

Edith B. Ford Memorial Library of Ovid, New York Annual Report For Public And Association Libraries - 2017

1. GENERAL LIBRARY INFORMATION

- 1.2 Library Name **Note:** Our name has not changed. I am not able to see the entire name in the box. The name should read: Edith B. Ford Memorial Library
- 1.43 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. **Note:** Heather Dungey: heather@ovidlibrary.org Certified in Mississippi.

2. LIBRARY COLLECTION

- 2.14 Local Electronic Collections **Note:** As per new instructions, usage cannot be broken down by individual library so the system is reporting this number
- 2.16 **Total Electronic Collections (Total questions 2.14 and 2.15)** **Note:** Due to new instructions we are counting individual circs instead of entire system holdings.
- 2.24 **Total Other Materials Holdings (Total questions 2.21 through 2.23)** **Note:** Due to new instructions we are counting individual circs instead of entire system holdings.

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

- 3.31 Children registered for the library's summer reading program **Note:** This year we only counted formal registration forms vs. the kids who actually attended.
- 3.49 Other (describe using the State note) **Note:** local businesses
- a. Focus on birth - school entry (kindergarten) **Note:** included all storytime sessions this year.

4. LIBRARY TRANSACTIONS

- 4.12 Use of Electronic Material **Note:** We are reporting following new guidelines.
- 4.13 Successful Retrieval of Electronic Information **Note:** We are reporting following new guidelines.

5. TECHNOLOGY AND TELECOMMUNICATIONS

- 5.4 Annual number of visits to the library's web site **Note:** We launched a new website in 2017 and widely promoted in our community.

6. STAFF INFORMATION

- 6.15 Salary - Entry Level Librarian (certified) **Note:** We had a certified librarian for part of 2017. No librarian for 2 months, then hired a non-NYS certified librarian for 6 months.
- 6.19 Salary - Library Manager (not certified) **Note:** The Manager worked 30 hours/week for part of the year, then 40 hours/week due to capital campaign duties.

7. MINIMUM PUBLIC LIBRARY STANDARDS

No Notes

8. PUBLIC SERVICE INFORMATION

No Notes

9. SERVICE OUTLET INFORMATION

Repeating Group 1

33. Number of wireless sessions provided by the library wireless service per year **Note:** we are now only counting connected users and not devices connected, but not downloading data.

10. OFFICERS AND 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:** This is already filled in. I cannot alter.

Repeating Group 4

13. Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). **Note:** Trustee is completing a term for someone who resigned.

11. OPERATING FUNDS RECEIPTS

- 11.9 State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants **Note:** 174,360 NYS Construction Grant 2017 1460 NYS Humanities Grant 3150 Grant from SCRLC The NYS Construction Grant from 2017 is listed here as we have another Construction Grant we are finishing from 2016 that we wanted to keep separate as they are in separate accounts.
- 11.14 Gifts and Endowments **Note:** 3150 from FLCAG was added here as it is not funding from NYS.
- 11.17 Library Charges **Note:** We are waiving more fines for patrons in anticipation of going fine free.
- 11.23 From Other Funds **Note:** The library cashed in the CB investment fund to be used for the construction project.

12. OPERATING FUND DISBURSEMENTS

- 12.1 Certified Librarians **Note:** We had a certified librarian for part of 2017. No librarian for 2 months, then hired a non-NYS certified librarian for 6 months.
- 12.4 **Employee Benefits Expenditures** **Note:** In 2017 we offered an employee HRA account.
- 12.6 Print Materials Expenditures **Note:** With an increase in our association membership, we were able to purchase more items.
- 12.7 Electronic Materials Expenditures **Note:** With an increase in our association membership, we could increase our purchases.
- 12.11 From Other Funds (71OF) **Note:** This indicates computer purchases.
- 12.23 Equipment **Note:** In 2017 we only allocated the copy rental fee here. We have corrected it this year, and this number reflects misc. purchases.
- 12.34 From Local Public Funds (76PF) **Note:** Used construction grant funds in 2017.
- 12.35 From Other Funds (76OF) **Note:** We started a renovation and expansion project in 2017.

13. CAPITAL FUND RECEIPTS

- 13.1 Revenues from Local Government Sources **Note:** We included all donations this year in other revenue.
- 13.2 All Other Revenues from Local Sources **Note:** Capital campaign is effecting this number.
- 13.3 **Total Revenues from Local Sources (Add Questions 13.1 and 13.2)** **Note:** We started a capital campaign.
- 13.4 State Aid Received for Construction **Note:** Started an expansion project.
- 13.6 **Total State Aid (Add Questions 13.4 and 13.5)** **Note:** Started a capital campaign.

14. CAPITAL FUND DISBURSEMENTS

- 14.1 Construction **Note:** Started expansion project in 2016.

15. CENTRAL LIBRARIES

No Notes

16. FEDERAL TOTALS

16.5 State Government Revenue

Note: The Library received NYS Construction Grants in the amount of \$166,860 which accounts for the large change from 2016.

16.8 Total Operating Revenue

Note: We cashed in an Endowment Fund in anticipation of the upcoming construction and we have not yet transferred the full amount to our Capital Fund Banking Accounts, thus the funds still appear in Operating Funds.

17. FOR NEW YORK STATE LIBRARY USE ONLY

No Notes

SUGGESTED IMPROVEMENTS

No Notes