

**OFFICE OF THE COUNTY  
CLERK**

**WAYNE COUNTY  
NEW YORK**

**ANNUAL REPORT  
2015**

**MICHAEL JANKOWSKI  
COUNTY CLERK**

February 1, 2016

Wayne County Board of Supervisors  
County Court House  
26 Church Street  
Lyons, New York 14489

Ladies and Gentlemen;

In compliance with Section 406 of the County Law, I herewith submit the Annual Report of the Wayne County Clerk's Office for the Fiscal Year 2015.

State and Local law mandate the majority of the Clerk's Duties. Among these are the maintenance of the vital records of the County. The majority of the records relate to real property and the County and Supreme Courts.

In addition, the County Clerk serves as the local agent for the Commissioner of Motor Vehicles for New York State, as acceptance agent for United States passports and serves as Records Management Officer for Wayne County.

The offices of the County Clerk are located in Lyons, New York and are staffed by dedicated people who work diligently to serve the public.

The Following were fees collected for 2015 and deposited with the Wayne County Treasurer by December 31, 2015.

Amount deposited to General Account 2015	1,164,445.54
Other Non Property Tax	615,921.26
Record retention fees deposited in 2015	9,448.00
Miscellaneous Receipts	28,153.05
Tax Redemption Fees deposited in 2015	7,696.16
Interest earned deposited in 2015	76.14
Title Company Charges deposited in 2015	<u>1,356.50</u>
Total General Revenue for 2015	\$1,827,096.65

Motor Vehicle revenues for the year were \$425,590.28 up from \$418,251.94 in 2014.

Expenditures were as follows:

Personnel	598,435.08
Equipment	6,589.36
Contractual	234,679.32
Employee Benefits	<u>250,731.90</u>
Total Expenditures for 2015	\$1,090,435.66

We show a \$736,660.99 surplus to the County for the Year 2015 as opposed to \$532,382.71 in 2014.

The amount not retained by the County was distributed as follows:

To State Motor Vehicles	\$2,739,145.62
To the Dept. of Tax and Finance for Sales Tax	725,651.00
To New York State for Transfer Tax	884,399.34
To New York State for Court Fees	441,877.80
To New York State for E & A Fees	331,154.42
To New York State for Records Management	221,905.82
To New York State for Notary Fees	8,520.00
To New York State for Repayment of bad Checks	<u>1,439.08</u>
Total to State Agencies	\$5,354,093.08

The amounts forwarded to others than State and County:

To US Passport Agency	\$37,072.30
To our Towns for Mortgage Tax	1,229,579.00
To RGRTA	556,143.79
To State of New York Mortgage Agency	<u>482,466.26</u>
Total distributed to other than State and County	\$2,305,261.35

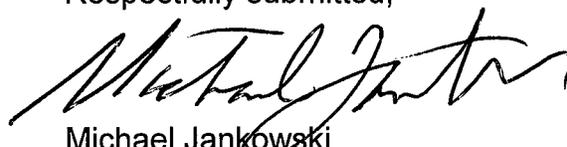
Total monies handled by this office were \$9,486,451.08 for the year 2015.

A comparison of documents handled for the past 5 years is as follows:

Document	2015	2014	2013	2012	2011
Deed	2,440	2,373	2,169	2,131	2,008
Mortgages	2,669	2,658	3,135	3,156	2,841
Discharges	2,575	2,758	3,536	2,283	2,958
Assignments	630	725	1340	1,180	422
UCC Totals	159	151	201	182	159
DBA's New	475	523	558	579	481
Incorporation's	52	55	53	82	53
New Pistol Permits	386	614	568	342	376
Additions	1337	1,253	1,660	1,277	1,097
Passports	337	225	224	318	240
Survey Maps	414	436	377	388	396
Civil Numbers	1,195	1,247	1,361	1,361	1,518
Matrimonials	257	237	329	308	267
Seperation Agreements	16	16	19	21	32
New Cases- Criminal	83	77	70	67	302
Conf Criminal	4	28	31	27	22
MV Registrations	34,213	34,436	35,037	36,331	37,715
Licenses	4,149	4,478	6,715	10,320	10,852
Snowmobiles	1,277	1,198	1,448	1,459	1,554
Boat Registrations	1,486	1,348	1,497	1,569	1,535
Plates Issued	6,886	6,596	6,646	6,962	7,102
<b>Total number of Transactions in Recording Office</b>	<b>22,833</b>	<b>23,193</b>	<b>27,702</b>	<b>25,935</b>	<b>21,261</b>

The Office of the Wayne County Clerk is proud to have been of service to the people of Wayne County in 2015.

Respectfully submitted,



Michael Jankowski  
Wayne County Clerk

FOR 2015 12

ACCOUNTS FOR:  
00 N/A

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USED
40 REVENUES							
40000 Miscellaneous Receipts							
A14100 40000 Miscellaneous Receipt	0	.00	-28,153.05	-4,904.20	.00	28,153.05	100.0%
41189 Other Non-Property Tax							
A14100 41189 Other Non-Property Ta	-459,375	-459,375.00	-615,921.26	-58,090.36	.00	156,546.26	134.1%
41255 County Clerk Fees							
A14100 41255 County Clerk Fees	-1,143,340	-1,143,340.00	-1,164,445.54	-116,075.21	.00	21,105.54	101.8%
41256 Record Retention Fees							
A14100 41256 Record Retention Fees	-9,000	-9,000.00	-9,448.00	.00	.00	448.00	105.0%
41258 Co Clerk Tax Redemption Fees							
A14100 41258 Co Clerk Tax Redempti	-5,900	-5,900.00	-7,696.16	-2,248.22	.00	1,796.16	130.4%
42401 Interest Earnings							
A14100 42401 Interest Earnings	-1,000	-1,000.00	-76.14	-1.30	.00	-923.86	7.6%*
42412 Title Company Charges							
A14100 42412 Title Company Charges	-1,400	-1,400.00	-1,356.50	.00	.00	-43.50	96.9%*
TOTAL REVENUES	-1,620,015	-1,620,015.00	-1,827,096.65	-181,319.29	.00	207,081.65	112.8%
51 PERSONAL SERVICES							
51058 County Clerk							
A14101 51058 County Clerk	78,559	78,559.00	75,636.61	6,026.82	.00	2,922.39	96.3%

5

FOR 2015 12

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USED
00 N/A							
51059 Deputy County Clerk 2nd							
A14101 51059 Deputy County Clerk 2	41,572	41,572.00	46,019.69	3,417.84		-4,447.69	110.7%*
51060 Deputy County Clerk							
A14101 51060 Deputy County Clerk	49,402	49,402.00	44,840.90	3,375.68		4,561.10	90.8%
51111 Clerk PT							
A14101 51111 Clerk PT	26,982	26,982.00	32,788.64	2,436.72		-5,806.64	121.5%*
51122 Account Clerk (7hr)							
A14101 51122 Account Clerk (7hr)	32,949	32,949.00	31,687.70	2,524.91		1,261.30	96.2%
51132 Recording Clerk							
A14101 51132 Recording Clerk	35,180	35,180.00	50,063.13	5,401.04		-14,883.13	142.3%*
51146 MV License Clerk							
A14101 51146 MV License Clerk	170,151	170,151.00	161,774.92	13,206.72		8,376.08	95.1%
51147 MV License Clerk Part Time							
A14101 51147 MV License Clerk Part	29,936	29,935.66	12,956.50	1,171.53		16,979.16	43.3%
51166 Senior Recording Clerk							
A14101 51166 Senior Recording Cler	107,617	107,617.00	72,551.64	5,546.24		35,065.36	67.4%
51224 Senior MV License Clerk							
A14101 51224 Senior MV License Cle	41,298	41,298.00	40,190.16	3,322.81		1,107.84	97.3%

FOR 2015 12

ACCOUNTS FOR: 00 N/A	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USED
51626 Secretary to County Clerk							
A14101 51626 Secretary to County C	31,117	31,117.00	29,925.19	2,384.48	.00	1,191.81	96.2%
TOTAL PERSONAL SERVICES	644,763	644,762.66	598,435.08	48,814.79	.00	46,327.58	92.8%
52 EQUIPMENT							
5200 Office Equipment							
A14102 52200 Office Equipment	840	840.00	.00	.00	815.00	25.00	97.0%
52201 Computer Equipment							
A14102 52201 Computer Equipment	9,200	9,200.00	6,589.36	6,589.36	1,445.64	1,165.00	87.3%
TOTAL EQUIPMENT	10,040	10,040.00	6,589.36	6,589.36	2,260.64	1,190.00	88.1%
54 CONTRACTUAL EXPENSES							
54106 Book Bindings & Maps							
A14104 54106 Book Bindings & Maps	750	750.00	.00	.00	.00	750.00	.0%
54150 Office Supplies							
A14104 54150 Office Supplies	19,000	20,427.90	11,930.20	3,246.99	329.95	8,167.75	60.0%
54166 Postage							
A14104 54166 Postage	15,000	15,000.00	9,820.71	111.21	.00	5,179.29	65.5%
54210 Gas							
A14104 54210 Gas	5,638	5,638.00	1,388.01	145.35	.00	4,249.99	24.6%



FOR 2015 12

ACCOUNTS FOR: 00 N/A	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USED
A14104 54210 B0006 Gas	0	.00	1,115.13	93.64	.00	-1,115.13	100.0%*
A14104 54210 B1411 Gas	0	.00	415.09	43.49	.00	-415.09	100.0%*
54220 Light & Power							
A14104 54220 Light & Power	13,245	13,245.00	4,231.30	226.88	.00	9,013.70	31.9%
A14104 54220 B0006 Light & Power	0	.00	8,381.18	933.48	.00	-8,381.18	100.0%*
A14104 54220 B1411 Light & Power	0	.00	1,266.09	67.89	.00	-1,266.09	100.0%*
54230 Telephone							
A14104 54230 Telephone	5,700	5,700.00	5,571.26	431.84	.00	128.74	97.7%
54240 Water							
A14104 54240 Water	1,224	1,224.00	523.82	.00	.00	700.18	42.8%
A14104 54240 B1411 Water	0	.00	156.72	.00	.00	-156.72	100.0%*
54408 Copier Expense							
A14104 54408 Copier Expense	3,900	3,900.00	3,671.44	.00	864.52	-635.96	116.3%*
54410 Conference							
A14104 54410 Conference	1,000	1,000.00	100.00	.00	.00	900.00	10.0%
54414 Information Technology							
A14104 54414 Information Technology	22,400	22,400.00	22,400.00	.00	.00	.00	100.0%
54418 Dues							
A14104 54418 Dues	330	330.00	.00	.00	.00	330.00	.0%
54424 Equipment - Maint Contract							
A14104 54424 Equipment - Maint Con	39,700	39,700.00	36,571.04	.00	.00	3,128.96	92.1%

FOR 2015 12

ACCOUNTS FOR: 00 N/A	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USED
54438 Maintenance/Repairs							
A14104 54438 Maintenance/Repairs	116,607	116,607.00	116,607.44	.00	.00	-.44	100.0%*
54442 Micro Records							
A14104 54442 Micro Records	11,000	17,920.39	9,749.07	.00	.00	8,171.32	54.4%
54485 Travel							
A14104 54485 Travel	600	600.00	780.82	.00	.00	-180.82	130.1%*
54572 Tuition Reimbursement							
A14104 54572 Tuition Reimbursement	600	600.00	.00	.00	.00	600.00	.0%
TOTAL CONTRACTUAL EXPENSES	256,694	265,042.29	234,679.32	5,300.77	1,194.47	29,168.50	89.0%
58 FRINGE BENEFITS							
58100 Payments to NYS Retirement Sys							
A14101 58100 Payments to NYS Retir	121,007	121,007.00	94,569.00	94,569.00	.00	26,438.00	78.2%
58200 Payments to Social Security							
A14101 58200 Payments to Social Se	49,267	49,267.00	44,045.28	3,550.36	.00	5,221.72	89.4%
58400 Hospitalization							
A14101 58400 Hospitalization	155,064	155,064.00	109,499.36	.00	.00	45,564.64	70.6%
58600 Disability							
A14101 58600 Disability	2,310	2,310.00	2,274.00	390.00	.00	36.00	98.4%

FOR 2015 12

ACCOUNTS FOR:  
00 N/A

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USED
58901 Employee Assistance Program							
A14101 58901 Employee Assistance P	359	359.00	344.26	.00	.00	14.74	95.9%
TOTAL FRINGE BENEFITS	328,007	328,007.00	250,731.90	98,509.36	.00	77,275.10	76.4%
TOTAL N/A	-380,511	-372,163.05	-736,660.99	-22,105.01	3,455.11	361,042.83	197.0%
TOTAL REVENUES	-1,620,015	-1,620,015.00	-1,827,096.65	-181,319.29	.00	207,081.65	
TOTAL EXPENSES	1,239,504	1,247,851.95	1,090,435.66	159,214.28	3,455.11	153,961.18	

FOR 2015 12

ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USED
-380,511	-372,163.05	-736,660.99	-22,105.01	3,455.11	361,042.83	197.0%

GRAND TOTAL

\*\* END OF REPORT - Generated by CC - Mike Jankowski \*\*

//

## Document Count

Start Date	01/01/15
End Date	12/31/15

<b>Doc Type</b>	<b>Count</b>
Aff to Pay Mtg Tax - No Recording Fees	8
Affidavit	167
Agreements	48
Amended Notice Of Pendency	11
Appointments/appts Registrar	6
Appropriation/affidavit Service	4
Appropriation (Highway Deed)	1
Appropriation/supplemental	1
Assessor Disclosure Statement	8
Assignment Of Assignment Of Rents & Leas	8
Assignment Of Leases & Rents Par Rel	3
Assignment Of Rents And Leases	81
Bond/undertaking	16
Boundary Line Agreement/recorded	43
Building Loans	44
Certificate of Partnership	2
Consolidation Ext And Mod Correction	8
Consolidation, Extension And Modificatio	251
Corporate Dissolution	20
Corporation	52
Corporation Amendment	18
Corporation Application for Authority	7
County Local Law	7
County Resolution	1
Crime Victim Board	8
DBA	475
DBA Amendment	45
DBA Discontinuance	72
Declaration Covenants	3
Deed	2440
Deed Correction	22
Discharge Assn Of Rents And Leases	48
Easement Amendment	3
Easements	103
Encroachment Agr	4
Federal Tax Lien	66
Federal Tax Lien P/release	5
Federal Tax Lien Release	78
Federal Tax Lien Withdrawal	2
Foreclosure	186
Foreclosure Vacate	4

## Document Count

---

<b>Doc Type</b>	<b>Count</b>
G-Maps	1
General Release	3
Judgements/transcripts filed	1511
Judgment Amended	6
Judgment Assignment	10
Judgment Execution Partially Satisfied	106
Judgment Execution Satisfied	188
Judgment Execution Unsatisfied	67
Judgment Partially Satisfied	57
Judgment Satisfied	719
Judgment Vacated	27
License	3
Maps/surveys	414
Mechanic Lien	12
Mechanic's Lien Affidavit of Service	14
Mechanic's Lien Contin/Amend	1
Mechanic's Lien Extension	1
Mechanic's Lien Release	5
Mechanic's Lien Satisfaction	1
Memo Agreement Amendment	1
Memo Agreements	2
Memorandum Of Lease	18
Memorandum Of Option	3
Miscellaneous Filed	206
Miscellaneous Recorded	103
Mortgage	2669
Mortgage Assignment Correction	23
Mortgage Assignments	630
Mortgage Corrections	12
Mortgage Discharge	2575
Mortgage Discharge Correction	1
Mortgage Release	53
Mortgage Release Liability	1
Mortgage Spreading Agreements	1
Mortgage Subordination	26
Mortgage/cema	118
Notice Lien/anti terrorism	1
Notice Of Lending	40
Notice Of Pendency	315
Notice Of Pendency/cancel	121
Notice Of Real Property Lien	1
Notice Of Real Property Lien Satisfaction	1
Oath Of Office	71
Oil & Gas Lease Assignment	6
Oil & Gas Lease Release	17

---

## Document Count

---

<b>Doc Type</b>	<b>Count</b>
Orders of Bankruptcy	20
Power Of Attorney	175
Regulatory Agreement	1
Release Of Agreement	2
Release Of Asst Rents And Leases	3
Release Of Easement	3
Release Of Lien Of Judgment	4
Release of Liens of Estate Tax	88
Resignations	1
Revocation Of Power Of Attorney	3
Right Of 1st Refusal	2
Soldiers Discharge	1
State Tax Lien	1238
State Tax Lien Satisfaction	838
State Tax Lien Vacate	176
Subordination Agreement	26
Termination Of Lease	3
Termination Right of First Refusal	3
Transcript of Judgement	77
UCC Amendment	6
UCC Assignment	8
UCC Continuation	45
UCC Org Financial Statement	96
UCC Release	4
UCC Termination	32
UFN	19
Welfare Lien	17
Welfare Lien Amendment	8
Welfare Lien Release	14
Z01 New Permit	386
Z02 Add Gun(s)	1337
Z03 Co-register Gun(s)	330
Z04 Duplicate	352
Z05 Dealer Permit (New)	1
Z06 Dealer Permit (Renewal)	2
Z12 Combined D/g (Renewal)	4
Z14 Transfer Out	33
Z15 Transfer In	55
Z16 Change Of Address	307
Z17 Disposed Gun(s)	327
Z18 Change Of Name	34
Z19 Suspend Permit	41
Z20 Reinstate Permit	8
Z21 Revoke Permit	9
Z23 Report Of Gun Stolen/destroyed	9

---

## Document Count

---

<b>Doc Type</b>	<b>Count</b>
Z24 Recovered	1
Z25 Other	131
Z26 Pistol Permit Card Photos	2013

---

<b># Types</b>	<b># of Docs</b>
134	22833

## 2015 ANNUAL REPORT

W A Y N E	Plates Issued "All Series"	6886
C O U N T Y	Registrations	34213
D E P A R T M E N T	Boat Registrations	1486
O F	Snowmobile Registrations	1277
M O T O R	In-transit Permits	38
V E H I C L E S	Voluntary Surrender of Plates	6518
	Duplicate Titles	485
	Original Title Only	427
	Miscellaneous Items: ie Duplicate Paper Reg. and Temporary House Trailer Permits	8
	Licenses	4149
	Permits	1494
	Non-driver ID's	812
	EDL's	800
	Escort Transactions	3
	DDP Entries	86
	Skills Tests Payments	258
	License Abstracts	427
	Motor Voter Applications	7

W  
A  
Y  
N  
E  
  
C  
O  
U  
N  
T  
Y  
  
D  
E  
P  
A  
R  
T  
M  
E  
N  
T  
  
O  
F  
  
M  
O  
T  
O  
R  
  
V  
E  
H  
I  
C  
L  
E  
S

Penalties Collected	
Driver Responsibility Fees	741 for \$185,225.00
Civil Penalties for Insurance Lapses	425 for 68,212.00
Enforcement Penalties	31 for 18,720.00
Suspension Termination Fees	258 for 13,425.00
 Total Penalties and Fees	 1,455 for \$285,582.00
 Interest on Checking Account Total	 \$33.48
Interest Credited to New York State	16.71
Interest Credited to Wayne County	16.77
 Sales tax	
Total Sales Tax Collected	\$731,710.25
Sales Tax Credited to New York State	725,651.00
Sales Tax Credited to Wayne County	6059.25
Sales Tax Receipts Issued	
 Total Motor Vehicle Fees Collected	 \$3,151,958.92
Total Credited to New York State (includes Cr. Cd.)	2,739,145.62
Total Credited to Wayne County	412,813.30
Total Bad Checks Sent to State	1,439.08
Total Repayment of Bad Checks to Rev. Acctg.	460.00
Adjusted Fees	0.00
 Lyons National Bank Fees Paid	 455.01
 Total Fees Collected Including Interest	 \$3,883,702.65
 Wayne County Share	 412,358.29
 Online Revenue for Wayne County	 \$1,655,171.25
Wayne County Online Revenue Share	12,776.98
(Changed from 4% to only 2.5%)	

Transfer Tax Report  
2015

Month	State Fee	Co Fee	Total
January	30,686.00	146.00	30,832.00
February	38,731.00	147.00	38,878.00
March	53,591.50	155.00	53,746.50
April	51,516.00	200.00	51,716.00
May	59,872.00	192.00	60,064.00
June	66,894.23	265.00	67,159.23
July	95,806.00	278.00	96,084.00
August	73,056.00	228.00	73,284.00
September	74,456.68	262.00	74,718.68
October	145,096.00	320.00	145,416.00
November	84,013.00	239.00	84,252.00
December	<u>110,680.93</u>	<u>279.00</u>	<u>110,959.93</u>
<b>Total</b>	<b>\$884,399.34</b>	<b>\$2,711.00</b>	<b>\$887,110.34</b>

Court Report  
2015

Month	State Fee	Co Fee	Total
January	36,445.00	3,550.00	39,995.00
February	38,450.00	3,425.00	41,875.00
March	47,103.70	4,278.71	51,382.41
April	41,759.00	3,950.00	45,709.00
May	37,030.00	2,125.00	39,155.00
June	36,028.54	2,078.55	38,107.09
July	46,050.00	4,000.00	50,050.00
August	28,595.00	1,950.00	30,545.00
September	36,723.35	2,750.00	39,473.35
October	35,930.00	3,075.00	39,005.00
November	27,040.00	1,950.00	28,990.00
December	<u>30,723.21</u>	<u>2,328.22</u>	<u>33,051.43</u>
Total	\$441,877.80	\$35,460.48	\$477,338.28

E A REPORT  
2015

Month	State Fee	Count Fee	Total
January	18,187.00	1,188.00	19,375.00
February	18,678.00	1,197.00	19,875.00
March	19,500.93	1,251.00	20,751.93
April	25,317.00	1,683.00	27,000.00
May	22,131.00	1,494.00	23,625.00
June	32,707.65	2,169.00	34,876.65
July	35,240.00	3,180.00	38,420.00
August	27,021.00	1,854.00	28,875.00
September	31,404.59	2,223.00	33,627.59
October	36,008.00	2,367.00	38,375.00
November	29,502.00	1,998.00	31,500.00
December	<u>35,457.25</u>	<u>2,295.00</u>	<u>37,752.25</u>
Total	\$331,154.42	\$22,899.00	\$354,053.42

RECORDS REPORT  
2015

Date	State Fee	Co Fee	Total	
January	13,984.00	736.00	14,720.00	
February	16,150.00	850.00	17,000.00	
March	16,322.11	859.00	17,181.11	
April	17,024.00	896.00	17,920.00	
May	16,948.00	892.00	17,840.00	
June	19,875.14	1,046.00	20,921.14	
July	21,223.00	1,117.00	22,340.00	
August	19,855.00	1,045.00	20,900.00	
September	20,787.23	1,094.00	21,881.23	
October	20,995.00	1,105.00	22,100.00	
November	17,993.00	947.00	18,940.00	
December	<u>20,749.34</u>	<u>1,092.00</u>	<u>21,841.34</u>	
	\$221,905.82	\$11,679.00	\$233,584.82	

**NOTARY REPORT  
2015**

1/11/2016

Month	Number	State fee	County Fee	Total
2015				
January	28	1,120.00	560.00	1,680.00
February	16	760.00	320.00	1,080.00
March	44	1,720.00	860.00	2,580.00
April	40	1,600.00	800.00	2,400.00
May	19	680.00	360.00	1,040.00
June	22	880.00	440.00	1,320.00
July	8	240.00	140.00	380.00
August	13	520.00	260.00	780.00
September	8	240.00	140.00	380.00
October	9	360.00	180.00	540.00
November	7	280.00	140.00	420.00
December	<u>3</u>	<u>120.00</u>	<u>60.00</u>	<u>180.00</u>
Total	217	\$8,520.00	\$4,260.00	\$12,780.00

Passport Applications  
2015

Date	No. of Aps	Fed Fee	Co Fee	Total
2015				
January	49	5,199.30	1,100.00	6,299.30
February	26	3,309.35	650.00	3,959.35
March	26	2,740.00	650.00	3,390.00
April	24	2,524.85	600.00	3,124.85
May	16	1,880.00	400.00	2,280.00
June	38	3,979.70	925.00	4,904.70
July	29	2,685.00	725.00	3,410.00
August	21	2,120.00	525.00	2,645.00
September	19	2,135.00	475.00	2,610.00
October	24	2,819.70	600.00	3,419.70
November	28	3,409.70	750.00	4,159.70
December	<u>37</u>	<u>4,269.70</u>	<u>925.00</u>	<u>5,194.70</u>
<b>Total</b>	<b>337</b>	<b>\$37,072.30</b>	<b>\$8,325.00</b>	<b>\$45,397.30</b>

**Office of the County Clerk  
Mortgage Tax Collected**

1/11/2016

	<b>2015</b>				
<b>Month</b>	<b>Basic Tax</b>	<b>Cty. Portion</b>	<b>RGRTA</b>	<b>SONYMA</b>	<b>Total</b>
January	60,977.50	30,488.77	27,248.77	24,496.98	143,212.02
February	95,167.33	47,583.66	44,347.80	39,225.06	226,323.85
March	83,315.75	42,095.39	38,201.25	32,477.00	196,089.39
April	91,674.41	45,837.23	41,241.13	35,065.98	213,818.75
May	77,280.85	38,974.75	33,977.59	29,173.61	179,406.80
June	126,559.40	63,600.78	57,144.68	49,899.85	297,204.71
July	129,782.77	64,891.39	58,722.74	49,513.96	302,910.86
August	117,324.56	58,662.30	52,598.19	45,885.45	274,470.50
September	98,878.50	50,668.14	43,766.01	36,503.65	229,816.30
October	118,802.22	59,551.71	53,935.29	48,208.85	280,498.07
November	115,339.71	58,090.36	52,778.10	48,548.83	274,757.00
December	114,476.00	57,238.03	52,182.24	43,467.04	267,363.31
<b>Total</b>	<b>\$1,229,579.00</b>	<b>\$617,682.51</b>	<b>\$556,143.79</b>	<b>\$482,466.26</b>	<b>\$2,885,871.56</b>

TOWN MORTGAGE TAX  
DISTRIBUTED 2015

Town	April	November	Total
Arcadia	66,847.65	88,185.57	155,033.22
Butler	5,489.40	6,528.54	12,017.94
Galen	16,960.92	20,099.99	37,060.91
Huron	17,974.49	24,229.80	42,204.29
Lyons	20,788.12	18,624.87	39,412.99
Macedon	68,069.77	78,665.88	146,735.65
Marion	18,658.63	38,547.98	57,206.61
Ontario	84,757.23	94,869.58	179,626.81
Palmyra	33,060.37	45,429.26	78,489.63
Rose	22,829.30	13,263.42	36,092.72
Savannah	4,325.78	4,381.79	8,707.57
Sodus	41,858.32	37,282.49	79,140.81
Walworth	100,704.02	105,706.59	206,410.61
Williamson	61,976.29	46,935.78	108,912.07
Wolcott	15,271.09	18,851.52	34,122.61
<b>Total</b>	<b>579,571.38</b>	<b>641,603.06</b>	<b>1,221,174.44</b>
* Note these amounts are the total distributed to towns and villages.			

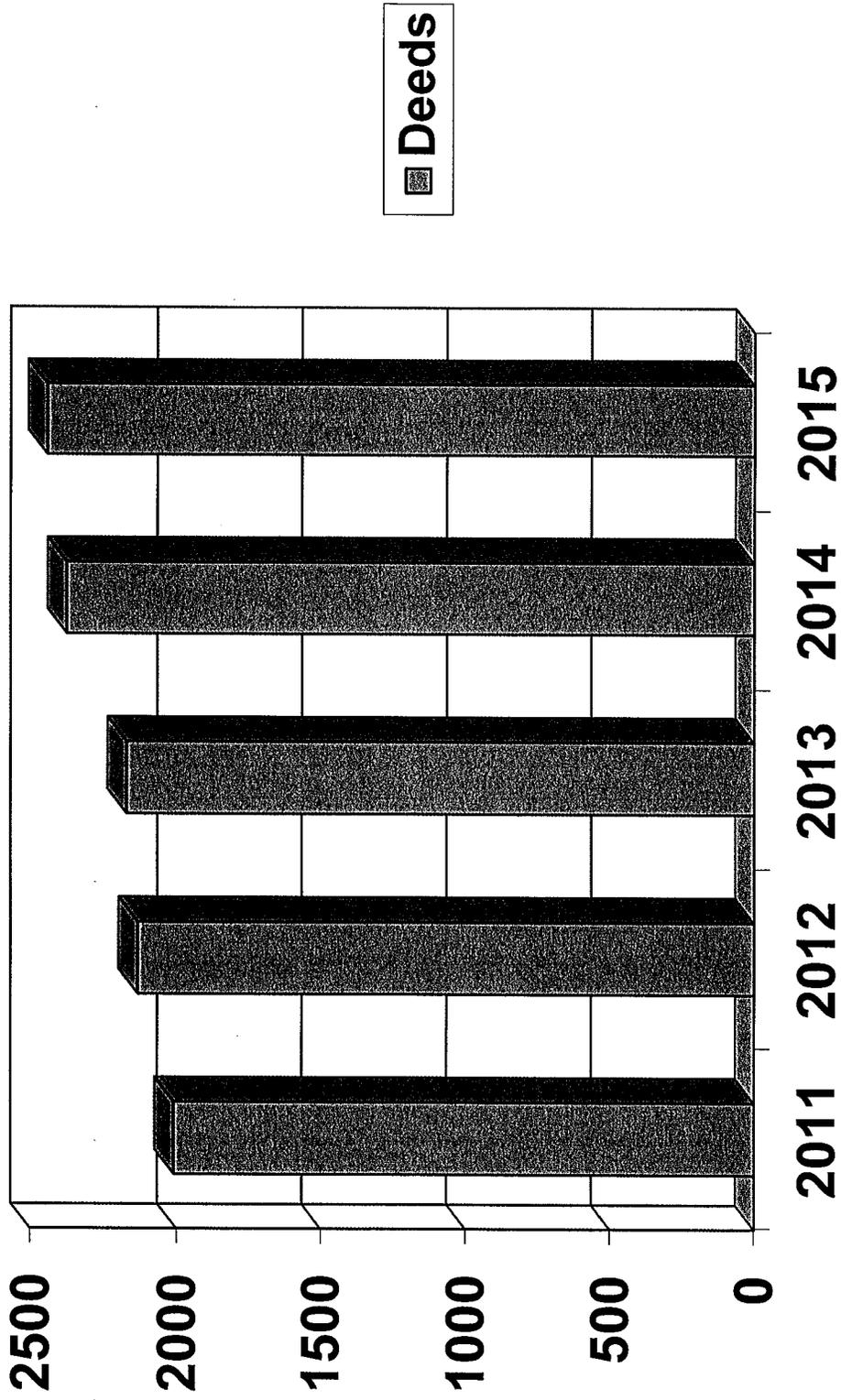
Records Center Box Inventory  
as of December 31, 2015

<b>Department</b>	<b>Number of Boxes</b>
Children With Special N	89
Clerk Of The Board	140
County Attorney	30
County Auditor	53
County Clerk	1480
Court Reporter	79
District Attorney	68
Family Court	896
Health Care	4
Historian	166
Human Resources	130
Nursing Home	465
Public Defender	374
Public Health	276
Surrogates Court	500
Treasurer	258
County Jury Office	12
Economics	46
WFLA	99
<b>Total</b>	<b>5165</b>

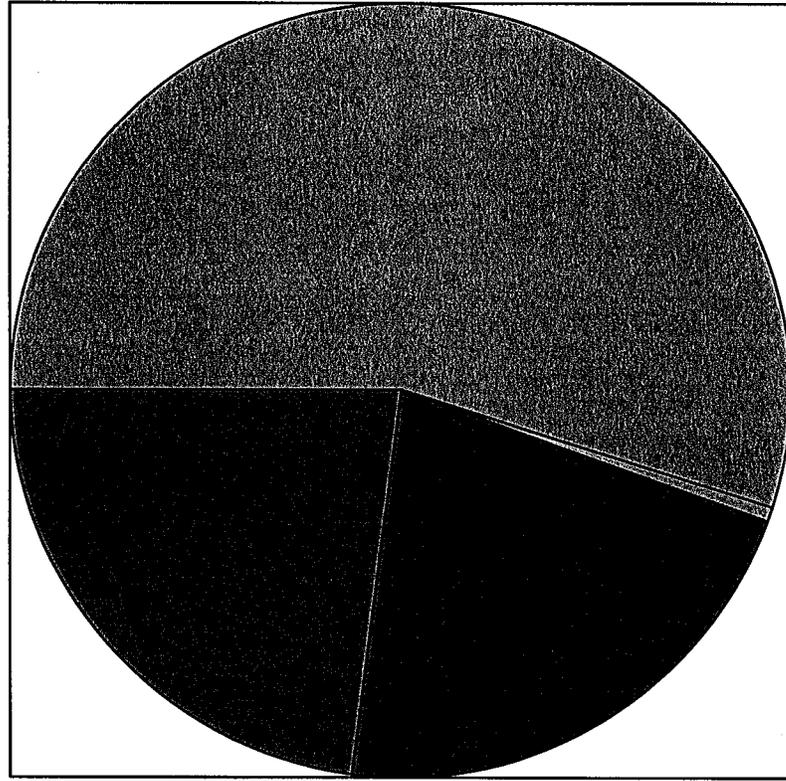
Office of the County Clerk  
Civil Filings  
2015

2015	Index	Ma	NFC	NFM	Conf	Third	Smal Clms
Jan	123	17	11	0	1	0	0
Feb	113	16	7	2	0	0	0
Mar	155	15	15	4	1	0	0
Apr	138	20	2	7	0	0	0
May	70	15	4	5	0	0	0
Jun	83	19	6	7	0	0	0
Jul	119	23	11	5	0	0	4
Aug	61	16	5	4	1	0	0
Sep	98	12	6	4	0	0	0
Oct	93	30	5	4	0	0	0
Nov	63	15	3	4	0	0	0
Dec	79	11	8	2	1	2	0
Total	1195	209	83	48	4	2	4

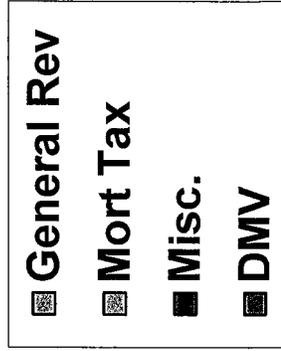
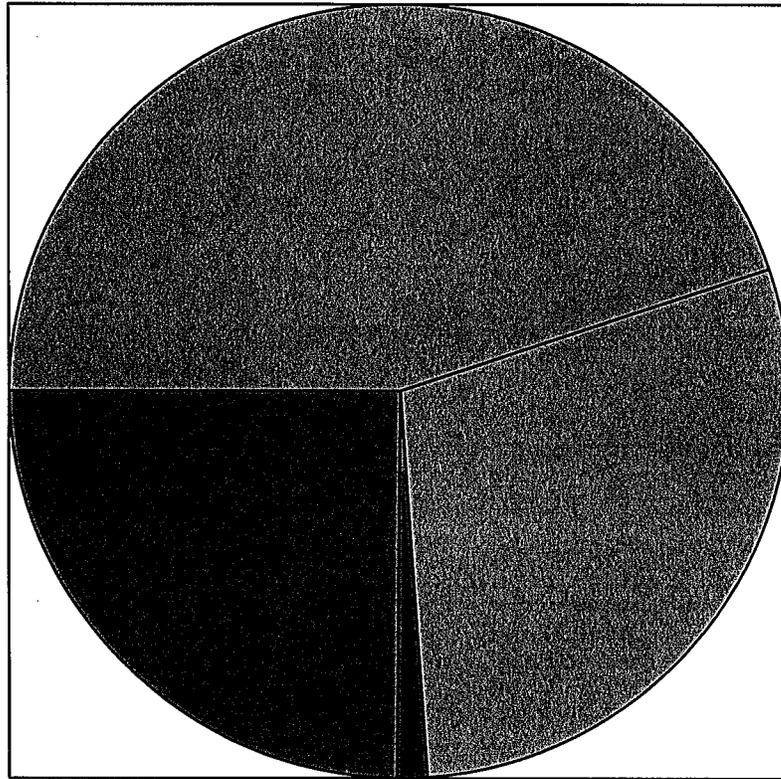
# Deeds 15



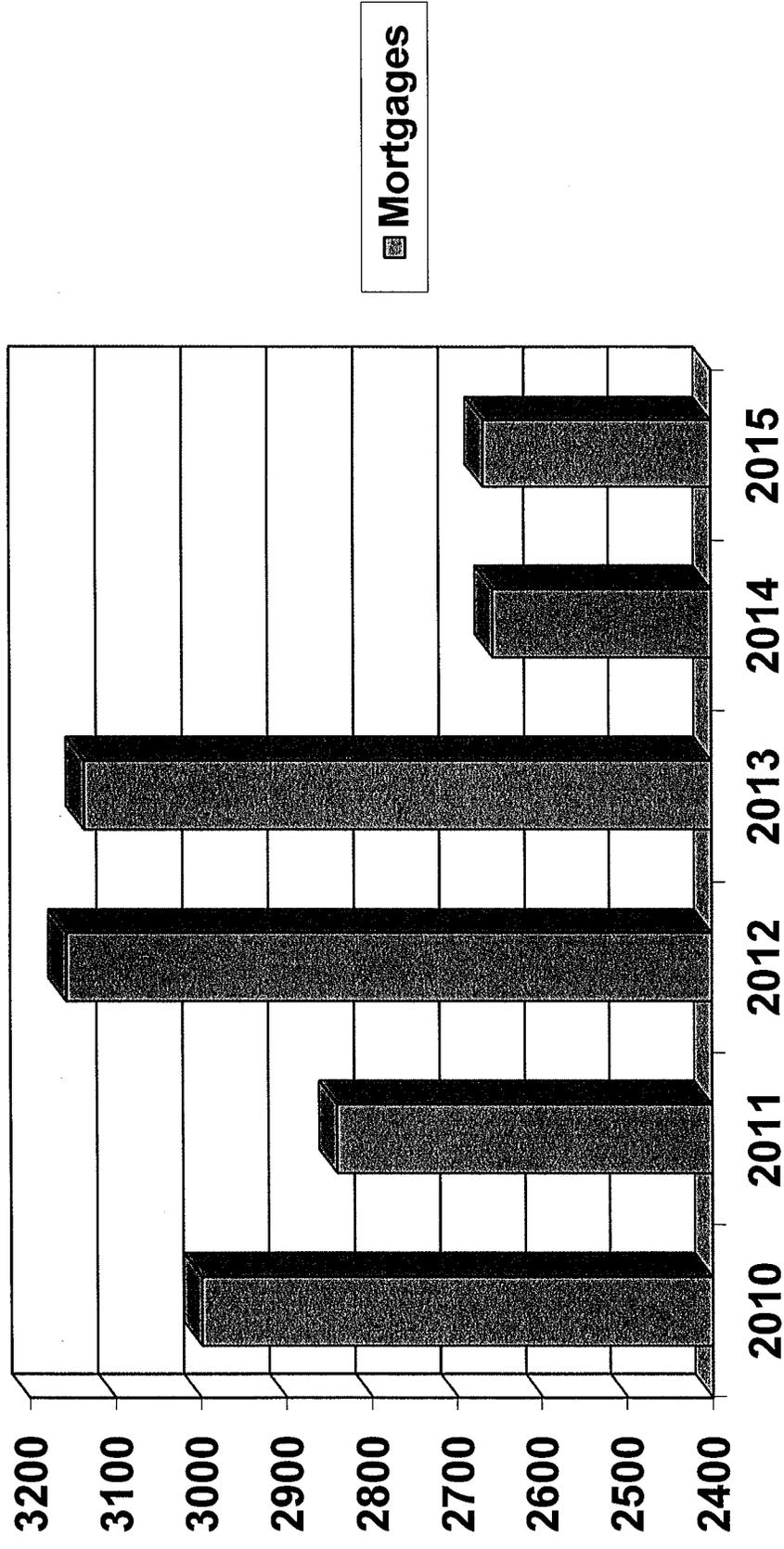
# Expenditures 15



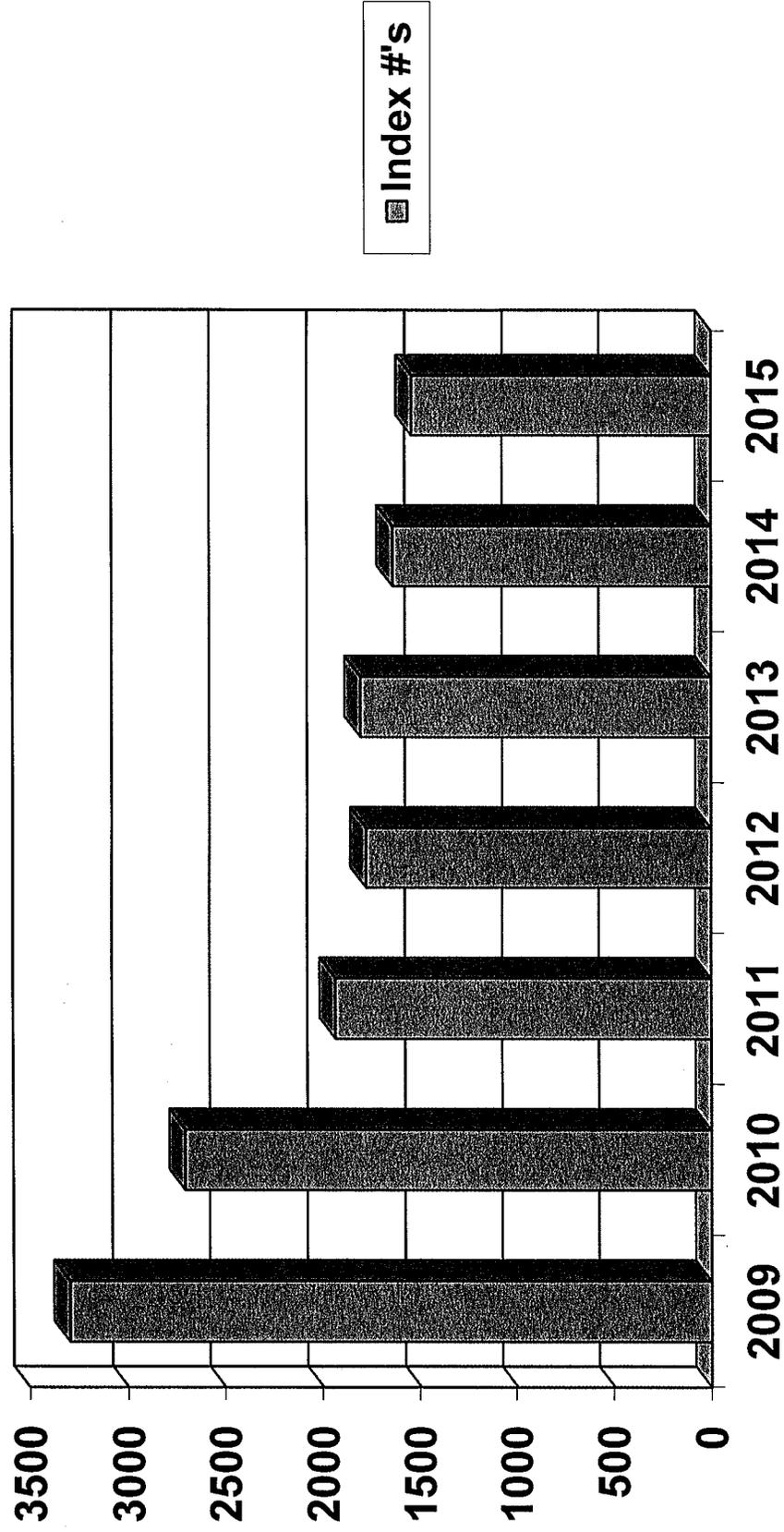
# Revenues 15



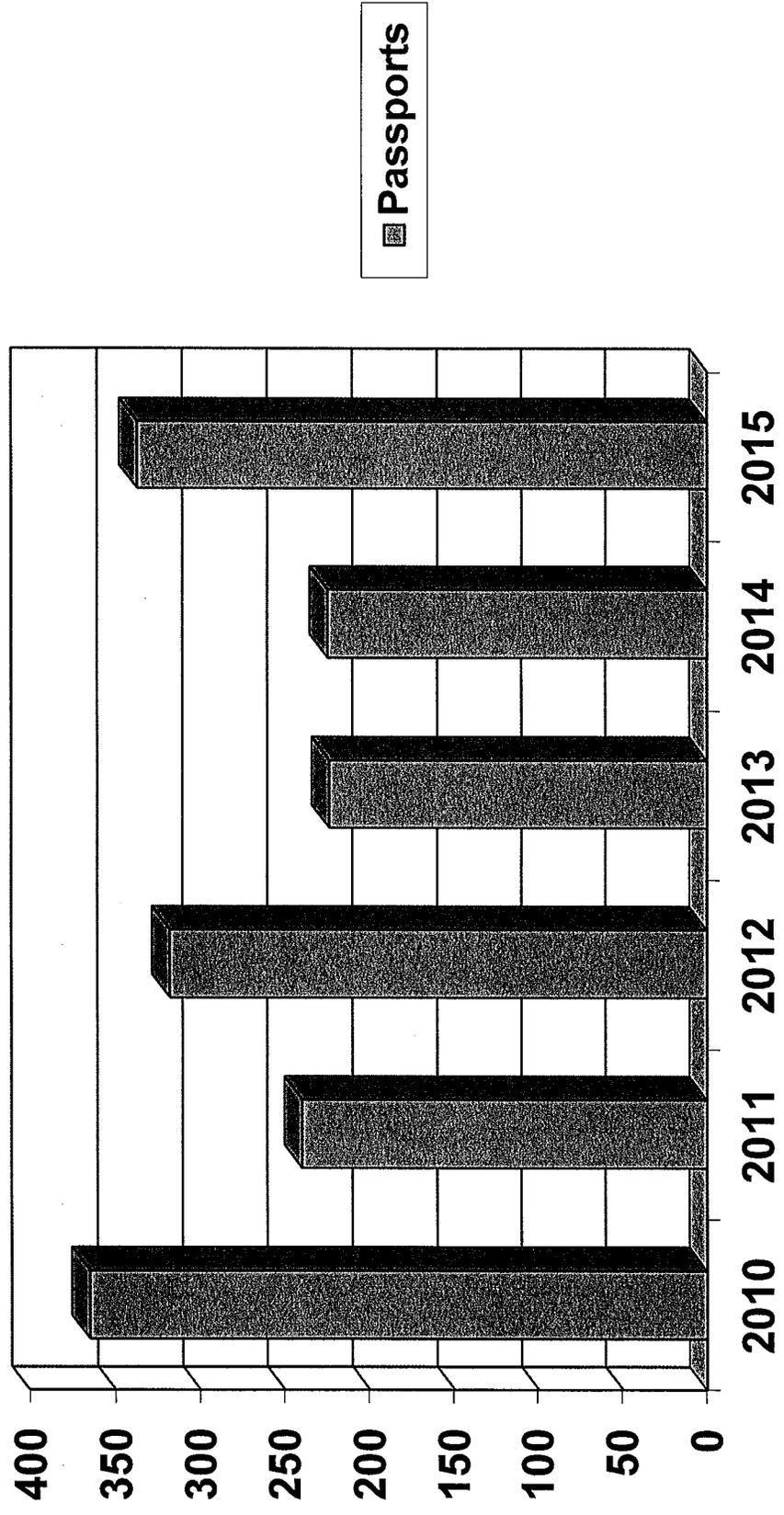
# Mortgages 15



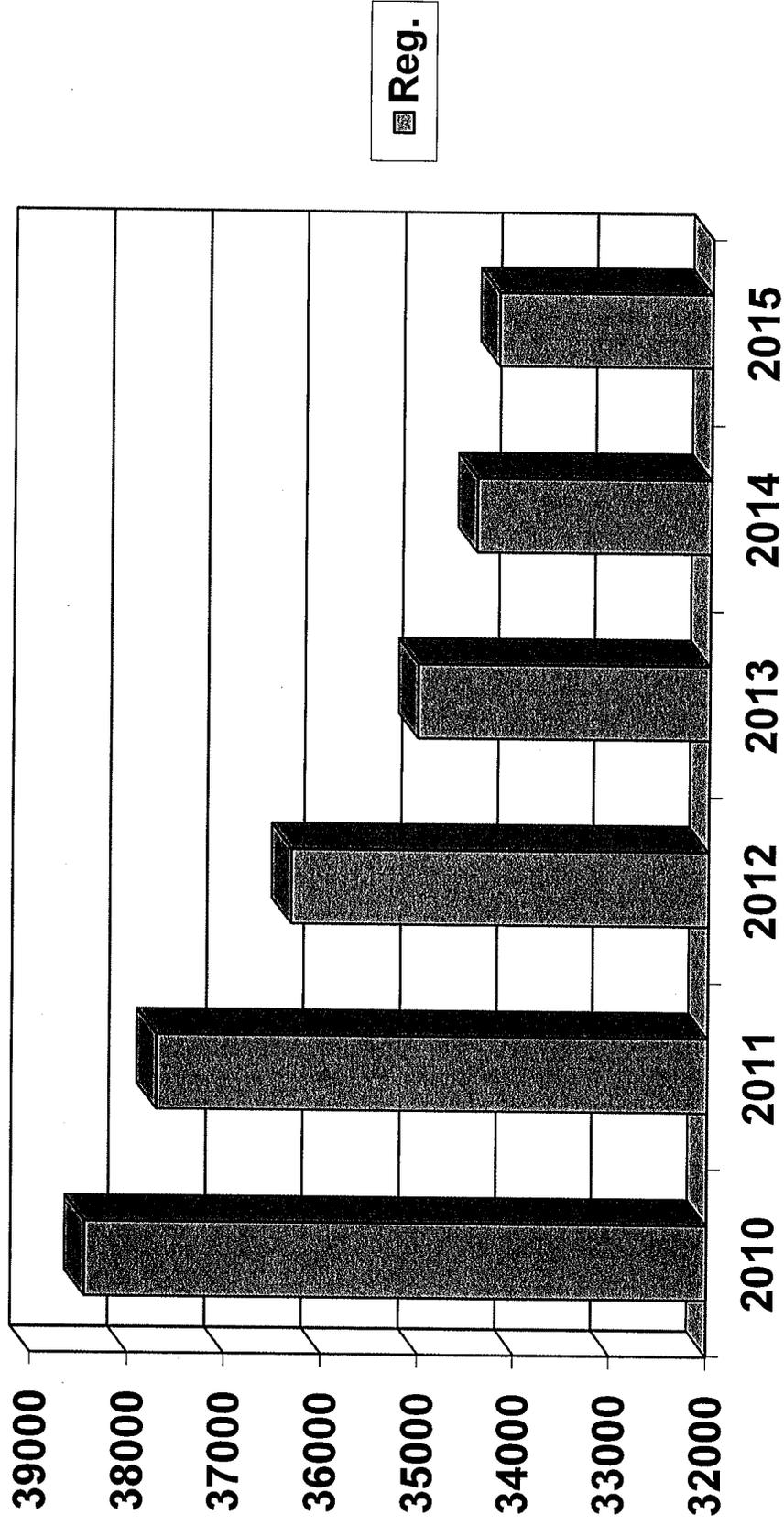
# Index Numbers 15



# Passports 15

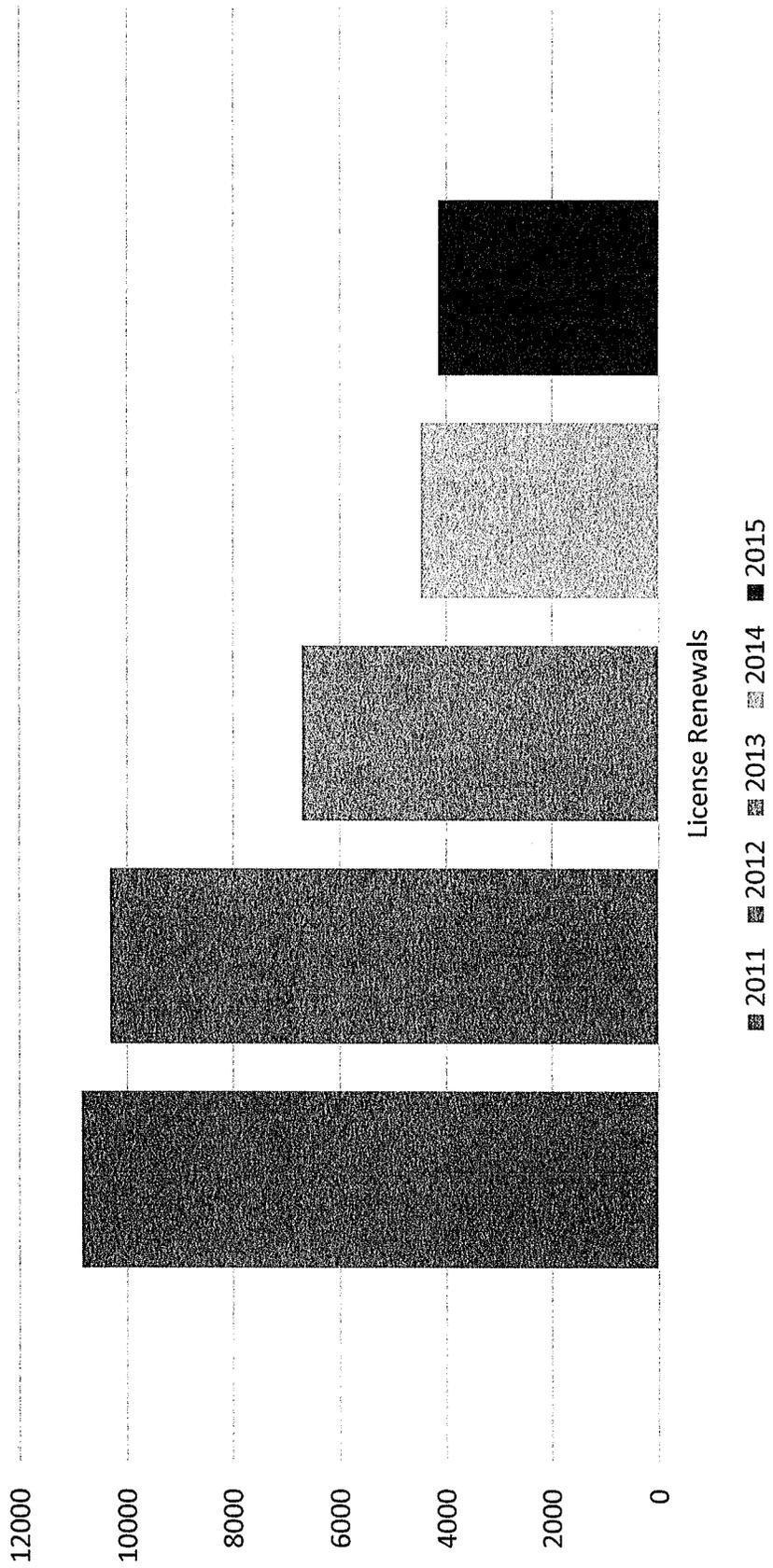


# MV Registrations 15



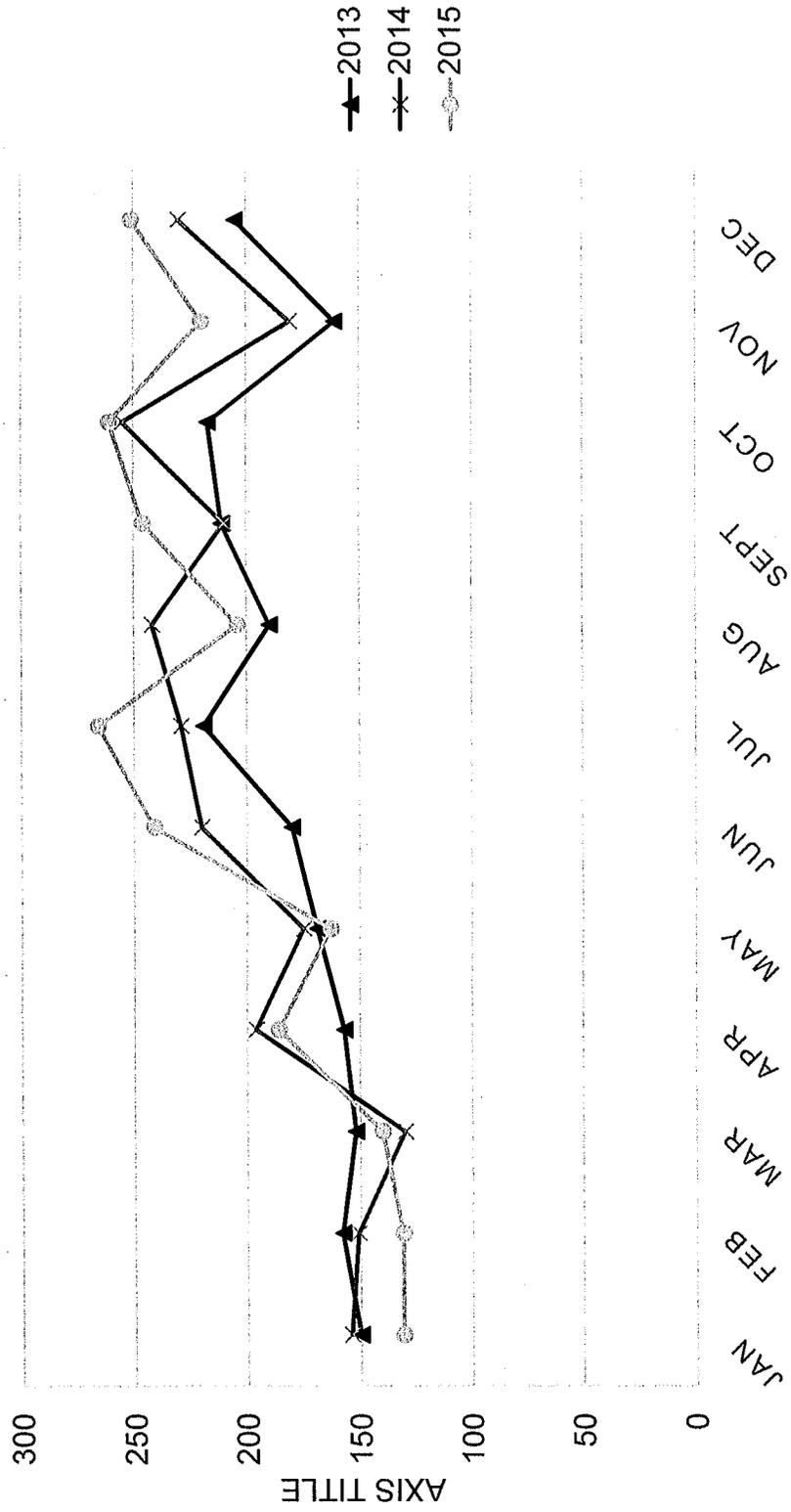
# Driver's License Renewals 15

Chart Title

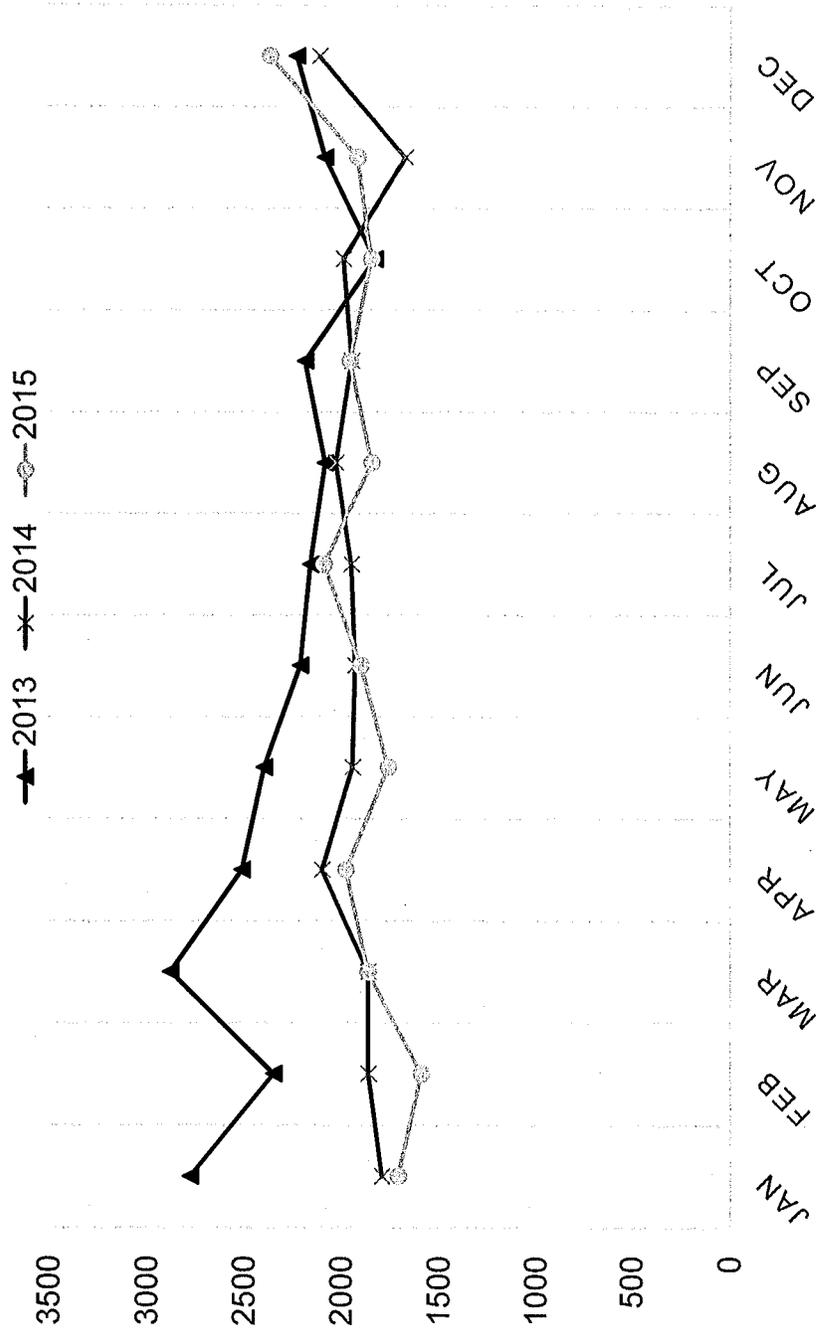


# Deeds by Month

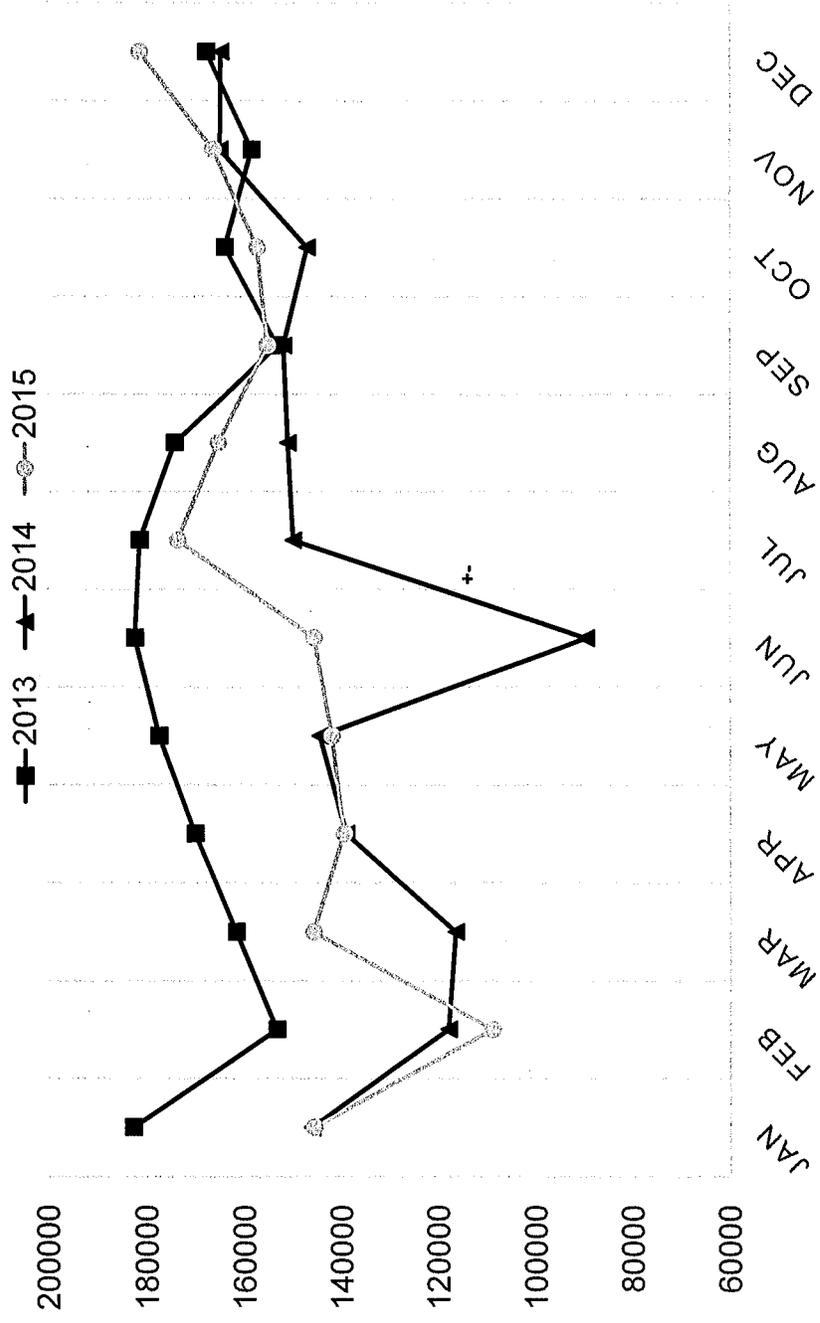
CHART TITLE



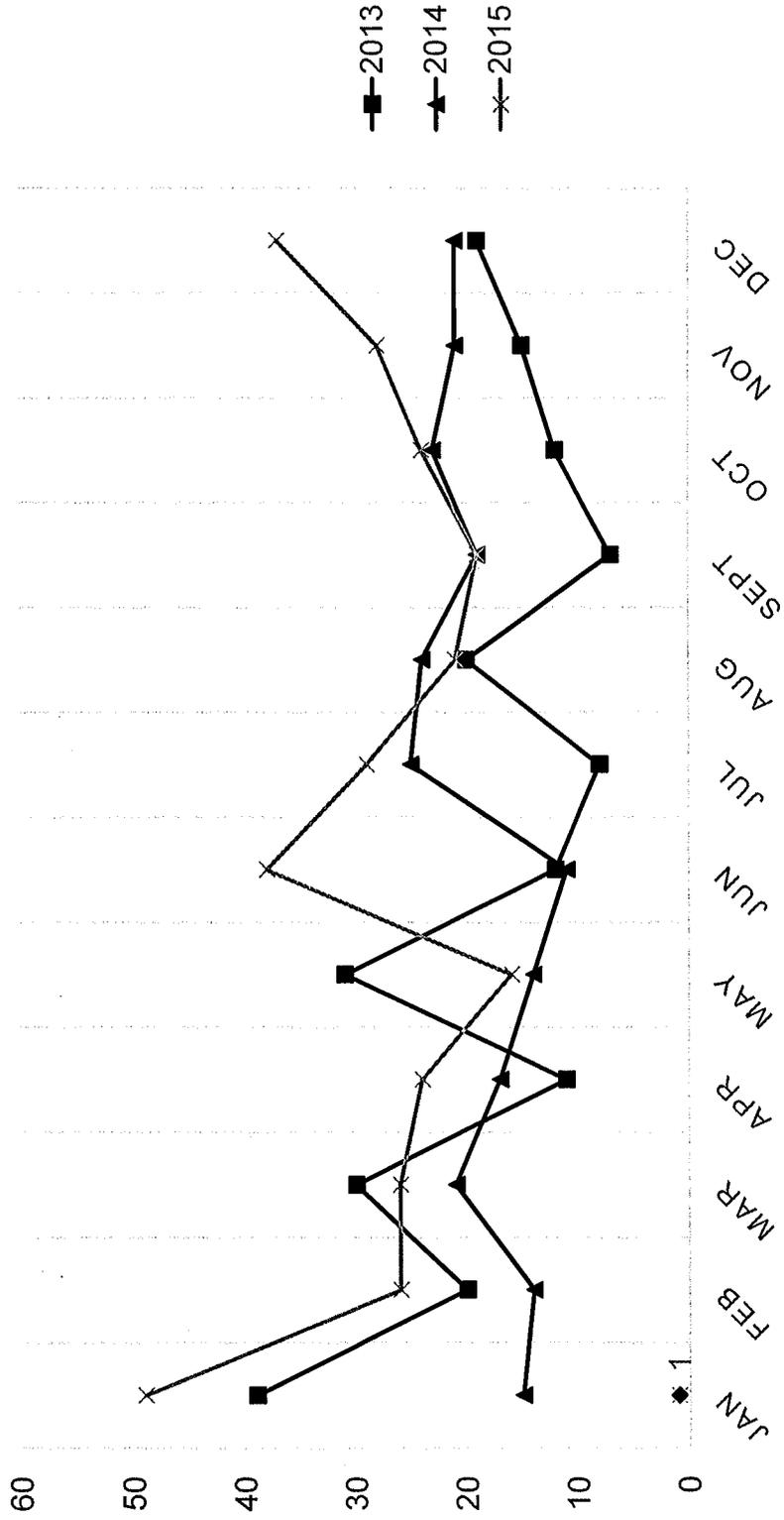
# Recording Office Transactions



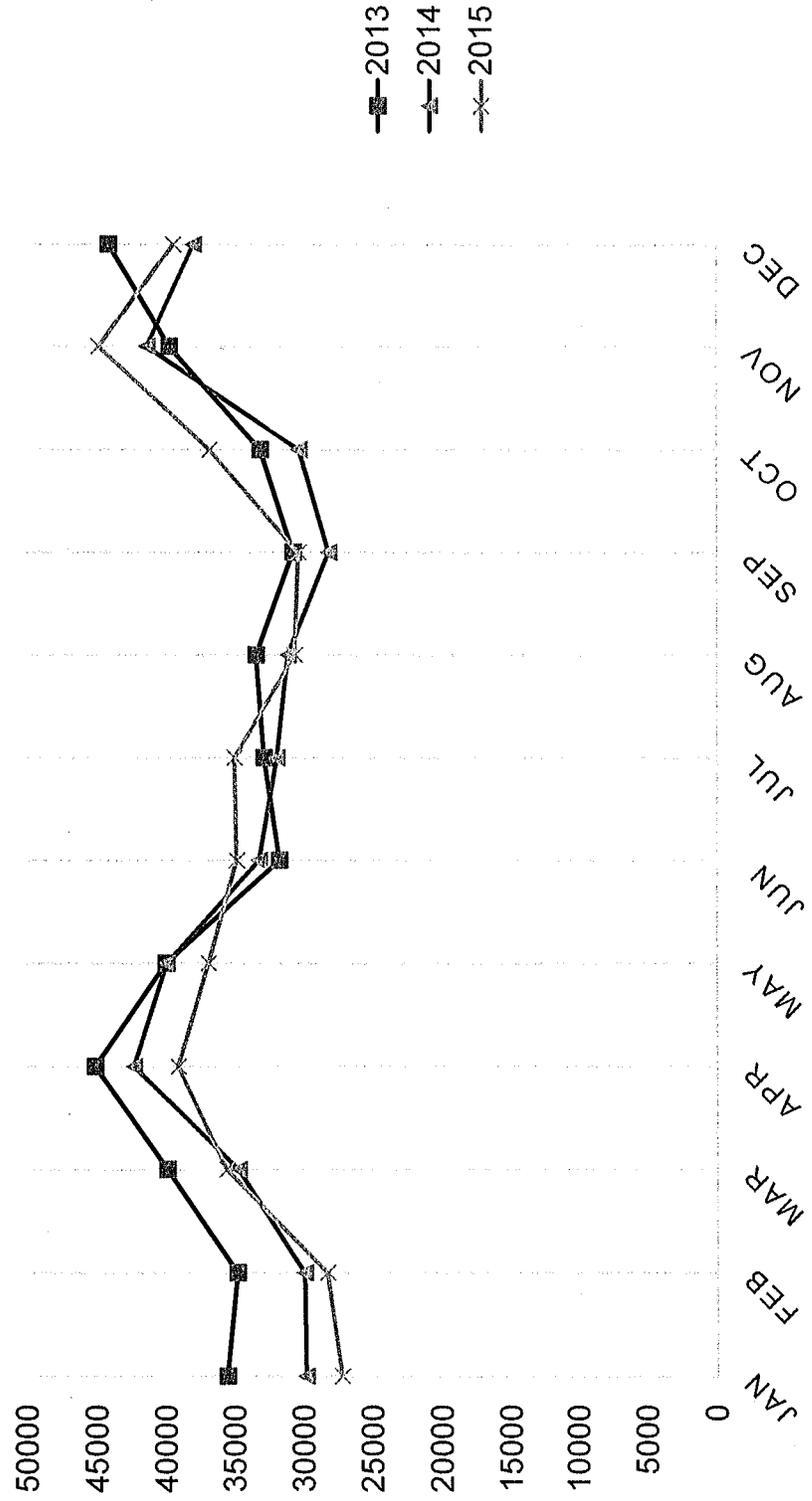
# Revenues



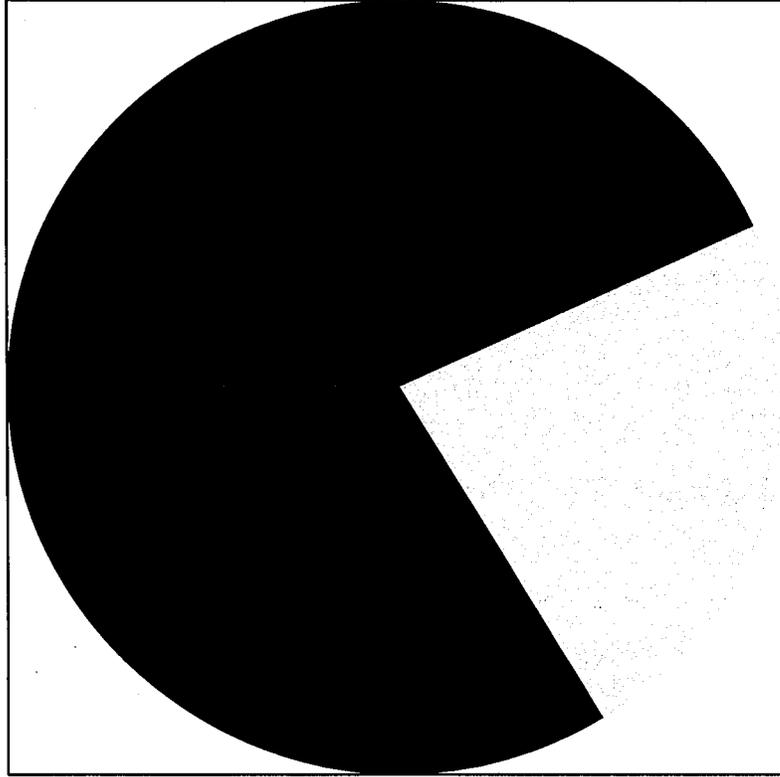
# Passports by Month



# DMV Revenue



# Revenue Breakdown 2015



- Recording
- DMV
- Mort Tax

**CC- Jankowski, Mike**

---

**From:** Persons, Michael H <PersonsMH@state.gov>  
**Sent:** Tuesday, February 24, 2015 9:54 PM  
**To:** CC- Jankowski, Mike; CC- Disanto, Michele  
**Subject:** Acceptance Facility Oversight Report - 150203 Wayne County Clerk 2014-12-08

On behalf of Passport Services' Office of Acceptance Facility Oversight (AFO) we'd like to thank you for your cooperation during the compliance inspection at your facility. .

Attached is a report outlining observations of your facility in the areas of: Passport Application Acceptance Procedures, Information Security, Supplies and Signage, and Training. The report includes recommendations to improve the passport acceptance program. Questions about this report or action items requested of your facility should be directed to your regional passport agency's customer service manager as noted in the report.

Regards,  
Office of Acceptance Facility Oversight

---

U.S. Department of State, Passport Services  
Acceptance Facility Inspection Report

**Date of Site Inspection:** December 08, 2014

**AFO Analyst:**

Kevin H. Crowley

**Acceptance Facility Number:** 150203

**Acceptance Facility**

**Name:** Wayne County Clerk

Street

**Address:** 9 Pearl Street

**City:** Lyons

**County:** Wayne

**State:** New York

Zip

**Code:** 14489

**Country:** United States

**Follow-up Audit Required:** No

**This report is intended for the exclusive use of management for the Wayne County Clerk and designated Passport Acceptance Agents. For this purpose, the facility report is for internal distribution only; please do not share or post this report in view of the general public or media.**

**Summary**

**The Office of Acceptance Facility Oversight (AFO) conducts independent oversight inspections that focus on protecting the integrity of the passport issuance process. AFO evaluates acceptance facility capabilities to: determine management controls for noncompliance with written guidance provided by Passport Services; mitigate the risk of fraud and mis/malfeasance; identify and report systemic trends; and assess acceptance facilities' compliance to Department of State regulations. AFO routinely conducts biennial inspections of acceptance facilities, as well as special inspections requested by DOS management that may arise suddenly and require immediate attention. These inspections identify opportunities to enhance management of program operations, minimize inefficient and ineffective procedures, and provide constructive recommendations to improve passport acceptance services. Questions about this report or action items requested of your facility should be directed to your regional passport agency's Customer Service Manager, Mark Perry, at (716).855.6005 and [capptbucs@state.gov](mailto:capptbucs@state.gov).**

Review of the Wayne County Clerk in Lyons, NY was conducted by Acceptance Facility Oversight (AFO) on 12/08/2014. The acceptance facility was last inspected by AFO in June 2013 and was at that time found to be a compliant office that generally adhered to the instruction provided by the PARG.

Applications are taken throughout the day without appointment and the execution of a DS-11 takes place at the public counter. The facility is unable to file, issue, or amend birth certificates, as vital records are handled at the local and state levels. All of the clerks at this facility have been designated to accept passport applications and each possesses the capacity to properly prepare an application for successful delivery to Passport Services and eventual issuance.

The AFO Program Analyst did not have the opportunity to observe the execution of a DS-11, but was able to speak with Mike Jankowski, the County Clerk, and Michele DiSanto, one of the primary acceptance agents. As no passport applications were accepted prior to the visit and available for review, all scorecard information was gathered via visual inspection and interview.

The acceptance agents are proficient with the passport application acceptance process; each agent possesses a firm understanding of the direction offered by the PARG with few exceptions. In addition, the facility recognizes the need to protect its customers' Personally-Identifiable Information (PII) and now makes certain that its agents take all of the necessary information security precautions. Finally, the facility possesses all of the necessary reference materials, a sufficient supply of each required form, and is also able to communicate accurate information to the public.

The following item was identified to be inconsistent with the PARG's requirements and direction:

- The acceptance agents must always witness the applicant signing the DS-11 itself only after the oath has been administered.

**Checklist Items:**

<b>SECTION I: PASSPORT APPLICATION ACCEPTANCE PROCEDURES</b>	
<b>A. Accepting the Application</b>	<b>Y/N</b>
1. Did agent review the submitted application to see if it was complete and correct?	Yes
2. If application was incomplete or incorrect, did agent return the application to the applicant for corrections?	Yes
<b>B. Passport Photographs</b>	<b>Y/N</b>
3. Did agent compare the photograph with the applicant before attaching to application?	Yes
4. Did agent compare the photograph with the applicant's ID before attaching to application?	Yes
5. Did agent staple the photograph to the application prior to administering the oath and witnessing the signature?	Yes
6. Did agent staple the photograph to the application correctly, as directed in the PARG?	Yes
7. Did photograph accepted meet all requirements?	Yes
<input type="checkbox"/> Wrong size or background color <input type="checkbox"/> Poor quality image <input type="checkbox"/> Out of date <input type="checkbox"/> Unacceptable facial position <input type="checkbox"/> Other	
<b>C. Verifying &amp; Recording Identification</b>	<b>Y/N</b>
8. Did agent compare the submitted ID with the applicant or the applicant's parent/guardian before recording on Form DS-11?	Yes
9. Did agent record applicant ID or parent/guardian ID completely and correctly on Form DS-11?	Yes
<input type="checkbox"/> Did not record full name <input type="checkbox"/> Did not complete "other" field <input type="checkbox"/> Did not indicate ID type <input type="checkbox"/> Other	
10. Did agent verify the ID photocopy with the ID submitted and collect/photocopy 2nd ID when out-of-state ID is presented?	Yes
<b>D. Collecting Evidence of U.S. Citizenship</b>	<b>Y/N</b>
11. Did agent collect the appropriate evidence of U.S. citizenship from the customer?	Yes
12. Was the evidence collected submitted in the appropriate form (i.e. original, certified copy, etc.)?	Yes
<b>E. Parental Consent for Minor Applicants</b>	<b>Y/N</b>
13. Did agent verify parent ID with parent name(s) seen on the minor applicant's birth document?	Yes
14. If one or both parents/guardians did not appear, did agent collect acceptable evidence of consent and custody (notarized consent and copy of ID)?	Yes
<input type="checkbox"/> Insufficient evidence of consent <input type="checkbox"/> Insufficient third-party authorization <input type="checkbox"/> Insufficient evidence of custody                              Insufficient ID/No ID copy accompanying	
<b>F. Collecting Additional Documentation</b>	<b>Y/N</b>
15. Did agent collect appropriate additional documentation as necessary (citizenship, name change, custody, identity, etc.)?	Yes
<b>G. Executing the Application</b>	<b>Y/N</b>
16. Did agent administer the verbal oath, as directed in the PARG (including affirmation of truthfulness and completeness of statements on the application and attached photo bearing a true likeness)?	Yes
17. Did agent witness the applicant sign the passport application?	No

<b>18. Did agent complete the jurat completely and correctly?</b>	Yes
<input type="checkbox"/> Did not sign <input type="checkbox"/> Did not date <input type="checkbox"/> Did not record Agent ID # <input type="checkbox"/> Did not indicate agent type (Acceptance Agent, Federal, Overseas) <input type="checkbox"/> Did not stamp or apply seal <input type="checkbox"/> Did not record facility name/loc/ID# <input type="checkbox"/> Other	
<b>H. Fees</b>	Y/N
<b>19. Did agent collect the correct fees for the requested document and service?</b>	Yes
<input type="checkbox"/> Passport Fee <input type="checkbox"/> Expedite Fee <input type="checkbox"/> Execution/Acceptance Fee <input type="checkbox"/> Overnight Delivery Fee <input type="checkbox"/> Other	
<b>I. Assembly &amp; Mailing</b>	Y/N
<b>20. Did the agent assemble the application immediately after acceptance?</b>	Yes
21. Did the agent assemble the application in the appropriate order, as shown in the PARG?	Yes
22. Did agent decline customer requests to submit stamps, overnight delivery envelopes and/or labels with the application for return of documents/passport products?	Yes
23. Are transmittals separated by Routine and Expedite?	Yes
<b>24. Are all applications listed on a transmittal?</b>	Yes
<b>25. Did agent post correct fees to transmittal?</b>	Yes
<b>26. Do transmittals correspond with contents of envelopes?</b>	Yes
<b>27. Is facility using the Regional Passport Agency address in the return address field?</b>	Yes
<b>28. Are applications mailed daily to correct Lockbox addresses?</b>	Yes
<b>29. Is facility sending all applications to Lockbox using a traceable delivery method?</b>	Yes
<b>30. Is facility monitoring each envelope sent to Lockbox until successful delivery is confirmed?</b>	Yes
31. Did agent record information on transmittal completely and correctly?	Yes
<input type="checkbox"/> Incomplete facility information <input type="checkbox"/> Documented Routine or Expedite <input type="checkbox"/> No signature <input type="checkbox"/> Incorrect or absent date <input type="checkbox"/> Other <input type="checkbox"/> Incomplete customer info <input type="checkbox"/> Incorrect customer info <input type="checkbox"/> Incorrect fee or fee type <input type="checkbox"/> Inappropriate remarks	
<b>J. Hand-carry Procedures for Regular Fee Passports</b>	Y/N
<b>32. Did agent collect proof of imminent travel or visa need and submit with application?</b>	Yes
<b>33. Did agent collect the expedite fee?</b>	Yes
<b>34. Did agent sign his/her name on the reverse side of the passport photograph before stapling the photograph and executing the application?</b>	Yes
<b>35. If necessary, did agent obtain and submit sufficient third party (i.e., courier company, congressional representative, family/friend, or other designated individual) authorization of delivery or pick-up?</b>	Yes
<b>36. Did agent seal executed application correctly?</b>	Yes
<input type="checkbox"/> Did not use facility's official envelope <input type="checkbox"/> Incorrect location of seal or round-date <input type="checkbox"/> Did not write applicant's name clearly on outside of envelope <input type="checkbox"/> Did not impress seal or round-date <input type="checkbox"/> Did not include transmittal <input type="checkbox"/> Other	

<b>37. Did agent advise customer of all necessary hand-carry requirements?</b>	Yes
<input type="checkbox"/> Must not break seal <input type="checkbox"/> Must deliver to agency within five business days of execution	

**Remarks**

[#17] - The acceptance agents do not all witness the applicant sign the DS-11 in the event that the form had been signed ahead of time; some might instead improperly have the customer sign a separate sheet of paper for comparison. The agents should instead have the applicant re-sign the form in his or her presence only after a proper verbal oath has been administered.

<b>SECTION II: INFORMATION SECURITY</b>	
<b>A. Security of Personally Identifiable Information &amp; Integrity of Executed Applications</b>	Y/N
<b>38. When away from workstation or prior to mail out of completed applications, did agent secure all applications and supporting documents under lock and key?</b>	Yes
<b>39. Did agent secure completed applications under lock and key immediately after execution, preventing public view or access prior to taking the next customer?</b>	Yes
<b>40. Does facility abstain from keeping incomplete applications under any circumstances?</b>	Yes
<b>41. Does facility abstain from keeping photocopies of passport applications or supporting documents?</b>	Yes
<b>42. Excluding hand-carry applications, did agent abstain from returning an executed application (with any portion of the jurat completed; agent's signature; facility number; or office stamp/seal) to the customer at any time?</b>	Yes
<b>43. Are transmittals kept for at least twenty-four months and only retained beyond that period when local facility policy dictates (facility must provide documentation)?</b>	Yes
<b>44. Are transmittals destroyed properly after a minimum twenty-four months?</b>	Yes
<b>45. Are transmittals properly stored under lock and key?</b>	Yes
<b>46. Are the applications secured in the facility overnight, only those that were executed after the facility's daily mail pick-up the business day before?</b>	Yes
<b>47. When appropriate to do so, are applications held overnight secured under lock and key?</b>	Yes
<b>48. Are authorized acceptance agents, the facility manager, and the passport program contact the only employees with access to locked storage units?</b>	Yes
<b>49. Are authorized acceptance agents, the facility manager, and the passport program contact the only employees with access to Passport reference materials?</b>	Yes
<b>B. Conditions &amp; Privacy During Application</b>	Y/N
<b>50. Is customer afforded sufficient space when applying to maintain privacy?</b>	Yes

**Remarks**

The acceptance facility makes a conscious effort to maintain the integrity of its passport application acceptance program by complying with and adhering to each of the PARG's information security requirements. The agents appropriately safeguard the executed DS-11s while each is prepared for delivery to the Department of State and the facility additionally ensures that access to the transmittal records and other sensitive Passport reference materials is restricted.

SECTION III: SUPPLIES		
<b>Forms and Signage</b>		<b>Y/N</b>
51. Does facility have the most current versions of the following forms?		Yes
DS-11	DS-82	DS-64
DS-5504	DS-4085	DS-10
DS-71	DS-86	DS-3053
		DS-60
52. Does facility have a supply of all forms listed above (regardless of expiration date)?		Yes
53. Are the forms listed above easily available to the public?		Yes
<b>54. Are the current fees displayed or available for applicant's reference?</b>		Yes
55. Do agents have the current version of the PARG?		Yes
56. Does the facility have at least one copy of the most recent version of the PARG readily available/accessible to agents?		Yes
57. Do agents have easy access to communications from Passport Headquarters and the Passport Agency?		Yes
58. Do agents have easy access to the most current Acceptance Agent Observation Checklist and know when and how to use it?		Yes
59. Do agents have easy access to current contact information for the Passport Agency and their Customer Service Manager(s)?		Yes
60. Do agents have easy access to passport resources for the public - travel.state.gov (TSG), and the National Passport Information Center (NPIC) contact number?		Yes
61. Do agents utilize an ID Checking Guide or other ID verification resource? (ID Checking Guide recommended, not required)		Yes
62. Is facility using the correct Acceptance Facility Number (AFN) and is this known/available exclusively to all authorized acceptance agents?		Yes
63. Do agents have the workstation supplies required to perform acceptance duties?		Yes
Such supplies may include:		
<input type="checkbox"/> Expedite Stickers	<input type="checkbox"/> Seal or round date stamp	
<input type="checkbox"/> Stapler	<input type="checkbox"/> Locking storage cabinet	
<input type="checkbox"/> Black pens	<input type="checkbox"/> Application storage folders (while working)	
<input type="checkbox"/> Photo template	<input type="checkbox"/> Glassine envelopes/envelopes for attaching PPT Card or other evidence	
<input type="checkbox"/> Durable traceable mailing envelopes (Flat Rate Cardboard mailer EP 14-F or EP 13-F)		

**Remarks**

The acceptance facility possesses all of the necessary forms, supplies, reference materials, and information that it needs to perform its acceptance functions; each of these items has been appropriately updated to the most current version presently obtainable. In addition, the facility is receiving all communications from Passport Services and its agent is able to reach out to the Buffalo Passport Agency's Customer Service Manager as necessary for technical or procedural assistance.

SECTION IV: TRAINING		
<b>Training and Records</b>		<b>Y/N</b>

64. Have all agents received the mandatory initial and/or yearly refresher training?	Yes
65. Does the facility maintain records of passport training for all acceptance agents?	Yes
66. Is type of passport acceptance training recorded for each employee?	Yes

**Remarks**

The acceptance agents have all received the mandatory training from classroom courses or web-based instruction; evidence that reflects compliance was available upon request.

<b>SECTION V: DUAL/TRI FUNCTION FACILITIES</b>	
<b>Dual and Tri Function Facilities</b>	Y/N
67. Is the facility a dual and/or tri function facility? Eligibility Question #1 and #2	<b>Yes - ID/DL</b>
67a. Is Facility <b>Category A</b> : Facility can <u>create</u> or <u>amend</u> birth records and/or ID/DL? (see questions 68-71 below)	Yes
67b. Is Facility <b>Category B</b> : Facility only able to <u>print</u> birth certificates and/or ID/DL? (see questions 71-76 below)	N/A
If yes, are they meeting the following criteria (Category A):	
68. Does the Passport Acceptance Program exist in a separate physical space from birth document and/or ID/DL issuance functions? Eligibility Question #3	Yes
69. If the facility uses electronic transmittals, do they maintain applicant information (last name, first initial, date of birth, and phone number) in separate electronic systems and databases from birth document and/or ID/DL issuance information? Eligibility Question #6	N/A
70. Are the PARG and other passport acceptance information (electronic files and hard copies) only accessible to Passport Acceptance Program personnel? Eligibility Question #4	Yes
71. Do facility personnel have separate (non-overlapping) duties between the Passport Acceptance Program and the birth document and/or ID/DL issuance functions? ( <b>Category A and B</b> ) Eligibility Question #5 and #7	Yes
<b>Category B criteria</b>	
72. Is the safety paper or card stock, on which birth documents and/or ID/DL are printed, accounted for and tracked daily? Eligibility Question #8	N/A
73. Is the safety paper or card stock, on which birth documents and/or ID/DL are printed, stored in a secure, locked location at the close of each business day? Eligibility Question #9	N/A
74. Is the safety paper or card stock, on which birth documents and/or ID/DL are printed, only accessible to personnel issuing birth documents during normal business hours? Eligibility Question #10	N/A
75. At no time do Passport Acceptance Program personnel have access to the safety paper or card stock, on which birth documents and/or ID/DL are printed? Eligibility Question #11	N/A
76. Is the facility aware that it is required to immediately report any missing safety paper or card stock to its regional Passport Agency as well as the necessary state/local authorities? Eligibility Question #12	N/A

**Remarks**

Mr. Jankowski, the Wayne County Clerk, oversees his county's Department of Motor Vehicles operation. The DMV is housed within the same government building as the County Clerk's Office, but is located in its own office and is run by a completely different staff. These county employees

have neither the access nor the authority to execute passport applications, just as the clerks that have been designated as acceptance agents are without the ability to process requests for state-issued identification documents.

SBU  
This email is UNCLASSIFIED.

## **2015 Annual Report**

**Peter Evans - Wayne County Historian**

**January 27, 2016**

2015 was a year of transition from being an independent county department to being a part of the Wayne County Clerk's Office. The largest adjustment came from setting our own goals and priorities to having the County Clerk be part of that process. Also with a number of changes in the administrative areas of the county particularly a new County Attorney, County Auditor and Insurance Coordinator many methods and procedures changed requiring significantly increased administrative requirements in order to do what might be seen as routine business. These changes all made it more difficult to operate effectively as a "stand alone" department.

Still the hard data reflects that we served on average about 1.5 visitor/researchers per day in person and another 2.5 people each day either via telephone, written letter or email. While these numbers are significant they are somewhat lower than previous years. Analysis of the data quickly highlights a potential problem. Something significant happened between July 2015 and August 2015. The number of web hits (visitors to our Historian's webpages on the county site) dropped from historical levels of 600 to 800 hits per month to around 250 hits per month. The historical levels have been well established over the past 7 years. Something had clearly changed, since we observed the new levels for 3 or 4 months in a row. In the late fall, we began to get rumblings from the field. People started complaining that the web addresses or links we were furnishing to them weren't working or at least weren't working sometimes. Jane Milem and I began running off-site tests using our smartphones, home computers and computers at places like the local libraries. Indeed there was a problem reliably accessing the Historian's homepage. We knew that the IT Department had upgraded the County Website and our homepage was part of that upgrade. We contacted IT and though they claimed nothing they had done should have changed our customer's ability to access our homepage once they

reviewed the situation with links that we provided, they acknowledged that there was a problem. Within the week, they apparently had the problems fixed. From what we can determine all the published links should be working properly. The issue is – we lost 6 months of people’s access to our homepage where all the tools reside that allow them to explore our archives and documented holdings. We had invested almost 10 years’ worth of effort to get the word out to the greater internet world paving the path to our doorway here. Once that path was disrupted, the only way for a person to find us was through a standard web search for Wayne County using a Google search or similar. Now that the situation has been remedied, we think, there hasn’t been enough time and experience to see if the damage done is temporary or permanent. Only time will tell us that. The word was quickly spread around the research community that our links didn't work anymore. It will take time to overcome that stigma and get back on track.

The other result of note is our revenue figure. Revenue (income from copies and research) continues below historical levels. Though some of this may be related to the website issue, the real fact is, researchers are able to find many more records and documents available on-line through organizations like Ancestry, FamilySearch and “Find A Grave”, to name just a few. While this doesn’t actually reduce the number of requests coming to our office significantly, it does eliminate, what I call, the level 1 materials such as census and burial records. Though no one likes to see revenues shrink, this is actually a very positive trend and outcome in the long run. This allows us the time to provide more in depth research support delving into the more difficult records that are totally unique to our archives and not available on-line anywhere else.

See the attached Customer Contact and activity data summary for 2015

Wayne Historians Organization (WHO) is comprised of all the historians, not for profit historical agencies and museums in Wayne County. Representatives from other support agencies like the Rochester Regional Library Council and local genealogical organizations are always welcome. Our WHO organization has become a model for similar organizations around New York State.

## Wayne Historians Organization (WHO)

A full schedule in 2015 and a plan for 2016 have been prepared:

### 2015

Feb 9<sup>th</sup> Walworth

April 22<sup>nd</sup> Williamson

June 16<sup>th</sup> Lyons (Hotchkiss)

August 18<sup>th</sup> Ontario

October 14<sup>th</sup> Wolcott

December 7<sup>th</sup> Wayne County HS

### 2016

Feb 8<sup>th</sup> Sodus

April 12<sup>th</sup> Huron

June 15<sup>th</sup> Marion

August 4<sup>th</sup> Macedon

October 13<sup>th</sup> Newark/Arcadia

December 5<sup>th</sup> Wayne County HS

All meetings in 2015 were very well attended. In each case, the County Historian's Office prepares a meeting invitation and a newsletter. These were distributed along with meeting minutes and other supporting documents for special presentations or topics for discussion. Gene Bavis, Walworth Historian, is WHO Chair, Liz Albright, Ontario Historian, is WHO Secretary and Peter Evans, County Historian, is WHO facilitator. It is interesting to note that this model for facilitating communications within a county area is being copied all over New York State. Gene Bavis, our WHO Chair, has been making it a priority to encourage historians and historical societies to become active participants at the meetings, events and activities in neighboring communities. It is through this type of wider participation that fresh ideas and approaches are shared.

Publication (re-publication) Projects – Two projects were completed in 2015

- 1858 Wayne County Gillette Wall Map Book with Index
- World War II Prisoner of War Camps In Wayne County, New York And Their Prisoners By Annette Harris
- Historic Sites Guide Needs a complete update. All the new sites were identified and materials gathered. Now an RFP needs to be prepared. This will be a major effort for 2016.

These are the two most popular titles in our office. Historically, we republish the 1858 Gillette Wall Map Book every two years. It has proven to be a very useful research tool and remains very popular.

We have never republished the World War II Prisoner of War Camps Book. We don't hold the rights or copyright to this publication. Over the years, we could complete requests by obtaining copies from Annette Harris. In 2015 we had requests for four or five copies of her book. When we contacted her, she informed us that she had no more copies remaining and that she had no plan to republish it. We suggested that she gives us permission to republish her book. She would retain all rights and we would sell the book at cost. We felt it imperative to make the documentation of the Prisoner Camps here in Wayne County available. It is very important, not just on the local level, but on the national scene as well. Annette agreed, in writing, to allow us to republish her book. Both of these projects have been completed in 2015.

#### Special Additions and Donations to the County Archives:

People, of course, bring documents, letters, diaries and photo albums to us all the time. Some are out right donations while others are offered to us to copy or scan for our files. We are grateful for all additions. Occasionally a very special opportunity comes along. This year the local chapter of the Daughters of the American Revolution called to inform me (I have a long term relationship with a number of the local DAR members) that they were selling their Chapter House next to the public library in Newark. All official DAR records would need to be transferred to another official DAR repository; however, they held in their collection some research materials that were not part of their DAR official records. One such collection was a set of 77 volumes of newspaper scrapbooks representing some 12 to 15 thousand pages. There were other resources as well but this collection was the most significant. After a couple trips to meet with the DAR leadership the donation was arranged and the books were moved to the County Archives. The next step is to have the 77 volumes scanned and saved as readable pdf files. This will allow the whole file to be searched in the matter of seconds for a person's name or an event or...etc. Money is available in our 2016

**Special Additions and Donations to the County Archives: (continued)**

**budget on the Hoffman Grant fund line. This has been ear-marked as a major project for 2016.**

**Historic Preservation:**

**Paying attention to our built environment, landscape & parks, monuments and cemeteries is one very quick and reliable measure of what a community values. Some see land as a commodity, so once used up just move on. Our native fore bearers saw it all in a very different context. Key is, there is very little room for mistakes. Take the urban renewal craze of the 70s and 80s which wiped-out sections of whole communities....many have not recovered yet....just big open holes in the landscape. Today, most admit it was a big mistake. So, how do we prevent making that or similar mistakes again...buildings and sites which are lost can never be brought back? People around Wayne County have learned that one reliable source for support and information is the Office of the County Historian. The County Historian has been an active participant in the Landmark Society of Western New York for more than 40 years. The Landmark Society is one of the oldest and most experienced historic preservation organizations in the United States pre-dating both the Preservation League of New York State and the National Trust for Historic Preservation. Through continuous training, we are able to provide our citizens and organizations with the most up to date information on registration programs, preservation law, grant programs and tax credits available to assist both not for profit and for profit corporations and the private individual land owner. The County Historian remains active in all three named organizations and participates in conferences, workshops and training programs on yearly basis. Every year the rules, regulations and programs change.**

**The Historian responds to about 4 inquiries per month concerning buildings to save from demolition, money or tax credits available for home repair, and what**

## **Historic Preservation: (continued)**

**actions need to be taken to place a site or structure on the State/National Register of Historic Places.**

### **Speaking Engagements and Presentations:**

**In 2015 there were only three major engagements or presentations:**

- 1) Multiple presentations to all the Gananda Middle School 8<sup>th</sup> Grade English classes. The classes were reading the book “Unbroken” and the teacher wanted each class to have an opportunity to gain firsthand experience from military veterans who served during WW II. The historian arranged for two WW II bomber flyers to attend each class to review experiences and answer a set of pre-determined questions.**
- 2) Presentation at the Conference on New York State History at Niagara University. The Wayne County Historian presented one model of how the Office of the County Historian was organized and functioned. The presentation was very well attended with an extended Q&A session at the end.**
- 3) Association of Public Historians of New York State Regional Historians Meeting at the Women’s Rights National Historical Park in Seneca Falls. As Regional Coordinator, the County Historian planned the meeting agenda, made all the site arrangements and provided Meeting Welcome and all the introductory remarks for each speaker and presenter. The program was very well attended with over 40 participants from 7 counties throughout the Finger Lakes Region.**
- 4) In 2016, three presentations are already scheduled :**
  - Ontario Library – March 14<sup>th</sup>**
  - Williamson American Legion Post – April 6<sup>th</sup>**
  - Palmyra (LDS) Family History Center – April 23<sup>rd</sup>**

### Writing & Publishing:

- Each year including 2015, six WHO Newsletters are written, published and distributed for the history community throughout Wayne County.
- Wayne County Calendar – a calendar of events is published on the Historian’s webpage highlighting all the history centered events in the county and many events or programs outside the county.
- Timely articles are written and submitted to the local newspapers. In 2015, three articles were published in all the Wayne County newspapers plus the Finger Lakes Times in Geneva.
  - 1) Report on Gananda 8<sup>th</sup> Grade “Unbound” reading project interacting with area veterans.
  - 2) Town of Huron Historical Grange being recognized on the Landmark Society’s “Five to Revive” list.
  - 3) Doing oral history projects as families gather for the holidays. Make this holiday one to remember.
- The County Historian is a frequent contributor to the New York History Blog moderated by John Warren. This is the most widely read forum on New York History in New York State.

### Lastly, a special archives Record Center Project:

The County Clerk requested that I become involved in a major record center project. The historical county and court records housed for 100 years in the basement of 9 Pearl Street were moved to the new Record Center in the basement of the Public Safety Building on Rt 31. The records are now in a safe, secure and accessible facility; however, they are still not truly accessible because no one knows what is actually there. The Clerk has asked be to design a plan to begin identifying and indexing what is there so that these records begin to become useable to both our offices and to the public.

A preliminary evaluation was completed and plan was prepared outlining next steps in November 2015. Next steps will begin in early 2016.

### **Professional Growth and Training:**

- **Active member of the Association of Public Historians of New York State. Currently an elected member of the Board of Directors of this statewide organization. I am also Regional Coordinator for APHNYS Region 11 which includes 6 counties within the Finger Lakes area (Monroe, Ontario, Seneca, Yates, Steuben and Wayne Counties).**
- **I represent Wayne County at the New York Cultural Heritage Tourism Network organization. I represent the history voice on this group and Wayne County because our Tourism Director has chosen not to participate in this organization. A number of our Wayne County historians and historical societies have decided to be active participants in the NYCHTN.**
- **I have already mentioned that I am an active member of the Landmark Society of Western NY, The Preservation League of NY and the National Trust for Historic Preservation all of which provide active support and training within the historic preservation field.**
- **I am an active member of the New York State Archives Partnership Trust, the not for profit support group for the NYS Archives. They supply information, training and support to the NYS archives community.**
- **I also represent Wayne County at the Rochester Regional Library Council. RRRC's region includes Wayne County and supplies training programs in archives, library science, document care and restoration, copyright, and many more similar topics important to museums, historical societies and archives operations. The organizations in Wayne County make very good use of the resources made available through RRRC.**
- **There are other organizations and resources the County Historian attempts to bring to the Wayne County history community but the ones listed above are the ones of primary importance. I am always assessing new sources that might bring benefit to Wayne County.**

**Respectively submitted,**

**Peter Evans, Wayne County Historian, January 28, 2016**

*HISTORIAN*

FOR 2015 12

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USED
00 N/A							
40 REVENUES							
42089 Departmental Income	-2,500	-2,500.00	-1,705.80	-115.00	.00	-794.20	68.2%*
42090 Hoffman Foundation							
A75100 42090 Hoffman Foundation	0	-2,700.00	-2,700.00	.00	.00	.00	100.0%
TOTAL REVENUES	-2,500	-5,200.00	-4,405.80	-115.00	.00	-794.20	84.7%
51 PERSONAL SERVICES							
51075 County Historian							
A75101 51075 County Historian	36,410	36,410.00	37,190.62	3,541.98	.00	-780.62	102.1%*
51105 Clerk Typist - Part Time							
A75101 51105 Clerk Typist - Part T	16,004	16,004.00	15,284.92	1,019.00	.00	719.08	95.5%
TOTAL PERSONAL SERVICES	52,414	52,414.00	52,475.54	4,560.98	.00	-61.54	100.1%
52 EQUIPMENT							
52201 Computer Equipment							
A75102 52201 Computer Equipment	1,400	1,400.00	1,136.00	.00	.00	264.00	81.1%
TOTAL EQUIPMENT	1,400	1,400.00	1,136.00	.00	.00	264.00	81.1%
54 CONTRACTUAL EXPENSES							
54150 Office Supplies							

FOR 2015 12

ACCOUNTS FOR:  
00 N/A

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USED
A75104 54150 Office Supplies	900	900.00	811.20	70.47	.00	88.80	90.1%
54166 Postage							
A75104 54166 Postage	200	200.00	62.27	.00	.00	137.73	31.1%
54210 Gas							
A75104 54210 Gas	538	538.00	287.33	31.57	.00	250.67	53.4%
54220 Light & Power							
A75104 54220 Light & Power	780	780.00	899.78	49.28	.00	-119.78	115.4%*
54230 Telephone							
A75104 54230 Telephone	500	500.00	439.39	31.75	.00	60.61	87.9%
54240 Water							
A75104 54240 Water	140	140.00	111.10	.00	.00	28.90	79.4%
54408 Copier Expense							
A75104 54408 Copier Expense	706	706.00	643.56	62.84	23.57	38.87	94.5%
54410 Conference							
A75104 54410 Conference	500	500.00	553.50	553.50	.00	-53.50	110.7%*
54414 Information Technology							
A75104 54414 Information Technology	6,400	6,400.00	6,400.00	.00	.00	.00	100.0%
54424 Equipment - Maint Contract							
A75104 54424 Equipment - Maint Con	2,100	2,100.00	.00	.00	.00	2,100.00	.0%

FOR 2015 12

ACCOUNTS FOR: 00 N/A	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USED
54438 Maintenance/Repairs							
A75104 54438 Maintenance/Repairs	11,990	11,990.00	11,989.64	.00	.00	.36	100.0%
54442 Micro Records							
A75104 54442 Micro Records	500	500.00	.00	.00	.00	500.00	.0%
54460 Promotion							
A75104 54460 Promotion	2,500	2,500.00	.00	.00	.00	2,500.00	.0%
54476 Preserve NY							
A75104 54476 Preserve NY	0	2,418.10	.00	.00	.00	2,418.10	.0%
54478 Student History							
A75104 54478 Student History	500	500.00	.00	.00	.00	500.00	.0%
54483 Training- Seminars & Schools							
A75104 54483 Training- Seminars &	400	400.00	110.00	.00	40.00	250.00	37.5%
54484 Hoffman Foundation							
A75104 54484 Hoffman Foundation	0	8,781.72	392.37	.00	.00	8,389.35	4.5%
54485 Travel							
A75104 54485 Travel	600	600.00	705.13	705.13	12.00	-117.13	119.5%*
54521 Record Storage							
A75104 54521 Record Storage	1,400	1,400.00	830.00	.00	.00	570.00	59.3%

60

FOR 2015 12

ACCOUNTS FOR: 00 N/A	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USED
54600 Misc							
A75104 54600 Misc	250	250.00	125.00	97.00	.00	125.00	50.0%
54919 Mileage							
A75104 54919 Mileage	1,800	1,800.00	856.19	512.34	1,292.60	-348.79	119.4%*
TOTAL CONTRACTUAL EXPENSES	32,704	43,903.82	25,216.46	2,113.88	1,368.17	17,319.19	60.6%
58 FRINGE BENEFITS							
58100 Payments to NYS Retirement Sys							
A75101 58100 Payments to NYS Retir	9,740	9,740.00	8,104.00	8,104.00	.00	1,636.00	83.2%
58200 Payments to Social Security							
A75101 58200 Payments to Social Se	3,818	3,818.00	3,830.22	334.18	.00	-12.22	100.3%*
58600 Disability							
A75101 58600 Disability	154	154.00	154.00	26.00	.00	.00	100.0%
58901 Employee Assistance Program							
A75101 58901 Employee Assistance P	32	32.00	30.69	.00	.00	1.31	95.9%
TOTAL FRINGE BENEFITS	13,744	13,744.00	12,118.91	8,464.18	.00	1,625.09	88.2%
TOTAL N/A	97,762	106,261.82	86,541.11	15,024.04	1,368.17	18,352.54	82.7%
TOTAL REVENUES	-2,500	-5,200.00	-4,405.80	-115.00	.00	-794.20	
TOTAL EXPENSES	100,262	111,461.82	90,946.91	15,139.04	1,368.17	19,146.74	

FOR 2015 12

ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USED
97,762	106,261.82	86,541.11	15,024.04	1,368.17	18,352.54	82.7%

GRAND TOTAL

\*\* END OF REPORT - Generated by CC - Mike Jankowski \*\*

	Current Month				Year to Date							
	Research Information		Requests		Research		Information		Requests			
	Visitors	Telephone	Letter	Email	Visitors	T-Phone	Letter	Email	Web Hits	Deposits	Comments	
				In/Out								
January	14	37	2	700/173	14	37	2	700	426	\$77.50	January Deposits	
February	20	35	5	563/117	34	72	7	1,263	608	\$335.25	February Deposits	
March	22	58	12	839/178	56	130	19	2,102	724	\$412.75	March Deposits	
April	17	40	7	887/178	73	170	26	2,989	1,758	\$560.00	April Deposits	
May	30	61	5	811/179	103	231	31	3,800	718	\$54.50	May Deposits	
June	37	35	6	763/154	140	266	37	4,563	2,476	\$614.50	June Deposits	
July	36	53	1	768/145	176	319	38	5,331	585	\$162.00	July Deposits	
August	37	32	3	672/134	213	351	41	6,003	3,415	\$776.50	August Deposits	
Sept.	36	70	8	722/164	249	421	49	6,725	452	\$177.75	September Deposits	
Oct.	42(17 4H)	36	6	778/139	291	457	55	7,503	3,867	\$954.25	October Deposits	
Nov.	19	32	4	688/114	310	489	59	8,191	578	\$28.25	November Deposits	
Dec.	16	39	8	734/154	326	528	67	8,925	4,445	\$982.50	December Deposits	
									546	\$202.25	YTD	
									4,991	\$1,184.75	YTD	
									256	\$45.25	YTD	
									5,247	\$1,230.00	YTD	
									251	\$360.80	YTD	
									5,498	\$1,590.80	YTD	
									235	\$105.00	YTD	
									5,733	\$1,695.80	YTD	
									262	\$30.00	YTD	
									5,995	\$1,725.80	YTD	