Lansing Community 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: The library did not seek an increase in the tax levy this year.

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: Library services were interrupted due to world pandemic.

2. LIBRARY COLLECTION

2.13 Electronic Books

Note: FLLS increased eBook holdings due to physical materials being restricted from circulating.

2.18 Video - Downloadable Units

Note: We no longer subscribe to a video download service due to budget constraints.

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

3.1 Library visits (total annual attendance)

Note: We were closed to the public and then had limited hours due to the pandemic.

3.9 Does the library have a board-approved whistle blower policy?

Note: We are working on this policy and it will be approved in 2021.

3.17 Adult Program Sessions

Note: Reduced numbers due to pandemic.

3.18 Young Adult Program Sessions

Note: Reduced numbers due to pandemic.

3.19 Children's Program Sessions

Note: Reduced numbers due to pandemic.

3.20 All Other Program Sessions

Note: Reduced numbers due to pandemic.

3.21 Total Number of Program Sessions (Total questions 3.17 through 3.20)

Note: Numbers are down due to Covid.

3.22 One-on-One Program Sessions

Note: We added many take and make crafts due to the pandemic.
3.24 Adult Program Attendance

3.25 Young Adult Program Attendance

3.26 Children's Program Attendance

3.27 All Other Program Attendance

3.28 Total Program Attendance (Total questions 3.24 through 3.27)

3.29 One-on-One Program Attendance

3.32 Children registered for the library's summer reading program

3.33 Young adults registered for the library's summer reading program

3.34 Adults registered for the library's summer reading program

3.35 Total number registered for the library's summer reading program (total 3.32 + 3.33 + 3.34)

3.36 Children's program sessions - Summer 2020

3.37 Young adult program sessions - Summer 2020

3.38 Adult program sessions - Summer 2020

3.39 Total program sessions - Summer 2020 (total 3.36 + 3.37 + 3.38)

3.40 Children's program attendance - Summer 2020

3.41 Young adult program attendance - Summer 2020

3.42 Adult program attendance - Summer 2020

3.50 Other (describe using the State note)

a. Focus on birth - school entry (kindergarten)

b. Focus on parents & caregivers

c. Combined audience

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b. Focus on parents & caregivers

c. Combined audience

3.59 Did the library offer adult literacy programs?

Note: Reduced numbers due to pandemic.

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Note: Limited programming due to pandemic.
3.60 Total group program sessions
3.61 Total one-on-one program sessions
3.62 Total group program attendance
3.63 Total one-on-one program attendance
3.77 Did the library offer digital literacy programs?
3.78 Total group program sessions
3.79 Total one-on-one program sessions
3.80 Total group program attendance
3.81 Total one-on-one program attendance

4. LIBRARY TRANSACTIONS

4.18 Total Reference Transactions

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. (see instructions)

7. MINIMUM PUBLIC LIBRARY STANDARDS (AS OF 2021)

7. Is open the minimum standard number of public service hours for population served. (see instructions)

8. PUBLIC SERVICE INFORMATION

8.10 Annual Total Hours - Main Library

8.13 Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)

Note: Numbers are down due to Covid.
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Note: Limited programming due to pandemic
Note: No program due to pandemic.
Note: Reduced numbers due to pandemic.
Note: No program due to pandemic.
Note: Reduced numbers due to pandemic.

Note: Limited hours and services due to pandemic

Note: Due to covid.

Note: due to coined

We closed in early March for renovations and then the
pandemic. We opened for browsing by appointments in
September.

Note: We closed in early March for renovations and then the
pandemic. We opened for
8A. COVID

No Notes

9. SERVICE OUTLET INFORMATION

Repeating Group 1

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

Note: number low due to pandemic

10. OFFICERS AND TRUSTEES

Repeating Group 6

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.

Shaffmaster is finishing Trustees Cole's term. Original term was 6/2018-6/2021

Repeating Group 8

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.

Trustee Barber is serving the remainder of Trustee Forties term which was 6/2019-6/2022

11. OPERATING FUNDS RECEIPTS

11.11 Other Federal Aid

$25,500 PPP Loan funds received, $19,500 forgiven with

Note: $6,000 withheld for EIDL Loan. The $6,000 was forgiven February 22, 2021.

Endowment - $2,000 was included in last years number here, but I put it under 11.16 this year. Received a Feasibility Study Grant and many building improvement grants last year for our shelving/carpet project.

Last year's $2,000 interest income from our endowment was included in 11.14, instead of here.

Note: Stopped charging late fees.

11.14 Gifts and Endowments

11.16 Income from Investments

11.17 Library Charges

browsing by appointments in September.
11.21 **BUDGET LOANS**

Note: $25,500 PPP Loan funds received, $19,500 forgiven with $6,000 withheld for $6,000 EIDL Loan Received. The $6,000 was forgiven February 22, 2021. $6,000 PPP, $6,000 EIDL. Transfer of Funds back into Checking account that we used.

11.22 From Capital Fund (Same as Question 14.8)

12. **OPERATING FUND DISBURSEMENTS**

12.2 Other Staff

Note: Hired a bookkeeper and Teen Worker, Professional Consultants last year.

COVID - Spent $3,000 less on DVD's and Audio Books $600 less on games & puzzles Did not buy Museum passes.

2020 Renovations - Shelving Project - $4,883 Re-key library, carpet cleaning, boiler & AC service calls birds in attic - $2,830.65 Feasibility Study - $11,586.50

12.8 Other Materials Expenditures

Note: 2020 Renovations - Shelving/CARPET - $23,696 Feasibility Study from Grants - $15,000

12.13 From Local Public Funds (72PF)

Note: 2020 Renovations - Shelving/Carpet - $4,883 Re-key library, carpet cleaning, boiler & AC service calls birds in attic - $2,830.65 Feasibility Study - $11,586.50

12.14 From Other Funds (72OF)

Note: 2020 Renovation from Grants - Shelving/CARPET - $23,696 Feasibility Study from Grants - $15,000

12.16 Other Disbursements for Operation & Maintenance of Buildings

Note: Utilities - $3,150 Maintenance - $3,071 Cleaning - $1,370 Lawn Care/Snow Removal - $1,300 Insurance - $3,497

12.18 Office and Library Supplies

Note: COVID Expenses Binding expenses - $507, in 12.20 last year

Personal binding expenses were included here last year. We do not have a profession service. 2020's amount is in 12.18. Last year was an audit year and 2018 filing fees were paid in 2019. Bookkeeper and teen worker are employees now

12.20 Binding Expenses

Note: 2019 - $5,547 was all computer costs, did not include $3,440 of printer contract, which were included in 12.24

(Miscellaneous) 2020 - $769 -

12.22 Professional & Consultant Fees

12.23 Equipment
12.24 Other Miscellaneous

12.26 CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE

Note: Covid - $1,400 less on Advertising/Marketing $10,000 less on programming 2019 - Printer Contract included here $3,440 when it should have been in 12.23

Note: Polaris

13. CAPITAL FUND RECEIPTS

13.2 All Other Revenues from Local Sources

Note: Interest

14. CAPITAL FUND DISBURSEMENTS

No Notes

15. CENTRAL LIBRARIES

No Notes

16. FEDERAL TOTALS

16.6 Federal Government Revenue

Note: $25,500 PPP Loan funds received, $19,500 forgiven with $6,000 withheld for EIDL Loan. The $6,000 was forgiven February 22, 2021.

We did not transfer any money into the capital savings. Last year, the money transferred was for the Feasibility study and was transferred out of Capital Savings in 2020 to the operating account. This is interest.

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16.14 Other Capital Revenue and Receipts

16.18 Total Capital Revenue

17. FOR NEW YORK STATE LIBRARY USE ONLY

No Notes
SUGGESTED IMPROVEMENTS

No Notes

No Notes