

Candor Free Library

Annual Report For Public And Association Libraries - 2020

1. GENERAL LIBRARY INFORMATION

No Notes

2. LIBRARY COLLECTION

- 2.13 Electronic Books **Note:** FLLS added a large quantity of electronic holdings when libraries were shut down because physical materials couldn't be circulated.

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

- 3.50 Other (describe using the State note) **Note:** 4-H Cooperative Extension of Tioga County
Candor Friends of the Library
- 3.51 **Total Collaborators (total 3.44 through 3.50)** **Note:** 4-H Cooperative Extension of Tioga County
Candor Friends of the Library Candor Elementary
School Librarian
- e. Other (describe using the State note) **Note:** Cooperative Extension Early Literacy staff.

4. LIBRARY TRANSACTIONS

No Notes

5. TECHNOLOGY AND TELECOMMUNICATIONS

No Notes

6. STAFF INFORMATION

No Notes

7. MINIMUM PUBLIC LIBRARY STANDARDS (CURRENT)

- 7.7 Is open the minimum standard number of public service hours for population served. **Note:** Due to covid (see instructions)

7. MINIMUM PUBLIC LIBRARY STANDARDS (AS OF 2021)

No Notes

8. PUBLIC SERVICE INFORMATION

- 8.9 **Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)** **Note:** The library was closed to the public from March 16th till June 15th due to Covid 19. Open for lobby/curbside only June 15th till August 1th. Open to public August 12th - end of year. 15.6 is the average hours open to the public for 2020.
- 8.10 **Annual Total Hours - Main Library** **Note:** covid-19 NYSL added note on 5/3/21
- 8.13 **Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)** **Note:** covid-19 NYSL added note on 5/3/21

8A. COVID

- 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?** **Note:** Patrons with limited mobility were allowed to provide information over the phone or by email. This was rare.
- 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?** **Note:** While the library did not have online library card registration we did provide cards to patrons based on email or phone call information.

9. SERVICE OUTLET INFORMATION

Repeating Group 1

- 15. **Public Service Hours Per Year for This Outlet** **Note:** he library was open from January 1-March 16, 2020 (290 hours, 11 weeks). We closed from March 17-June 15th. Opened for lobby/curbside only from June 15-Aug 11th. Library opened to the public on August 12-Sept 7 with limited hours (62 hours, 4 weeks) and September 8-December 31 regular hours (459 hours, 17 weeks).

Repeating Group 1

- 16. **Number of Weeks This Outlet is Open** **Note:** The library was open from January 1-March 16, 2020 (290 hours, 11 weeks). We closed from March 17-June 15th. Opened for lobby/curbside only from June 15-Aug 11th. Library opened to the public on August 12-Sept 7 with limited hours (62 hours, 4 weeks) and September 8-December 31 regular hours (459 hours, 17 weeks).

Repeating Group 1

- 16a **Number of weeks an outlet closed due to COVID-19** **Note:** The library was closed entirely from March 16-June 14 (11 weeks) and lobby/curbside only from June 15-Aug 11 (9 weeks).

10. OFFICERS AND TRUSTEES

Repeating Group 5

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.

Note: Trustee Donald Weber resigned July 2020. Remainder of term filled by Deanna Houck voted in November 2020.

11. OPERATING FUNDS RECEIPTS

11.2 TOTAL LOCAL PUBLIC FUNDS

The difference in funding from 2019-2020 was the **Note:** Candor School funding was received in 2021 not 2020.

11.7 Other Cash Grants

Note: NYSL added note 4/19/21 Decrease due to COVID pandemic.

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)

Starting in 2020 the books of the Candor Library were automated after many years of manual **Note:** bookkeeping. After reconciling the end of 2019 and all of 2020 in Quickbooks the beginning balance was off by \$637.

12. OPERATING FUND DISBURSEMENTS

12.8 Other Materials Expenditures

Due to the library being closed during some of the **Note:** pandemic there weren't any other material expenditures.

13. CAPITAL FUND RECEIPTS

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)

When reviewing the 2019 ending balance in the capital fund that was recorded it shows a difference of 22,273. The library has a new bookkeeper after the previous bookkeeper had to resign suddenly **Note:** midyear due to illness. The new bookkeeper has been unable to find the reason for the difference in 2019 end of year figure and beginning of 2020 figure. She has all the information to show how she came up with her figure for 13.12

14. CAPITAL FUND DISBURSEMENTS

No Notes

15. CENTRAL LIBRARIES

No Notes

16. FEDERAL TOTALS

16.5 State Government Revenue

Note: Only LLSA Received

16.7 Other Operating Revenue

NYSL copied note 4/19/21 The difference in
Note: funding from 2019-2020 was the Candor School
funding was received in 2021 not 2020.

16.8 Total Operating Revenue

Note: Candor School public vote funding was received in
2021 not 2020.

16.14 Other Capital Revenue and Receipts

The difference is due to a discrepancy in the ending
balance in the capital fund from 2019 as determined
Note: by our previous bookkeeper and the beginning
balance for 2020 as determined by the new
bookkeeper.

17. FOR NEW YORK STATE LIBRARY USE ONLY

No Notes

SUGGESTED IMPROVEMENTS

No Notes