Groton Public Library
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	2400612690
1.2	Library Name	GROTON PUBLIC LIBRARY
1.3	Name Status (State use only)	00 (for no change from previous year)
1.4	Structure Status (State use only)	00 (for no change from previous year)
1.5	Community	Groton
1.6	Beginning Fiscal Reporting Year	07/01/2019
1.7	Ending Fiscal Reporting Year	06/30/2020
1.8	Is the library now reporting on a different fiscal year than it	No

1.9	reported on in the previous Annual Report? 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	07/01/2020
1.12	Ending <u>Local</u> Fiscal Year	06/30/2021
1.13	Address Status	00 (for no change from previous year)
1.14	Street Address	112 EAST CORTLAND STREET
1.15	City	GROTON
1.16	Zip Code	13073
1.17	Mailing Address	112 EAST CORTLAND STREET
1.18	City	GROTON
1.19	Zip Code	13073
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	(607) 898-5055
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)	(607) 898-5055
1.22	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	director@grotonpubliclibrary.org
1.23	Library Home Page URL (Enter N/A if no home page URL)	https://grotonpubliclibrary.net/
1.24	Population Chartered to Serve (per 2010 Census)	6,024
1.25	Indicate the type of library as stated in the library's charter (select one):	PUBLIC
1.26	Indicate the area chartered to serve as stated in the library's charter (select one):	School District
1.27	During the reporting year, has	

	there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No.	N
1.28	Indicate the type of charter the library currently holds (select one):	Absolute
1.29	Date the library was granted its absolute charter or the date of the provisional charter if the library does not have an absolute charter	05/17/1946
1.30	Date the library was last registered	12/24/1981
1.31	Federal Employer Identification Number	150618030
1.32	County	TOMPKINS
1.33	School District	Groton
1.34	Town/City	Groton
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 current library director/manager.

1.37	First Name of Library Director/Manager	Sara
1.38	Last Name of Library Director/Manager	Knobel
1.39	NYS Public Librarian Certification Number	N/A
1.40	What is the highest education level of the library manager/director?	Bachelor's Degree
1.41	If the library manager/director holds a Master's Degree, is it a Master's Degree in	N/A

Library/Information Science?

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.	N/A
1.43	E-mail Address of the Director/Manager	director@grotonpubliclibrary.org
1.44	Fax Number of the Director/Manager	(607) 898-5055
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.	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	N/A
3.	Date the vote was held (mm/dd/2020)	N/A
4.	Was the vote successful? Y/N	N/A
5.	What type of public vote was it?	N/A
6a.	Most recent prior year approved appropriation from a public vote:	N/A
6b.	Proposed increase in appropriation as a result of the	

| | vote held on the date reported in question number 3: | N/A |
| 6c. | Total proposed appropriation (sum of 6a and 6b): | N/A |

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.	Y
1.	Name of municipality or district holding the public vote	Groton Central School District
2.	Indicate the type of municipality or district holding the public vote	School District
3.	Date the last successful vote was held (mm/dd/yyyy)	04/23/2019
4.	What type of public vote was it?	school district ballot proposition (Ed. Law §259(1)(a))
5.	What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote?	$198,255

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 | 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 served by this contract — N/A

4. Dollar amount of contract — N/A

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

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 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. — Y

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	8,619
2.2	Adult Non-fiction Books	3,409
2.3	Total Adult Books (Total questions 2.1 & 2.2)	12,028
2.4	Children's Fiction Books	4,735
2.5	Children's Non-fiction Books	1,673
2.6	Total Children's Books (Total questions 2.4 & 2.5)	6,408
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	18,436

Other Print Materials

2.8	Total Uncataloged Books	91
2.9	Total Print Serials	0
2.10	All Other Print Materials	0
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	91
2.12	Total Print Materials (Total questions 2.7 and 2.11)	18,527

ALL OTHER MATERIALS

Electronic Materials

2.13	Electronic Books	25,233
2.14	Local Electronic Collections	0
2.15	NOVELNY Electronic Collections	15
2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	15
2.17	Audio - Downloadable Units	8,652
2.18	Video - Downloadable Units	450
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.)	53
2.20	Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	34,403

Non-Electronic Materials

2.21	Audio - Physical Units	1,102
2.22	Video - Physical Units	2,501
2.23	Other Non-Electronic Materials (includes films, slides, etc.)	121
2.24	Total Other Materials Holdings (Total questions 2.21 through 2.23)	3,724

Grand Total/Additions to Holdings

2.25	**GRAND TOTAL HOLDINGS** (Total questions 2.12, 2.20 and 2.24)	56,654

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

2.26	Cataloged Books	1,329
2.27	All Other Print Materials	0
2.28	Electronic Materials	10,520
2.29	All Other Materials	240
2.30	Total Additions (Total questions 2.26 through 2.29)	12,089

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)	15,999
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?	ES - Annual Estimate Based on Typical Week(s)
3.2	Registered resident borrowers	1,464
3.3	Registered non-resident borrowers	247

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,	Y

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

persons in jail, etc.)?

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?   N

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   No

electronic scanning and reading software, such as OpenBook   No

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

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	75
3.18	Young Adult Program Sessions	12
3.19	Children's Program Sessions	46
3.20	All Other Program Sessions	12
3.21	Total Number of Program Sessions (Total questions 3.17	145

3.22	One-on-One Program Sessions	11
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	1,869
3.25	Young Adult Program Attendance	159
3.26	Children's Program Attendance	19,620
3.27	All Other Program Attendance	52
3.28	Total Program Attendance (Total questions 3.24 through 3.27)	21,700
3.29	One-on-One Program Attendance	11

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	152
3.33	Young adults registered for the library's summer reading program	29
3.34	Adults registered for the library's summer reading program	26
3.35	Total number registered for the library's summer reading program (total 3.32 + 3.33 + 3.34)	207
3.36	Children's program sessions - Summer 2020	42
3.37	Young adult program sessions - Summer 2020	26
3.38	Adult program sessions - Summer 2020	24
3.39	Total program sessions - Summer 2020 (total 3.36 + 3.37 + 3.38)	92
3.40	Children's program attendance - Summer 2020	3,663
3.41	Young adult program attendance - Summer 2020	68
3.42	Adult program attendance - Summer 2020	134
3.43	Total program attendance - Summer 2020 (total 3.40 + 3.41 + 3.42)	3,865

COLLABORATORS

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

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	No
c.	Combined audience	No
d.	N/A	No

3.54 - Number of sessions

a.	Focus on birth - school entry (kindergarten)	52
b.	Focus on parents & caregivers	0
c.	Combined audience	0
d.	N/A	0
3.55	Total Sessions	52

3.56 - Attendance at sessions

a.	Focus on birth - school entry (kindergarten)	19,620
b.	Focus on parents & caregivers	0
c.	Combined audience	0
d.	N/A	0
3.57	Total Attendance	19,620

3.58 - Collaborators (check all that apply):

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

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

ADULT LITERACY

3.59	Did the library offer adult literacy programs?	No
3.60	Total group program sessions	0
3.61	Total one-on-one program sessions	0
3.62	Total group program attendance	0
3.63	Total one-on-one program attendance	0

3.64 - Collaborators (check all that apply)

a.	Literacy NY (Literacy Volunteers of America)	No
b.	Public School District(s) and/or BOCES	No
c.	Non-Public Schools	No
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)	N
3.66	Children's program sessions	0
3.67	Young adult program sessions	0
3.68	Adult program sessions	0
3.69	Total program sessions (total 3.66 + 3.67 + 3.68)	0
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	0
3.74	Total program attendance (total 3.71 + 3.72 + 3.73)	0

3.75   One-on-one program attendance 0

3.76 - Collaborators (check all that apply):

a.   Literacy NY (Literacy Volunteers of America)   No

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

c.   Non-Public School(s)   No

d.   Other (describe using the 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   2

3.79   Total one-on-one program sessions   8

3.80   Total group program attendance   16

3.81   Total one-on-one program attendance   8

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	5,011
4.2	Adult Non-fiction Books	1,536
4.3	Total Adult Books (Total questions 4.1 & 4.2)	6,547
4.4	Children's Fiction Books	5,775
4.5	Children's Non-fiction Books	1,321
4.6	Total Children's Books (Total questions 4.4 & 4.5)	7,096

| 4.7 | Total Cataloged Book Circulation (Total question 4.3 & 4.6) | 13,643 |

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	8,175
4.9	Circulation of Children's Other Materials	450
4.10	Total Circulation of Other Materials (Total questions 4.8, 4.9)	8,625
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	22,268

ELECTRONIC USE

4.12	Use of Electronic Material	3,593
4.13	Successful Retrieval of Electronic Information	68
4.14	Electronic Content Use (Total questions 4.12 & 4.13)	3,661
4.15	Total Circulation of Materials (Total questions 4.11 & 4.12)	25,861
4.16	Total Collection Use (Total questions 4.13 & 4.15)	25,929
4.17	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	7,546

REFERENCE TRANSACTIONS

4.18	Total Reference Transactions	1,500
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 | 2,876 |

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	14,732
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?	NA
5.10	Name of the person responsible for the library's Information Technology (IT) services	Sara Knobel
5.11	IT contact's telephone number (enter 10 digits only and hit the Tab key)	(607) 898-5055
5.12	IT contact's email address	director@grotonpubliclibrary.org

6. STAFF INFORMATION

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

places.

FTE (FULL-TIME EQUIVALENT CALCULATION)

6.1	The number of hours per workweek used to compute FTE for all paid library personnel in this section.	40

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2	Library Director (certified)	0
6.3	Vacant Library Director (certified)	0
6.4	Librarian (certified)	0
6.5	Vacant Librarian (certified)	0
6.6	Library Manager (not certified)	1
6.7	Vacant Library Manager (not certified)	0
6.8	Library Specialist/Paraprofessional (not certified)	1.25
6.9	Vacant Library Specialist/Paraprofessional (not certified)	0
6.10	Other Staff	1.5
6.11	Vacant Other Staff	0
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	3.75
6.13	VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	0.00

SALARY INFORMATION

6.14	FTE - Entry Level Librarian (certified)	0
6.15	Salary - Entry Level Librarian (certified)	$0
6.16	FTE - Library Director (certified)	0
6.17	Salary - Library Director (certified)	$0
6.18	FTE - Library Manager (not certified)	1
6.19	Salary - Library Manager (not	$50,561

certified)

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 the library board of trustees.	Y
7.2	2. Has a board-approved written long range plan of service.	Y
7.3	3. Presents a board-approved annual report to the community on the library's progress in meeting its goals and objectives.	Y
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 every five years or earlier if required by law.	Y
2.	Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff.	Y

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)	N

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 referenced in numbers (1) through (5) above.	Y
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 - 8.4)	1

PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6	Minimum Weekly Total Hours - Main Library	41.00
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)	41.00
8.10	Annual Total Hours - Main Library	1,517.00
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)	1,517.00

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)	Yes

	pandemic?	
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?	No
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**	60

requiring numerical data may be estimated or left blank the first year.

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-19) pandemic?   No

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   Groton Public Library

2.	Outlet Name Status	00 (for no change)
3.	Street Address	112 East Cortland Street
4.	Outlet Street Address Status	00 (for no change)
5.	City	Groton
6.	Zip Code	13073
7.	Phone (enter 10 digits only)	(607) 898-5055
8.	Fax Number (enter 10 digits only)	(607) 898-5055
9.	E-mail Address	director@grotonpubliclibrary.org
10.	Outlet URL	http://grotonpubliclibrary.net/
11.	County	Tompkins
12.	School District	Groton
13.	Library System	Finger Lakes Library System
14.	Outlet Type Code (select one):	CE
15.	Public Service Hours Per Year for This Outlet	1,517
16.	Number of Weeks This Outlet is Open	41
16a	Number of weeks an outlet closed due to COVID-19	15
16b	Number of weeks an outlet had limited occupancy due to COVID-19	26
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	N
18.	Is the meeting space available for public use even when the outlet is closed?	N
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	0
20.	Enter the appropriate outlet code (select one):	LO
21.	Who owns this outlet building?	Library Board
22.	Who owns the land on which this outlet is built?	Library Board
23.	Indicate the year this outlet was initially constructed	1916
24.	Indicate the year this outlet	

	underwent a major renovation costing $25,000 or more	2021
25.	Square footage of the outlet	6,000
26.	Number of internet computers at this outlet used by general public	22
27.	Number of uses (sessions) of public Internet computers per year	15,000
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	16,000
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y
36.	Does your **outlet** have a Makerspace?	Y
37.	*LIBID*	2400612690
38.	*FSCSID*	NY0159
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 1, 2020 to December 31, 2020)	12

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?	5-7
10.4	If your library has a range, how many voting positions are stated in the library's current by-laws?	7
10.6	Does your library's charter documents (incorporation) state a specified term for trustees? If no, please explain in a Note.	Yes
10.7	If yes, what is the trustee term length, as stated in your library's charter documents (incorporation)?	5

BOARD MEMBER SELECTION

10.8	Enter Board Member Selection Code (select one):	EP - board members are elected in a public election

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	Sheri
10.10	Last Name	Shurtleff
10.11	Mailing Address	101 Kennedy Lane
10.12	City	Groton
10.13	Zip Code (5 digits only)	13073
10.14	Phone (enter 10 digits only)	(607) 898-5055

10.15	E-mail Address	sshurtleff@grotonpubliclibrary.org
10.16	Term Begins - Month	July
10.17	Term Begins - Year (yyyy)	2020
10.18	Term Expires - Month	June
10.19	Term Expires - Year (yyyy)	2021
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.	No
10.21	The date the Oath of Office was taken (mm/dd/yyyy)	07/01/2020
10.22	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/01/2020
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	Jennifer
3.	Last Name of Board Member	Morey
4.	Mailing Address	1141 Spring Street Extension
5.	City	Groton
6.	Zip Code (5 digits only)	13073
7.	E-mail address	jmorey@grotonpubliclibrary.org
8.	Office Held or Trustee	Secretary
9.	Term Begins - Month	July
10.	Term Begins - Year (year)	2020
11.	Term Expires	June
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.	No
14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/16/2020
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/16/2020
16.	Is this a brand new trustee?	N

1.	Status	Filled
2.	First Name of Board Member	Chris
3.	Last Name of Board Member	Williams
4.	Mailing Address	107 Sykes Street
5.	City	Groton
6.	Zip Code (5 digits only)	13073
7.	E-mail address	cwilliams@grotonpubliclibrary.org
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	July
10.	Term Begins - Year (year)	2019
11.	Term Expires	June
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.	No

14.	The date the Oath of Office (mm/dd/yyyy) was taken	09/11/2019
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	09/11/2019
16.	Is this a brand new trustee?	Y

1.	Status	Filled
2.	First Name of Board Member	Linda
3.	Last Name of Board Member	Nobles
4.	Mailing Address	1198 Spring Street Extension
5.	City	Groton
6.	Zip Code (5 digits only)	13073
7.	E-mail address	len1@cornell.edu
8.	Office Held or Trustee	Financial Officer
9.	Term Begins - Month	July
10.	Term Begins - Year (year)	2019
11.	Term Expires	June
12.	Term Expires - Year (yyyy)	2024
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	04/24/2019
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	04/24/2019
16.	Is this a brand new trustee?	N

1.	Status	Filled
2.	First Name of Board Member	Kelly
3.	Last Name of Board Member	Smith

4.	Mailing Address	757 Clark Street Extension
5.	City	Groton
6.	Zip Code (5 digits only)	13073
7.	E-mail address	kellyingroton@gmail.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	July
10.	Term Begins - Year (year)	2018
11.	Term Expires	June
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	04/26/2018
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	04/26/2018
16.	Is this a brand new trustee?	Y

1.	Status	Filled
2.	First Name of Board Member	Monica
3.	Last Name of Board Member	Dykeman
4.	Mailing Address	834 North Wood Road
5.	City	Groton
6.	Zip Code (5 digits only)	13073
7.	E-mail address	mdykeman@groton.cnyric.org
8.	Office Held or Trustee	Vice President
9.	Term Begins - Month	July
10.	Term Begins - Year (year)	2018
11.	Term Expires	June
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. No

14.	The date the Oath of Office (mm/dd/yyyy) was taken	05/04/2018
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	05/04/2018
16.	Is this a brand new trustee?	Y

1.	Status	Filled
2.	First Name of Board Member	Pam
3.	Last Name of Board Member	Vitale
4.	Mailing Address	120 Williams Street
5.	City	Groton
6.	Zip Code (5 digits only)	13073
7.	E-mail address	pvitale@grotonpubliclibrary.org
8.	Office Held or Trustee	Other (Add State Note)
9.	Term Begins - Month	July
10.	Term Begins - Year (year)	2016
11.	Term Expires	June
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 | 07/01/2016 |

	(mm/dd/yyyy) was taken	
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/01/2016
16.	Is this a brand new trustee?	N

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

1.	Trustee Name	Jen Morey
2.	Has the trustee participated in trustee education in the last calendar year (2020)?	N

1.	Trustee Name	Chris Williams
2.	Has the trustee participated in trustee education in the last calendar year (2020)?	N

1.	Trustee Name	Pam Vitale
2.	Has the trustee participated in trustee education in the last calendar year (2020)?	N

1.	Trustee Name	Monica Dykeman
2.	Has the trustee participated in trustee education in the last calendar year (2020)?	N

1.	Trustee Name	Linda Nobles
2.	Has the trustee participated in trustee education in the last calendar year (2020)?	N

| 1. | Trustee Name | Kelly Smith |
| 2. | Has the trustee participated in trustee education in the last calendar year (2020)? | N |

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	Groton Central School
3.	Amount	$198,255
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	Tompkins County
3.	Amount	$34,831
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** | $233,086 |

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3	Local Library Services Aid (LLSA)	$2,414
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	$600
11.8	**TOTAL SYSTEM CASH GRANTS** (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	$3,014

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	$26,820
11.15	Fund Raising	$0
11.16	Income from Investments	$1,012
11.17	Library Charges	$1,650
11.18	Other	$1,355

11.19	**TOTAL OTHER RECEIPTS** (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	$30,837
11.20	**TOTAL OPERATING FUND RECEIPTS** (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	$266,937
11.21	**BUDGET LOANS**	$34,300

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 Question 12.40 of previous year if fiscal year has not changed)	$331,145
11.26	**GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE** (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.41)	$632,382

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	$0
12.2	Other Staff	$147,662
12.3	**Total Salaries & Wages Expenditures** (Add Questions 12.1 and 12.2)	$147,662
12.4	**Employee Benefits Expenditures**	$29,466
12.5	**Total Staff Expenditures (Add Questions 12.3 and 12.4)**	$177,128

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	$23,117
12.7	Electronic Materials Expenditures	$750
12.8	Other Materials Expenditures	$1,030
12.9	**Total Collection Expenditures** (Add Questions 12.6, 12.7 and 12.8)	$24,897

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	$50,071
12.11	From Other Funds (71OF)	$0
12.12	**Total Capital Expenditures** (Add Questions 12.10 and 12.11)	$50,071

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13	From Local Public Funds (72PF)	$545
12.14	From Other Funds (72OF)	$0
12.15	**Total Repairs** (Add Questions 12.13 and 12.14)	$545
12.16	Other Disbursements for Operation & Maintenance of Buildings	$9,187
12.17	**Total Operation & Maintenance of Buildings** (Add Questions 12.15 and 12.16)	$9,732

MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	$601

12.19	Telecommunications	$1,735
12.20	Binding Expenses	$0
12.21	Postage and Freight	$137
12.22	Professional & Consultant Fees	$1,275
12.23	Equipment	$4,861
12.24	Other Miscellaneous	$21,831
12.25	**Total Miscellaneous Expenses** (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22, 12.23 and 12.24)	$30,440

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 Questions 12.5, 12.9, 12.12, 12.17, 12.25, 12.26 and 12.32)	$298,168

TRANSFERS

Transfers to Capital Fund

12.34	From Local Public Funds (76PF)	$1,714
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)	$1,714
12.37	**Transfer to Other Funds**	$0
12.38	**TOTAL TRANSFERS** (Add Questions 12.36 and 12.37)	$1,714
12.39	**TOTAL DISBURSEMENTS AND TRANSFERS** (Add Questions 12.33 and 12.38)	$299,882
12.40	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2020	$332,500
12.41	**GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE** (Add Questions 12.39 and 12.40; same as Question 11.26)	$632,382

ASSURANCE

12.42	The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy).	02/25/2021

FISCAL AUDIT

12.43	Last audit performed (mm/dd/yyyy)	08/31/2004
12.44	Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	07/01/2003-06/30/2004
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	$25,226
13.3	**Total Revenues from Local Sources** (Add Questions 13.1 and 13.2)	$25,226

STATE AID FOR CAPITAL PROJECTS

13.4	State Aid Received for Construction	$29,925
13.5	Other State Aid	$0
13.6	**Total State Aid** (Add Questions 13.4 and 13.5)	$29,925

FEDERAL AID FOR CAPITAL PROJECTS

13.7	**TOTAL FEDERAL AID**	$0

INTERFUND REVENUE

13.8	Transfer from Operating Fund (Same as Question 12.36)	$1,714
13.9	**TOTAL REVENUES** (Add Questions 13.3, 13.6, 13.7 and 13.8)	$56,865
13.10	**NON-REVENUE RECEIPTS**	$0
13.11	**TOTAL CASH RECEIPTS** (Add Questions 13.9 and 13.10)	$56,865
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)	$0
13.13	**TOTAL CASH RECEIPTS AND BALANCE**(Add Questions 13.11 and 13.12; same as Question 14.12)	$56,865

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	$56,865
14.2	Incidental Construction	$0

Other Disbursements

14.3	Purchase of Buildings	$0
14.4	Interest	$0
14.5	Collection Expenditures	$0
14.6	Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	$0
14.7	**TOTAL PROJECT EXPENDITURES** (Add Questions 14.1, 14.2 and 14.6)	$56,865
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)	$56,865
14.11	**BALANCE IN CAPITAL FUND** - Ending Balance for the Fiscal Year Ending 2020	$0
14.12	**TOTAL CASH DISBURSEMENTS AND BALANCE** (Add Questions 14.10 and 14.11; same as Question 13.13)	$56,865

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	0.00
16.2	Total Librarians	2.25
16.3	All Other Paid Staff	1.50
16.4	Total Paid Employees	3.75
16.5	State Government Revenue	$2,414
16.6	Federal Government Revenue	$0
16.7	Other Operating Revenue	$65,737
16.8	Total Operating Revenue	$301,237
16.9	Other Operating Expenditures	$46,072
16.10	Total Operating Expenditures	$248,097
16.11	Total Capital Expenditures	$106,936
16.12	Print Materials	18,527
16.13	Total Registered Borrowers	1,711
16.14	Other Capital Revenue and Receipts	$26,940
16.15	Total Number of Internet Terminals Used by the General Public	22
16.16	Total Uses (sessions) of Public Internet Computers Per Year	15,000
16.17	Total Wireless Sessions Provided by the Library Wireless Service Per Year	16,000
16.18	Total Capital Revenue	$56,865

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	*LIB ID*	2400612690
17.2	*Interlibrary Relationship Code*	ME
17.3	*Legal Basis Code*	LD
17.4	*Administrative Structure Code*	SO
17.5	*FSCS Public Library Definition*	Y
17.6	*Geographic Code*	SD1
17.7	*FSCS ID*	NY0159
17.8	*SED CODE*	610501700084

17.9   *INSTITUTION ID*   800000036447

SUGGESTED IMPROVEMENTS

Library Name: GROTON PUBLIC LIBRARY

Library System: NY

Name of Person Completing
Form: Sara Knobel

Phone Number: (607) 898-5055

I am satisfied that this resource
(Collect) is meeting library needs: Agree

Applying this resource (Collect)
will help improve library services   Agree
to the public:

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!