Spencer 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	2400606220
1.2	Library Name	SPENCER 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	Spencer
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 Local 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	41 NORTH MAIN STREET
1.15	City	SPENCER
1.16	Zip Code	14883
1.17	Mailing Address	P.O. BOX 305
1.18	City	SPENCER
1.19	Zip Code	14883
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	(607) 589-4496
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)	(607) 589-4271
1.22	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	splibrary@htva.net
1.23	Library Home Page URL (Enter N/A if no home page URL)	spencernylibrary.org
1.24	Population Chartered to Serve (per 2010 Census)	3,153
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 <u>or</u> the date of the provisional charter if the library does not have an absolute charter	03/20/1970
1.30	Date the library was last registered	05/25/1916
1.31	Federal Employer Identification Number	150595649

1.32	County	TIOGA
1.33	School District	Spencer Vanetten
1.34	Town/City	Spencer
1.35	Library System	Finger Lakes Library System

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

1.36a	President/CEO Name	
1.36b	President/CEO Phone Number	
1.36c	President/CEO Email	

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

1.37	First Name of Library Director/Manager	Elizabeth
1.38	Last Name of Library Director/Manager	Helmetsie
1.39	NYS Public Librarian Certification Number	N/A
1.40	What is the highest education level of the library manager/director?	Bachelor's Degree
1.41	If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science?	N/A
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	splibrary@htva.net
1.44	Fax Number of the Director/Manager	(607) 589-4271
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   N
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.

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

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

3.   Date the vote was held (mm/dd/2021)   N/A

4.   Was the vote successful? Y/N   N/A

5.   What type of public vote was it?   N/A

6a.   Most recent prior year approved   N/A
appropriation from a public vote:

6b.   Proposed increase in appropriation as a   N/A
result of the vote held on the date reported in
question number 3:

6c.   Total proposed appropriation (sum of 6a   N/A
and 6b):

**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   N
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   N/A
the public vote

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

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

4.   What type of public vote was it?

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

Unusual Circumstances

1.48   Does the reporting library have a   N
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.

1.   Name of contracting municipality or   N/A
district

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

3.   Population of the geographic area served   N/A
by this contract

4.   Dollar amount of contract   N/A

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

1.49   For the reporting year, has the library   N
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.

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	7,820
2.2	Adult Non-fiction Books	3,610
2.3	Total Adult Books (Total questions 2.1 & 2.2)	11,430
2.4	Children's Fiction Books	5,075
2.5	Children's Non-fiction Books	2,184
2.6	Total Children's Books (Total questions 2.4 & 2.5)	7,259
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	18,689

Other Print Materials

2.8	Total Uncataloged Books	35
2.9	Total Print Serials	4
2.10	All Other Print Materials	0
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	39
2.12	Total Print Materials (Total questions 2.7 and 2.11)	18,728

ALL OTHER MATERIALS
Electronic Materials

2.13	Electronic Books	26,309
2.14	Local Electronic Collections	5
2.15	NOVEL_{NY} 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   0
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.)

2.20   Total Electronic Materials (Total   35,070
questions 2.13, 2.16, 2.17, 2.18 and 2.19)

Non-Electronic Materials

2.21	Audio - Physical Units	680
2.22	Video - Physical Units	2,930
2.23	Other Circulating Physical Items	96

2.24   Total Physical Items in Collection (Total   3,706
questions 2.21 through 2.23)

Grand Total/Additions to Holdings

2.25   **GRAND TOTAL HOLDINGS** (Total   57,504
questions 2.12, 2.20 and 2.24)

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

2.26	Cataloged Books	277
2.27	All Other Print Materials	0
2.28	Electronic Materials	9,751
2.29	All Other Materials	256

2.30   Total Additions (Total questions 2.26   10,284
through 2.29)

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)   4,056

3.1a   Regarding the number of Library Visits   ES - Annual Estimate Based
entered, is this an annual count or an annual   on Typical Week(s)
estimate based on a typical week or weeks?

3.2   Registered resident borrowers   554

3.3   Registered non-resident borrowers   144

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   Y
policy?

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

3.6   Does the library have an Internet use   Y
policy?

3.7   Does the library have a disaster plan?   Y

3.8   Does the library have a board-approved   Y
conflict of interest policy?

3.9   Does the library have a board-approved   Y
whistle blower policy?

3.10   Does the library have a board-approved   Y
sexual harassment prevention policy?

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   Y
persons who cannot visit the library
(homebound persons, persons in nursing
homes, persons in jail, etc.)?**

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

**3.13   Does the library have large print   Y
books?**

**3.14   Does the library have assistive   N
technology for people who are visually
impaired or blind?**

3.15 - If so, what do you have?

screen reader, such as JAWS, Windoweyes or NVDA	No
refreshable Braille commonly referred to as a refreshable Braille display	No
screen magnification software, such as Zoomtext	No
electronic scanning and reading software, such as OpenBook	No

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

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   10

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

3.19   Number of Children's Programs   15

3.19a   Number of Synchronous Program Sessions Targeted at Children Ages 0-5   N/A

3.19b   Number of Synchronous Program Sessions Targeted at Children Ages 6-11   N/A

3.20 **Number of Synchronous General Interest Program Sessions** 0

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)** 25

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.** 10

3.21a **Number of Synchronous In-Person Onsite Program Sessions** 24

3.21b **Number of Synchronous In-Person Offsite Program Sessions** 1

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?** Yes

3.24 **Attendance at Synchronous Programs Targeted at Adults Age 19 or Older** 66

3.25 **Attendance at Synchronous Programs Targeted at Young Adults Ages 12-18** 0

3.26 **Children's Program Attendance** 148

3.26a **Attendance at Synchronous Programs Targeted at Children Ages 0-5** 40

3.26b **Attendance at Synchronous Programs Targeted at Children Ages 6-11** 108

3.27 **Attendance at Synchronous General Interest Programs** 0

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)** 214

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.**   214

3.28a **Synchronous In-Person Onsite Program Attendance**   183

3.28b **Synchronous In-Person Offsite Program Attendance**   31

3.28c **Synchronous Virtual Program Attendance**   0

3.29 **One-on-One Program Attendance**   0

3.29a **Total Number of Asynchronous Program Presentations**   0

3.29b **Total Views of Asynchronous Program Presentations within 7 Days**   0

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**   No

c. **Program(s) for Adults**   No

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**   27

3.33 **Young adults registered for the library's summer reading program**   0

3.34 **Adults registered for the library's summer reading program**   1

**3.35   Total number registered for the   28
library's summer reading program (total 3.32 +
3.33 + 3.34)**

**3.36   Children's program sessions - Summer   5
2021**

**3.37   Young adult program sessions -   0
Summer 2021**

**3.38   Adult program sessions - Summer   0
2021**

**3.39   Total program sessions - Summer 2021   5
(total 3.36 + 3.37 + 3.38)**

**3.40   Children's program attendance -   108
Summer 2021**

**3.41   Young adult program attendance -   0
Summer 2021**

**3.42   Adult program attendance - Summer   0
2021**

**3.43   Total program attendance - Summer   108
2021 (total 3.40 + 3.41 + 3.42)**

COLLABORATORS

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

3.45   Non-public school(s)   0

3.46   Childcare center(s)   0

3.47   Summer camp(s)   0

3.48   Municipality/Municipalities   0

3.49   Literacy provider(s)   0

3.50   Other (describe using the State note)   0

**3.51   Total Collaborators (total 3.44 through   0
3.50)**

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   N
programs? (Enter Y for Yes, N for No)**

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

**a.   Focus on birth - school entry   No
(kindergarten)**

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   N/A
(kindergarten)**

b.   Focus on parents & caregivers   N/A

c.   Combined audience   N/A

d.   N/A   N/A

3.55   Total Sessions   0

3.56 - Attendance at sessions

**a.   Focus on birth - school entry   N/A
(kindergarten)**

b.   Focus on parents & caregivers   N/A

c.   Combined audience   N/A

d.   N/A   N/A

3.57   Total Attendance   0

3.58 - Collaborators (check all that apply):

a.   Childcare center(s)   No

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

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   No
programs?**

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   No
America)**

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

c.   Non-Public Schools   No

**d.   Other (see instructions and describe   No
using Note)**

**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   N
English Speakers of Other Languages (ESOL)?
(Enter Y for Yes, N for No)**

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 +   0
3.67 + 3.68)**

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 +   0
3.72 + 3.73)**

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?**   N

3.78   **Total group program sessions**   0

3.79   **Total one-on-one program sessions**   0

3.80   **Total group program attendance**   0

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 <u>not</u> considered part of circulation.)

CATALOGED BOOK CIRCULATION

4.1   **Adult Fiction Books**   2,728

4.2   **Adult Non-fiction Books**   731

4.3   **Total Adult Books (Total questions 4.1 & 4.2)**   3,459

4.4   **Children's Fiction Books**   2,790

4.5   **Children's Non-fiction Books**   628

4.6   **Total Children's Books (Total questions 4.4 & 4.5)**   3,418

4.7   **Total Cataloged Book Circulation (Total question 4.3 & 4.6)**   6,877

CIRCULATION OF OTHER MATERIALS

4.8   **Circulation of Adult Other Materials**   **2,530**

4.9   **Circulation of Children's Other Materials**   **797**

4.10   **Circulation of Other Physical Items (Total questions 4.8, 4.9)**   **3,327**

4.11   **Physical Item Circulation (Total questions 4.7 & 4.10)**   **10,204**

ELECTRONIC USE

4.12   **Use of Electronic Material**   **1,584**

4.13   **Successful Retrieval of Electronic Information**   **0**

4.14   **Electronic Content Use (Total questions 4.12 & 4.13)**   **1,584**

4.15   **Total Circulation of Materials (Total questions 4.11 & 4.12)**   **11,788**

4.16   **Total Collection Use (Total questions 4.13 & 4.15)**   **11,788**

4.17   **Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)**   **4,215**

REFERENCE TRANSACTIONS

4.18   **Total Reference Transactions**   **300**

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**   **2,435**

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.21   **TOTAL MATERIALS PROVIDED**   **3,431**

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**	19,121
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?**	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**	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.**	29

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)**   **.52**

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**   **.48**

6.11   **Vacant Other Staff**   **0**

6.12   **TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)**   **1.00**

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)**   **.52**

6.19   **Salary - Library Manager (not certified)**   **$11,568**

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** **Y** **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.**

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

3.   **Provides a board-approved written** **Y** **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.**

4.   **Has board-approved written policies** **Y** **for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law.**

5.   **Annually prepares and publishes a** **Y** **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.**

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

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

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

10. Provides

10a. **a circulation system that facilitates**   Y
access to the local library collection and other
library catalogs

10b. **equipment, technology, and internet**   Y
connectivity to address community needs and
facilitate access to information.

11. **Provides access to current library**   Y
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.

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

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

14. **Establishes and maintains**   Y
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.

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**　　1
OUTLETS (Total questions 8.1 - 8.4)

PUBLIC SERVICE HOURS - Report hours to <u>two</u> decimal places.

8.6　　**Minimum Weekly Total Hours - Main**　29.00
Library

8.7　　**Minimum Weekly Total Hours -**　　0.00
Branch Libraries

8.8　　**Minimum Weekly Total Hours -**　　0.00
Bookmobiles

8.9　　**Minimum Weekly Total Hours - Total**　29.00
Hours Open (Total questions 8.6 - 8.8)

8.10　　**Annual Total Hours - Main Library**　　1,470.00

8.11　　**Annual Total Hours - Branch**　　0.00
Libraries

8.12　　**Annual Total Hours - Bookmobiles**　　0.00

8.13　　**Annual Hours Open - Total Hours**　　1,470.00
Open (Total questions 8.10 through 8.12)

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**　　No
physically closed to the public for any period of time due to the Coronavirus (COVID-19) pandemic?

CV2　　**Did library staff continue to provide**　　No
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?

CV3　　**Did the library allow users to complete**　Yes
registration for library cards online without having to come to the library during the Coronavirus (COVID-19) pandemic?

CV4　　**Did the library provide reference**　　No
service via the Internet or telephone when the building was physically closed to the public during the Coronavirus (COVID-19) pandemic?

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

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

CV7   **Did the library increase access to Wi-**   **No**
Fi Internet access to users outside the building
at one or more outlets during the Coronavirus
(COVID-19) pandemic?

CV8   **Did library staff work for other**   **No**
government agencies or nonprofit
organizations instead of, or in addition to, their
normal duties during the Coronavirus
(COVID-19) pandemic?

CV9   **Number of Weeks an Outlet Had**   **0**
Limited Occupancy 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**	**Spencer Library**
2.	**Outlet Name Status**	**00 (for no change)**
3.	**Street Address**	**41 North Main Street**
4.	**Outlet Street Address Status**	**00 (for no change)**
5.	**City**	**Spencer**
6.	**Zip Code**	**14883**
7.	**Phone (enter 10 digits only)**	**(607) 589-4496**
8.	**Fax Number (enter 10 digits only)**	**(607) 589-4271**

9.	E-mail Address	splibrary@htva.net
10.	Outlet URL	spencernylibrary.org
11.	County	Tioga
12.	School District	Spencer-Van Etten
13.	Library System	Finger Lakes Library System
14.	Outlet Type Code (select one):	CE
15.	Public Service Hours Per Year for This Outlet	1,470
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	20
20.	Enter the appropriate outlet code (select one):	N/A
21.	Who owns this outlet building?	Village
22.	Who owns the land on which this outlet is built?	Village
23.	Indicate the year this outlet was initially constructed	1966
24.	Indicate the year this outlet underwent a major renovation costing $25,000 or more	1992
25.	Square footage of the outlet	2,103
26.	Number of Internet Computers Used by General Public	5
27.	Number of uses (sessions) of public Internet computers per year	900

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   Haefele TV

32.   WiFi Access   No restrictions to access

33.   Wireless Sessions   2,190

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?   Y

36.   Does your outlet have a Makerspace?   N

37.   *LIBID*   2400606220

38.   *FSCSID*   NY0157

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)   10

NUMBER OF TRUSTEES AND TERMS

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

10.3   If yes, what is the range?

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

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

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

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

BOARD MEMBER SELECTION

10.8   Enter Board Member Selection Code   EA - board members are
(select one):   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	JACALYN
10.10	Last Name	MARSHALL
10.11	Mailing Address	P.O. BOX 536
10.12	City	SPENCER
10.13	Zip Code (5 digits only)	14883
10.14	Phone (enter 10 digits only)	(607) 589-4216
10.15	E-mail Address	jackiemarshall@fronter.net
10.16	Term Begins - Month	January
10.17	Term Begins - Year (yyyy)	2019
10.18	Term Expires - Month	December
10.19	Term Expires - Year (yyyy)	2021

10.20   Is the trustee serving a full term? If   Yes
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.

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

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

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**	**DELECIA**
3.	**Last Name of Board Member**	**BAER**
4.	**Mailing Address**	**P.O. BOX 219**
5.	**City**	**SPENCER**
6.	**Zip Code (5 digits only)**	**14883**
7.	**E-mail address**	**N/A**
8.	**Office Held or Trustee**	**Vice President**
9.	**Term Begins - Month**	**January**
10.	**Term Begins - Year (year)**	**2020**
11.	**Term Expires**	**December**
12.	**Term Expires - Year (yyyy)**	**2022**

13.   Is the trustee serving a full term? If   Yes
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?	N
1. Status	Filled
2. First Name of Board Member	DONNA
3. Last Name of Board Member	BURGH
4. Mailing Address	199 FISHER SETTLEMENT ROAD
5. City	SPENCER
6. Zip Code (5 digits only)	14883
7. E-mail address	draeburgh@gmail.com
8. Office Held or Trustee	Financial Officer
9. Term Begins - Month	January
10. Term Begins - Year (year)	2019
11. Term Expires	December
12. Term Expires - Year (yyyy)	2021
13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes
14. The date the Oath of Office (mm/dd/yyyy) was taken	N/A
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
16. Is this a brand new trustee?	N
1. Status	Filled
2. First Name of Board Member	MARINELLI
3. Last Name of Board Member	PATRICIA

4.	Mailing Address	412 FISHER SETTLEMENT ROAD
5.	City	SPENCER
6.	Zip Code (5 digits only)	14883
7.	E-mail address	potsdam1970@gmail.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2021
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2023
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
16.	Is this a brand new trustee?	Y
1.	Status	Filled
2.	First Name of Board Member	ROY
3.	Last Name of Board Member	CYNTHIA
4.	Mailing Address	419 SOUTH HILL ROAD
5.	City	SPENCER
6.	Zip Code (5 digits only)	14883
7.	E-mail address	car47home@yahoo.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2021
11.	Term Expires	December

12.	Term Expires - Year (yyyy)	2023
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
16.	Is this a brand new trustee?	Y
1.	Status	Filled
2.	First Name of Board Member	DONNA
3.	Last Name of Board Member	SCHWENDER
4.	Mailing Address	591 CANDOR ROAD
5.	City	SPENCER
6.	Zip Code (5 digits only)	14883
7.	E-mail address	schwender@aol.com
8.	Office Held or Trustee	Secretary
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2020
11.	Term Expires	December
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	RUTH
3.	Last Name of Board Member	VATH
4.	Mailing Address	34 LIBERTY STREET
5.	City	SPENCER
6.	Zip Code (5 digits only)	14883
7.	E-mail address	blkdgs@gmail.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2021
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2023
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
16.	Is this a brand new trustee?	Y
1.	Status	Filled
2.	First Name of Board Member	SHELLEY
3.	Last Name of Board Member	PERRY
4.	Mailing Address	35 MEADOW STREET
5.	City	SPENCER
6.	Zip Code (5 digits only)	14883

13. **Is the trustee serving a full term? If** Yes
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** N/A
(mm/dd/yyyy) was taken

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

16. **Is this a brand new trustee?** Y

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** **JACALYN MARSHALL**

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

1. **Trustee Name** **DELECIA BAER**

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

1. **Trustee Name** **DONNA SCHWENDER**

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

1. **Trustee Name** **DONNA BURGH**

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

1. **Trustee Name** **SHELLEY PERRY**

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

1. **Trustee Name** **CYNTHIA ROY**

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

1. **Trustee Name** **PATRICIA MARINELLI**

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

1.   Trustee Name   RUTH VATH

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

1.   Trustee Name   DONNA WRAY

**2.   Has the trustee participated in trustee   N
education in 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   Y
public funds? If yes, complete one record for
each taxing authority; if no, go to question 11.3.**

1.   Source of Funds   Town

**2.   Name of funding County, Municipality TOWN OF SPENCER
or School District**

3.   Amount $10,000

**4.   Subject to public vote held in   N/A
reporting year or in a previous reporting
year(s).**

5.   Written Contractual Agreement   N/A

1.   Source of Funds   Village

**2.   Name of funding County, Municipality VILLAGE OF SPENCER
or School District**

3.   Amount $4,500

**4.   Subject to public vote held in   N/A
reporting year or in a previous reporting
year(s).**

5.   Written Contractual Agreement   N/A

1.	Source of Funds	School District
2.	Name of funding County, Municipality or School District	SPENCER- VANETTEN SCHOOL
3.	Amount	$8,800
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N
5.	Written Contractual Agreement	N
1.	Source of Funds	County
2.	Name of funding County, Municipality or School District	TIOGA COUNTY
3.	Amount	$7,751
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**	$31,051

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3	Local Library Services Aid (LLSA)	$1,631
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	$533
11.7	Other Cash Grants	$500
11.8	**TOTAL SYSTEM CASH GRANTS (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)**	$2,664

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 | $8,867 |

| 11.15 | Fund Raising | $1,617 |

| 11.16 | Income from Investments | $0 |

| 11.17 | Library Charges | $1,069 |

| 11.18 | Other | $0 |

11.19 TOTAL OTHER RECEIPTS (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18) — $11,553

11.20 TOTAL OPERATING FUND RECEIPTS (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19) — $45,268

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) — $20,879

11.26   GRAND TOTAL RECEIPTS, $66,147
BUDGET LOANS, TRANSFERS AND
BALANCE (Add Questions 11.20, 11.21, 11.24
and 11.25; Same as Question 12.40)

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**	**$19,625**
12.3	**Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2)**	**$19,625**
12.4	**Employee Benefits Expenditures**	**$3,994**
12.5	**Total Staff Expenditures (Add Questions 12.3 and 12.4)**	**$23,619**

COLLECTION EXPENDITURES

12.6	**Print Materials Expenditures**	**$2,361**
12.7	**Electronic Materials Expenditures**	**$400**
12.8	**Other Materials Expenditures**	**$300**
12.9	**Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8)**	**$3,061**

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)**	**$1,554**

12.14   From Other Funds (72OF) $0

12.15   Total Repairs (Add Questions 12.13 and 12.14) $1,554

12.16   Other Disbursements for Operation & Maintenance of Buildings $2,160

12.17   Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16) $3,714

MISCELLANEOUS EXPENSES

12.18   Office and Library Supplies $706

12.19   Telecommunications $1,012

12.20   Postage and Freight $134

12.21   Professional & Consultant Fees $0

12.22   Equipment $0

12.23   Other Miscellaneous $1,103

12.24   Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22 and 12.23) $2,955

Contracts/Debt Service/Transfers/Grand Total

12.25   CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE $2,850

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) $36,199

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) $36,199

12.39   BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2021 $29,948

12.40   GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE (Add Questions 12.38 and 12.39; same as Question 11.26) $66,147

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).   02/21/2022

FISCAL AUDIT

12.42   Last audit performed (mm/dd/yyyy)   05/29/2018

12.43   Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)   01/01/2017-12/31/2017

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

CAPITAL FUND

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

13. CAPITAL FUND RECEIPTS

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

REVENUES FROM LOCAL SOURCES

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

STATE AID FOR CAPITAL PROJECTS

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

FEDERAL AID FOR CAPITAL PROJECTS

13.7 TOTAL FEDERAL AID	**$0**

INTERFUND REVENUE

13.8 Transfer from Operating Fund (Same as Question 12.35)	**$0**
13.9 TOTAL REVENUES (Add Questions 13.3, 13.6, 13.7 and 13.8)	**$0**
13.10 NON-REVENUE RECEIPTS	**$20,034**
13.11 TOTAL CASH RECEIPTS (Add Questions 13.9 and 13.10)	**$20,034**
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)	**$108,686**

13.13   TOTAL CASH RECEIPTS AND BALANCE(Add Questions 13.11 and 13.12; same as Question 14.12) $128,720

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) $0

14.9   NON-PROJECT EXPENDITURES $0

14.10   TOTAL CASH DISBURSEMENTS AND TRANSFERS (Add Questions 14.7, 14.8 and 14.9) $0

14.11   BALANCE IN CAPITAL FUND - Ending Balance for the Fiscal Year Ending 2021 $128,720

14.12   TOTAL CASH DISBURSEMENTS AND BALANCE (Add Questions 14.10 and 14.11; same as Question 13.13) $128,720

15. CENTRAL LIBRARIES

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

16. FEDERAL TOTALS

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

16.1	Total ALA-MLS	0.00
16.2	Total Librarians	0.38
16.3	All Other Paid Staff	0.35
16.4	Total Paid Employees	0.73
16.5	State Government Revenue	$1,631
16.6	Federal Government Revenue	$533
16.7	Other Operating Revenue	$12,053
16.8	Total Operating Revenue	$45,268
16.9	Other Operating Expenditures	$9,519
16.10	Total Operating Expenditures	$36,199
16.11	Total Capital Expenditures	$0
16.12	Print Materials	18,728
16.13	Total Registered Borrowers	698
16.14	Other Capital Revenue and Receipts	$20,034
16.15	Number of Internet Computers Used by General Public	5
16.16	Total Uses (sessions) of Public Internet Computers Per Year	900
16.17	Wireless Sessions	2,190
16.18	Total Capital Revenue	$20,034

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	*LIB ID*	2400606220
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*	NY0157

17.8	*SED CODE*	600801700014
17.9	*INSTITUTION ID*	800000036489

SUGGESTED IMPROVEMENTS

Library Name: **SPENCER LIBRARY**

Library System: **Finger Lakes Library System**

Name of Person Completing Form: **Elizabeth Helmetsie**

Phone Number: **(607) 589-4496**

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!