# Waterloo Library And Historical Society
# Annual Report For Public And Association Libraries - 2021

## 1. GENERAL LIBRARY INFORMATION

**Library/Director Information**

<span style="color:red">Please note: Bibliostat CollectConnect is now compatible with major browsers including Google Chrome, Mozilla Firefox, Safari and Internet Explorer.</span>

<span style="color:red">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.</span>

<span style="color:red">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.</span>

<span style="color:red">Libraries should not have reports from two different years open at the same time.</span>

Report all information in Part 1 as of December 31, 2021, <u>except</u> for questions related to the <u>current</u> library director/manager (questions 1.37 through 1.44).

| | | |
|---|---|---|
| 1.1 | Library ID Number | 2400566820 |
| 1.2 | Library Name | WATERLOO LIBRARY AND HISTORICAL SOCIETY |
| 1.3 | Name Status (State use only) | 00 (for no change from previous year) |
| 1.4 | Structure Status (State use only) | 00 (for no change from previous year) |
| 1.5 | Community | Waterloo |
| 1.6 | Beginning Fiscal Reporting Year | 01/01/2021 |
| 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 | 31 EAST WILLIAMS STREET |
| 1.15 | City | WATERLOO |
| 1.16 | Zip Code | 13165 |
| 1.17 | Mailing Address | 31 EAST WILLIAMS STREET |
| 1.18 | City | WATERLOO |
| 1.19 | Zip Code | 13165 |
| 1.20 | Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number) | (315) 539-3313 |
| 1.21 | Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number) | (301) 539-7798 |
| 1.22 | E-Mail Address to Contact the Library (Enter N/A if no e-mail address) | waterloolib@gmail.com |

| | | |
|---|---|---|
| 1.23 | Library Home Page URL (Enter N/A if no home page URL) | https://wlhs-ny.com |
| 1.24 | Population Chartered to Serve (per 2010 Census) | 5,171 |
| 1.25 | Indicate the type of library as stated in the library's charter (select one): | ASSOCIATION |
| 1.26 | Indicate the area chartered to serve as stated in the library's charter (select one): | Village |
| 1.27 | During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No. | N |
| 1.28 | Indicate the type of charter the library currently holds (select one): | Absolute |
| 1.29 | Date the library was granted its absolute charter or the date of the provisional charter if the library does not have an absolute charter | 03/28/1876 |
| 1.30 | Date the library was last registered | 06/26/1895 |
| 1.31 | Federal Employer Identification Number | 150532265 |
| 1.32 | County | SENECA |
| 1.33 | School District | Waterloo Central |
| 1.34 | Town/City | Waterloo |
| 1.35 | Library System | Finger Lakes Library System |

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

1.36a   President/CEO Name

1.36b   President/CEO Phone Number

1.36c    President/CEO Email


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

1.37    First Name of Library Director/Manager          Brandi


1.38    Last Name of Library Director/Manager           Rozelle


1.39    NYS Public Librarian Certification Number       XTTXSVF


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


1.41    If the library manager/director holds a Master's
        Degree, is it a Master's Degree in               Y
        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   Y
        name and e-mail address of each staff member
        without an active certificate in a Note.


1.43    E-mail Address of the Director/Manager          waterloolib@gmail.com


1.44    Fax Number of the Director/Manager              (315) 539-7798


1.45    Does the library charge fees for library cards to   N
        people residing outside the system's service area?


**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).   Y
        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.

| 1. | Name of municipality or district holding the public vote | Waterloo Central School District |
|----|---|---|

| 2. | Indicate the type of municipality or district holding the public vote | School District |
|----|---|---|

| 3. | Date the vote was held (mm/dd/2021) | 05/19/2021 |
|----|---|---|

| 4. | Was the vote successful? Y/N | Y |
|----|---|---|

| 5. | What type of public vote was it? | school district ballot proposition (Ed. Law §259(1)(a)) |
|----|---|---|

| 6a. | Most recent prior year approved appropriation from a public vote: | $241,071 |
|----|---|---|

| 6b. | Proposed increase in appropriation as a result of the vote held on the date reported in question number 3: | $17,884 |
|----|---|---|

| 6c. | Total proposed appropriation (sum of 6a and 6b): | $258,955 |
|----|---|---|

**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. | N |
|----|---|---|

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

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

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

4.      What type of public vote was it?

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

**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.      N
        If yes, please complete one record for *each*
        contract. If no, go to question 1.49.

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,        Y
        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.

**Note:** On going pandemic

# 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 | 7,954 |
| 2.2 | Adult Non-fiction Books | 3,003 |
| 2.3 | Total Adult Books (Total questions 2.1 & 2.2) | 10,957 |
| 2.4 | Children's Fiction Books | 5,179 |
| 2.5 | Children's Non-fiction Books | 1,694 |
| 2.6 | Total Children's Books (Total questions 2.4 & 2.5) | 6,873 |
| 2.7 | Total Cataloged Books (Total questions 2.3 & 2.6) | 17,830 |

### Other Print Materials

| | | |
|---|---|---|
| 2.8 | Total Uncataloged Books | 450 |
| 2.9 | Total Print Serials | 10 |
| 2.10 | All Other Print Materials | 761 |

**Note:** Inventory of our research center was conducted. The number represents what was found as a result of that.

| 2.11 | Total Other Print Materials (Total questions 2.8 through 2.10) | 1,221 |
| 2.12 | Total Print Materials (Total questions 2.7 and 2.11) | 19,051 |

## ALL OTHER MATERIALS

### Electronic Materials

| 2.13 | Electronic Books | 26,309 |

| 2.14 | Local Electronic Collections | 5 |

**Note:** System library provided.

| 2.15 | NOVEL<sub>NY</sub> 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.) | 90 |

| 2.20 | Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19) | 35,160 |

### Non-Electronic Materials

| 2.21 | Audio - Physical Units | 911 |

| 2.22 | Video - Physical Units | 3,180 |

| 2.23 | Other Circulating Physical Items | 199 |

| 2.24 | Total Physical Items in Collection (Total questions 2.21 through 2.23) | 4,290 |

**Grand Total/Additions to Holdings**

| 2.25 | **GRAND TOTAL HOLDINGS** (Total questions 2.12, 2.20 and 2.24) | 58,501 |

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

| 2.26 | Cataloged Books | 1,256 |
| 2.27 | All Other Print Materials | 0 |
| 2.28 | Electronic Materials | 9,751 |
| 2.29 | All Other Materials | 196 |
| 2.30 | Total Additions (Total questions 2.26 through 2.29) | 11,203 |

# 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) | 18,820 |
| 3.1a | Regarding the number of Library Visits entered, is this an annual count or an annual estimate based on a typical week or weeks? | CT - Annual Count |
| 3.2 | Registered resident borrowers | 1,130 |
| 3.3 | Registered non-resident borrowers | 1,272 |

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? | 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 12/31/21.

**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? | Y |

**3.15 - If so, what do you have?**

| | |
|---|---|
| screen reader, such as JAWS, Windoweyes or NVDA | No |

| | |
|---|---|
| refreshable Braille commonly referred to as a refreshable Braille display | No |
| screen magnification software, such as Zoomtext | Yes |
| electronic scanning and reading software, such as OpenBook | No |

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

**Library Sponsored Programs/Summer Reading Program**

## SYNCHRONOUS PROGRAM SESSIONS and ATTENDANCE

For Questions 3.19, 3.19a, 3.19b,
- 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.
- 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,
- 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.
- 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 at Adults Age 19 or Older    11

3.18    Number of Synchronous Program Sessions Targeted at Young Adults Ages 12-18    0

3.19    Number of Children's Programs    32

**Note:** Were able to perform more programs this year due to lifting of certain pandemic restrictions.

3.19a    Number of Synchronous Program Sessions Targeted at Children Ages 0-5    23

| 3.19b | Number of Synchronous Program Sessions Targeted at Children Ages 6-11 | 9 |
|---|---|---|
| 3.20 | Number of Synchronous General Interest Program Sessions | 1 |
| 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) | 44 |
| 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. | 44 |
| 3.21a | Number of Synchronous In-Person Onsite Program Sessions | 38 |
| 3.21b | Number of Synchronous In-Person Offsite Program Sessions | 6 |
| 3.21c | Number of Synchronous Virtual Program Sessions | 0 |
| 3.22 | One-on-One Program Sessions | 2,250 |
| 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 | Attendance at Synchronous Programs Targeted at Adults Age 19 or Older | 172 |
| 3.25 | Attendance at Synchronous Programs Targeted at Young Adults Ages 12-18 | 0 |
| 3.26 | Children's Program Attendance | 406 |

| | | |
|---|---|---|
| 3.26a | Attendance at Synchronous Programs Targeted at Children Ages 0-5 | 340 |
| 3.26b | Attendance at Synchronous Programs Targeted at Children Ages 6-11 | 66 |
| 3.27 | Attendance at Synchronous General Interest Programs | 320 |
| 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) | 898 |
| 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. | 898 |
| 3.28a | Synchronous In-Person Onsite Program Attendance | 778 |
| 3.28b | Synchronous In-Person Offsite Program Attendance | 120 |
| 3.28c | Synchronous Virtual Program Attendance | 0 |
| 3.29 | One-on-One Program Attendance | 2,250 |
| 3.29a | Total Number of Asynchronous Program Presentations | 13 |
| 3.29b | Total Views of Asynchronous Program Presentations within 7 Days | 849 |

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 | 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 | 25 |
| 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) | 25 |
| 3.36 | Children's program sessions - Summer 2021 | 6 |
| 3.37 | Young adult program sessions - Summer 2021 | 6 |
| 3.38 | Adult program sessions - Summer 2021 | 0 |
| 3.39 | Total program sessions - Summer 2021 (total 3.36 + 3.37 + 3.38) | 12 |
| 3.40 | Children's program attendance - Summer 2021 | 166 |

| 3.41 | Young adult program attendance - Summer 2021 | 12 |
| 3.42 | Adult program attendance - Summer 2021 | 0 |
| 3.43 | Total program attendance - Summer 2021 (total 3.40 + 3.41 + 3.42) | 178 |

COLLABORATORS

| 3.44 | Public school district(s) and/or BOCES | 0 |
| 3.45 | Non-public school(s) | 0 |
| 3.46 | Childcare center(s) | 1 |
| 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) | 1 |

**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) | N |

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

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

| | | |
|---|---|---|
| d. | N/A | No |

**3.54 - Number of sessions**

| | | |
|---|---|---|
| a. | Focus on birth - school entry (kindergarten) | 0 |
| b. | Focus on parents & caregivers | 0 |
| c. | Combined audience | 23 |
| d. | N/A | 0 |

| | | |
|---|---|---|
| 3.55 | Total Sessions | 23 |

**3.56 - Attendance at sessions**

| | | |
|---|---|---|
| a. | Focus on birth - school entry (kindergarten) | 0 |
| b. | Focus on parents & caregivers | 0 |
| c. | Combined audience | 606 |
| d. | N/A | 0 |

| | | |
|---|---|---|
| 3.57 | Total Attendance | 606 |

**3.58 - Collaborators (check all that apply):**

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

Please report information on ADULT LITERACY for the 2021 calendar year.

ADULT LITERACY

| 3.59 | Did the library offer adult literacy programs? | Yes |
|------|---------|---------|
| 3.60 | Total group program sessions | 0 |
| 3.61 | Total one-on-one program sessions | 12 |
| 3.62 | Total group program attendance | 0 |
| 3.63 | Total one-on-one program attendance | 12 |

3.64 - Collaborators (check all that apply)

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

Please report information on DIGITAL LITERACY for the 2021 calendar year.

**DIGITAL LITERACY**

| 3.77 | Did the library offer digital literacy programs? | Y |
|---|---|---|
| 3.78 | Total group program sessions | 0 |
| 3.79 | Total one-on-one program sessions | 176 |
| 3.80 | Total group program attendance | 0 |
| 3.81 | Total one-on-one program attendance | 176 |
| 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 <u>not</u> considered part of circulation.)

**CATALOGED BOOK CIRCULATION**

| | | |
|---|---|---|
| 4.1 | Adult Fiction Books | 8,095 |
| 4.2 | Adult Non-fiction Books | 1,275 |
| 4.3 | Total Adult Books (Total questions 4.1 & 4.2) | 9,370 |
| 4.4 | Children's Fiction Books | 5,250 |
| 4.5 | Children's Non-fiction Books | 1,007 |
| 4.6 | Total Children's Books (Total questions 4.4 & 4.5) | 6,257 |
| 4.7 | Total Cataloged Book Circulation (Total question 4.3 & 4.6) | 15,627 |

**CIRCULATION OF OTHER MATERIALS**

| | | |
|---|---|---|
| 4.8 | Circulation of Adult Other Materials | 2,841 |
| 4.9 | Circulation of Children's Other Materials | 799 |
| 4.10 | Circulation of Other Physical Items (Total questions 4.8, 4.9) | 3,640 |
| 4.11 | Physical Item Circulation (Total questions 4.7 & 4.10) | 19,267 |

**ELECTRONIC USE**

| | | |
|---|---|---|
| 4.12 | Use of Electronic Material | 2,970 |
| 4.13 | Successful Retrieval of Electronic Information | 75 |
| 4.14 | Electronic Content Use (Total questions 4.12 & 4.13) | 3,045 |
| 4.15 | Total Circulation of Materials (Total questions 4.11 & 4.12) | 22,237 |

| 4.16 | Total Collection Use (Total questions 4.13 & 4.15) | 22,312 |

| 4.17 | Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9) | 7,056 |

## REFERENCE TRANSACTIONS

| 4.18 | Total Reference Transactions | 1,901 |

| 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 | 2,865 |

## INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)
| 4.21 | TOTAL MATERIALS PROVIDED | 4,697 |

# 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 | 10,329 |

| 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? | Y |
| 5.9 | If yes, in which consortium are you participating? | Finger Lakes Library System |
| 5.10 | Name of the person responsible for the library's Information Technology (IT) services | Brandi Rozelle |
| 5.11 | IT contact's telephone number (enter 10 digits only and hit the Tab key) | (315) 539 3313 |
| 5.12 | IT contact's email address | waterloolib@gmail.com |

# 6. STAFF INFORMATION

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

## FTE (FULL-TIME EQUIVALENT CALCULATION)

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

## BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

| 6.2 | Library Director (certified) | 1 |
| 6.3 | Vacant Library Director (certified) | 0 |
| 6.4 | Librarian (certified) | 0 |
| 6.5 | Vacant Librarian (certified) | 0 |
| 6.6 | Library Manager (not certified) | 0 |

| 6.7 | Vacant Library Manager (not certified) | 0 |
|---|---|---|
| 6.8 | Library Specialist/Paraprofessional (not certified) | 0 |
| 6.9 | Vacant Library Specialist/Paraprofessional (not certified) | 0 |
| 6.10 | Other Staff | 4.2 |

**Note:** This includes our Full Time Executive Director.

| 6.11 | Vacant Other Staff | 0 |
|---|---|---|
| 6.12 | TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10) | 5.20 |
| 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) | 1 |
| 6.17 | Salary - Library Director (certified) | $34,319 |
| 6.18 | FTE - Library Manager (not certified) | 0 |
| 6.19 | Salary - Library Manager (not certified) | $0 |

# 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 two decimal places.

| | | |
|------|------|------|
| 8.6 | Minimum Weekly Total Hours - Main Library | 44.00 |
| 8.7 | Minimum Weekly Total Hours - Branch Libraries | 0.00 |
| 8.8 | Minimum Weekly Total Hours - Bookmobiles | 0.00 |
| 8.9 | Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8) | 44.00 |
| 8.10 | Annual Total Hours - Main Library | 2,288.00 |
| 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) | 2,288.00 |

## 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?  No

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?  No

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 (COVID-19) pandemic?  No

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

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

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) pandemic?  No

CV8  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

CV9  Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19  0

# 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 | Waterloo Library And Historical Society |
| 2. | Outlet Name Status | 00 (for no change) |
| 3. | Street Address | 31 East Williams Street |
| 4. | Outlet Street Address Status | 00 (for no change) |
| 5. | City | Waterloo |
| 6. | Zip Code | 13165 |
| 7. | Phone (enter 10 digits only) | (315) 539-3313 |
| 8. | Fax Number (enter 10 digits only) | (315) 539-7798 |
| 9. | E-mail Address | waterloolib@gmail.com |
| 10. | Outlet URL | http://www.wlhs-ny.org |
| 11. | County | Seneca |
| 12. | School District | Waterloo Central School District |
| 13. | Library System | Finger Lakes Library System |

| | | |
|---|---|---|
| 14. | Outlet Type Code (select one): | CE |
| 15. | Public Service Hours Per Year for This Outlet | 2,288 |
| 16. | Number of Weeks This Outlet is Open | 52 |
| 16a | Number of weeks an outlet closed due to COVID-19 | 0 |
| 16b | Number of weeks an outlet had limited occupancy due to COVID-19 | 0 |
| 17. | Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)? | Y |
| 18. | Is the meeting space available for public use even when the outlet is closed? | Y |
| 19. | Total number of non-library sponsored programs, meetings and/or events at this outlet | 4 |
| 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 | 1876 |
| 24. | Indicate the year this outlet underwent a major renovation costing $25,000 or more | 2007 |
| 25. | Square footage of the outlet | 4,790 |
| 26. | Number of Internet Computers Used by General Public | 10 |
| 27. | Number of uses (sessions) of public Internet computers per year | 621 |

| | | |
|---|---|---|
| 27a | Reporting Method for Number of Uses of Public Internet Computers Per Year | CT - Annual Count |
| 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 | 2,920 |
| 33a | Reporting Method for Wireless Sessions | CT - Annual Count |
| 34. | Does the outlet have a building entrance that is physically accessible to a person in a wheelchair? | Y |
| 35. | Is every public part of the outlet accessible to a person in a wheelchair? | N |
| 36. | Does your **outlet** have a Makerspace? | Y |
| 37. | *LIBID* | 2400566820 |
| 38. | *FSCSID* | NY0151 |
| 39. | *Number of Bookmobiles in the Bookmobile Outlet Record* | 0 |
| 40. | *Outlet Structure Status* | 00 (for no change from previous year) |

# 10. OFFICERS AND TRUSTEES

**Trustees and Terms/Board President/Trustee Names**

Report information about trustee meetings as of December 31, 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)? | Yes |
| 10.3 | If yes, what is the range? | 15-25 |
| 10.4 | If your library has a range, how many voting positions are stated in the library's current by-laws? | 15 |
| 10.5 | If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)? | |
| 10.6 | Does your library's charter documents (incorporation) state a specified term for trustees? If no, please explain in a Note. | No |
| 10.7 | If yes, what is the trustee term length, as stated in your library's charter documents (incorporation)? | 3 |

## BOARD MEMBER SELECTION

| | | |
|---|---|---|
| 10.8 | Enter Board Member Selection Code (select one): | EA - board members are elected by the library association membership |

List Officers and Board Members as of February 1, 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 | Coreen |

| | | |
|---|---|---|
| 10.10 | Last Name | Lowry |
| 10.11 | Mailing Address | 2959 Cherokee Lane |
| 10.12 | City | Waterloo |
| 10.13 | Zip Code (5 digits only) | 13165 |
| 10.14 | Phone (enter 10 digits only) | (315) 719-2430 |
| 10.15 | E-mail Address | bccclowry@hotmail.com |
| 10.16 | Term Begins - Month | October |
| 10.17 | Term Begins - Year (yyyy) | 2019 |
| 10.18 | Term Expires - Month | September |
| 10.19 | Term Expires - Year (yyyy) | 2022 |
| 10.20 | Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. | Yes |
| 10.21 | The date the Oath of Office was taken (mm/dd/yyyy) | N/A |
| 10.22 | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | N/A |
| 10.23 | Is this a brand new trustee? | N |

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

| 1. | Status | Filled |
|----|--------|--------|
| 2. | First Name of Board Member | James |
| 3. | Last Name of Board Member | Hughes |
| 4. | Mailing Address | 2461 Brewer Rd |
| 5. | City | Waterloo |
| 6. | Zip Code (5 digits only) | 13165 |
| 7. | E-mail address | jhughes10@rochester.rr.com |
| 8. | Office Held or Trustee | Vice President |
| 9. | Term Begins - Month | October |
| 10. | Term Begins - Year (year) | 2019 |
| 11. | Term Expires | September |
| 12. | Term Expires - Year (yyyy) | 2022 |
| 13. | Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. | Yes |
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken | N/A |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | N/A |
| 16. | Is this a brand new trustee? | N |

| | | |
|---|---|---|
| 1. | Status | Filled |
| 2. | First Name of Board Member | Karen |
| 3. | Last Name of Board Member | Burcroff |
| 4. | Mailing Address | 977 Marshall Rd |
| 5. | City | Waterloo |
| 6. | Zip Code (5 digits only) | 13165 |
| 7. | E-mail address | k.burcroff@aol.com |
| 8. | Office Held or Trustee | Trustee |
| 9. | Term Begins - Month | October |
| 10. | Term Begins - Year (year) | 2021 |
| 11. | Term Expires | September |
| 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 | Kathy |
| 3.  | Last Name of Board Member | Chase |
| 4.  | Mailing Address | 84 Inslee St Apt 1-3 |
| 5.  | City | Waterloo |
| 6.  | Zip Code (5 digits only) | 13165 |
| 7.  | E-mail address | Katherine@cayugawinetrail.com |
| 8.  | Office Held or Trustee | Financial Officer |
| 9.  | Term Begins - Month | October |
| 10. | Term Begins - Year (year) | 2019 |
| 11. | Term Expires | September |
| 12. | Term Expires - Year (yyyy) | 2022 |
| 13. | Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. | Yes |
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken | N/A |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | N/A |

| 16. | Is this a brand new trustee? | N |
|-----|------------------------------|---|
| 1. | Status | Filled |
| 2. | First Name of Board Member | Lynn |
| 3. | Last Name of Board Member | Patti |
| 4. | Mailing Address | 1157 Kings Row |
| 5. | City | Waterloo |
| 6. | Zip Code (5 digits only) | 13165 |
| 7. | E-mail address | lynn41@rochester.rr.com |
| 8. | Office Held or Trustee | Secretary |
| 9. | Term Begins - Month | October |
| 10. | Term Begins - Year (year) | 2019 |
| 11. | Term Expires | September |
| 12. | Term Expires - Year (yyyy) | 2022 |
| 13. | Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. | Yes |
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken | N/A |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | N/A |

| 16. | Is this a brand new trustee? | N |
|---|---|---|
| 1. | Status | Filled |
| 2. | First Name of Board Member | Roderick |
| 3. | Last Name of Board Member | Coe |
| 4. | Mailing Address | 2 Memorial Day Place |
| 5. | City | Waterloo |
| 6. | Zip Code (5 digits only) | 13165 |
| 7. | E-mail address | rco77r@aol.com |
| 8. | Office Held or Trustee | Trustee |
| 9. | Term Begins - Month | October |
| 10. | Term Begins - Year (year) | 2019 |
| 11. | Term Expires | September |
| 12. | Term Expires - Year (yyyy) | 2022 |
| 13. | Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. | Yes |
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken | N/A |

| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | N/A |
|---|---|---|
| 16. | Is this a brand new trustee? | N |
| 1. | Status | Filled |
| 2. | First Name of Board Member | Josh |
| 3. | Last Name of Board Member | Mull |
| 4. | Mailing Address | 25 E. Wright Ave |
| 5. | City | Waterloo |
| 6. | Zip Code (5 digits only) | 13165 |
| 7. | E-mail address | joshua_mull@hotmail.com |
| 8. | Office Held or Trustee | Trustee |
| 9. | Term Begins - Month | October |
| 10. | Term Begins - Year (year) | 2019 |
| 11. | Term Expires | September |
| 12. | Term Expires - Year (yyyy) | 2022 |
| 13. | Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. | Yes |
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken | N/A |

| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | N/A |
|---|---|---|
| 16. | Is this a brand new trustee? | N |
| 1. | Status | Filled |
| 2. | First Name of Board Member | Debbie |
| 3. | Last Name of Board Member | Hoffman |
| 4. | Mailing Address | 1831 Whiskey Hill Rd |
| 5. | City | Waterloo |
| 6. | Zip Code (5 digits only) | 13165 |
| 7. | E-mail address | Swedehoffman@gmail.com |
| 8. | Office Held or Trustee | Trustee |
| 9. | Term Begins - Month | October |
| 10. | Term Begins - Year (year) | 2021 |
| 11. | Term Expires | September |
| 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 | Debbie |
| 3. | Last Name of Board Member | Patsos |
| 4. | Mailing Address | 214 State Rt. 414 |
| 5. | City | Waterloo |
| 6. | Zip Code (5 digits only) | 13165 |
| 7. | E-mail address | dpatsos214@gmail.com |
| 8. | Office Held or Trustee | Trustee |
| 9. | Term Begins - Month | October |
| 10. | Term Begins - Year (year) | 2021 |
| 11. | Term Expires | September |
| 12. | Term Expires - Year (yyyy) | 2024 |
| 13. | Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. | Yes |

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

| 1. | Status | Filled |
|---|---|---|
| 2. | First Name of Board Member | Denise |
| 3. | Last Name of Board Member | Osborne |
| 4. | Mailing Address | 3596 Buffalo Rd |
| 5. | City | Newark |
| 6. | Zip Code (5 digits only) | 14513 |
| 7. | E-mail address | osborne.denise@gmail.com |
| 8. | Office Held or Trustee | Trustee |
| 9. | Term Begins - Month | October |
| 10. | Term Begins - Year (year) | 2020 |
| 11. | Term Expires | September |
| 12. | Term Expires - Year (yyyy) | 2023 |
| 13. | Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending | Yes |

| | | |
|---|---|---|
| | date. | |
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken | N/A |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | N/A |
| 16. | Is this a brand new trustee? | N |
| 1. | Status | Filled |
| 2. | First Name of Board Member | Duke |
| 3. | Last Name of Board Member | Argetsinger |
| 4. | Mailing Address | 9 E. Wright Ave |
| 5. | City | Waterloo |
| 6. | Zip Code (5 digits only) | 13165 |
| 7. | E-mail address | duke@racingarchives.org |
| 8. | Office Held or Trustee | Trustee |
| 9. | Term Begins - Month | October |
| 10. | Term Begins - Year (year) | 2021 |
| 11. | Term Expires | September |
| 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: | Yes |

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

| 14. | The date the Oath of Office (mm/dd/yyyy) was taken | N/A |
|---|---|---|
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | N/A |
| 16. | Is this a brand new trustee? | N |

| 1. | Status | Vacant |
|---|---|---|
| 2. | First Name of Board Member | N/A |
| 3. | Last Name of Board Member | N/A |
| 4. | Mailing Address | N/A |
| 5. | City | N/A |
| 6. | Zip Code (5 digits only) | N/A |
| 7. | E-mail address | N/A |
| 8. | Office Held or Trustee | |
| 9. | Term Begins - Month | |
| 10. | Term Begins - Year (year) | N/A |
| 11. | Term Expires | |
| 12. | Term Expires - Year (yyyy) | N/A |
| 13. | Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should | |

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

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

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

16. Is this a brand new trustee?

1. Status  Vacant

2. First Name of Board Member  N/A

3. Last Name of Board Member  N/A

4. Mailing Address  N/A

5. City  N/A

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

7. E-mail address  N/A

8. Office Held or Trustee

9. Term Begins - Month

10. Term Begins - Year (year)  N/A

11. Term Expires

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

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

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

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

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

16. Is this a brand new trustee?

**Trustee Education**

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

1. Trustee Name        Coreen Lowry

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

1. Trustee Name        James Hughes

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

1. Trustee Name        Lynn Patti

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

1.      Trustee Name                                      Kathy Chase

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


1.      Trustee Name                                      Roderick Coe

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


1.      Trustee Name                                      Josh Mull

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


1.      Trustee Name                                      Debbie Patsos

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


1.      Trustee Name                                      Debbie Hoffman

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


1.      Trustee Name                                      Denise Osborne

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


1.      Trustee Name                                      Duke Argetsinger

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

# 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 | Town |
| 2. | Name of funding County, Municipality or School District | Town of Waterloo |
| 3. | Amount | $15,500 |
| 4. | Subject to public vote held in reporting year or in a previous reporting year(s). | N |
| 5. | Written Contractual Agreement | Y |

| | | |
|---|---|---|
| 1. | Source of Funds | County |
| 2. | Name of funding County, Municipality or School District | Seneca County |
| 3. | Amount | $20,000 |
| 4. | Subject to public vote held in reporting year or in a previous reporting year(s). | N |
| 5. | Written Contractual Agreement | Y |

| 1. | Source of Funds | School District |
|---|---|---|
| 2. | Name of funding County, Municipality or School District | Waterloo Central School District |
| 3. | Amount | $241,072 |
| 4. | Subject to public vote held in reporting year or in a previous reporting year(s). | Y |
| 5. | Written Contractual Agreement | Y |

| 11.2 | **TOTAL LOCAL PUBLIC FUNDS** | $276,572 |
|---|---|---|

**SYSTEM CASH GRANTS TO MEMBER LIBRARY**

| 11.3 | Local Library Services Aid (LLSA) | $1,742 |
|---|---|---|
| 11.4 | Record all Central Library Services Aid monies received from system headquarters | $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 | $0 |
| 11.8 | **TOTAL SYSTEM CASH GRANTS** (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7) | $1,742 |

**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 $45,747

11.15 Fund Raising $4,662

11.16 Income from Investments $0

11.17 Library Charges $354

11.18 Other $471

11.19 **TOTAL OTHER RECEIPTS** (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18) $51,234

11.20 **TOTAL OPERATING FUND RECEIPTS** (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19) $329,548

11.21 **BUDGET LOANS** $0

**Transfers/Grant Total**

**TRANSFERS**

11.22 From Capital Fund (Same as Question 14.8) $0

11.23 From Other Funds $0

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

11.25    BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2021 (Same as Question 12.40 of previous year if fiscal year has not changed)    $544,444

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)    $873,992

## 12. OPERATING FUND DISBURSEMENTS

**Staff/Collection/Capital/Operation and Maintenance**

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

**STAFF EXPENDITURES**

**Salaries & Wages Paid from Library Funds**

12.1    Certified Librarians    $34,319

12.2    Other Staff    $139,754
**Note:** Includes Executive Directors Pay

12.3    **Total Salaries & Wages Expenditures** (Add Questions 12.1 and 12.2)    $174,073

12.4    **Employee Benefits Expenditures**    $30,946

12.5    **Total Staff Expenditures (Add Questions 12.3 and 12.4)**    $205,019

**COLLECTION EXPENDITURES**

12.6    Print Materials Expenditures    $20,592

12.7    Electronic Materials Expenditures    $2,000

12.8    Other Materials Expenditures    $2,000

12.9  **Total Collection Expenditures** (Add Questions 12.6, 12.7 and 12.8)   $24,592

## CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10  From Local Public Funds (71PF)   $0

12.11  From Other Funds (71OF)   $0

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

## OPERATION AND MAINTENANCE OF BUILDINGS

### Repairs to Building & Building Equipment

12.13  From Local Public Funds (72PF)   $0

12.14  From Other Funds (72OF)   $0

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

12.16  Other Disbursements for Operation & Maintenance of Buildings   $47,787

12.17  **Total Operation & Maintenance of Buildings** (Add Questions 12.15 and 12.16)   $47,787

## MISCELLANEOUS EXPENSES

12.18  Office and Library Supplies   $4,830

12.19  Telecommunications   $3,404

12.20  Postage and Freight   $680

12.21  Professional & Consultant Fees   $11,769

12.22  Equipment   $753

12.23  Other Miscellaneous   $25,014

12.24   **Total Miscellaneous Expenses** (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22 and 12.23)   $46,450

**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)   $329,548

## 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) | $329,548 |
|---|---|---|

| 12.39 | BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2021 | $544,444 |
|---|---|---|

| 12.40 | **GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE** (Add Questions 12.38 and 12.39; same as Question 11.26) | $873,992 |
|---|---|---|

**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). | 03/01/2022 |
|---|---|---|

**FISCAL AUDIT**

| 12.42 | Last audit performed (mm/dd/yyyy) | 10/30/2019 |
|---|---|---|

| 12.43 | Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy) | 01/01/2018-12/31/2018 |
|---|---|---|

| 12.44 | Indicate type of audit (select one): | Private Accounting Firm |
|---|---|---|

**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 | $45,638 |
|---|---|---|

| 13.2 | All Other Revenues from Local Sources | $0 |

| 13.3 | **Total Revenues from Local Sources** (Add Questions 13.1 and 13.2) | $45,638 |

**STATE AID FOR CAPITAL PROJECTS**

| 13.4 | State Aid Received for Construction | $82,685 |

| 13.5 | Other State Aid | $0 |

| 13.6 | **Total State Aid** (Add Questions 13.4 and 13.5) | $82,685 |

**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) | $128,323 |

| 13.10 | **NON-REVENUE RECEIPTS** | $0 |

| 13.11 | **TOTAL CASH RECEIPTS** (Add Questions 13.9 and 13.10) | $128,323 |

| 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) | $146,306 |

| 13.13 | **TOTAL CASH RECEIPTS AND BALANCE**(Add Questions 13.11 and 13.12; same as Question 14.12) | $274,629 |

# 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 | $135,142 |
| 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) | $135,142 |
| 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) | $135,142 |
| 14.11 | **BALANCE IN CAPITAL FUND** - Ending Balance for the Fiscal Year Ending 2021 | $139,487 |
| 14.12 | **TOTAL CASH DISBURSEMENTS AND BALANCE** (Add Questions 14.10 and 14.11; same as Question 13.13) | $274,629 |

## 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 | 0.88 |
| 16.2 | Total Librarians | 0.88 |
| 16.3 | All Other Paid Staff | 3.68 |
| 16.4 | Total Paid Employees | 4.56 |
| 16.5 | State Government Revenue | $1,742 |
| 16.6 | Federal Government Revenue | $0 |
| 16.7 | Other Operating Revenue | $51,234 |
| 16.8 | Total Operating Revenue | $329,548 |
| 16.9 | Other Operating Expenditures | $99,937 |
| 16.10 | Total Operating Expenditures | $329,548 |
| 16.11 | Total Capital Expenditures | $135,142 |

**Note:** Put in air conditioning in our upstairs theater.

| | | |
|---|---|---|
| 16.12 | Print Materials | 18,290 |
| 16.13 | Total Registered Borrowers | 2,402 |
| 16.14 | Other Capital Revenue and Receipts | $0 |
| 16.15 | Number of Internet Computers Used by General Public | 10 |

| 16.16 | Total Uses (sessions) of Public Internet Computers Per Year | 621 |
|---|---|---|

| 16.17 | Wireless Sessions | 2,920 |
|---|---|---|

| 16.18 | Total Capital Revenue | $128,323 |
|---|---|---|

**Note:** Fundraising for theater improvements.

## 17. FOR NEW YORK STATE LIBRARY USE ONLY

| 17.1 | *LIB ID* | 2400566820 |
|---|---|---|
| 17.2 | *Interlibrary Relationship Code* | ME |
| 17.3 | *Legal Basis Code* | NP |
| 17.4 | *Administrative Structure Code* | SO |
| 17.5 | *FSCS Public Library Definition* | Y |
| 17.6 | *Geographic Code* | OTH |
| 17.7 | *FSCS ID* | NY0151 |
| 17.8 | *SED CODE* | 561006700030 |
| 17.9 | *INSTITUTION ID* | 800000038065 |

## SUGGESTED IMPROVEMENTS

| Library Name: | WATERLOO LIBRARY AND HISTORICAL SOCIETY |
|---|---|
| Library System: | Finger Lakes Library System |
| Name of Person Completing Form: | Brandi Rozelle |
| Phone Number: | (315) 759-8607 |

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