

Port Byron Library

Annual Report For Public And Association Libraries - 2020

1. GENERAL LIBRARY INFORMATION

- Do all staff working in the budgeted Librarian (certified) positions reported in 6.4 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note.
- 1.42 **Note:** Benjamin Love director@portbyronlibrary.org
- 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:** Temporary library closure due to Covid-19 pandemic led to a reduction in services provided from March 2020 till the end of the year.

2. LIBRARY COLLECTION

- 2.13 Electronic Books **Note:** Expansion of electronic materials for entire system due to Covid 19
- 2.18 Video - Downloadable Units **Note:** We do not offer downloadable video from the library. System discontinued Hoopla.

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

No Notes

4. LIBRARY TRANSACTIONS

- 4.18 Total Reference Transactions **Note:** Figure is larger due to updating how reference interactions were counted. Since taking over as director, we've averaged about 50 reference interactions per week. I believe reference interactions were being undercounted previously, so this estimate is more in line with the reality day to day in the library. -BL

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-19
- 7.15 9c. microcomputer or terminal **Note:** Library does not have a microfilm compatible computer or terminal, nor any microfilm resources

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-19

8. PUBLIC SERVICE INFORMATION

No Notes

8A. COVID

No Notes

9. SERVICE OUTLET INFORMATION

No Notes

10. OFFICERS AND TRUSTEES

- 10.2 Does your library have a range of trustees stated in the library's charter documents (incorporation)? **Note:** Library charter documents state that the library should have 9 trustees
- 10.5 If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)? **Note:** Library charter documents state that the library should have 9 trustees

11. OPERATING FUNDS RECEIPTS

- 11.18 Other **Note:** Funding from Cayuga County
- 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) **Note:** This was underreported in 2019: Actual was \$89,113, Reported was \$49,587 The difference was Cash not Reported as Operating \$32,607; Receipts increased by \$2,106; Disbursements decreased by \$808;

With the balance of \$4,005 being transfers from other than Operating or Capital Funds.

GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.41)

11.26

Note: See 11.25 annotation

12. OPERATING FUND DISBURSEMENTS

12.4 **Employee Benefits Expenditures**

In 2018 and 2019, Forms 941 and NYS 45 Payroll Tax Returns were under reported for certain categories. These were mostly Salary and Wages for Social Security and Medicare taxes. Amended returns were filed in 2020, this resulted in the Employee Benefits category to be significantly higher than they would be if only 2020 payments were reported.

Note:

GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE (Add Questions 12.39 and 12.40; same as Question 11.26)

12.41

Note: See 11.25 annotation

13. CAPITAL FUND RECEIPTS

No Notes

14. CAPITAL FUND DISBURSEMENTS

No Notes

15. CENTRAL LIBRARIES

No Notes

16. FEDERAL TOTALS

16.3 **All Other Paid Staff**

Note: 3 Other Staff positions this year in comparison to .14 and no Library Specialist this year averages 2.10

17. FOR NEW YORK STATE LIBRARY USE ONLY

No Notes

SUGGESTED IMPROVEMENTS

No Notes