

Coburn Free Library

Annual Report For Public And Association Libraries - 2017

1. GENERAL LIBRARY INFORMATION

1.51 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.

Note: We completed a large scale weeding of adult and children's nonfiction. Children's fiction was weeded heavily but on a smaller scale than nonfiction. We are updating our collections and creating a stronger, more engaging collection overall. This required heavy weeding of outdated, faded, and damaged titles.

2. LIBRARY COLLECTION

- 2.2 Adult Non-fiction Books **Note:** We did a large scale weeding of the nonfiction section to improve the quality of our collection. A grant has been awarded to replace the weeded items in the adult nonfiction collection.
- 2.4 Children's Fiction Books **Note:** Children's fiction was weeded in January of 2017 due to a large number of faded, torn titles.
- 2.5 Children's Non-fiction Books **Note:** We did a large scale weeding of the nonfiction section to improve the quality of our collection. Grants applications are being submitted to replace the weeded items.
- 2.8 Total Uncataloged Books **Note:** Local note: genealogy area In past annual reports, the director was unaware the uncataloged, uncirculated genealogy collection needed to be reported.
- 2.14 Local Electronic Collections **Note:** Per new instructions, the library system is reporting these numbers as they can't be broken down by individual site.
- 2.23 Other Non-Electronic Materials (includes films, slides, etc.) **Note:** We added children's read-along multi-media kits this year.
- 2.25 **GRAND TOTAL HOLDINGS (Total questions 2.12, 2.20 and 2.24)** **Note:** This number is affected by the new reporting rules regarding electronic collections. Last year we reported all FLLS holdings of ebooks. This year we are only reporting site holdings.
- 2.26 Current Print Serial Subscriptions **Note:** We cancelled some magazines this year due to decreased demand for print serials. Patrons prefer the electronic versions we provide instead.
- 2.29 Electronic Materials **Note:** Per new instructions, we are not counting system holdings. We are counting individual site purchases. Coburn sends payment annually to FLLS for purchase of materials. It is impossible; however, to separate the numbers by site so FLLS is reporting all system holdings.

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

- 3.78 Total one-on-one program sessions **Note:** Local note: Coburn Computer Corner Program We began a program offering one on one computer skills tutoring.

4. LIBRARY TRANSACTIONS

- 4.12 Use of Electronic Material **Note:** Per new instructions we are counting individual library circs instead of whole system holdings.
- 4.13 Successful Retrieval of Electronic Information **Note:** Per changes in instructions, we are no longer claiming system use for each individual site. The FLLS System will report this data as it can't be broken down by individual library.

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

Note: Per changes in instructions, we are no longer claiming system use for each individual site. The FLLS System will report this data as it can't be broken down by individual library.

5. TECHNOLOGY AND TELECOMMUNICATIONS

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

FLLS began hosting our website in 2017. I believe this is a more accurate count than we received from our previous host. Also, we have made an effort to communicate more efficiently with our community. We are including our website link with every media push. We also link our website calendar with our Facebook/Instagram/Twitter accounts to encourage media traffic on our website.

6. STAFF INFORMATION

6.19 Salary - Library Manager (not certified)

Note: Library Manager's hours increased in 2017.

7. MINIMUM PUBLIC LIBRARY STANDARDS

No Notes

8. PUBLIC SERVICE INFORMATION

No Notes

9. SERVICE OUTLET INFORMATION

No Notes

10. OFFICERS AND TRUSTEES

No Notes

11. OPERATING FUNDS RECEIPTS

11.14 Gifts and Endowments

Note: We had a large number of memorial donations this year. We also had a large increase in spring donations/gifts.

11.15 Fund Raising

Note: Coburn hired a new director in March of 2017. More time was spent doing fund raising this year. This equated to a more effective fundraising effort for 2017.

11.16 Income from Investments

Note: There was no change in income earned from 2016 to 2017.

12. OPERATING FUND DISBURSEMENTS

12.2 Other Staff

Note: Library manager increased hours in 2017.

12.16 Other Disbursements for Operation & Maintenance of Buildings

Note: No major repair issues in 2017 like there was in 2016.

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

Note: No major repair issues in 2017

13. CAPITAL FUND RECEIPTS

13.2 All Other Revenues from Local Sources

Note: Donation income for our elevator fund (capital project) was less in 2017.

14. CAPITAL FUND DISBURSEMENTS

14.1 Construction

Note: Invoices were paid for the architectural group who completed plans for our elevator project in 2017.

15. CENTRAL LIBRARIES

No Notes

16. FEDERAL TOTALS

No Notes

17. FOR NEW YORK STATE LIBRARY USE ONLY

No Notes

SUGGESTED IMPROVEMENTS

No Notes