Waterloo Library And Historical Society Annual Report For Public And Association Libraries - 2020

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, 2020, except for questions related to the current library director/manager (questions 1.37 through 1.44).

1.1	Library ID Number	2400566820
1.2	Library Name	WATERLOO LIBRARY AND HISTORICAL SOCIETY
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	Waterloo
1.6	Beginning Fiscal Reporting Year	01/01/2020
1.7	Ending Fiscal Reporting Year	12/31/2020
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No
1.9	If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.10	Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.11	Beginning <u>Local</u> Fiscal Year	01/01/2020
1.12	Ending <u>Local</u> Fiscal Year	12/31/2020
1.13	Address Status	00 (for no change from previous year)
1.14	Street Address	31 EAST WILLIAMS STREET
1.15	City	WATERLOO
1.16	Zip Code	13165
1.17	Mailing Address	31 EAST WILLIAMS STREET
1.18	City	WATERLOO

1.19	Zip Code	13165
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	(315) 539-3313
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)	(301) 539-7798
1.22	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	waterloolib@gmail.com
1.23	Library Home Page URL (Enter N/A if no home page URL)	https://wlhs-ny.com/
1.24	Population Chartered to Serve (per 2010 Census)	5,171
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):	Village
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	03/28/1876
1.30	Date the library was last registered	06/26/1895
1.31	Federal Employer Identification Number	150532265
1.32	County	SENECA
1.33	School District	Waterloo Central
1.34	Town/City	Waterloo
1.35	Library System	Finger Lakes 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 <u>current</u> library director/manager.

1.37	First Name of Library Director/Manager	Brandi
1.38	Last Name of Library Director/Manager	Rozelle
1.39	NYS Public Librarian Certification Number	XTTXSVF

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	waterloolib@gmail.com
1.44	Fax Number of the Director/Manager	(315) 539-7798
1.45	Does the library charge fees for library cards to people residing outside the system's service area?	N

Public Votes/Contracts

1.46	Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2020? (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 1.47.	Y

1.	Name of municipality or district holding the public vote	Waterloo Central School District
2.	Indicate the type of municipality or district holding the public vote	School District
3.	Date the vote was held (mm/dd/2020)	06/09/2020
4.	Was the vote successful? Y/N	Y
5.	What type of public vote was it?	school district ballot proposition (Ed. Law §259(1)(a))
6a.	Most recent prior year approved appropriation from a public vote:	$223,746
6b.	Proposed increase in appropriation as a result of the vote held on the date reported in question number 3:	$17,325
6c.	Total proposed appropriation (sum of 6a and 6b):	$241,071

This question should only be answered if "No" was answered in Q1.46 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.

1.47	Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2020) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.48.	N

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

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

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

4.   What type of public vote was it?

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

Unusual Circumstances

1.48   Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one record for *each* contract. If no, go to question 1.49.   N

1.   Name of contracting municipality or district   N/A

2.   Is this a written contractual agreement?   N/A

3.   Population of the geographic area   N/A

served by this contract

4.   Dollar amount of contract   N/A

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

1.49   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   Y
       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 (2.1-2.25) 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	8,393
2.2	Adult Non-fiction Books	3,054
2.3	Total Adult Books (Total questions 2.1 & 2.2)	11,447
2.4	Children's Fiction Books	4,918
2.5	Children's Non-fiction Books	1,497
2.6	Total Children's Books (Total questions 2.4 & 2.5)	6,415
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	17,862

Other Print Materials

2.8	Total Uncataloged Books	450
2.9	Total Print Serials	10
2.10	All Other Print Materials	0
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	460
2.12	Total Print Materials (Total questions 2.7 and 2.11)	18,322

ALL OTHER MATERIALS

Electronic Materials

2.13	Electronic Books	25,223
2.14	Local Electronic Collections	1
2.15	NOVEL_{NY} Electronic Collections	15
2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	16
2.17	Audio - Downloadable Units	8,152
2.18	Video - Downloadable Units	0
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.)	90
2.20	Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	33,481

Non-Electronic Materials

2.21	Audio - Physical Units	813
2.22	Video - Physical Units	2,953
2.23	Other Non-Electronic Materials (includes films, slides, etc.)	177
2.24	Total Other Materials Holdings	3,943

Grand Total/Additions to Holdings

2.25 **GRAND TOTAL HOLDINGS**
(Total questions 2.12, 2.20 and
2.24)   55,746

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

2.26 Cataloged Books   1,181

2.27 All Other Print Materials   0

2.28 Electronic Materials   10,520

2.29 All Other Materials   222

2.30 Total Additions (Total questions
2.26 through 2.29)   11,923

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Visits/Borrowers/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 2020 <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)   12,080

3.1a Regarding the number of Library Visits entered, is this an annual count or an annual estimate based on a typical week or weeks?   CT - Annual Count

3.2   Registered resident borrowers   1,054

3.3   Registered non-resident borrowers 1,196

Please report information on WRITTEN POLICIES as of 12/31/20.

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

3.4   Does the library have an open meeting policy?   Y

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

3.6   Does the library have an Internet use policy?   Y

3.7   Does the library have a disaster plan?   Y

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 12/31/20.

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.)?   N

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   No

     refreshable Braille commonly referred to as a refreshable Braille display   No

     screen magnification software, such as Zoomtext   Yes

     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

Library Sponsored Programs/Summer Reading Program

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	11
3.18	Young Adult Program Sessions	9
3.19	Children's Program Sessions	10
3.20	All Other Program Sessions	1
3.21	Total Number of Program Sessions (Total questions 3.17 through 3.20)	31
3.22	One-on-One Program Sessions	434
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	370
3.25	Young Adult Program Attendance	145
3.26	Children's Program Attendance	344

3.27   All Other Program Attendance   75

3.28   Total Program Attendance (Total questions 3.24 through 3.27)   934

3.29   One-on-One Program Attendance   4,404

Please report information on SUMMER READING PROGRAMS for the 2020 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 2020 (check all that apply):

a.   Program(s) for children   Yes

b.   Program(s) for young adults   Yes

c.   Program(s) for Adults   Yes

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

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

f.   N/A   No

3.31   Library outlets offering the summer reading program   1

3.32   Children registered for the library's summer reading program   9

3.33	Young adults registered for the library's summer reading program	1
3.34	Adults registered for the library's summer reading program	8
3.35	Total number registered for the library's summer reading program (total 3.32 + 3.33 + 3.34)	18
3.36	Children's program sessions - Summer 2020	13
3.37	Young adult program sessions - Summer 2020	4
3.38	Adult program sessions - Summer 2020	4
3.39	Total program sessions - Summer 2020 (total 3.36 + 3.37 + 3.38)	21
3.40	Children's program attendance - Summer 2020	300
3.41	Young adult program attendance - Summer 2020	10
3.42	Adult program attendance - Summer 2020	46
3.43	Total program attendance - Summer 2020 (total 3.40 + 3.41 + 3.42)	356

COLLABORATORS

3.44	Public school district(s) and/or	0

BOCES

3.45	Non-public school(s)	0
3.46	Childcare center(s)	0
3.47	Summer camp(s)	0
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)	0

Early/Adult/English Speaker/Digital Literacy

Please report information on EARLY LITERACY PROGRAMS for the 2020 calendar year.

EARLY LITERACY PROGRAMS

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

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

a.	Focus on birth - school entry (kindergarten)	Yes
b.	Focus on parents & caregivers	Yes
c.	Combined audience	Yes

d.	N/A	No

3.54 - Number of sessions

a.	Focus on birth - school entry (kindergarten)	0
b.	Focus on parents & caregivers	0
c.	Combined audience	10
d.	N/A	0

3.55	Total Sessions	10

3.56 - Attendance at sessions

a.	Focus on birth - school entry (kindergarten)	0
b.	Focus on parents & caregivers	0
c.	Combined audience	344
d.	N/A	0

3.57	Total Attendance	344

3.58 - Collaborators (check all that apply):

a.	Childcare center(s)	Yes
b.	Public School District(s) and/or BOCES	No
c.	Non-Public School(s)	No
d.	Health care providers/agencies	No

e.	Other (describe using the State note)	No

Please report information on ADULT LITERACY for the 2020 calendar year.

ADULT LITERACY

3.59	Did the library offer adult literacy programs?	Yes
3.60	Total group program sessions	0
3.61	Total one-on-one program sessions	24
3.62	Total group program attendance	0
3.63	Total one-on-one program attendance	24

3.64 - Collaborators (check all that apply)

a.	Literacy NY (Literacy Volunteers of America)	Yes
b.	Public School District(s) and/or BOCES	Yes
c.	Non-Public Schools	Yes
d.	Other (see instructions and describe using Note)	No

Please report information on PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL) for the 2020 calendar year.

PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

3.65	Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No)	Y
3.66	Children's program sessions	0
3.67	Young adult program sessions	0
3.68	Adult program sessions	20
3.69	Total program sessions (total 3.66 + 3.67 + 3.68)	20
3.70	One-on-one program sessions	0
3.71	Children's program attendance	0
3.72	Young adult program attendance	0
3.73	Adult program attendance	30
3.74	Total program attendance (total 3.71 + 3.72 + 3.73)	30
3.75	One-on-one program attendance	0

3.76 - Collaborators (check all that apply):

a.	Literacy NY (Literacy Volunteers of America)	Yes
b.	Public School District(s) and/or BOCES	No
c.	Non-Public School(s)	No

d.   Other (describe using the Note)   No

Please report information on DIGITAL LITERACY for the 2020 calendar year.

DIGITAL LITERACY

3.77	Did the library offer digital literacy programs?	Y
3.78	Total group program sessions	0
3.79	Total one-on-one program sessions	118
3.80	Total group program attendance	0
3.81	Total one-on-one program attendance	118
3.82	Did your library offer teen-led activities during the 2020 calendar year?	N

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	6,421
4.2	Adult Non-fiction Books	1,060

4.3	Total Adult Books (Total questions 4.1 & 4.2)	7,481
4.4	Children's Fiction Books	3,649
4.5	Children's Non-fiction Books	619
4.6	Total Children's Books (Total questions 4.4 & 4.5)	4,268
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	11,749

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	3,891
4.9	Circulation of Children's Other Materials	765
4.10	Total Circulation of Other Materials (Total questions 4.8, 4.9)	4,656
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	16,405

ELECTRONIC USE

4.12	Use of Electronic Material	3,090
4.13	Successful Retrieval of Electronic Information	82
4.14	Electronic Content Use (Total questions 4.12 & 4.13)	3,172
4.15	Total Circulation of Materials (Total questions 4.11 & 4.12)	19,495

4.16	Total Collection Use (Total questions 4.13 & 4.15)	19,577

4.17	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	5,033

REFERENCE TRANSACTIONS

4.18	Total Reference Transactions	1,397

4.18a	Regarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks?	ES - Annual Estimate Based on Typical Week(s)

4.19	Does the library offer virtual reference?	Y

Interlibrary Loan

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.20	TOTAL MATERIALS RECEIVED	2,171

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.21	TOTAL MATERIALS PROVIDED	3,339

5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2020.

SYSTEMS AND SERVICES

5.1	Automated circulation system?	Y

5.2	Online public access catalog (OPAC)?	Y

5.3	Electronic access to the OPAC from outside the library?	Y
5.4	Annual number of visits to the library's web site	9,222
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?	N
5.8	Is the library part of a consortium for E-rate benefits?	N
5.9	If yes, in which consortium are you participating?	Finger Lakes Library System
5.10	Name of the person responsible for the library's Information Technology (IT) services	Brandi Rozelle
5.11	IT contact's telephone number (enter 10 digits only and hit the Tab key)	(315) 539-3313
5.12	IT contact's email address	waterloolib@gmail.com

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)   0

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)   0

6.9 Vacant Library Specialist/Paraprofessional (not certified)   0

6.10 Other Staff   4.2

6.11 Vacant Other Staff   0

6.12 TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)   5.20

SALARY INFORMATION

6.14   FTE - Entry Level Librarian
        (certified)   0

6.15   Salary - Entry Level Librarian
        (certified) $0

6.16   FTE - Library Director (certified)   1

6.17   Salary - Library Director (certified) $34,590

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, 2020. Please click here to read
general instructions before completing this section.

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

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

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

7.4	4. Has board-approved written policies for the operation of the library.	Y
7.5	5. Presents annually to 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.	Y
7.6	6. Periodically evaluates the effectiveness of the library's collection and services in meeting community needs.	Y
7.7	7. Is open the minimum standard number of public service hours for population served. (see instructions)	N

8. Maintains a facility to meet community needs, including adequate:

7.8	8a. space	Y
7.9	8b. lighting	Y
7.10	8c. shelving	Y
7.11	8d. seating	Y
7.12	8e. restroom (see instructions)	Y

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

7.13	9a. telephone	Y

7.14	9b. photocopier (see instructions)	Y
7.15	9c. microcomputer or terminal	Y
7.16	9d. printer	Y
7.17	9e. Fax capability (see instructions)	Y
7.18	10. Distributes board-approved printed information listing the library's hours open, borrowing rules, services, location and phone number.	Y
7.19	11. Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.	Y

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, 2020** . This 2020 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 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	Y

every five years or earlier if required by law.

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

3. Provides a board-approved 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. Y

4. Has board-approved written 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. Y

5. Annually prepares and 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. Y

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

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

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

10. Provides

10a.	a circulation system that facilitates access to the local library collection and other library catalogs	Y
10b.	equipment, technology, and internet connectivity to address community needs and facilitate access to information.	Y
11.	Provides access to current library information in print and online, facilitating the understanding of library services, operations and governance; information provided online shall include the standards	Y

referenced in numbers (1) through (5) above.

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

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

14. Establishes and maintains 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.   Y

8. PUBLIC SERVICE INFORMATION

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

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

8.1   Main Library   1

8.2   Branches   0

8.3   Bookmobiles   0

8.4   Other Outlets   0

8.5   TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 -   1

PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6	Minimum Weekly Total Hours - Main Library	44.00
8.7	Minimum Weekly Total Hours - Branch Libraries	0.00
8.8	Minimum Weekly Total Hours - Bookmobiles	0.00
8.9	Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	44.00
8.10	Annual Total Hours - Main Library	1,500.00
8.11	Annual Total Hours - Branch Libraries	0.00
8.12	Annual Total Hours - Bookmobiles	0.00
8.13	Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)	1,500.00

8A. COVID

NOTE: This section of the survey (8A) collects data on the impact of the COVID-19 pandemic. Report all information in Part 8A from March 7, 2020 to December 31, 2020.

CV1	Were any of the library's outlets physically closed to the public for any period of time due to the Coronavirus (COVID-19) pandemic?	Yes

CV2	Did library staff continue to provide services to the public during any portion of the period when the building was physically closed to the public due to the Coronavirus (COVID-19) pandemic?	Yes
CV3	Did the library add or increase access to electronic collection materials due to the Coronavirus (COVID-19) pandemic?	Yes
CV4	Did the library allow users to complete registration for library cards online without having to come to the library before the Coronavirus (COVID-19) pandemic?	Yes
CV5	Did the library allow users to complete registration for library cards online without having to come to the library during the Coronavirus (COVID-19) pandemic?	Yes
CV6	Did the library provide reference service via the Internet or telephone when the building was physically closed to the public during the Coronavirus (COVID-19) pandemic?	Yes
CV7	Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic?	Yes

CV8	Did the library provide live, virtual programs via the Internet during the Coronavirus (COVID-19) pandemic?	Yes
CV9	Did the library create and provide recordings of program content via the Internet during the Coronavirus (COVID-19) pandemic?	Yes
CV10	Report total number of recordings of program content during COVID-19 pandemic. **Optional response. Responses to new questions requiring numerical data may be estimated or left blank the first year.**	12
CV11	Did the library provide Wi-Fi Internet access to users outside the building at one or more outlets before the Coronavirus (COVID-19) pandemic?	Yes
CV12	Did the library intentionally provide Wi-Fi Internet access to users outside the building at one or more outlets during COVID-19 pandemic?	Yes
CV13	Did the library increase access to Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic?	No
CV14	Did library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties during the Coronavirus (COVID-	No

19) pandemic?

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. Complete this
form and email it to collectconnect@baker-taylor.com

1.	Outlet Name	Waterloo Library And Historical Society
2.	Outlet Name Status	00 (for no change)
3.	Street Address	31 East Williams Street
4.	Outlet Street Address Status	00 (for no change)
5.	City	Waterloo
6.	Zip Code	13165
7.	Phone (enter 10 digits only)	(315) 539-3313
8.	Fax Number (enter 10 digits only)	(315) 539-7798
9.	E-mail Address	waterloolib@gmail.com

10.	Outlet URL	http://www.wlhs-ny.org
11.	County	Seneca
12.	School District	Waterloo Central School District
13.	Library System	Finger Lakes Library System
14.	Outlet Type Code (select one):	CE
15.	Public Service Hours Per Year for This Outlet	1,500
16.	Number of Weeks This Outlet is Open	35
16a	Number of weeks an outlet closed due to COVID-19	17
16b	Number of weeks an outlet had limited occupancy due to COVID-19	12
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y
18.	Is the meeting space available for public use even when the outlet is closed?	Y
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	1
20.	Enter the appropriate outlet code	LO

(select one):

21.	Who owns this outlet building?	Library Board
22.	Who owns the land on which this outlet is built?	Library Board
23.	Indicate the year this outlet was initially constructed	1876
24.	Indicate the year this outlet underwent a major renovation costing $25,000 or more	2007
25.	Square footage of the outlet	4,790
26.	Number of internet computers at this outlet used by general public	5
27.	Number of uses (sessions) of public Internet computers per year	826
28.	Type of connection on the outlet's public Internet computers	Cable
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	7 Greater than or equal to 10 mbps and less than 15 mbps
31.	Internet Provider	Spectrum/Time Warner Cable
32.	WiFi Access	No restrictions to access

| 33. | Number of wireless sessions provided by the library wireless service per year | 1,241 |

| 34. | Does the outlet have a building entrance that is physically accessible to a person in a wheelchair? | Y |

| 35. | Is every public part of the outlet accessible to a person in a wheelchair? | N |

| 36. | Does your **outlet** have a Makerspace? | Y |

| 37. | *LIBID* | 2400566820 |

| 38. | *FSCSID* | NY0151 |

| 39. | *Number of Bookmobiles in the Bookmobile Outlet Record* | 0 |

| 40. | *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, 2020. 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 9 1, 2020 to December 31, 2020)

NUMBER OF TRUSTEES AND TERMS

10.2 Does your library have a range of trustees stated in the library's charter documents (incorporation)?   Yes

10.3 If yes, what is the range?   15-25

10.4 If your library has a range, how many voting positions are stated in the library's current by-laws?   15

10.6 Does your library's charter documents (incorporation) state a specified term for trustees? If no, please explain in a Note.   No

10.7 If yes, what is the trustee term length, as stated in your library's charter documents (incorporation)?   3

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, 2021. 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   Coreen

10.10 Last Name   Lowry

10.11 Mailing Address   2959 Cherokee Lane

10.12	City	Waterloo
10.13	Zip Code (5 digits only)	13165
10.14	Phone (enter 10 digits only)	(315) 719-2430
10.15	E-mail Address	bccclowry@hotmail.com
10.16	Term Begins - Month	October
10.17	Term Begins - Year (yyyy)	2019
10.18	Term Expires - Month	September
10.19	Term Expires - Year (yyyy)	2022
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 collectconnect@baker-taylor.com.

1.	Status	Filled
2.	First Name of Board Member	James
3.	Last Name of Board Member	Hughes
4.	Mailing Address	2461 Brewer Rd
5.	City	Waterloo
6.	Zip Code (5 digits only)	13165
7.	E-mail address	jhughes10@rochester.rr.com
8.	Office Held or Trustee	Vice President
9.	Term Begins - Month	October
10.	Term Begins - Year (year)	2019
11.	Term Expires	September
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	Yes

previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.

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

Lynn

3. Last Name of Board Member

Patti

4. Mailing Address

1157 Kings Row

5. City

Waterloo

6. Zip Code (5 digits only)

13165

7. E-mail address

lynn41@rochester.rr.com

8. Office Held or Trustee

Secretary

9. Term Begins - Month

October

10. Term Begins - Year (year)

2019

11. Term Expires

September

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	Kathy
3.	Last Name of Board Member	Chase
4.	Mailing Address	84 Inslee St Apt 1-3
5.	City	Waterloo
6.	Zip Code (5 digits only)	13165

7.	E-mail address	katherine@cayugawinetrail.com
8.	Office Held or Trustee	Financial Officer
9.	Term Begins - Month	October
10.	Term Begins - Year (year)	2018
11.	Term Expires	September
12.	Term Expires - Year (yyyy)	2021
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	Karen

3.	Last Name of Board Member	Burcroff
4.	Mailing Address	977 Marshall Rd
5.	City	Waterloo
6.	Zip Code (5 digits only)	13165
7.	E-mail address	k.burcroff@aol.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	October
10.	Term Begins - Year (year)	2018
11.	Term Expires	September
12.	Term Expires - Year (yyyy)	2021
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	N/A

(mm/dd/yyyy)

16.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name of Board Member	Coe
3.	Last Name of Board Member	Roderick
4.	Mailing Address	2 Memorial Day Place
5.	City	Waterloo
6.	Zip Code (5 digits only)	13165
7.	E-mail address	rco77r@aol.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	October
10.	Term Begins - Year (year)	2020
11.	Term Expires	September
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:	Yes

Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.

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	Josh
3.	Last Name of Board Member	Mull
4.	Mailing Address	25 E. Wright Ave
5.	City	Waterloo
6.	Zip Code (5 digits only)	13165
7.	E-mail address	mullj@canandaiguaschools.org
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	October
10.	Term Begins - Year (year)	2020
11.	Term Expires	September

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	Vacant

2.	First Name of Board Member	N/A

3.	Last Name of Board Member	N/A

4.	Mailing Address	N/A

5.	City	N/A

6.	Zip Code (5 digits only)	N/A

7.	E-mail address	N/A

8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	October
10.	Term Begins - Year (year)	N/A
11.	Term Expires	September
12.	Term Expires - Year (yyyy)	N/A
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	Denise

3.	Last Name of Board Member	Osborne
4.	Mailing Address	14 Wycliffe Rd
5.	City	Waterloo
6.	Zip Code (5 digits only)	13165
7.	E-mail address	osborne.denise@gmail.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	October
10.	Term Begins - Year (year)	2019
11.	Term Expires	September
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?	Y

1.	Status	Filled

2.	First Name of Board Member	Walt

3.	Last Name of Board Member	Bennett

4.	Mailing Address	64 Church St

5.	City	Waterloo

6.	Zip Code (5 digits only)	13165

7.	E-mail address	bennett.walt@gmail.com

8.	Office Held or Trustee	Trustee

9.	Term Begins - Month	October

10.	Term Begins - Year (year)	2018

11.	Term Expires	September

12.	Term Expires - Year (yyyy)	2021

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:	Yes

	Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	
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	Gale
3.	Last Name of Board Member	Ludd
4.	Mailing Address	14 Amherst Rd
5.	City	Waterloo
6.	Zip Code (5 digits only)	13165
7.	E-mail address	gludd@rochester.rr.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	October
10.	Term Begins - Year (year)	2018
11.	Term Expires	October

12.	Term Expires - Year (yyyy)	2021
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	Debbie
3.	Last Name of Board Member	Hoffman
4.	Mailing Address	1831 Whiskey Hill Rd
5.	City	Waterloo
6.	Zip Code (5 digits only)	13165

7.	E-mail address	swedehoffman@gmail.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	October
10.	Term Begins - Year (year)	2020
11.	Term Expires	September
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?	Y
1.	Status	Filled
2.	First Name of Board Member	Debbie

3.	Last Name of Board Member	Patsos
4.	Mailing Address	214 State Rt 414
5.	City	Waterloo
6.	Zip Code (5 digits only)	13164
7.	E-mail address	dpatsos214@gmail.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	October
10.	Term Begins - Year (year)	2019
11.	Term Expires	September
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	Vacant
2.	First Name of Board Member	N/A
3.	Last Name of Board Member	N/A
4.	Mailing Address	N/A
5.	City	N/A
6.	Zip Code (5 digits only)	N/A
7.	E-mail address	N/A
8.	Office Held or Trustee	
9.	Term Begins - Month	
10.	Term Begins - Year (year)	N/A
11.	Term Expires	
12.	Term Expires - Year (yyyy)	N/A
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.

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?	
1.	Status	Vacant
2.	First Name of Board Member	N/A
3.	Last Name of Board Member	N/A
4.	Mailing Address	N/A
5.	City	N/A
6.	Zip Code (5 digits only)	N/A
7.	E-mail address	N/A
8.	Office Held or Trustee	
9.	Term Begins - Month	
10.	Term Begins - Year (year)	N/A

11. Term Expires

12. Term Expires - Year (yyyy)   N/A

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.

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?

Trustee Education

Complete one record for each person serving as a trustee as of December 31, 2020. These trustees will not be exactly the same as the trustees listed in the section above.

1. Trustee Name   Coreen Lowry

2. Has the trustee participated in trustee education in the last calendar year (2020)?   N

1. Trustee Name   Jim Hughes

| 2. | Has the trustee participated in trustee education in the last calendar year (2020)? | N |

| 1. | Trustee Name | Kathy Chase |

| 2. | Has the trustee participated in trustee education in the last calendar year (2020)? | N |

| 1. | Trustee Name | Lynn Patti |

| 2. | Has the trustee participated in trustee education in the last calendar year (2020)? | N |

| 1. | Trustee Name | Debbie Hoffman |

| 2. | Has the trustee participated in trustee education in the last calendar year (2020)? | N |

| 1. | Trustee Name | Debbie Patsos |

| 2. | Has the trustee participated in trustee education in the last calendar year (2020)? | N |

| 1. | Trustee Name | Denise Osborne |

| 2. | Has the trustee participated in |

11. OPERATING FUNDS RECEIPTS

Local Public Funds/System Cash Grants/Other State

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

1.	Source of Funds	School District

2.	Name of funding County, Municipality or School District	Waterloo Central School District

3.	Amount	$223,746

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

5.	Written Contractual Agreement	Y

1.	Source of Funds	County

2.	Name of funding County, Municipality or School District	Seneca County

3.	Amount	$20,000
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N
5.	Written Contractual Agreement	Y

1.	Source of Funds	Town
2.	Name of funding County, Municipality or School District	Town of Waterloo
3.	Amount	$15,500
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 FUNDS** $259,246

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3	Local Library Services Aid (LLSA)	$1,064
11.4	Central Library Aid (CLDA and/or CBA)	$0
11.5	Additional State Aid received from the System	$0
11.6	Federal Aid received from the System	$0

11.7	Other Cash Grants	$342

11.8	**TOTAL SYSTEM CASH GRANTS** (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	$1,406

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	$46,473

11.15	Fund Raising	$6,162

11.16	Income from Investments	$531

11.17	Library Charges	$457

11.18   Other $256

11.19   **TOTAL OTHER RECEIPTS** (Add
        Questions 11.14, 11.15, 11.16, $53,879
        11.17 and 11.18)

11.20   **TOTAL OPERATING FUND
        RECEIPTS** (Add Questions 11.2, $314,531
        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
        Question 14.8) $0

11.23   From Other Funds $0

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

11.25   BALANCE IN OPERATING FUND
        - Beginning Balance for Fiscal
        Year Ending 2020 (Same as $501,805
        Question 12.40 of previous year if
        fiscal year has not changed)

11.26   **GRAND TOTAL RECEIPTS,
        BUDGET LOANS, TRANSFERS
        AND BALANCE** (Add Questions $816,336
        11.20, 11.21, 11.24 and 11.25;
        Same as Question 12.41)

12. OPERATING FUND DISBURSEMENTS

Staff/Collection/Capital/Operation and Maintenance

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	$34,590
12.2	Other Staff	$108,793
12.3	**Total Salaries & Wages Expenditures** (Add Questions 12.1 and 12.2)	$143,383
12.4	**Employee Benefits Expenditures**	$26,122
12.5	**Total Staff Expenditures (Add Questions 12.3 and 12.4)**	$169,505

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	$21,428
12.7	Electronic Materials Expenditures	$1,500
12.8	Other Materials Expenditures	$2,800
12.9	**Total Collection Expenditures** (Add Questions 12.6, 12.7 and 12.8)	$25,728

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10 From Local Public Funds (71PF) $0

12.11 From Other Funds (71OF) $0

12.12 **Total Capital Expenditures**
       (Add Questions 12.10 and 12.11) $0

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13 From Local Public Funds (72PF) $0

12.14 From Other Funds (72OF) $0

12.15 **Total Repairs** (Add Questions
       12.13 and 12.14) $0

12.16 Other Disbursements for Operation $46,863
       & Maintenance of Buildings

12.17 **Total Operation & Maintenance
       of Buildings** (Add Questions $46,863
       12.15 and 12.16)

MISCELLANEOUS EXPENSES

12.18 Office and Library Supplies $5,893

12.19 Telecommunications $1,783

12.20 Binding Expenses $0

12.21 Postage and Freight $1,211

12.22 Professional & Consultant Fees $9,171

12.23 Equipment $1,866

12.24	Other Miscellaneous	$3,972

12.25	**Total Miscellaneous Expenses** (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22, 12.23 and 12.24)	$23,896

Contracts/Debt Service/Transfers/Grand Total

12.26	**CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE**	$5,900

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	$271,892

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) $271,892

12.40   BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2020 $544,444

12.41   **GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE** (Add Questions 12.39 and 12.40; same as Question 11.26) $816,336

ASSURANCE

12.42   The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner,   02/10/2021

and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy).

FISCAL AUDIT

12.43   Last audit performed (mm/dd/yyyy) 10/30/2019

12.44   Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)   01/01/2018-12/31/2018

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

CAPITAL FUND

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

13. CAPITAL FUND RECEIPTS

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

REVENUES FROM LOCAL SOURCES

13.1   Revenues from Local Government Sources $0

13.2   All Other Revenues from Local Sources $0

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

STATE AID FOR CAPITAL PROJECTS

13.4   State Aid Received for

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

FEDERAL AID FOR CAPITAL PROJECTS

13.7	**TOTAL FEDERAL AID**	$0

INTERFUND REVENUE

13.8	Transfer from Operating Fund (Same as Question 12.36)	$0
13.9	**TOTAL REVENUES** (Add Questions 13.3, 13.6, 13.7 and 13.8)	$0
13.10	**NON-REVENUE RECEIPTS**	$0
13.11	**TOTAL CASH RECEIPTS** (Add Questions 13.9 and 13.10)	$0
13.12	BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2020 (Same as Question 14.11 of previous year, if fiscal year has not changed)	$146,963
13.13	**TOTAL CASH RECEIPTS AND BALANCE**(Add Questions 13.11 and 13.12; same as Question 14.12)	$146,963

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	$657

Other Disbursements

14.3	Purchase of Buildings	$0
14.4	Interest	$0
14.5	Collection Expenditures	$0
14.6	Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	$0
14.7	**TOTAL PROJECT EXPENDITURES** (Add Questions 14.1, 14.2 and 14.6)	$657
14.8	**TRANSFER TO OPERATING FUND** (Same as Question 11.22)	$0
14.9	**NON-PROJECT EXPENDITURES**	$0
14.10	**TOTAL CASH DISBURSEMENTS AND TRANSFERS** (Add Questions 14.7, 14.8 and 14.9)	$657
14.11	**BALANCE IN CAPITAL FUND** - Ending Balance for the Fiscal Year Ending 2020	$146,306

14.12 **TOTAL CASH DISBURSEMENTS AND BALANCE** (Add Questions 14.10 and 14.11; same as Question 13.13) $146,963

15. CENTRAL LIBRARIES

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

16. FEDERAL TOTALS

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

16.1	Total ALA-MLS	0.88
16.2	Total Librarians	0.88
16.3	All Other Paid Staff	3.68
16.4	Total Paid Employees	4.56
16.5	State Government Revenue	$1,064
16.6	Federal Government Revenue	$0
16.7	Other Operating Revenue	$54,221
16.8	Total Operating Revenue	$314,531
16.9	Other Operating Expenditures	$76,659
16.10	Total Operating Expenditures	$271,892

16.11	Total Capital Expenditures	$657
16.12	Print Materials	18,322
16.13	Total Registered Borrowers	2,250
16.14	Other Capital Revenue and Receipts	$0
16.15	Total Number of Internet Terminals Used by the General Public	5
16.16	Total Uses (sessions) of Public Internet Computers Per Year	826
16.17	Total Wireless Sessions Provided by the Library Wireless Service Per Year	1,241
16.18	Total Capital Revenue	$0

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	*LIB ID*	2400566820
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*	OTH

17.7	*FSCS ID*	NY0151
17.8	*SED CODE*	561006700030
17.9	*INSTITUTION ID*	800000038065

SUGGESTED IMPROVEMENTS

Library Name: WATERLOO LIBRARY AND HISTORICAL SOCIETY

Library System: Finger Lakes Library System

Name of Person Completing Form: Brandi Rozelle

Phone Number: (315) 759-8607

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!