

# Edith B. Ford Memorial Library of Ovid, New York Annual Report For Public And Association Libraries - 2018

## 1. GENERAL LIBRARY INFORMATION

- 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.
- 1.51 **Note:** The library has been under construction for an expansion since May, 2018. A large portion of the building has been closed/inaccessible. Approximately half of the adult non-fiction is in storage, and the remainder is on upper shelves, more difficult to reach. A large portion of the archival collection is in storage, with the remainder only accessible by request and staff retrieval. The property has been fenced off, and though the front entrance is open, many community members perceived the library as closed through the early part of construction. The available entrance is not handicap-accessible, and though staff have ferried materials to and from the street level and delivered to homes upon request, many patrons with mobility issues have discontinued use until construction is complete. The bathroom and sink have been unavailable during construction, with a portable toilet outside. The library was completely closed for two weeks in the summer while major excavations were underway.

## 2. LIBRARY COLLECTION

No Notes

## 3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

- 3.38 **Total program sessions - Summer 2018 (total 3.35 + 3.36 + 3.37)** **Note:** Difference is accounted for primarily by the library being closed for construction.
- 3.41 **Adult program attendance - Summer 2018** **Note:** Difference is accounted for primarily by the library being closed for construction.
- 3.42 **Total program attendance - Summer 2018 (total 3.39 + 3.40 + 3.41)** **Note:** Difference is accounted for primarily by the library being closed for construction.
- 3.49 **Other (describe using the State note)** **Note:** Museum of the Earth

## 4. LIBRARY TRANSACTIONS

- 4.3 **Total Adult Books (Total questions 4.1 & 4.2)** **Note:** Significant weeding was done, preparatory for construction.
- 4.13 **Successful Retrieval of Electronic Information** **Note:** This number was reported by the Library System last year.

- 4.18 Total Reference Transactions **Note:** Changed to a new online method of tracking reference transactions, and reported each instance rather than the previous method of reporting an extrapolated estimate based on counting for one week.

## 5. TECHNOLOGY AND TELECOMMUNICATIONS

- 5.4 Annual number of visits to the library's web site **Note:** Website was redesigned.

## 6. STAFF INFORMATION

No Notes

## 7. MINIMUM PUBLIC LIBRARY STANDARDS

No Notes

## 8. PUBLIC SERVICE INFORMATION

No Notes

## 9. SERVICE OUTLET INFORMATION

Repeating Group 1

31. Internet Provider **Note:** Firstlight Fiber

Repeating Group 1

33. Number of wireless sessions provided by the library wireless service per year **Note:** We are now using network monitoring software to provide a more accurate count. In addition, the wifi coverage area is larger than in the past, reaching the neighboring park and businesses.

## 10. OFFICERS AND TRUSTEES

- 10.5 If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)? **Note:** We have a range from 5-11 trustees and currently have 9.

Repeating Group 3

13. Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). **Note:** Appointed to complete a scant seat.

Repeating Group 5

- Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).
13. **Note:** Appointed to fill seat vacated by resignation of H. Rock.

## 11. OPERATING FUNDS RECEIPTS

- TOTAL OTHER RECEIPTS** (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)
- 11.19 **Note:** The library received a large donation payable over five years. The last payment was paid in 2017, and hence the drop in revenue for 2018.

## 12. OPERATING FUND DISBURSEMENTS

- 12.1 Certified Librarians **Note:** Previous Librarian left and a search was conducted. New Librarian was hired partway through the year, so the position was vacant & therefore unpaid for several months.
- 12.3 **Total Salaries & Wages Expenditures** (Add Questions 12.1 and 12.2) **Note:** Previous Librarian left and a search was conducted. New Librarian was hired partway through the year, so the position was vacant & therefore unpaid for several months.
- 12.5 **Total Staff Expenditures** (Add Questions 12.3 and 12.4) **Note:** Previous Librarian left and a search was conducted. New Librarian was hired partway through the year, so the position was vacant & therefore unpaid for several months.
- 12.19 Telecommunications **Note:** In 2017, the library received free internet service but the bandwidth was limited and was not meeting the library's needs. In 2018, the library started to pay for expanded internet and thus the change in amounts.
- GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE** (Add Questions 12.39 and 12.40; same as Question 11.26)
- 12.41 **Note:** In preparation for a large construction project, the library transferred a large amount in 2017 from an endowment to fund the project.

## 13. CAPITAL FUND RECEIPTS

- TOTAL CASH RECEIPTS AND BALANCE**(Add Questions 13.11 and 13.12; same as Question 14.12)
- 13.13 **Note:** The library was preparing for a large construction project/renovation. Some work was done in 2017 but the majority of work was performed in late 2018 and the first half of 2019.

## 14. CAPITAL FUND DISBURSEMENTS

- 14.10 **TOTAL CASH** **Note:** The library did a major construction project/renovation. The majority

**DISBURSEMENTS  
AND TRANSFERS**

(Add Questions 14.7, 14.8  
and 14.9)

of the work was done in late 2018 and early 2019.

**TOTAL CASH  
DISBURSEMENTS**

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

**Note:** The library did a major construction project/renovation. The majority of the work was done in late 2018 and early 2019.

**15. CENTRAL LIBRARIES**

No Notes

**16. FEDERAL TOTALS**

16.11 **Total Capital  
Expenditures**

**Note:** The library did a major construction project/renovation. The majority of the work was done in late 2018 and early 2019.

16.17 **Total Wireless Sessions  
Provided by the Library  
Wireless Service Per Year**

The library upgraded to a technological solution for counting all wireless sessions rather than estimating based on 1 week of counting manually. Also, wireless access points were added this year, extending the reach of the WiFi to the library grounds, making it accessible after hours.

**17. FOR NEW YORK STATE LIBRARY USE ONLY**

No Notes

**SUGGESTED IMPROVEMENTS**

No Notes