caregiver program sessions	0	0
3.34	Total program sessions (total 3.32 + 3.33)	239	246
3.35	Ages birth to school entry program attendance	4,380	4,006
3.36	Parent and/or caregiver program attendance	0	0
3.37	Total program attendance (total 3.35 + 3.36)	4,380	4,006
3.38	Collaborators (check all that apply):		
a.	Childcare center(s)	Yes	No
b.	Public School District(s) and/or BOCES	Yes	Yes
c.	Non-Public School(s)	Yes	Yes
d.	Other (describe using the State note)	No	No
e.	N/A	No	No

PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

3.39	Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No)	N	N
3.40	Children's program sessions	0	0
3.41	Young adult program sessions	0	0
3.42	Adult program sessions	0	0
3.43	Total program sessions (total 3.40 + 3.41 + 3.42)	0	0
3.44	Children's program attendance	0	0
3.45	Young adult program attendance	0	0
3.46	Adult program attendance	0	0
3.47	Total program attendance (total 3.44 + 3.45 + 3.46)	0	0
3.48	Collaborators (check all that apply):		
a.	Literacy NY (Literacy Volunteers of America)	No	No
b.	Public School District(s) and/or BOCES	No	No
c.	Non-Public School(s)	No	No
d.	Other (describe using the State note)	No	No
e.	N/A	Yes	Yes

LIBRARY USE

3.49	Library visits (total annual attendance)	241,850	217,311
3.50	Registered resident borrowers	10,216	10,158
3.51	Registered non-resident borrowers	5	1

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

3.52	Does the library have an open meeting policy?	Y	Y
3.53	Does the library have a policy protecting the confidentiality of library records?	Y	Y
3.54	Does the library have an Internet use policy?	Y	Y
3.55	Does the library have a disaster policy?	N	N

ACCESSIBILITY (Answer Y for Yes, N for No)/b>

3.56	Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)?	Y	Y
3.57	Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)?	N	N

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	50,553	54,844
4.2	Adult Non-fiction Books	22,958	24,372
4.3	Total Adult Books (Total questions 4.1 & 4.2)	73,511	79,216
4.4	Children's Fiction Books	39,754	39,670
4.5	Children's Non-fiction Books	9,403	10,530
4.6	Total Children's Books (Total questions 4.4 & 4.5)	49,157	50,200
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	122,668	129,416

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	49,498	57,002
4.9	Circulation of Children's Other Materials	10,241	10,248
4.10	Total Circulation of Other Materials (Total questions 4.8 & 4.9)	59,739	67,250
4.11	Grand Total Circulation Transactions (Total questions 4.7 & 4.10)	182,407	196,666
4.12	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	59,398	60,448

REFERENCE TRANSACTIONS

4.13	Total Reference Transactions	21,453	28,292
------	------------------------------	--------	--------

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.14	TOTAL MATERIALS RECEIVED	31,460	34,060
------	--------------------------	--------	--------

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.15	TOTAL MATERIALS PROVIDED	21,191	24,492
------	--------------------------	--------	--------

5. AUTOMATION AND TELECOMMUNICATIONS

Report all information as of December 31, 2011.

SYSTEMS AND SERVICES

5.1	Automated circulation system?	Y	Y
5.2	Online public access catalog (OPAC)?	Y	Y
5.3	Electronic access to the OPAC from outside the library?	Y	Y
5.4	Annual number of visits to the library's web site	69,355	75,400
5.5	Does the library use Internet filtering software on any computer?	N	N
5.6	Number of uses (sessions) of public Internet computers per year	6,484	5,862
5.7	Name of the person at the library to contact regarding Information Technology (IT) services	Patricia Miller	
5.8	IT contact's telephone number (enter 10 digits only and hit the Tab key)	(914) 232-5717	
5.9	IT contact's email address	miller@wlsmail.org	

6. STAFF INFORMATION

Report all staff information as of the end of the fiscal year reported in Part 1.

FTE (FULL-TIME EQUIVALENT CALCULATION)

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

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2	Library Director (certified)	1	1
6.3	Vacant Library Director (certified)	0	0
6.4	Librarian (certified)	4	4
6.5	Vacant Librarian (certified)	0	0
6.6	Library Manager (not certified)	0	0
6.7	Vacant Library Manager (not certified)	0	0
6.8	Library Specialist/Paraprofessional (not certified)	0	0
6.9	Vacant Library Specialist/Paraprofessional (not certified)	1.5	1.5
6.10	Other Staff	6.5	6.5
6.11	Vacant Other Staff	0	0
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	11.50	11.50
6.13	VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	1.50	1.50

SALARY INFORMATION

6.14	FTE - Entry Level Librarian (certified)	1	1
6.15	Salary - Entry Level Librarian (certified)	\$46,063	\$46,063
6.16	FTE - Library Director (certified)	1	1
6.17	Salary - Library Director (certified)	\$76,590	\$76,590
6.18	FTE - Library Manager (not certified)	0	0
6.19	Salary - Library Manager (not certified)	\$0	\$0

7. MINIMUM PUBLIC LIBRARY STANDARDS

Report all information as of December 31, 2011.

7.1	1. Is governed by board-approved written bylaws.	Y	Y
7.2	2. Has a board-approved written long range plan of service.	Y	Y
7.3	3. Presents an annual report to the community.	Y	Y
7.4	4. Has board-approved written policies.	Y	Y
7.5	5. Presents an annual written budget to appropriate funding agencies.	Y	Y
7.6	6. Periodically evaluates the effectiveness of the collection and services in meeting community needs.	Y	Y
7.7	7. Is open the minimum standard number of public service hours for population served. (see instructions)	Y	N
8. Maintains a facility to meet community needs, including adequate:			
7.8	8a. space	Y	Y
7.9	8b. lighting	Y	Y
7.10	8c. shelving	Y	Y
7.11	8d. seating	Y	Y
7.12	8e. restroom (see instructions)	Y	Y
9. Has the equipment and connections necessary to facilitate access to information:			
7.13	9a. telephone	Y	Y
7.14	9b. photocopier (see instructions)	Y	Y
7.15	9c. microcomputer or terminal	Y	Y
7.16	9d. printer	Y	Y
7.17	9e. telefacsimile capability (see instructions)	Y	Y
7.18	10. Distributes printed information listing the library's hours open, borrowing rules, services, location and phone number.	Y	Y
7.19	11. Employs a paid director in accordance with the provisions of section 90.8 of Commissioner' Regulations. (see instructions)	Y	Y

8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Part 1.

PUBLIC SERVICE OUTLETS - Libraries reporting main libraries, branches and bookmobiles should complete Service Outlets Information in Part 9.

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

PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6	Minimum Weekly Total Hours - Main Library	40	38
-----	---	----	----

8.7	Minimum Weekly Total Hours - Branch Libraries	0	0
8.8	Minimum Weekly Total Hours - Bookmobiles	0	0
8.9	Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	40.00	38.00
8.10	Annual Total Hours - Main Library	2,220	2,082
8.11	Annual Total Hours - Branch Libraries	0	0
8.12	Annual Total Hours - Bookmobiles	0	0
8.13	Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)	2,220.00	2,082.00

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	The Somers Library	<i>The Somers Library</i>
2.	Outlet Name Status	00 (for no change)	<i>00 (for no change)</i>
3.	Street Address	Route 139 Reis Park	<i>Route 139 Reis Park</i>
4.	Outlet Street Address Status	00 (for no change)	<i>00 (for no change)</i>
5.	City	Somers	<i>Somers</i>
6.	Zip Code	10589	<i>10589</i>
7.	Four-Digit Zip Code Extension	0443	<i>0443</i>
8.	Phone (enter 10 digits only)	(914) 232-5717	<i>(914) 232-5717</i>
9.	Fax Number (enter 10 digits only)	(914) 232-1035	<i>(914) 232-1035</i>
10.	E-mail Address	somers@wlsmail.org	<i>somers@wlsmail.org</i>
11.	Outlet URL	www.somerslibrary.org	<i>www.somerslibrary.org</i>
12.	County	Westchester	<i>Westchester</i>
13.	Outlet Type Code (select one):	CE	<i>CE</i>
14.	Public Service Hours Per Year for This Outlet	2,220	<i>2,082</i>
15.	Number of Weeks This Outlet is Open	52	<i>52</i>
16.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y	<i>Y</i>
17.	Is the meeting space available for public use even when the outlet is closed?	Y	<i>Y</i>
18.	Total number of non-library sponsored programs, meetings and/or events at this outlet	408	<i>274</i>
19.	Enter the appropriate outlet code (select one):	LRF	<i>LRF</i>
20.	Who owns this outlet building?	Town	<i>Town</i>
21.	Who owns the land on which this outlet is built?	Town	<i>Town</i>
22.	Indicate the year this outlet was initially constructed	1981	<i>1981</i>
23.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	1993	<i>1993</i>

24.	Square footage of the outlet	14,847	14,847
25.	Total number of Internet terminals at this outlet used by the general public	7	7
26.	Type of connection on the outlet's public Internet computers	Fiber	Fiber
27.	Maximum <u>download</u> speed on the outlet's public access Internet computers <u>only</u> .	Greater than 768 kbps and less than 1.5 mbps	
28.	Maximum <u>upload</u> speed on the outlet's public access Internet computers <u>only</u> .	Greater than 768 kbps and less than 1.5 mbps	
29.	Internet Provider	Cablevision/Optimum	
30.	WiFi Access (click the hyperlink for types of WiFi Access)	No restrictions to access	Y
31.	Does the outlet have interactive videoconferencing capability for public use?	N	N
32.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y	Y
33.	Is every public part of the outlet accessible to a person in a wheelchair?	Y	Y
34.	LIBID	8800666170	8800666170
35.	FSCSID	NY0756	NY0756
36.	Metropolitan Status Code	NC	NC
37.	Number of Bookmobiles in the Bookmobile Outlet Record	0	0
38.	Outlet Structure Status	00 (for no change from previous year)	00 (for no change from previous year)

10. OFFICERS AND TRUSTEES

Report information about trustee meetings as of December 31, 2011. 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, 2011 to December 31, 2011)	12 13 (CHANGE J.A EMAIL TO E. BUNCE 5/23/12)	12
10.2	Number of voting library board positions stated in the library's charter.	9	9
10.3	Number of current <u>voting</u> positions on library board.	9	9

BOARD MEMBER SELECTION

10.4	Enter Board Member Selection Code (select one):	A - board members are appointed by municipality(ies)	A - board members are appointed by municipality(ies)
------	---	--	--

List Officers and Board Members for the **2012 Calendar Year**. Complete one record for *each* board member.

BOARD PRESIDENT

10.5	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other Mrs. (specify using the State note), or Vacant		Ms.
10.6	First Name	Barbara	Barbara
10.7	Last Name	Stockwell	Stockwell
10.8	Mailing Address	102 Lake Rd.	102 Lake Rd.

10.9	City	Katonah	<i>Katonah</i>
10.10	Zip Code (5 digits only)	10536	<i>10536</i>
10.11	Phone (enter 10 digits only)	(914) 248-7430	<i>(914) 248-7430</i>
10.12	E-mail Address	bstockwell@optonline.net	<i>bstockwell@optonline.net</i>
10.13	Term Expires - Month	December	<i>December</i>
10.14	Term Expires - Year (yyyy)	2012	<i>2012</i>
10.15	The date the Oath of Office was taken (mm/dd/yyyy)	02/26/2009	
10.16	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/26/2009	
1.	Title of Board Member (select one):	Mr.	<i>Mr.</i>
2.	First Name of Board Member	James	<i>James</i>
3.	Last Name of Board Member	Hasl	<i>Hasl</i>
4.	Mailing Address	78 Warren St.	<i>78 Warren St.</i>
5.	City	Somers	<i>Somers</i>
6.	Zip Code (5 digits only)	10589	<i>10589</i>
7.	E-mail address	jhasl@seismic-marketing.com	<i>jhasl@seismic-marketing.com</i>
8.	Office Held or Trustee	Treasurer	<i>Treasurer</i>
9.	Term Expires	December	<i>December</i>
10.	Term Expires - Year (yyyy)	2014	<i>2014</i>
11.	The date the Oath of Office (mm/dd/yyyy) was taken	04/22/2010	
12.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	04/22/2010	
1.	Title of Board Member (select one):	Mrs.	<i>Ms.</i>
2.	First Name of Board Member	Claire	<i>Claire</i>
3.	Last Name of Board Member	Damon	<i>Damon</i>
4.	Mailing Address	25 Macaulay Road	<i>25 Macaulay Road</i>
5.	City	Katonah	<i>Katonah</i>
6.	Zip Code (5 digits only)	10536	<i>10536</i>
7.	E-mail address	cdamon328@yahoo.com	<i>cdamon328@yahoo.com</i>
8.	Office Held or Trustee	Trustee	<i>Trustee</i>
9.	Term Expires	December	<i>December</i>
10.	Term Expires - Year (yyyy)	2016	<i>2012</i>
11.	The date the Oath of Office (mm/dd/yyyy) was taken	01/25/2012	
12.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/25/2012	
1.	Title of Board Member (select one):	Ms.	<i>Ms.</i>
2.	First Name of Board Member	Christine	<i>Christine</i>
3.	Last Name of Board Member	Williamson-Canavan	<i>Williamson-Canavan</i>
4.	Mailing Address	10 Sylvia Way	<i>10 Sylvia Way</i>
5.	City	Purdys	<i>Purdys</i>
6.	Zip Code (5 digits only)	10578	<i>10578</i>
7.	E-mail address	cwillie07@optonline.net	<i>cwillie07@optonline.net</i>
8.	Office Held or Trustee	Trustee	<i>Trustee</i>
9.	Term Expires	December	<i>December</i>
10.	Term Expires - Year (yyyy)	2016	<i>2012</i>

11.	The date the Oath of Office (mm/dd/yyyy) was taken	02/07/2012	
12.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/07/2012	
1.	Title of Board Member (select one):	Ms.	<i>Ms.</i>
2.	First Name of Board Member	Laura	<i>Laura</i>
3.	Last Name of Board Member	Parisi	<i>Parisi</i>
4.	Mailing Address	8 Green Tree Rd.	<i>8 Green Tree Rd.</i>
5.	City	Yorktown Heights	<i>Yorktown Heights</i>
6.	Zip Code (5 digits only)	10598	<i>10598</i>
7.	E-mail address	lgarpar@optonline.net	<i>lgarpar@optonline.net</i>
8.	Office Held or Trustee	Vice President	<i>Vice President</i>
9.	Term Expires	December	<i>December</i>
10.	Term Expires - Year (yyyy)	2013	<i>2013</i>
11.	The date the Oath of Office (mm/dd/yyyy) was taken	07/20/2009	
12.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/20/2009	
1.	Title of Board Member (select one):	Mr.	<i>Mr.</i>
2.	First Name of Board Member	William	<i>William</i>
3.	Last Name of Board Member	Kehoe	<i>Kehoe</i>
4.	Mailing Address	61 Raemont Road	<i>61 Raemont Road</i>
5.	City	Granite Springs	<i>Granite Springs</i>
6.	Zip Code (5 digits only)	10527	<i>10527</i>
7.	E-mail address	wf.kehoe@verizon.net	<i>wf.kehoe@verizon.net</i>
8.	Office Held or Trustee	Trustee	<i>Trustee</i>
9.	Term Expires	December	<i>December</i>
10.	Term Expires - Year (yyyy)	2014	<i>2014</i>
11.	The date the Oath of Office (mm/dd/yyyy) was taken	03/01/2010	
12.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	03/01/2010	
1.	Title of Board Member (select one):	Mr.	<i>Mr.</i>
2.	First Name of Board Member	Ian	<i>Ian</i>
3.	Last Name of Board Member	Carnow	<i>Carnow</i>
4.	Mailing Address	149 Route 100	<i>149 Route 100</i>
5.	City	Somers	<i>Somers</i>
6.	Zip Code (5 digits only)	10536	<i>10536</i>
7.	E-mail address	ijc@neilcarnowarchitect.com	<i>ijc@neilcarnowarchitect.com</i>
8.	Office Held or Trustee	Trustee	<i>Trustee</i>
9.	Term Expires	December	<i>December</i>
10.	Term Expires - Year (yyyy)	2014	<i>2014</i>
11.	The date the Oath of Office (mm/dd/yyyy) was taken	01/20/2012	
12.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/20/2012	
1.	Title of Board Member (select one):	Mrs.	<i>Mrs.</i>
2.	First Name of Board Member	Elizabeth	<i>Elizabeth</i>
3.	Last Name of Board Member	Mignardi	<i>Mignardi</i>

4.	Mailing Address	85 A Heritage Hills Dr.	<i>85 A Heritage Hills Dr.</i>
5.	City	Somers	<i>Somers</i>
6.	Zip Code (5 digits only)	10589	<i>10589</i>
7.	E-mail address	liz557@gmail.com	<i>liz557@gmail.com</i>
8.	Office Held or Trustee	Trustee	<i>Trustee</i>
9.	Term Expires	December	<i>December</i>
10.	Term Expires - Year (yyyy)	2013	<i>2013</i>

11.	The date the Oath of Office (mm/dd/yyyy) was taken	07/14/2010	
12.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/14/2010	

1.	Title of Board Member (select one):	Mrs.	<i>Ms.</i>
2.	First Name of Board Member	Jean	<i>Jean</i>
3.	Last Name of Board Member	Reidy	<i>Reidy</i>
4.	Mailing Address	20 Lee Road	<i>20 Lee Road</i>
5.	City	Somers	<i>Somers</i>
6.	Zip Code (5 digits only)	10589	<i>10589</i>
7.	E-mail address	jbreidy@optonline.net	<i>jbreidy@optonline.net</i>
8.	Office Held or Trustee	Corresponding Secretary	<i>Corresponding Secretary</i>
9.	Term Expires	December	<i>December</i>
10.	Term Expires - Year (yyyy)	2015	<i>2015</i>
11.	The date the Oath of Office (mm/dd/yyyy) was taken	05/02/2011	
12.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	05/02/2011	

11. OPERATING FUNDS RECEIPTS

Report financial data based on the fiscal reporting year reported in Part 1. *ROUND TO THE NEAREST DOLLAR.*

LOCAL PUBLIC FUNDS

Specify by name the municipalities or districts which are the source of funds.

11.1	Does the library receive any local public funds? If yes, complete one record for each funding source; if no, go to question 11.3.	Y	<i>Y</i>
1.	Source of Funds	Town	<i>Town</i>
2.	Name of funding County, Municipality or District	Somers	<i>Somers</i>
3.	Amount	\$889,482	<i>\$836,378</i>
4.	Subject to Public Vote	N	<i>N</i>
5.	Written Contractual Agreement	N	<i>N</i>
11.2	TOTAL LOCAL PUBLIC FUNDS	\$889,482	<i>\$836,378</i>

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3	Local Library Services Aid (LLSA)	\$9,153	<i>\$0</i>
11.4	Central Library Aid (CLDA and/or CBA)	\$0	<i>\$0</i>
11.5	Additional State Aid received from the System	\$0	<i>\$0</i>
11.6	Federal Aid received from the System	\$200	<i>\$425</i>
11.7	Other Cash Grants	\$0	<i>\$0</i>

11.8	TOTAL SYSTEM CASH GRANTS (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$9,353	\$425
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	\$0
FEDERAL AID FOR LIBRARY OPERATION			
11.10	LSTA	\$0	\$0
11.11	Other Federal Aid	\$0	\$0
11.12	TOTAL FEDERAL AID (Add Questions 11.10 and 11.11)	\$0	\$0
11.13	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$0	\$0
OTHER RECEIPTS			
11.14	Gifts and Endowments	\$0	\$0
11.15	Fund Raising	\$0	\$0
11.16	Income from Investments	\$1,046	\$2,352
11.17	Library Charges	\$21,569	\$22,654
11.18	Other	\$0	\$2,284
11.19	TOTAL OTHER RECEIPTS (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$22,615	\$27,290
11.20	TOTAL OPERATING FUND RECEIPTS (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$921,450	\$864,093
11.21	BUDGET LOANS	\$0	\$0
TRANSFERS			
11.22	From Capital Fund (Same as Question 14.8)	\$0	\$0
11.23	From Other Funds	\$0	\$0
11.24	TOTAL TRANSFERS (Add Questions 11.22 and 11.23)	\$0	\$0
11.25	BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2011 (Same as Question 12.38 of previous year if fiscal year has not changed)	\$307,973	\$405,782
11.26	GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.39)	\$1,229,423	\$1,269,875

12. OPERATING FUND DISBURSEMENTS

STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds

12.1	Certified Librarians	\$281,245	\$281,946
12.2	Other Staff	\$221,212	\$221,764
12.3	Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2)	\$502,457	\$503,710
12.4	Employee Benefits Expenditures	\$227,770	\$257,948
12.5	Total Staff Expenditures (Add Questions 12.3 and 12.4)	\$730,227	\$761,658

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	\$57,715	\$78,552
12.7	Electronic Materials Expenditures	\$0	\$0
12.8	Other Materials Expenditures	\$10,179	\$16,684
12.9	Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8)	\$67,894	\$95,236

CAPITAL EXPENDITURES FROM OPERATING FUNDS

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

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13	From Local Public Funds (72PF)	\$6,690	\$4,536
12.14	From Other Funds (72OF)	\$0	\$0
12.15	Total Repairs (Add Questions 12.13 and 12.14)	\$6,690	\$4,536
12.16	Other Disbursements for Operation & Maintenance of Buildings	\$37,700	\$37,191
12.17	Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16)	\$44,390	\$41,727

MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	\$11,460	\$10,224
12.19	Telecommunications	\$699	\$633
12.20	Binding Expenses	\$0	\$0
12.21	Postage and Freight	\$510	\$510
12.22	Other Miscellaneous	\$9,213	\$11,810
12.23	Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.20, 12.21 and 12.22)	\$21,882	\$23,177

12.24	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$47,484	\$40,104
-------	--	----------	----------

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

12.25	From Local Public Funds (73PF)	\$0	\$0
12.26	From Other Funds (73OF)	\$0	\$0
12.27	Total (Add Questions 12.25 and 12.26)	\$0	\$0
12.28	Budget Loans (Principal and Interest)	\$0	\$0
12.29	Short-Term Loans	\$0	\$0

12.30	Total Debt Service (Add Questions 12.27, 12.28 and 12.29)	\$0	\$0
12.31	TOTAL OPERATING FUND DISBURSEMENTS (Add Questions 12.5, 12.9, 12.12, 12.17, 12.23, 12.24 and 12.30)	\$911,877	\$961,902

TRANSFERS

Transfers to Capital Fund

12.32	From Local Public Funds (76PF)	\$0	\$0
12.33	From Other Funds (76OF)	\$0	\$0
12.34	Total Transfers to Capital Fund (Add Questions 12.32 and 12.33; same as Question 13.8)	\$0	\$0
12.35	Transfer to Other Funds	\$0	\$0
12.36	TOTAL TRANSFERS (Add Questions 12.34 and 12.35)	\$0	\$0
12.37	TOTAL DISBURSEMENTS AND TRANSFERS (Add Questions 12.31 and 12.36)	\$911,877	\$961,902
12.38	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2011	\$317,546	\$307,973
12.39	GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE (Add Questions 12.37 and 12.38; same as Question 11.26)	\$1,229,423	\$1,269,875

ASSURANCE

12.40	The Library operated under its plan of service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy).	06/13/2012	06/08/2011
-------	--	------------	------------

FISCAL AUDIT

12.41	Last audit performed (mm/dd/yyyy)	12/31/2011	12/31/2010
12.42	Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	1/1/2011-12/31/2011	01/01/2010-12/31/2010
12.43	Indicate type of audit (select one):	Private Accounting Firm	Private Accounting Firm

CAPITAL FUND

12.44	Does the library have a Capital Fund? Enter Y for Yes, N for No. If No, stop here. If Yes, complete the Capital Fund Report.	Y	Y
-------	--	---	---

13. CAPITAL FUND RECEIPTS

Report financial data based on the fiscal year reported in Part 1. *ROUND TO THE NEAREST DOLLAR.*

REVENUES FROM LOCAL SOURCES

13.1	Revenues from Local Government Sources	\$0	\$0
------	--	-----	-----

13.2	All Other Revenues from Local Sources	\$0	\$0
13.3	Total Revenues from Local Sources (Add Questions 13.1 and 13.2)	\$0	\$0
STATE AID FOR CAPITAL PROJECTS			
13.4	State Aid Received for Construction	\$0	\$0
13.5	Other State Aid	\$0	\$0
13.6	Total State Aid (Add Questions 13.4 and 13.5)	\$0	\$0
FEDERAL AID FOR CAPITAL PROJECTS			
13.7	TOTAL FEDERAL AID	\$0	\$0
INTERFUND REVENUE			
13.8	Transfer from Operating Fund (Same as Question 12.34)	\$0	\$0
13.9	TOTAL REVENUES (Add Questions 13.3, 13.6, 13.7 and 13.8)	\$0	\$0
13.10	NON-REVENUE RECEIPTS	\$0	\$0
13.11	TOTAL CASH RECEIPTS (Add Questions 13.9 and 13.10)	\$0	\$0
13.12	BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2011 (Same as Question 14.11 of previous year, if fiscal year has not changed)	\$37,088	\$37,088
13.13	TOTAL CASH RECEIPTS AND BALANCE (Add Questions 13.11 and 13.12; same as Question 14.12)	\$37,088	\$37,088

14. CAPITAL FUND DISBURSEMENTS

PROJECT EXPENDITURES

14.1	Construction	\$37,088	\$0
14.2	Incidental Construction	\$0	\$0
Other Disbursements			
14.3	Purchase of Buildings	\$0	\$0
14.4	Interest	\$0	\$0
14.5	Collection Expenditures	\$0	\$0
14.6	Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	\$0	\$0
14.7	TOTAL PROJECT EXPENDITURES (Add Questions 14.1, 14.2 and 14.6)	\$37,088	\$0
14.8	TRANSFER TO OPERATING FUND (Same as Question 11.22)	\$0	\$0
14.9	NON-PROJECT EXPENDITURES	\$0	\$0
14.10	TOTAL CASH DISBURSEMENTS AND TRANSFERS (Add Questions 14.7, 14.8 and 14.9)	\$37,088	\$0
14.11	BALANCE IN CAPITAL FUND - Ending Balance for the Fiscal Year Ending 2011	\$0	\$37,088
14.12	TOTAL CASH DISBURSEMENTS AND BALANCE (Add Questions 14.10 and 14.11; same as Question 13.13)	\$37,088	\$37,088

15. FEDERAL TOTALS

All questions in Part 15 are calculated, locked fields.

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

15.1	Total ALA-MLS	4.38	4.38
15.2	Total Librarians	5.69	5.69
15.3	All Other Paid Staff	5.69	5.69
15.4	Total Paid Employees	11.38	11.38
15.5	State Government Revenue	\$9,153	\$0
15.6	Federal Government Revenue	\$200	\$425
15.7	Other Operating Revenue	\$22,615	\$27,290
15.8	Total Operating Revenue	\$921,450	\$864,093
15.9	Other Operating Expenditures	\$113,756	\$105,008
15.10	Total Operating Expenditures	\$911,877	\$961,902
15.11	Total Capital Expenditures	\$37,088	\$0
15.12	Print Materials	61,373	62,255
15.13	Total Registered Borrowers	10,221	10,159
15.14	Other Capital Revenue and Receipts	\$0	\$0
15.15	Total Number of Internet Terminals Used by the General Public	7	

16. FOR NEW YORK STATE LIBRARY USE ONLY

16.1	<i>LIB ID</i>	8800666170	8800666170
16.2	<i>Interlibrary Relationship Code</i>	ME	ME
16.3	<i>Legal Basis Code</i>	CI	CI
16.4	<i>Administrative Structure Code</i>	SO	SO
16.5	<i>FSCS Public Library Definition</i>	Y	Y
16.6	<i>Geographic Code</i>	OTH	OTH
16.7	<i>FSCS ID</i>	NY0756	NY0756

SUGGESTED IMPROVEMENTS

Library Name:	The Somers Library	<i>The Somers Library</i>
Library System:	Westchester Library System	<i>Westchester Library System</i>
Name of Person Completing Form:	Patricia Miller	
Phone Number:	(914) 232-5717	

Please share with us your suggestions for improving the *Annual Report*. Thank you!