

Seymour Public Library District

Annual Report For Public And Association Libraries - 2020

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.
- 1.49 **Note:** 1) Due to problems with heating system, we were closed during much of December 2020. 2) In preparation for construction, we extensively weeded our collection in 2020.

2. LIBRARY COLLECTION

- 2.9 Total Print Serials **Note:** historic newspapers 300 bound - 250 contemporary magazines 135
- 2.13 Electronic Books **Note:** Due to COVID closure, we purchased more digital content.
- 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.) **Note:** microfilm

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

- 3.1 Library visits (total annual attendance) **Note:** Decrease due to COVID
- 3.24 Adult Program Attendance **Note:** In-person attendance plus live virtual session attendance.L.Romano
- 3.50 Other (describe using the State note) **Note:** The Cayuga Museum of History and Art, Seward House Museum

4. LIBRARY TRANSACTIONS

- 4.12 Use of Electronic Material **Note:** includes totals from overdrive (FLLS) and hoopla (we continued hoopla when FLLS discontinued it).
- 4.13 Successful Retrieval of Electronic Information **Note:** includes: NoveList, Creativebug, Ancestry, Am. Anc, NewsArchive, RefUSA, rb digital

5. TECHNOLOGY AND TELECOMMUNICATIONS

No Notes

6. STAFF INFORMATION

No Notes

7. MINIMUM PUBLIC LIBRARY STANDARDS (CURRENT)

- | | | |
|-----|--|---|
| 7.2 | 2. Has a board-approved written long range plan of service. | Note: We are in the process of developing the new Plan of Service to follow next year. |
| 7.7 | 7. Is open the minimum standard number of public service hours for population served. (see instructions) | Note: Due to COVID - closed during shut down; open 29 hours/week since July 2020 |

7. MINIMUM PUBLIC LIBRARY STANDARDS (AS OF 2021)

- | | | |
|-----|--|---|
| 2. | Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff. | Note: We are in the process of developing the new Plan of Service to follow next year. |
| 7. | Is open the minimum standard number of public service hours for population served. (see instructions) | Note: did not mean minimum standards for hours due to COVID pandemic |
| 8f. | data infrastructure | Note: We are in the process of developing the new Plan of Service to follow next year. |
| 9. | Provides programming to address community needs, as outlined in the library's long-range plan of service. | Note: We are in the process of developing the new Plan of Service to follow next year. |
| 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. | Note: We are working on a new Plan of Service that will address technology needs in the community and the need for staff training. |
| 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. | Note: We are in the process of developing the new Plan of Service to follow next year. |

8. PUBLIC SERVICE INFORMATION

- | | | |
|------|---|---|
| 8.6 | Minimum Weekly Total Hours - Main Library | Note: |
| 8.10 | Annual Total Hours - Main Library | Note: Jan-Mar 10weeks x 56 hours=560 Jul-Dec 26weeksx29 hours/wk=754 |

8A. COVID

- | | | |
|------|---|---|
| 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. | Note: 61 recordings aimed at an adult audience |
|------|---|---|

9. SERVICE OUTLET INFORMATION

Repeating Group 1

15. Public Service Hours Per Year for This Outlet

Note: Jan-Mar 10weeks x 56 hours=560 Jul-Dec 26weeksx29 hours/wk=754

Repeating Group 1

16. Number of Weeks This Outlet is Open

Note: The library was closed 12/9/20 through 12/21/20 due to problems with heating system.**10. OFFICERS AND TRUSTEES**

No Notes

11. OPERATING FUNDS RECEIPTS

11.5 Additional State Aid received from the System

Note: RBDB from SCRLC

11.7 Other Cash Grants

Note: OMG - 1066 FLG - 348

11.14 Gifts and Endowments

Note: The Library received a large bequest in 2019.

11.17 Library Charges

Note: Due to COVID the Library was closed to patrons and then operating at a limited capacity so no patrons used the printer/copier. The Library stopped charging overdue fines as of July 6, 2020. All books due while library was closed were automatically renewed, so no fines accrued.**12. OPERATING FUND DISBURSEMENTS**12.4 **Employee Benefits Expenditures****Note:** Last year payroll taxes were inadvertently included in salaries and wages

12.6 Print Materials Expenditures

Note: Grant money was used to purchase more print materials.

12.7 Electronic Materials Expenditures

Note: Due to library closure during the pandemic, the library spent more on digital content.

12.8 Other Materials Expenditures

Note: Due to library closure/pandemic, the library spent less on physical items such as DVDs, games, audiobooks.

12.10 From Local Public Funds (71PF)

Note: NYSEG installed energy-efficient lighting

12.13 From Local Public Funds (72PF)

Note: Total of service calls for building and equipment repairs

12.16 Other Disbursements for Operation & Maintenance of Buildings

Note: 2019 included IDEA Lab building project which was ultimately capitalized.

12.18 Office and Library Supplies

Note: Due to closure/pandemic, we did not hold library programs and processed less materials requiring less office/library supplies.

12.22 Professional & Consultant Fees

Legal and Accounting expenses were higher, but architect fees were lower.
Note: Also due to closure/pandemic, fewer programs were held.

12.23 Equipment

2019 included purchase of pop up library book cart. 2020 included equipment for new IDEA Lab.
Note:

12.24 Other Miscellaneous

Due to closure/pandemic, overall spending was down

13. CAPITAL FUND RECEIPTS

13.4 State Aid Received for Construction

Note: close out of IDEA Lab 6426 CR 90% 397379

14. CAPITAL FUND DISBURSEMENTS

No Notes

15. CENTRAL LIBRARIES

No Notes

16. FEDERAL TOTALS

16.5 State Government Revenue

Note: RBDB from SCRLC and LLSA \$7,382

16.7 Other Operating Revenue

Note: The Library received a large bequest in 2019.

16.9 Other Operating Expenditures

Note: 2019 included IDEA Lab building project which was ultimately capitalized
Received final 10% of 2019 NYS

16.18 Total Capital Revenue

Note: Construction Grant for IDEA Lab.
Received NYS Construction Grant \$297,379 for GR Renovation.

17. FOR NEW YORK STATE LIBRARY USE ONLY

No Notes

SUGGESTED IMPROVEMENTS

No Notes