Rushford Free Library
Annual Report For Public And Association Libraries - 2020

1. GENERAL LIBRARY INFORMATION

Library/Director Information

Please note: Bibliostat CollectConnect is now compatible with major browsers including Google Chrome, Mozilla Firefox, Safari and Internet Explorer.

Please be advised Bibliostat CollectConnect is now using a new interface. If you have accessed or if you believe you may have accessed the old Bibliostat Collect, please click the new link here and you will be taken to the new interface. Please be sure you exit and close the old Bibliostat Collect before you begin your survey.

To avoid loss of data, only one person at a time should be logged into a member library report. Multiple people logged into the same report will cause data to be lost.

Libraries should not have reports from two different years open at the same time.

Report all information in Part 1 as of December 31, 2020, except for questions related to the current library director/manager (questions 1.37 through 1.44).

1.1	Library ID Number	_____
1.2	Library Name	_____
1.3	Name Status (State use only)	_____
1.4	Structure Status (State use only)	_____
1.5	Community	_____
1.6	Beginning Fiscal Reporting Year	_____
1.7	Ending Fiscal Reporting Year	_____
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	_____

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.	_____
1.10	Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	_____
1.11	Beginning Local Fiscal Year	_____
1.12	Ending Local Fiscal Year	_____
1.13	Address Status	_____
1.14	Street Address	_____
1.15	City	_____
1.16	Zip Code	_____
1.17	Mailing Address	_____
1.18	City	_____
1.19	Zip Code	_____
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	_____
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)	_____
1.22	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	_____
1.23	Library Home Page URL (Enter N/A if no home page URL)	_____
1.24	Population Chartered to Serve (per 2010 Census)	_____
1.25	Indicate the type of library as stated in the library's charter (select one):	_____
1.26	Indicate the area chartered to serve as stated in the library's charter (select one):	_____
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.	_____

1.28	Answer Y for Yes, N for No Indicate the type of charter the library currently holds (select one):	————————————————
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	————————————————
1.30	Date the library was last registered	————————————————
1.31	Federal Employer Identification Number	————————————————
1.32	County	————————————————
1.33	School District	————————————————
1.34	Town/City	————————————————
1.35	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	————————————————
1.38	Last Name of Library Director/Manager	————————————————
1.39	NYS Public Librarian Certification Number	————————————————
1.40	What is the highest education level of the library manager/director?	————————————————
1.41	If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science?	————————————————
1.42	Do all staff working in the budgeted Librarian (certified) positions reported in 6.4 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active	————————————————

certificate in a Note.

1.43   E-mail Address of the
        Director/Manager   _____

1.44   Fax Number of the
        Director/Manager   _____

1.45   Does the library charge fees for
        library cards to 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 2020?
        (Please respond even if the vote
        was unsuccessful). Enter Y for
        Yes, N for No. If Yes, complete   _____
        one record for the public vote from
        each funding source. If no, go to
        question 1.47.

1.   Name of municipality or district
        holding the public vote   _____

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

3.   Date the vote was held
        (mm/dd/2020)   _____

4.   Was the vote successful? Y/N   _____

5.   What type of public vote was it?   _____

6a.   Most recent prior year approved
        appropriation from a public vote: _____

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

6c.   Total proposed appropriation (sum
        of 6a 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 appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2020) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.48.   _____

1.   Name of municipality or district holding the public vote   _____

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

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

4.   What type of public vote was it?   _____

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

Unusual Circumstances

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

1.   Name of contracting municipality or district   _____

2.   Is this a written contractual agreement?   _____

3.   Population of the geographic area served by this contract   _____

4.   Dollar amount of contract   _____

5.   Enter the appropriate code for

range of services provided (select _____
one):

1.49   For the reporting year, has the
        library experienced any unusual
        circumstance(s) that affected the
        statistics reported (e.g., natural
        disaster, fire, closed for
        renovations, massive weeding of
        collection, etc.)? If yes, please   _____
        annotate explaining the
        circumstance(s) and the impact on
        the library using the Note; if no,
        please go to Part 2, Library
        Collection.

2. LIBRARY COLLECTION

Print/Electronic/Other Holdings

Report holdings, additions, and subscriptions as of the end of the fiscal year
reported in Part 1. Please read general information instructions below before
completing this section.
NOTE: This section of the survey (2.1-2.25) collects data on selected types
of materials.

It does not cover all materials (i.e., microforms, loose sheet music, maps,
and pictures) for which expenditures are reported under Print Materials
Expenditures, Electronic Materials Expenditures, and Other Materials
Expenditures (questions 12.6, 12.7 and 12.8). Under this category report
only items that have been purchased, leased or licensed by the library, a
consortium, the state library, a donor or other person or entity. Included
items must only be accessible with a valid library card or at a physical library
location; inclusion in the catalog is not required. Do not include items freely
available without monetary exchange. Count electronic materials at the
administrative entity level (main library); do not duplicate numbers at each
branch.

PRINT MATERIALS

Cataloged Books

2.1   Adult Fiction Books   _____

2.2	Adult Non-fiction Books	_____
2.3	Total Adult Books (Total questions 2.1 & 2.2)	_____
2.4	Children's Fiction Books	_____
2.5	Children's Non-fiction Books	_____
2.6	Total Children's Books (Total questions 2.4 & 2.5)	_____
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	_____

Other Print Materials

2.8	Total Uncataloged Books	_____
2.9	Total Print Serials	_____
2.10	All Other Print Materials	_____
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	_____
2.12	Total Print Materials (Total questions 2.7 and 2.11)	_____

ALL OTHER MATERIALS

Electronic Materials

2.13	Electronic Books	_____
2.14	Local Electronic Collections	_____
2.15	NOVELNY Electronic Collections	_____
2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	_____
2.17	Audio - Downloadable Units	_____
2.18	Video - Downloadable Units	_____
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.)	_____
2.20	Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	_____

Non-Electronic Materials

| 2.21 | Audio - Physical Units | _____ |

2.22 Video - Physical Units   _____

2.23 Other Non-Electronic Materials (includes films, slides, etc.)   _____

2.24 Total Other Materials Holdings (Total questions 2.21 through 2.23)   _____

Grand Total/Additions to Holdings

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

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

2.26 Cataloged Books   _____

2.27 All Other Print Materials   _____

2.28 Electronic Materials   _____

2.29 All Other Materials   _____

2.30 Total Additions (Total questions 2.26 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 3.83 for the 2020 <u>calendar</u> year. Please click here to read general instructions before completing this section.

Please report information on LIBRARY USE as of the end of the fiscal year reported in Part 1.

LIBRARY USE

3.1 Library visits (total annual attendance)   _____

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?   _____

3.2 Registered resident borrowers   _____

3.3   Registered non-resident   _____
       borrowers

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

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

3.4   Does the library have an open
       meeting policy?   _____

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

3.6   Does the library have an Internet
       use policy?   _____

3.7   Does the library have a disaster
       plan?   _____

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

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

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

Please report information on ACCESSIBILITY as of 12/31/20.

ACCESSIBILITY (Answer Y for Yes, N for No)

3.11   Does the library provide service to
       persons who cannot visit the
       library (homebound persons,   _____
       persons in nursing homes,
       persons in jail, etc.)?

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

3.13   Does the library have large print
       books?   _____

3.14   Does the library have assistive
       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   _____

refreshable Braille commonly referred to as a refreshable Braille display _____

screen magnification software, such as Zoomtext _____

electronic scanning and reading software, such as OpenBook _____

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)? _____

Library Sponsored Programs/Summer Reading Program

Please report information on LIBRARY SPONSORED PROGRAMS as of the end of the fiscal year reported in Part 1.

LIBRARY SPONSORED PROGRAMS

3.17   Adult Program Sessions _____

3.18   Young Adult Program Sessions _____

3.19   Children's Program Sessions _____

3.20   All Other Program Sessions _____

3.21   Total Number of Program Sessions (Total questions 3.17 through 3.20) _____

3.22   One-on-One Program Sessions _____

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? _____

3.24   Adult Program Attendance _____

3.25   Young Adult Program Attendance _____

3.26   Children's Program Attendance   _____
3.27   All Other Program Attendance   _____
3.28   Total Program Attendance (Total
        questions 3.24 through 3.27)   _____
3.29   One-on-One Program Attendance   _____

Please report information on SUMMER READING PROGRAMS for the 2020 calendar year.

SUMMER READING PROGRAM

3.30 - Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2020 (check all that apply):

a.   Program(s) for children   _____

b.   Program(s) for young adults   _____

c.   Program(s) for Adults   _____

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

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

f.   N/A   _____

3.31   Library outlets offering the
        summer reading program   _____

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

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

3.34   Adults registered for the library's
        summer reading program   _____

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

3.36   Children's program sessions -
        Summer 2020   _____

3.37   Young adult program sessions -
        Summer 2020   _____

3.38   Adult program sessions - Summer
        2020   _____

3.39 Total program sessions - Summer 2020 (total 3.36 + 3.37 + 3.38) _____

3.40 Children's program attendance - Summer 2020 _____

3.41 Young adult program attendance - Summer 2020 _____

3.42 Adult program attendance - Summer 2020 _____

3.43 Total program attendance - Summer 2020 (total 3.40 + 3.41 + 3.42) _____

COLLABORATORS

3.44 Public school district(s) and/or BOCES _____

3.45 Non-public school(s) _____

3.46 Childcare center(s) _____

3.47 Summer camp(s) _____

3.48 Municipality/Municipalities _____

3.49 Literacy provider(s) _____

3.50 Other (describe using the State note) _____

3.51 Total Collaborators (total 3.44 through 3.50) _____

Early/Adult/English Speaker/Digital Literacy

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

EARLY LITERACY PROGRAMS

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

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

a. Focus on birth - school entry (kindergarten) _____

b. Focus on parents & caregivers _____

c. Combined audience _____

d. N/A _____

3.54 - Number of sessions

a.   Focus on birth - school entry (kindergarten)   _____

b.   Focus on parents & caregivers   _____

c.   Combined audience   _____

d.   N/A   _____

3.55   Total Sessions   _____

3.56 - Attendance at sessions

a.   Focus on birth - school entry (kindergarten)   _____

b.   Focus on parents & caregivers   _____

c.   Combined audience   _____

d.   N/A   _____

3.57   Total Attendance   _____

3.58 - Collaborators (check all that apply):

a.   Childcare center(s)   _____

b.   Public School District(s) and/or BOCES   _____

c.   Non-Public School(s)   _____

d.   Health care providers/agencies   _____

e.   Other (describe using the State note)   _____

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

ADULT LITERACY

3.59   Did the library offer adult literacy programs?   _____

3.60   Total group program sessions   _____

3.61   Total one-on-one program sessions   _____

3.62   Total group program attendance   _____

3.63   Total one-on-one program attendance   _____

3.64 - Collaborators (check all that apply)

a.   Literacy NY (Literacy Volunteers of America)   _____

b.   Public School District(s) and/or BOCES   _____

c.   Non-Public Schools   _____

d.   Other (see instructions and   _____
        describe using Note)

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

PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

3.65   Did the library offer programs for
        English Speakers of Other
        Languages (ESOL)? (Enter Y for   _____
        Yes, N for No)

3.66   Children's program sessions   _____

3.67   Young adult program sessions   _____

3.68   Adult program sessions   _____

3.69   Total program sessions (total 3.66
        + 3.67 + 3.68)   _____

3.70   One-on-one program sessions   _____

3.71   Children's program attendance   _____

3.72   Young adult program attendance   _____

3.73   Adult program attendance   _____

3.74   Total program attendance (total
        3.71 + 3.72 + 3.73)   _____

3.75   One-on-one program attendance   _____

3.76 - Collaborators (check all that apply):

a.   Literacy NY (Literacy Volunteers
        of America)   _____

b.   Public School District(s) and/or
        BOCES   _____

c.   Non-Public School(s)   _____

d.   Other (describe using the Note)   _____

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

DIGITAL LITERACY

3.77   Did the library offer digital literacy
        programs?   _____

3.78   Total group program sessions   _____

3.79   Total one-on-one program
        sessions   _____

3.80   Total group program attendance   _____
3.81   Total one-on-one program
        attendance   _____

3.82   Did your library offer teen-led
        activities during the 2020 calendar _____
        year?

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   _____
4.2   Adult Non-fiction Books   _____
4.3   Total Adult Books (Total questions
        4.1 & 4.2)   _____
4.4   Children's Fiction Books   _____
4.5   Children's Non-fiction Books   _____
4.6   Total Children's Books (Total
        questions 4.4 & 4.5)   _____
4.7   Total Cataloged Book Circulation
        (Total question 4.3 & 4.6)   _____

CIRCULATION OF OTHER MATERIALS

4.8   Circulation of Adult Other
        Materials   _____

4.9   Circulation of Children's Other
        Materials   _____
4.10   Total Circulation of Other
        Materials (Total questions 4.8, 4.9) _____
4.11   Physical Item Circulation (Total
        questions 4.7 & 4.10)   _____

ELECTRONIC USE

4.12   Use of Electronic Material   _____
4.13   Successful Retrieval of Electronic
        Information   _____
4.14   Electronic Content Use (Total
        questions 4.12 & 4.13)   _____

4.15 Total Circulation of Materials (Total questions 4.11 & 4.12) _____

4.16 Total Collection Use (Total questions 4.13 & 4.15) _____

4.17 Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9) _____

REFERENCE TRANSACTIONS

4.18 Total Reference Transactions _____

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? _____

4.19 Does the library offer virtual reference? _____

Interlibrary Loan

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.20 TOTAL MATERIALS RECEIVED _____

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.21 TOTAL MATERIALS PROVIDED _____

5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2020.

SYSTEMS AND SERVICES

5.1 Automated circulation system? _____

5.2 Online public access catalog (OPAC)? _____

5.3 Electronic access to the OPAC from outside the library? _____

5.4 Annual number of visits to the library's web site _____

5.5 Does the library use Internet filtering software on any computer? _____

5.6 Does your library use social media? _____

5.7	Does the library file for E-rate benefits?	_____
5.8	Is the library part of a consortium for E-rate benefits?	_____
5.9	If yes, in which consortium are you participating?	_____
5.10	Name of the person responsible for the library's Information Technology (IT) services	_____
5.11	IT contact's telephone number (enter 10 digits only and hit the Tab key)	_____
5.12	IT contact's email address	_____

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. | _____ |

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2	Library Director (certified)	_____
6.3	Vacant Library Director (certified)	_____
6.4	Librarian (certified)	_____
6.5	Vacant Librarian (certified)	_____
6.6	Library Manager (not certified)	_____
6.7	Vacant Library Manager (not certified)	_____
6.8	Library Specialist/Paraprofessional (not	_____

6.9 certified)

6.9 Vacant Library Specialist/Paraprofessional (not certified) _____

6.10 Other Staff _____

6.11 Vacant Other Staff _____

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

6.13 VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11) _____

SALARY INFORMATION

6.14 FTE - Entry Level Librarian (certified) _____

6.15 Salary - Entry Level Librarian (certified) _____

6.16 FTE - Library Director (certified) _____

6.17 Salary - Library Director (certified) _____

6.18 FTE - Library Manager (not certified) _____

6.19 Salary - Library Manager (not certified) _____

7. MINIMUM PUBLIC LIBRARY STANDARDS (CURRENT)

Report all information as of December 31, 2020. Please click here to read general instructions before completing this section.

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

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

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

7.4 4. Has board-approved written policies for the operation of the library. _____

7.5 5. Presents annually to

appropriate funding agencies a written board-approved budget which would enable the library to meet or exceed these standards and to carry out its long-range plan of service.

7.6　　6. Periodically evaluates the effectiveness of the library's collection and services in meeting community needs. _____

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

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

7.8　　8a. space _____

7.9　　8b. lighting _____

7.10　　8c. shelving _____

7.11　　8d. seating _____

7.12　　8e. restroom (see instructions) _____

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

7.13　　9a. telephone _____

7.14　　9b. photocopier (see instructions) _____

7.15　　9c. microcomputer or terminal _____

7.16　　9d. printer _____

7.17　　9e. Fax capability (see instructions) _____

7.18　　10. Distributes board-approved printed information listing the library's hours open, borrowing rules, services, location and phone number. _____

7.19　　11. Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8. _____

7. MINIMUM PUBLIC LIBRARY STANDARDS (AS OF 2021)

As of January 1, 2021 all public, free association and Indian libraries in New

York State will be required to meet the minimum standards listed below. Please indicate which of these standards your library already meets as of **December 31, 2020**. This 2020 data will be helpful in informing statewide and regional efforts to ensure that all of New York's libraries are able to successfully comply with the new minimum standards. Please click [here](#) to read general instructions before completing this section. [Helpful information for meeting minimum public library standards](#) is available on the State Library's website. Questions about the new standards should be directed to your library system.

1. Is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law. ——————————————————

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

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. ——————————————————

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. ——————————————————

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. ——————————————————

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.

7.   Is open the minimum standard 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   _____

8b.   lighting   _____

8c.   shelving   _____

8d.   seating   _____

8e.   power infrastructure   _____

8f.   data infrastructure   _____

8g.   public restroom   _____

9.   Provides programming to address community needs, as outlined in the library's long-range plan of service.   _____

10. Provides

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

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

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.   _____

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

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.

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.

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 _____

8.2 Branches _____

8.3 Bookmobiles _____

8.4 Other Outlets _____

8.5 TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4) _____

PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6 Minimum Weekly Total Hours - Main Library _____

8.7 Minimum Weekly Total Hours - Branch Libraries _____

8.8 Minimum Weekly Total Hours - Bookmobiles _____

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

8.10 Annual Total Hours - Main Library _____

8.11 Annual Total Hours - Branch Libraries _____

8.12 Annual Total Hours - Bookmobiles _____

8.13 Annual Hours Open - Total Hours Open (Total questions 8.10 _____

8A. COVID

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

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

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?   _____

CV3   Did the library add or increase access to electronic collection materials due to the Coronavirus (COVID-19) pandemic?   _____

CV4   Did the library allow users to complete registration for library cards online without having to come to the library before the Coronavirus (COVID-19) pandemic?   _____

CV5   Did the library allow users to complete registration for library cards online without having to come to the library during the Coronavirus (COVID-19) pandemic?   _____

CV6   Did the library provide reference service via the Internet or telephone when the building was physically closed to the public during the Coronavirus (COVID-19) pandemic?   _____

CV7   Did the library provide 'outside' service for circulation of physical materials at one or more outlets   _____

during the Coronavirus (COVID-19) pandemic?

CV8   Did the library provide live, virtual programs via the Internet during the Coronavirus (COVID-19) pandemic? _____

CV9   Did the library create and provide recordings of program content via the Internet during the Coronavirus (COVID-19) pandemic? _____

CV10   Report total number of recordings of program content during COVID-19 pandemic. **Optional response. Responses to new questions requiring numerical data may be estimated or left blank the first year.** _____

CV11   Did the library provide Wi-Fi Internet access to users outside the building at one or more outlets before the Coronavirus (COVID-19) pandemic? _____

CV12   Did the library intentionally provide Wi-Fi Internet access to users outside the building at one or more outlets during COVID-19 pandemic? _____

CV13   Did the library increase access to Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic? _____

CV14   Did library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties during the Coronavirus (COVID-19) pandemic? _____

9. SERVICE OUTLET INFORMATION

Report all information as of the end of the fiscal year reported in Part 1.

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

NOTE: Libraries reporting Public Service Outlets in questions 8.1, 8.2 and 8.3 of Part 8 are required to complete this part of the Annual Report. Use this section to enter outlet information on main libraries, branches or bookmobiles. Complete one record for *each* main library, branch or bookmobile.

If you have multiple libraries, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available in the survey by clicking here. Complete this form and email it to collectconnect@baker-taylor.com

1.	Outlet Name	_____
2.	Outlet Name Status	_____
3.	Street Address	_____
4.	Outlet Street Address Status	_____
5.	City	_____
6.	Zip Code	_____
7.	Phone (enter 10 digits only)	_____
8.	Fax Number (enter 10 digits only)	_____
9.	E-mail Address	_____
10.	Outlet URL	_____
11.	County	_____
12.	School District	_____
13.	Library System	_____
14.	Outlet Type Code (select one):	_____
15.	Public Service Hours Per Year for This Outlet	_____
16.	Number of Weeks This Outlet is Open	_____
16a	Number of weeks an outlet closed due to COVID-19	_____
16b	Number of weeks an outlet had limited occupancy due to COVID-19	_____
17.	Does this outlet have meeting space available for public use (non-library sponsored programs,	_____

18. Is the meeting space available for public use even when the outlet is closed? _____

19. Total number of non-library sponsored programs, meetings and/or events at this outlet _____

20. Enter the appropriate outlet code (select one): _____

21. Who owns this outlet building? _____

22. Who owns the land on which this outlet is built? _____

23. Indicate the year this outlet was initially constructed _____

24. Indicate the year this outlet underwent a major renovation costing $25,000 or more _____

25. Square footage of the outlet _____

26. Number of internet computers at this outlet used by general public _____

27. Number of uses (sessions) of public Internet computers per year _____

28. Type of connection on the outlet's public Internet computers _____

29. Maximum <u>download</u> speed of connection on the outlet's public Internet computers _____

30. Maximum <u>upload</u> speed of connection on the outlet's public Internet computers _____

31. Internet Provider _____

32. WiFi Access _____

33. Number of wireless sessions provided by the library wireless service per year _____

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

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

36. Does your **outlet** have a Makerspace? _____

37. *LIBID* _____

38. *FSCSID* _____

39. *Number of Bookmobiles in the Bookmobile Outlet Record* _____

40. *Outlet Structure Status* _____

10. OFFICERS AND TRUSTEES

Trustees and Terms/Board President/Trustee Names

Report information about trustee meetings as of December 31, 2020. All public and association libraries are required by Education Law to hold at least four meetings a year.

BOARD MEETINGS

10.1 Total number of board meetings held during calendar year (January 1, 2020 to December 31, 2020) _____

NUMBER OF TRUSTEES AND TERMS

10.2 Does your library have a range of 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? _____

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

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

BOARD MEMBER SELECTION

10.8 Enter Board Member Selection Code (select one): _____

List Officers and Board Members as of February 1, 2021. Complete one record for each board member. There must be a record for each voting position, whether filled or vacant. Do not include non-voting positions.

BOARD PRESIDENT

10.9   First Name   _____

10.10 Last Name   _____

10.11 Mailing Address   _____

10.12 City   _____

10.13 Zip Code (5 digits only)   _____

10.14 Phone (enter 10 digits only)   _____

10.15 E-mail Address   _____

10.16 Term Begins - Month   _____

10.17 Term Begins - Year (yyyy)   _____

10.18 Term Expires - Month   _____

10.19 Term Expires - Year (yyyy)   _____

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.   _____

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

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

10.23 Is this a brand new trustee?   _____

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

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

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

was to run from beginning date to ending date.

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

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

16. Is this a brand new trustee? _____

1. Status _____

2. First Name of Board Member _____

3. Last Name of Board Member _____

4. Mailing Address _____

5. City _____

6. Zip Code (5 digits only) _____

7. E-mail address _____

8. Office Held or Trustee _____

9. Term Begins - Month _____

10. Term Begins - Year (year) _____

11. Term Expires _____

12. Term Expires - Year (yyyy) _____

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

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

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

16. Is this a brand new trustee? _____

1. Status _____

2. First Name of Board Member _____

3. Last Name of Board Member _____

4. Mailing Address _____

5. City _____

6. Zip Code (5 digits only) _____

7. E-mail address _____

8. Office Held or Trustee _____

9. Term Begins - Month _____

10. Term Begins - Year (year) _____

11. Term Expires _____

12. Term Expires - Year (yyyy) _____

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

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

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

16. Is this a brand new trustee? _____

1. Status _____

2. First Name of Board Member _____

3. Last Name of Board Member _____

4. Mailing Address _____

5. City _____

6. Zip Code (5 digits only) _____

7. E-mail address _____

8. Office Held or Trustee _____

9. Term Begins - Month _____

10. Term Begins - Year (year) _____

11.   Term Expires   _____

12.   Term Expires - Year (yyyy)   _____

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

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

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

16.   Is this a brand new trustee?   _____

1.   Status   _____

2.   First Name of Board Member   _____

3.   Last Name of Board Member   _____

4.   Mailing Address   _____

5.   City   _____

6.   Zip Code (5 digits only)   _____

7.   E-mail address   _____

8.   Office Held or Trustee   _____

9.   Term Begins - Month   _____

10.   Term Begins - Year (year)   _____

11.   Term Expires   _____

12.   Term Expires - Year (yyyy)   _____

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

was to run from beginning date to ending date.

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

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

16. Is this a brand new trustee? _____

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

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

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

16. Is this a brand new trustee? _____

Trustee Education

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

1.   Trustee Name   _____

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

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.

1.   Source of Funds   _____

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

3.   Amount   _____

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

5.   Written Contractual Agreement   _____

11.2 **TOTAL LOCAL PUBLIC
      FUNDS**   _____

SYSTEM CASH GRANTS TO MEMBER LIBRARY
11.3 Local Library Services Aid (LLSA) _____

11.4 Central Library Aid (CLDA and/or

CBA)

11.5 Additional State Aid received from the System _____

11.6 Federal Aid received from the System _____

11.7 Other Cash Grants _____

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

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 _____

Federal Aid/Other Receipts

FEDERAL AID FOR LIBRARY OPERATION

11.10 LSTA _____

11.11 Other Federal Aid _____

11.12 **TOTAL FEDERAL AID** (Add Questions 11.10 and 11.11) _____

11.13 **CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE** _____

OTHER RECEIPTS

11.14 Gifts and Endowments _____

11.15 Fund Raising _____

11.16 Income from Investments _____

11.17 Library Charges _____

11.18 Other _____

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

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

11.21 **BUDGET LOANS** _____

Transfers/Grant Total

TRANSFERS

11.22 From Capital Fund (Same as Question 14.8) _____

11.23 From Other Funds _____

11.24 **TOTAL TRANSFERS** (Add Questions 11.22 and 11.23) _____

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

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

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 _____

12.2 Other Staff _____

12.3 **Total Salaries & Wages Expenditures** (Add Questions 12.1 and 12.2) _____

12.4 **Employee Benefits** _____

Expenditures

12.5 **Total Staff Expenditures (Add Questions 12.3 and 12.4)** _____

COLLECTION EXPENDITURES

12.6 Print Materials Expenditures _____

12.7 Electronic Materials Expenditures _____

12.8 Other Materials Expenditures _____

12.9 **Total Collection Expenditures** (Add Questions 12.6, 12.7 and 12.8) _____

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10 From Local Public Funds (71PF) _____

12.11 From Other Funds (71OF) _____

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

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13 From Local Public Funds (72PF) _____

12.14 From Other Funds (72OF) _____

12.15 **Total Repairs** (Add Questions 12.13 and 12.14) _____

12.16 Other Disbursements for Operation & Maintenance of Buildings _____

12.17 **Total Operation & Maintenance of Buildings** (Add Questions 12.15 and 12.16) _____

MISCELLANEOUS EXPENSES

12.18 Office and Library Supplies _____

12.19 Telecommunications _____

12.20 Binding Expenses _____

12.21 Postage and Freight _____

12.22 Professional & Consultant Fees _____

12.23 Equipment _____

12.24 Other Miscellaneous _____

12.25 **Total Miscellaneous Expenses** (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22, 12.23 and _____

12.24)

Contracts/Debt Service/Transfers/Grand Total

12.26 **CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE**   _____

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

12.27 From Local Public Funds (73PF)   _____

12.28 From Other Funds (73OF)   _____

12.29 **Total** (Add Questions 12.27 and 12.28)   _____

Other Loans

12.30 Budget Loans (Principal and Interest)   _____

12.31 Short-Term Loans   _____

12.32 **Total Debt Service** (Add Questions 12.29, 12.30 and 12.31)   _____

12.33 **TOTAL OPERATING FUND DISBURSEMENTS** (Add Questions 12.5, 12.9, 12.12, 12.17, 12.25, 12.26 and 12.32)   _____

TRANSFERS

Transfers to Capital Fund

12.34 From Local Public Funds (76PF)   _____

12.35 From Other Funds (76OF)   _____

12.36 **Total Transfers to Capital Fund** (Add Questions 12.34 and 12.35; same as Question 13.8)   _____

12.37 **Transfer to Other Funds**   _____

12.38 **TOTAL TRANSFERS** (Add Questions 12.36 and 12.37)   _____

12.39 **TOTAL DISBURSEMENTS AND TRANSFERS** (Add Questions 12.33 and 12.38)   _____

12.40 BALANCE IN OPERATING FUND
- Ending Balance for the Fiscal
Year Ending 2020   _____

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

ASSURANCE

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

FISCAL AUDIT

12.43 Last audit performed
(mm/dd/yyyy)   _____

12.44 Time period covered by this audit
(mm/dd/yyyy) - (mm/dd/yyyy)   _____

12.45 Indicate type of audit (select one): _____

CAPITAL FUND

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

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   _____

13.2 All Other Revenues from Local
Sources   _____

13.3 **Total Revenues from Local**

Sources (Add Questions 13.1 and 13.2) _____

STATE AID FOR CAPITAL PROJECTS

13.4   State Aid Received for Construction   _____

13.5   Other State Aid   _____

13.6   **Total State Aid** (Add Questions 13.4 and 13.5)   _____

FEDERAL AID FOR CAPITAL PROJECTS

13.7   **TOTAL FEDERAL AID**   _____

INTERFUND REVENUE

13.8   Transfer from Operating Fund (Same as Question 12.36)   _____

13.9   **TOTAL REVENUES** (Add Questions 13.3, 13.6, 13.7 and 13.8)   _____

13.10   **NON-REVENUE RECEIPTS**   _____

13.11   **TOTAL CASH RECEIPTS** (Add Questions 13.9 and 13.10)   _____

13.12   BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2020 (Same as Question 14.11 of previous year, if fiscal year has not changed)   _____

13.13   **TOTAL CASH RECEIPTS AND BALANCE**(Add Questions 13.11 and 13.12; same as Question 14.12)   _____

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   _____

14.2   Incidental Construction   _____

Other Disbursements

14.3   Purchase of Buildings   _____
14.4   Interest   _____

14.5   Collection Expenditures   _____

14.6   Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)   _____

14.7   **TOTAL PROJECT EXPENDITURES** (Add Questions 14.1, 14.2 and 14.6)   _____

14.8   **TRANSFER TO OPERATING FUND** (Same as Question 11.22)   _____

14.9   **NON-PROJECT EXPENDITURES**   _____

14.10 **TOTAL CASH DISBURSEMENTS AND TRANSFERS** (Add Questions 14.7, 14.8 and 14.9)   _____

14.11 **BALANCE IN CAPITAL FUND** - Ending Balance for the Fiscal Year Ending 2020   _____

14.12 **TOTAL CASH DISBURSEMENTS AND BALANCE** (Add Questions 14.10 and 14.11; same as Question 13.13)   _____

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   _____

16.2   Total Librarians   _____

16.3   All Other Paid Staff   _____

16.4   Total Paid Employees   _____

16.5   State Government Revenue   _____

16.6   Federal Government Revenue   _____

16.7	Other Operating Revenue	_____
16.8	Total Operating Revenue	_____
16.9	Other Operating Expenditures	_____
16.10	Total Operating Expenditures	_____
16.11	Total Capital Expenditures	_____
16.12	Print Materials	_____
16.13	Total Registered Borrowers	_____
16.14	Other Capital Revenue and Receipts	_____
16.15	Total Number of Internet Terminals Used by the General Public	_____
16.16	Total Uses (sessions) of Public Internet Computers Per Year	_____
16.17	Total Wireless Sessions Provided by the Library Wireless Service Per Year	_____
16.18	Total Capital Revenue	_____

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	*LIB ID*	_____
17.2	*Interlibrary Relationship Code*	_____
17.3	*Legal Basis Code*	_____
17.4	*Administrative Structure Code*	_____
17.5	*FSCS Public Library Definition*	_____
17.6	*Geographic Code*	_____
17.7	*FSCS ID*	_____
17.8	*SED CODE*	_____
17.9	*INSTITUTION ID*	_____

SUGGESTED IMPROVEMENTS

Library Name:	_____
Library System:	_____
Name of Person Completing Form:	_____
Phone Number:	_____
I am satisfied that this resource (Collect) is meeting library needs:	_____

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

Please share with us your
suggestions for improving the
Annual Report. When providing
feedback, if applicable please   _____
indicate the question number each
comment/suggestion refers to.
Thank you!