

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	Note: Reduced numbers due to pandemic.
3.25	Young Adult Program Attendance	Note: Reduced numbers due to pandemic.
3.26	Children's Program Attendance	Note: Reduced numbers due to pandemic.
3.27	All Other Program Attendance	Note: Reduced numbers due to pandemic.
3.28	Total Program Attendance (Total questions 3.24 through 3.27)	Note: Numbers are down due to Covid.
3.29	One-on-One Program Attendance	Note: We added many take and make crafts due to the pandemic.
3.32	Children registered for the library's summer reading program	Note: Reduced numbers due to pandemic.
3.33	Young adults registered for the library's summer reading program	Note: Reduced numbers due to pandemic.
3.34	Adults registered for the library's summer reading program	Note: Reduced numbers due to pandemic.
3.35	Total number registered for the library's summer reading program (total 3.32 + 3.33 + 3.34)	Note: Number down due to pandemic.
3.36	Children's program sessions - Summer 2020	Note: Reduced numbers due to pandemic.
3.37	Young adult program sessions - Summer 2020	Note: Reduced numbers due to pandemic.
3.38	Adult program sessions - Summer 2020	Note: Reduced numbers due to pandemic.
3.39	Total program sessions - Summer 2020 (total 3.36 + 3.37 + 3.38)	Note: Numbers down
3.40	Children's program attendance - Summer 2020	Note: Reduced numbers due to pandemic.
3.41	Young adult program attendance - Summer 2020	Note: Reduced numbers due to pandemic.
3.42	Adult program attendance - Summer 2020	Note: Reduced numbers due to pandemic.
3.50	Other (describe using the State note)	Note: Reduced collaboration due to pandemic.
a.	Focus on birth - school entry (kindergarten)	Note: Reduced numbers due to pandemic.
b.	Focus on parents & caregivers	Note: Reduced numbers due to pandemic.
c.	Combined audience	Note: Reduced numbers due to pandemic.
a.	Focus on birth - school entry (kindergarten)	Note: Reduced numbers due to pandemic.
b.	Focus on parents & caregivers	Note: Reduced numbers due to pandemic.
c.	Combined audience	Note: Reduced numbers due to pandemic.
3.59	Did the library offer adult literacy programs?	Note: Limited programming due to pandemic

3.60	Total group program sessions	Note: Numbers are down due to Covid.
3.61	Total one-on-one program sessions	Note: Numbers are down due to Covid.
3.62	Total group program attendance	Note: Numbers are down due to Covid.
3.63	Total one-on-one program attendance	Note: Numbers are down due to Covid.
3.77	Did the library offer digital literacy programs?	Note: Limited programming due to pandemic
3.78	Total group program sessions	Note: No program due to pandemic.
3.79	Total one-on-one program sessions	Note: Reduced numbers due to pandemic.
3.80	Total group program attendance	Note: No program due to pandemic.
3.81	Total one-on-one program attendance	Note: Reduced numbers due to pandemic.

4. LIBRARY TRANSACTIONS

4.18	Total Reference Transactions	Note: Limited hours and services due to pandemic
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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.
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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 coined
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8. PUBLIC SERVICE INFORMATION

8.10	Annual Total Hours - Main Library	Note: We closed in early March for renovations and then the pandemic. We opened for browsing by appointments in September.
8.13	Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)	Note: We closed in early March for renovations and then the pandemic. We opened for

browsing by appointments in September.

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.

Note: Shaffmaster is finishing Trustees Cole's term. Original term was 6/2018- 6/12021

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.

Note: 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
- 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.
- 11.14 Gifts and Endowments
- Note:** 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.
- 11.16 Income from Investments
- Note:** Last year's \$2,000 interest income from our endowment was included in 11.14, instead of here.
- 11.17 Library Charges
- Note:** Stopped charging late fees.

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

11.22 From Capital Fund (Same as Question 14.8)

Note: received for Feasibility Study from the Triad Foundation in 2019.

12. OPERATING FUND DISBURSEMENTS

12.2 Other Staff

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

12.8 Other Materials Expenditures

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

12.13 From Local Public Funds (72PF)

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

12.14 From Other Funds (72OF)

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

12.16 Other Disbursements for Operation & Maintenance of Buildings

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

12.18 Office and Library Supplies

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

12.20 Binding Expenses

Personal binding expenses were included here last year. We do not have a profession service. 2020's amount is in 12.18.

12.22 Professional & Consultant Fees

Last year was an audit year and 2018 filing fees were paid in 2019. Bookkeeper and teen worker are employees now
Note:

12.23 Equipment

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 -

Computers \$2,535 - Printer Contract

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

12.24 Other Miscellaneous

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

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**

\$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.

16.14 **Other Capital Revenue and Receipts**

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

16.18 **Total Capital Revenue**

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

17. FOR NEW YORK STATE LIBRARY USE ONLY

No Notes

SUGGESTED IMPROVEMENTS

No Notes

No Notes