Port Byron Library
Annual Report For Public And Association Libraries - 2021

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, 2021, except for questions related to the current library director/manager (questions 1.37 through 1.44).

1.1	Library ID Number	2400056175
1.2	Library Name	PORT BYRON 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	Port Byron
1.6	Beginning Fiscal Reporting Year	01/01/2021
1.7	Ending Fiscal Reporting Year	12/31/2021
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	01/01/2021
1.12	Ending <u>Local</u> Fiscal Year	12/31/2021
1.13	Address Status	00 (for no change from previous year)
1.14	Street Address	12 SPONABLE DRIVE
1.15	City	PORT BYRON
1.16	Zip Code	13140
1.17	Mailing Address	P. O. BOX 520
1.18	City	PORT BYRON
1.19	Zip Code	13140
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	(315) 776-5694
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)	(315) 776-5693
1.22	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	director@portbyronlibrary.org
1.23	Library Home Page URL (Enter N/A if no home page URL)	https://portbyronlibrary.org/
1.24	Population Chartered to Serve (per 2010 Census)	2,378

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):	Town
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	10/23/2007
1.30	Date the library was last registered	12/29/2003
1.31	Federal Employer Identification Number	161585323
1.32	County	CAYUGA
1.33	School District	Port Byron Central School District
1.34	Town/City	Mentz
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	na
1.36b	President/CEO Phone Number	na
1.36c	President/CEO Email	na

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	Benjamin
1.38	Last Name of Library Director/Manager	Love
1.39	NYS Public Librarian Certification Number	N/A
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.	N/A
1.43	E-mail Address of the Director/Manager	director@portbyronlibrary.org
1.44	Fax Number of the Director/Manager	(315) 776-5693
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 2021? (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	Port Byron School Distric

2.	Indicate the type of municipality or district holding the public vote	School District
3.	Date the vote was held (mm/dd/2021)	05/18/2021
4.	Was the vote successful? Y/N	Y
5.	What type of public vote was it?	budget vote (school district public library only)
6a.	Most recent prior year approved appropriation from a public vote:	$95,147
6b.	Proposed increase in appropriation as a result of the vote held on the date reported in question number 3:	$3,000
6c.	Total proposed appropriation (sum of 6a and 6b):	$98,147

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 2021) 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.	
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

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 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 <u>Note</u>; if no, please go to Part 2, Library Collection.

    Y

Note: All staff contracted Covid 19 at the end of November, which resulted in the library being closed for 1 week

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 <u>read</u> 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	6,334
2.2	Adult Non-fiction Books	4,258
2.3	Total Adult Books (Total questions 2.1 & 2.2)	10,592
2.4	Children's Fiction Books	3,676
2.5	Children's Non-fiction Books	1,734
2.6	Total Children's Books (Total questions 2.4 & 2.5)	5,410
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	16,002

Other Print Materials

2.8	Total Uncataloged Books	30
2.9	Total Print Serials	253
2.10	All Other Print Materials	150
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	433
2.12	Total Print Materials (Total questions 2.7 and 2.11)	16,435

ALL OTHER MATERIALS

Electronic Materials

2.13	Electronic Books	26,309
2.14	Local Electronic Collections	5
2.15	NOVELNY Electronic Collections	15
2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	20
2.17	Audio - Downloadable Units	8,741
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.)	0
2.20	Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	35,070

Non-Electronic Materials

2.21	Audio - Physical Units	530
2.22	Video - Physical Units	2,030
2.23	Other Circulating Physical Items	177
2.24	Total Physical Items in Collection (Total questions 2.21 through 2.23)	2,737

Grand Total/Additions to Holdings

2.25	**GRAND TOTAL HOLDINGS** (Total questions 2.12, 2.20 and 2.24)	54,242

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

2.26	Cataloged Books	1,938
2.27	All Other Print Materials	60
2.28	Electronic Materials	9,751
2.29	All Other Materials	471
2.30	Total Additions (Total questions 2.26 through 2.29)	12,220

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 3.82 for the 2021 <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)	5,460
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	363
3.3	Registered non-resident borrowers	417

Please report information on WRITTEN POLICIES as of 12/31/21.

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?	N
3.8	Does the library have a board-approved conflict of interest policy?	N
3.9	Does the library have a board-approved whistle blower policy?	N
3.10	Does the library have a board-approved sexual harassment prevention policy?	Y

Please report information on ACCESSIBILITY as of 12/31/21.

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?	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   N
        Heiskell Braille and Talking Book Library (The New
        York Public Library, New York)?

Library Sponsored Programs/Summer Reading Program

SYNCHRONOUS PROGRAM SESSIONS and ATTENDANCE

For Questions 3.19, 3.19a, 3.19b,
  o If you have broken out Synchronous Program Sessions for Children by age group,
    0–5 and 6–11, please complete Q3.19a and Q3.19b. Enter the total in Q3.19.
  o If you have not broken out Synchronous Program Sessions by age group, enter the
    Number of Children's Programs in Q3.19, and enter N/A in Q3.19a and Q3.19b.

For Questions 3.26, 3.26a, 3.26b,
  o If you have broken out Synchronous Children's Program Attendance by age group,
    0–5 and 6–11, please complete Q3.26a and Q3.26b. Enter that total in Q3.26.
  o If you have not broken out Synchronous Children's Program Attendance by age
    group, enter the Children's Program Attendance in Q3.26, and enter N/A in Q3.26a
    and Q3.26b.

3.17   Number of Synchronous Program Sessions Targeted   50
        at Adults Age 19 or Older

3.18   Number of Synchronous Program Sessions Targeted   14
        at Young Adults Ages 12-18

3.19   Number of Children's Programs   59

Note: Changes in the situation with Covid-19 (including the library being open all except 1 week
during the year), combined with being fully staffed for all of 2021 allowed the library to increase
the amount of children's programs. We also had a summer reading program in 2021, something
we were not able to due with staffing shortage + covid in 2020

3.19a   Number of Synchronous Program Sessions Targeted   34
        at Children Ages 0-5

3.19b   Number of Synchronous Program Sessions Targeted   25
        at Children Ages 6-11

3.20   Number of Synchronous General Interest Program   15
        Sessions

3.20a Total Number of Synchronous Program Sessions for those libraries who are not reporting the number of Children's Programs in Q3.19a and Q3.19b (Total questions 3.17, 3.18, 3.19, 3.20)   138

3.21   Total Number of Synchronous Program Sessions (Total questions 3.17, 3.18, 3.19a, 3.19b, 3.20). This is the Total Number for those libraries who are breaking out Children's Programming questions by age.   138

Note: Lowered spread of Covid-19 and vaccinations allowed the library to hold more synchronous programs in 2021, as well as having a full staff and being open the whole year.

3.21a Number of Synchronous In-Person Onsite Program Sessions   138

3.21b Number of Synchronous In-Person Offsite Program Sessions   0

3.21c Number of Synchronous Virtual Program Sessions   0

3.22   One-on-One Program Sessions   0

3.23   Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library?   No

3.24   Attendance at Synchronous Programs Targeted at Adults Age 19 or Older   327

3.25   Attendance at Synchronous Programs Targeted at Young Adults Ages 12-18   174

3.26   Children's Program Attendance   501

Note: Changes in the situation with Covid-19 (including the library being open all except 1 week during the year), combined with being fully staffed for all of 2021 allowed the library to increase the amount of children's programs. We also had a summer reading program in 2021, something we were not able to due with staffing shortage + covid in 2020

3.26a Attendance at Synchronous Programs Targeted at Children Ages 0-5   250

3.26b	Attendance at Synchronous Programs Targeted at Children Ages 6-11	251
3.27	Attendance at Synchronous General Interest Programs	323

3.27a Total Attendance at Synchronous Programs for those libraries who are not reporting the Children's Program Attendance in Q3.26a and Q3.26b (Total questions 3.24, 3.25, 3.26, 3.27) 1,325

3.28 Total Attendance at Synchronous Programs (Total questions 3.24, 3.25, 3.26a, 3.26b, 3.27). This is the Total Number for those libraries who are breaking out Children's Programming questions by age. 1,325

3.28a	Synchronous In-Person Onsite Program Attendance	1,325
3.28b	Synchronous In-Person Offsite Program Attendance	0
3.28c	Synchronous Virtual Program Attendance	0
3.29	One-on-One Program Attendance	0
3.29a	Total Number of Asynchronous Program Presentations	16
3.29b	Total Views of Asynchronous Program Presentations within 7 Days	526

Please report information on SUMMER READING PROGRAMS for the 2021 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 2021 (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	No
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	5
3.33	Young adults registered for the library's summer reading program	0
3.34	Adults registered for the library's summer reading program	0
3.35	Total number registered for the library's summer reading program (total 3.32 + 3.33 + 3.34)	5
3.36	Children's program sessions - Summer 2021	15
3.37	Young adult program sessions - Summer 2021	6
3.38	Adult program sessions - Summer 2021	10
3.39	Total program sessions - Summer 2021 (total 3.36 + 3.37 + 3.38)	31
3.40	Children's program attendance - Summer 2021	223
3.41	Young adult program attendance - Summer 2021	70
3.42	Adult program attendance - Summer 2021	110
3.43	Total program attendance - Summer 2021 (total 3.40 + 3.41 + 3.42)	403

COLLABORATORS

3.44	Public school district(s) and/or BOCES	0
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 2021 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)	35

b.	Focus on parents & caregivers	0
c.	Combined audience	0
d.	N/A	0

3.55   Total Sessions   35

3.56 - Attendance at sessions

a.	Focus on birth - school entry (kindergarten)	91
b.	Focus on parents & caregivers	0
c.	Combined audience	0
d.	N/A	0

3.57   Total Attendance   91

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 2021 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 2021 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	6

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)	6

3.70	One-on-one program sessions	0

3.71	Children's program attendance	10

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)	10

| 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 2021 calendar year.

DIGITAL LITERACY

3.77	Did the library offer digital literacy programs?	Y
3.78	Total group program sessions	1
3.79	Total one-on-one program sessions	0
3.80	Total group program attendance	1
3.81	Total one-on-one program attendance	0
3.82	Did your library offer teen-led activities during the 2021 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 not considered part of circulation.)

CATALOGED BOOK CIRCULATION

| 4.1 | Adult Fiction Books | 4,382 |
| 4.2 | Adult Non-fiction Books | 1,191 |

| 4.3 | Total Adult Books (Total questions 4.1 & 4.2) | 5,573 |

| 4.4 | Children's Fiction Books | 3,456 |

| 4.5 | Children's Non-fiction Books | 766 |

| 4.6 | Total Children's Books (Total questions 4.4 & 4.5) | 4,222 |

| 4.7 | Total Cataloged Book Circulation (Total question 4.3 & 4.6) | 9,795 |

CIRCULATION OF OTHER MATERIALS

| 4.8 | Circulation of Adult Other Materials | 1,051 |

| 4.9 | Circulation of Children's Other Materials | 441 |

| 4.10 | Circulation of Other Physical Items (Total questions 4.8, 4.9) | 1,492 |

| 4.11 | Physical Item Circulation (Total questions 4.7 & 4.10) | 11,287 |

ELECTRONIC USE

| 4.12 | Use of Electronic Material | 868 |

| 4.13 | Successful Retrieval of Electronic Information | 1,040 |

| 4.14 | Electronic Content Use (Total questions 4.12 & 4.13) | 1,908 |

| 4.15 | Total Circulation of Materials (Total questions 4.11 & 4.12) | 12,155 |

| 4.16 | Total Collection Use (Total questions 4.13 & 4.15) | 13,195 |

| 4.17 | Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9) | 4,663 |

REFERENCE TRANSACTIONS

| 4.18 | Total Reference Transactions | 4,000 |

Note: Library was open for many more hours (no long term closures due to covid) and has a full staff for the entirety of 2021, allowing us to provide more reference services.

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	2,564

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.21	TOTAL MATERIALS PROVIDED	5,082

5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2021.

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	18,408
5.5	Does the library use Internet filtering software on any computer?	Y
5.6	Does your library use social media?	Y
5.7	Does the library file for E-rate benefits?	Y
5.8	Is the library part of a consortium for E-rate benefits?	N
5.9	If yes, in which consortium are you participating?	N/A

5.10	Name of the person responsible for the library's Information Technology (IT) services	Rex Helwig
5.11	IT contact's telephone number (enter 10 digits only and hit the Tab key)	(607) 273-4074
5.12	IT contact's email address	RHelwig@flls.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.	30

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)	0
6.9	Vacant Library Specialist/Paraprofessional (not certified)	0
6.10	Other Staff	2

6.11	Vacant Other Staff	0
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	3.00
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 certified)	$28,000

7. MINIMUM PUBLIC LIBRARY STANDARDS

As of January 1, 2021 all public, free association and Indian libraries in New York State are required to meet the minimum standards listed below. Please indicate which of these standards your library meets as of **December 31, 2021**. 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) 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 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 <u>two</u> decimal places.

8.6	Minimum Weekly Total Hours - Main Library	33.00
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)	33.00
8.10	Annual Total Hours - Main Library	1,683.00
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)	1,683.00

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 January 1, 2021 to December 31, 2021.

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 allow users to complete registration for library cards online without having to come to the library during the Coronavirus (COVID-19) pandemic?	Yes

CV4   Did the library provide reference service via the
        Internet or telephone when the building was
        physically closed to the public during the Coronavirus   Yes
        (COVID-19) pandemic?

CV5   Did the library provide 'outside' service for circulation
        of physical materials at one or more outlets during the   Yes
        Coronavirus (COVID-19) pandemic?

CV6   Did the library intentionally provide Wi-Fi Internet
        access to users outside the building at one or more   Yes
        outlets during COVID-19 pandemic?

CV7   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)   Yes
        pandemic?

CV8   Did library staff work for other government agencies
        or nonprofit organizations instead of, or in addition to, Yes
        their normal duties during the Coronavirus
        (COVID-19) pandemic?

CV9   Number of Weeks an Outlet Had Limited Occupancy   1
        Due to COVID-19

9. SERVICE OUTLET INFORMATION

Outlets should be arranged in alphabetical order if possible. br>
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   Port Byron Library

2.   Outlet Name Status   00 (for no change)

3.	Street Address	12 Sponable Drive
4.	Outlet Street Address Status	00 (for no change)
5.	City	Port Byron
6.	Zip Code	13140
7.	Phone (enter 10 digits only)	(315) 776-5694
8.	Fax Number (enter 10 digits only)	(315) 776-5693
9.	E-mail Address	director@portbyronlibrary.org
10.	Outlet URL	portbyronlibrary.org
11.	County	Cayuga
12.	School District	Port Byron Central School
13.	Library System	Finger Lakes Library System
14.	Outlet Type Code (select one):	CE
15.	Public Service Hours Per Year for This Outlet	1,683
16.	Number of Weeks This Outlet is Open	51
16a	Number of weeks an outlet closed due to COVID-19	1
16b	Number of weeks an outlet had limited occupancy due to COVID-19	1
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?	N
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	40
20.	Enter the appropriate outlet code (select one):	N/A
21.	Who owns this outlet building?	Town
22.	Who owns the land on which this outlet is built?	Town
23.	Indicate the year this outlet was initially constructed	1937
24.	Indicate the year this outlet underwent a major renovation costing $25,000 or more	2004
25.	Square footage of the outlet	3,636
26.	Number of Internet Computers Used by General Public	5
27.	Number of uses (sessions) of public Internet computers per year	1,224
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	ES - Annual Estimate Based on Typical Week(s)
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.	Wireless Sessions	5,000
33a	Reporting Method for Wireless Sessions	ES - Annual Estimate Based on Typical Week(s)
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?	N
37.	*LIBID*	2400056175
38.	*FSCSID*	NY9005
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, 2021. 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, 2021 to December 31, 2021)	12

NUMBER OF TRUSTEES AND TERMS

10.2	Does your library have a range of trustees stated in the library's charter documents (incorporation)?	No

10.5	If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)?	9
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)?	3 years

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, 2022. 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	Susan
10.10	Last Name	Alexander
10.11	Mailing Address	1412 Turnpike Rd
10.12	City	Port Byron
10.13	Zip Code (5 digits only)	13021
10.14	Phone (enter 10 digits only)	(315) 702-7688
10.15	E-mail Address	salexandersheep@gmail.com
10.16	Term Begins - Month	March
10.17	Term Begins - Year (yyyy)	2019
10.18	Term Expires - Month	March

| 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 Vacant

2. First Name of Board Member

3. Last Name of Board Member

4. Mailing Address

5. City

6. Zip Code (5 digits only)

7. E-mail address

8. Office Held or Trustee Vice President

9. Term Begins - Month

10. Term Begins - Year (year)

11. Term Expires

12. Term Expires - Year (yyyy)

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.   N/A

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

3. Last Name of Board Member

4. Mailing Address

5. City

6. Zip Code (5 digits only)

7. E-mail address

8. Office Held or Trustee

9. Term Begins - Month

10. Term Begins - Year (year)

11.   Term Expires

12.   Term Expires - Year (yyyy)

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

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

16.   Is this a brand new trustee?

1.   Status   Vacant

2.   First Name of Board Member

3.   Last Name of Board Member

4.   Mailing Address

5.   City

6.   Zip Code (5 digits only)

7.   E-mail address

8.   Office Held or Trustee

9.   Term Begins - Month

10.   Term Begins - Year (year)

11.   Term Expires

12.   Term Expires - Year (yyyy)

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

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

16.   Is this a brand new trustee?

1.   Status   Filled

2.   First Name of Board Member   MaryBeth

3.   Last Name of Board Member   Howell

4.   Mailing Address   80 Rochester St.

5.   City   Port Byron

6.   Zip Code (5 digits only)   13140

7.   E-mail address   director@portbyronlibrary.org

8.   Office Held or Trustee   Secretary

9.   Term Begins - Month   March

10.   Term Begins - Year (year)   2021

11.	Term Expires	March
12.	Term Expires - Year (yyyy)	2024
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
16.	Is this a brand new trustee?	N

1.	Status	Filled
2.	First Name of Board Member	Patricia
3.	Last Name of Board Member	Brazak
4.	Mailing Address	1989 River Road
5.	City	Port Byron
6.	Zip Code (5 digits only)	13140
7.	E-mail address	N/A
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	March
10.	Term Begins - Year (year)	2020

11.	Term Expires	March
12.	Term Expires - Year (yyyy)	2023
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
16.	Is this a brand new trustee?	N

1.	Status	Filled
2.	First Name of Board Member	Mary Jo
3.	Last Name of Board Member	Kolczynski
4.	Mailing Address	237 Main St.
5.	City	Port Byron
6.	Zip Code (5 digits only)	13140
7.	E-mail address	N/A
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	March
10.	Term Begins - Year (year)	2019

11.	Term Expires	March
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	Hal
3.	Last Name of Board Member	Lewis
4.	Mailing Address	7987 Armstrong Rd
5.	City	Port Byron
6.	Zip Code (5 digits only)	13140
7.	E-mail address	hal736@gmail.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	March
10.	Term Begins - Year (year)	2022

11.	Term Expires	March
12.	Term Expires - Year (yyyy)	2023
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
16.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name of Board Member	Katherine
3.	Last Name of Board Member	McLoughlin
4.	Mailing Address	P.O. Box 178
5.	City	Port Byron
6.	Zip Code (5 digits only)	13140
7.	E-mail address	N/A
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	March
10.	Term Begins - Year (year)	2019

11.	Term Expires	March

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

Trustee Education

Complete one record for each person serving as a trustee as of December 31, 2021. These trustees will not be exactly the same as the trustees listed in the section above.

1.	Trustee Name	MaryJo Kolczynski

2.	Has the trustee participated in trustee education in the last calendar year (2021)?	N

1.	Trustee Name	Kathy McLoughlin

2.	Has the trustee participated in trustee education in the last calendar year (2021)?	N

1.	Trustee Name	Patricia Brazak

2.	Has the trustee participated in trustee education in the last calendar year (2021)?	N

1.	Trustee Name	Susan Alexander

2.	Has the trustee participated in trustee education in the last calendar year (2021)?	N

1.	Trustee Name	Mary Beth Howell

2.	Has the trustee participated in trustee education in the last calendar year (2021)?	N

1.	Trustee Name	Hal Lewis

2.	Has the trustee participated in trustee education in the last calendar year (2021)?	Y

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	Port Byron Central School District

3.	Amount	$98,147

4.	Subject to public vote held in reporting year or in a previous reporting year(s).	Y
5.	Written Contractual Agreement	N

1.	Source of Funds	County
2.	Name of funding County, Municipality or School District	Cayuga County
3.	Amount	$3,500
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N/A
5.	Written Contractual Agreement	N/A

11.2	**TOTAL LOCAL PUBLIC FUNDS**	$101,647

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3	Local Library Services Aid (LLSA)	$919
11.4	Record all Central Library Services Aid monies received from system headquarters	$500
11.5	Additional State Aid received from the System	$1,841
11.6	Federal Aid received from the System	$0
11.7	Other Cash Grants	$4,000
11.8	**TOTAL SYSTEM CASH GRANTS** (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	$7,260

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	$5,000

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** $0
        YORK STATE

OTHER RECEIPTS

11.14   Gifts and Endowments $268

11.15   Fund Raising $500

11.16   Income from Investments $34

11.17   Library Charges $1,058

11.18   Other $0

11.19   **TOTAL OTHER RECEIPTS** (Add Questions 11.14, $1,860
        11.15, 11.16, 11.17 and 11.18)

11.20   **TOTAL OPERATING FUND RECEIPTS** (Add
        Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19) $115,767

11.21   **BUDGET LOANS** $0

TRANSFERS

11.22   From Capital Fund (Same as Question 14.8) $6,093

| 11.23 | From Other Funds | $0 |

11.24 **TOTAL TRANSFERS** (Add Questions 11.22 and 11.23) $6,093

11.25 BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2021 (Same as Question 12.40 of previous year if fiscal year has not changed) $105,335

11.26 **GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE** (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.40) $227,195

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 $56,400

12.3 **Total Salaries & Wages Expenditures** (Add Questions 12.1 and 12.2) $56,400

12.4 **Employee Benefits Expenditures** $5,774

12.5 **Total Staff Expenditures (Add Questions 12.3 and 12.4)** $62,174

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	$9,787
12.7	Electronic Materials Expenditures	$1,012
12.8	Other Materials Expenditures	$1,139
12.9	**Total Collection Expenditures** (Add Questions 12.6, 12.7 and 12.8)	$11,938

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)	$510
12.14	From Other Funds (72OF)	$0
12.15	**Total Repairs** (Add Questions 12.13 and 12.14)	$510
12.16	Other Disbursements for Operation & Maintenance of Buildings	$7,928
12.17	**Total Operation & Maintenance of Buildings** (Add Questions 12.15 and 12.16)	$8,438

MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	$5,166
12.19	Telecommunications	$1,269
12.20	Postage and Freight	$200
12.21	Professional & Consultant Fees	$2,647

| 12.22 | Equipment | $9,046 |

| 12.23 | Other Miscellaneous | $466 |

| 12.24 | **Total Miscellaneous Expenses** (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22 and 12.23) | $18,794 |

Contracts/Debt Service/Transfers/Grand Total

| 12.25 | **CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE** | $5,700 |

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

| 12.26 | From Local Public Funds (73PF) | $0 |

| 12.27 | From Other Funds (73OF) | $0 |

| 12.28 | **Total** (Add Questions 12.26 and 12.27) | $0 |

Other Loans

| 12.29 | Budget Loans (Principal and Interest) | $0 |

| 12.30 | Short-Term Loans | $0 |

| 12.31 | **Total Debt Service** (Add Questions 12.28, 12.29 and 12.30) | $0 |

| 12.32 | **TOTAL OPERATING FUND DISBURSEMENTS** (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31) | $107,044 |

TRANSFERS

Transfers to Capital Fund

| 12.33 | From Local Public Funds (76PF) | $0 |

| 12.34 | From Other Funds (76OF) | $0 |

| 12.35 | **Total Transfers to Capital Fund** (Add Questions 12.33 and 12.34; same as Question 13.8) | $0 |

| 12.36 | **Transfer to Other Funds** | $0 |

| 12.37 | **TOTAL TRANSFERS** (Add Questions 12.35 and 12.36) | $0 |

| 12.38 | **TOTAL DISBURSEMENTS AND TRANSFERS** (Add Questions 12.32 and 12.37) | $107,044 |

| 12.39 | BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2021 | $120,151 |

| 12.40 | **GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE** (Add Questions 12.38 and 12.39; same as Question 11.26) | $227,195 |

ASSURANCE

| 12.41 | 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). | 02/17/2022 |

FISCAL AUDIT

| 12.42 | Last audit performed (mm/dd/yyyy) | N/A |

| 12.43 | Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy) | N/A |

| 12.44 | Indicate type of audit (select one): | N/A |

CAPITAL FUND

| 12.45 | 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	$29
13.3	**Total Revenues from Local Sources** (Add Questions 13.1 and 13.2)	$29

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 12.35)	$0
13.9	**TOTAL REVENUES** (Add Questions 13.3, 13.6, 13.7 and 13.8)	$29
13.10	**NON-REVENUE RECEIPTS**	$0
13.11	**TOTAL CASH RECEIPTS** (Add Questions 13.9 and 13.10)	$29
13.12	BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2021 (Same as Question 14.11 of previous year, if fiscal year has not changed)	$45,369
13.13	**TOTAL CASH RECEIPTS AND BALANCE**(Add Questions 13.11 and 13.12; same as Question 14.12)	$45,398

14. CAPITAL FUND DISBURSEMENTS

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

PROJECT EXPENDITURES

14.1	Construction	$0
14.2	Incidental Construction	$0

Other Disbursements

14.3	Purchase of Buildings	$0
14.4	Interest	$0
14.5	Collection Expenditures	$0
14.6	Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	$0
14.7	**TOTAL PROJECT EXPENDITURES** (Add Questions 14.1, 14.2 and 14.6)	$0
14.8	**TRANSFER TO OPERATING FUND** (Same as Question 11.22)	$6,093
14.9	**NON-PROJECT EXPENDITURES**	$0
14.10	**TOTAL CASH DISBURSEMENTS AND TRANSFERS** (Add Questions 14.7, 14.8 and 14.9)	$6,093
14.11	**BALANCE IN CAPITAL FUND** - Ending Balance for the Fiscal Year Ending 2021	$39,305
14.12	**TOTAL CASH DISBURSEMENTS AND BALANCE** (Add Questions 14.10 and 14.11; same as Question 13.13)	$45,398

15. CENTRAL LIBRARIES

16. FEDERAL TOTALS

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

16.1	Total ALA-MLS	0.00
16.2	Total Librarians	0.75
16.3	All Other Paid Staff	1.50
16.4	Total Paid Employees	2.25
16.5	State Government Revenue	$8,260

Note: The library received reimbursement from the state for Covid-related supplies, and received a special legislative grant from NYS Assembly Bullet Aid

16.6	Federal Government Revenue	$0
16.7	Other Operating Revenue	$5,860
16.8	Total Operating Revenue	$115,767
16.9	Other Operating Expenditures	$32,932
16.10	Total Operating Expenditures	$107,044
16.11	Total Capital Expenditures	$6,093
16.12	Print Materials	16,285
16.13	Total Registered Borrowers	780
16.14	Other Capital Revenue and Receipts	$29
16.15	Number of Internet Computers Used by General Public	5

| 16.16 | Total Uses (sessions) of Public Internet Computers Per Year | 1,224 |

Note: The library was open to the public for many more hours in 2021, reflecting changes in the Covid-19 pandemic, increased vaccination and relaxing of Covid restrictions for much of the year.

| 16.17 | Wireless Sessions | 5,000 |

| 16.18 | Total Capital Revenue | $29 |

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	*LIB ID*	2400056175
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*	NY9005
17.8	*SED CODE*	800000056146
17.9	*INSTITUTION ID*	800000056146

SUGGESTED IMPROVEMENTS

Library Name:	PORT BYRON LIBRARY
Library System:	Finger Lakes Library System
Name of Person Completing Form:	Benjamin Love

Phone Number: (315) 776-5694

I am satisfied that this resource (Collect) is meeting
library needs: Neither Agree nor Disagree

Applying this resource (Collect) will help improve
library services to the public: Neither Agree nor Disagree

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!