

Groton Public Library

Annual Report For Public And Association Libraries - 2020

1. GENERAL LIBRARY INFORMATION

1.46 Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2020? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.47. **Note:** Due to COVID - we did not hold a vote.

1.49 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:** COVID shut us down and we were unable to be open for a period of time and then we were opened mainly for curbside pickup only. No on site programming was done. And we were reduced in space for part of the year for construction, a renovation and expansion.

2. LIBRARY COLLECTION

2.9 Total Print Serials **Note:** Canceled the subscriptions due to COVID

2.13 Electronic Books **Note:** FLLS increased digital holdings due to physical materials not being able to circulate during the COVID pandemic shut downs.

2.17 Audio - Downloadable Units **Note:** FLLS increased digital holdings due to physical materials not being able to circulate during the COVID pandemic shut downs.

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

3.1 Library visits (total annual attendance) **Note:** Numbers are down due to COVID

3.16 Is the library registered for services from either the New York State Talking Book and Braille Library (New York State Library, Albany) or the Andrew Heiskell Braille and Talking Book Library (The New York Public Library, New York)? **Note:** We are filling out the application to become a member of the NYS Talking Book and Braille Library

3.18 Young Adult Program Sessions **Note:** Change in numbers due to COVID

3.19 Children's Program Sessions **Note:** Change in numbers due to COVID

3.20 All Other Program Sessions **Note:** Change in numbers due to COVID

3.22 One-on-One Program Sessions **Note:** Change in numbers due to COVID

3.24 Adult Program Attendance **Note:** Increase due to hosting food giveaway

		outside where there was greater access.
3.25	Young Adult Program Attendance	Note: Change in numbers due to COVID
3.26	Children's Program Attendance	Note: Change in numbers due to COVID and going virtual.
3.27	All Other Program Attendance	Note: Change in numbers due to COVID
3.28	Total Program Attendance (Total questions 3.24 through 3.27)	Note: Increase due to virtual programming during the pandemic
3.29	One-on-One Program Attendance	Note: Change in numbers due to COVID
3.44	Public school district(s) and/or BOCES	Note: Closed or limited access due to COVID.
3.46	Childcare center(s)	Note: Closed or limited access due to COVID.
3.47	Summer camp(s)	Note: The summer camp was closed.
3.49	Literacy provider(s)	Note: Closed or limited access due to COVID.
3.50	Other (describe using the State note)	Note: Closed or limited access due to COVID.
a.	Focus on birth - school entry (kindergarten)	Note: Change in numbers due to COVID and going virtual.

4. LIBRARY TRANSACTIONS

4.12	Use of Electronic Material	Note: Increase due to COVID and lack of access to physical collection.
4.13	Successful Retrieval of Electronic Information	Note: This service switched to Libby and is part of the 4.12 answer.
4.20	TOTAL MATERIALS RECEIVED	Note: Reduction due to COVID
4.21	TOTAL MATERIALS PROVIDED	Note: Reduction due to COVID

5. TECHNOLOGY AND TELECOMMUNICATIONS

No Notes

6. STAFF INFORMATION

No Notes

7. MINIMUM PUBLIC LIBRARY STANDARDS (CURRENT)

7.7	7. Is open the minimum standard number of public service hours for population served. (see instructions)	Note: Due to COVID, we were below hours for some of the year.
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7. MINIMUM PUBLIC LIBRARY STANDARDS (AS OF 2021)

7.	Is open the minimum standard number of public service hours for population served. (see instructions)	Note: Due to COVID and NYS, we were closed for several months and are still slowly reopening.
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8. PUBLIC SERVICE INFORMATION

8.10 Annual Total Hours - Main Library

Note: Reduced hours due to COVID.

8A. COVID

No Notes

9. SERVICE OUTLET INFORMATION

Repeating Group 1

27. Number of uses (sessions) of public Internet computers per year

Note: Reduced due to COVID

10. OFFICERS AND TRUSTEES

10.20 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: This was a shorter term to ensure all trustee terms do not end at the same time.

Repeating Group 6

8. Office Held or Trustee

Note: Building and Grounds

Repeating Group 1

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: Appointed for one year

Repeating Group 2

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: Shorter term so all the trustees do not end at the same time.

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

Note: Shorter term so all the trustee terms do not end at the same time.

of [name]'s term, which was to run from beginning date to ending date.

Repeating Group 1

14. The date the Oath of Office (mm/dd/yyyy) was taken

Note: Did not do the oath of office for the one year term due to offices being closed due to COVID.

Repeating Group 1

15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)

Note: Did not do the oath of office for the one year term due to offices being closed due to COVID.

11. OPERATING FUNDS RECEIPTS

11.3 Local Library Services Aid (LLSA)

Note: 10% rec'd 12/2019

11.7 Other Cash Grants

Note: OMG

11.14 Gifts and Endowments

Note: Gifts & Donations. \$2549 Park Foundation. \$2100 Friends TCPL. \$1055 Rosen Grants. \$15360 United Way & Other \$5756

11.17 Library Charges

Note: Lower due to pandemic closure

11.21 **BUDGET LOANS**

Note: PPP Loan thru Groton Bank forgiven in 2020-2021 year

12. OPERATING FUND DISBURSEMENTS

12.10 From Local Public Funds (71PF)

Note: Renovation project was delayed for a time by COVID restrictions.

12.16 Other Disbursements for Operation & Maintenance of Buildings

Note: Expenses decreased during COVID restrictions and during the start of renovation project.

12.22 Professional & Consultant Fees

Note: Higher legal fees during previous year due to acquisition of real property for construction of addition.

12.23 Equipment

Note: Purchased new computers

12.24 Other Miscellaneous

Note: Some expenses decreased due to CoVID restrictions

CONTRACTS WITH PUBLIC LIBRARIES

12.26 **AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE**

Note: Polaris

13. CAPITAL FUND RECEIPTS

13.2 All Other Revenues from Local Sources

Note: Friends of the GPL for Expansion Project

13.4 State Aid Received for Construction

Note: DASNY - Senator Seward Legislative Grant (portion of \$350,000)

14. CAPITAL FUND DISBURSEMENTS

14.1 Construction

Note: Started Expansion Project

15. CENTRAL LIBRARIES

No Notes

16. FEDERAL TOTALS

16.5 State Government Revenue

Note: 10% rec'd 12/2019

16.14 Other Capital Revenue and Receipts

Note: Friends of the GPL for Expansion Project

16.16 Total Uses (sessions) of Public Internet Computers Per Year

Note: Lower due to the pandemic

16.18 Total Capital Revenue

Note: DASNY - Senator Seward Legislative Grant (portion of \$350,000)

17. FOR NEW YORK STATE LIBRARY USE ONLY

No Notes

SUGGESTED IMPROVEMENTS

No Notes