

Newfield Public Library

Annual Report For Public And Association Libraries - 2020

1. GENERAL LIBRARY INFORMATION

- 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:** Other than COVID-19, no unusual circumstances in 2020.

2. LIBRARY COLLECTION

- 2.13 Electronic Books **Note:** Due to COVID-19 and the discontinuation of Hoopla, Overdrive titles were increased by FLLS.
- 2.18 Video - Downloadable Units **Note:** Hoopla was discontinued as of Jan 2020

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

- 3.22 One-on-One Program Sessions **Note:** Passive programs, such as Take-and-Makes, were included this year.
- 3.29 One-on-One Program Attendance **Note:** Passive program attendance, such as Take-and-Makes, were included this year.
- 3.47 Summer camp(s) **Note:** Summer camp was cancelled
- 3.50 Other (describe using the State note) **Note:** 1 local business: Covered Bridge Market 4 other: Newfield Methodist Church, Newfield Mason's, Scott Hitz-puppeteer, Doug Rougeux-bubble artist.

4. LIBRARY TRANSACTIONS

- 4.13 Successful Retrieval of Electronic Information **Note:** RBDigital was discontinued on June 30, 2020.
Estimated as follows: 12 per day is normal average (12x6x10weeks=720).
- 4.18 Total Reference Transactions **Note:** 12 per week during COVID-19 closure/limited hours (12x42weeks=504).

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 we were not open the minimum standard number of hours for population served.

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 we were not open the minimum standard number of hours for population served.

8. PUBLIC SERVICE INFORMATION

- 8.10 Annual Total Hours - Main Library **Note:** Calculated as follows: 10 weeks at 36 hours = 360 13 weeks closed 8 weeks curbside only (not counted) 3 weeks at 7.5 hours (additional 8 hours of curbside not counted) = 22.5 4 weeks at 13 hours (additional 11.5 hours of curbside not counted) = 52 14 weeks at 14.5 hours = 203

8A. COVID

- CV10 Report total number of recordings of program content during COVID-19 pandemic. **Optional response. Responses to new questions requiring numerical data may be estimated or left blank the first year.** **Note:** Didgeridoo created by partner (30 days), Mindfulness videos created by partner (90 days), Gingerbread house constructions created by library (30 days).
- CV14 Did library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties during the Coronavirus (COVID-19) pandemic? **Note:** Some staff members worked at our food pantry during work hours.

9. SERVICE OUTLET INFORMATION

Repeating Group 1

16. Number of Weeks This Outlet is Open **Note:** Excludes 8 weeks of curbside pickup

Repeating Group 1

- 16a Number of weeks an outlet closed due to COVID-19 **Note:** Calculated as follows: 13 weeks completely closed plus 8 weeks

curbside pickup only.

Repeating Group 1

- 16b Number of weeks an outlet had limited occupancy due to COVID-19 **Note:** Excludes 8 weeks of curbside pickup

10. OFFICERS AND TRUSTEES

- 10.1 Total number of board meetings held during calendar year (January 1, 2020 to December 31, 2020) **Note:** June meeting was cancelled. Special meeting in December for lease discussion.

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:** Trustee is filling remainder of Jessie Wells which was to run from 2017 to 2021

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:** Trustee is filling remainder of Vanessa Greenlee which was to run from 2020 to 2024

11. OPERATING FUNDS RECEIPTS

- 11.14 Gifts and Endowments **Note:** This figure varies year to year, but 2020 was less than 2019 mainly due to \$15k building grant in 2019 to repair our roof.
- 11.18 Other **Note:** 2020 figure is less than 2019 due to low book sale proceeds and reduced United Way funding.

12. OPERATING FUND DISBURSEMENTS

- 12.2 Other Staff **Note:** 2020 salaries are higher than 2019 because we went without a library director for 3 months in 2019.
- 12.13 From Local Public Funds (72PF) **Note:** 2020 figure is lower than 2019 due to building grant of \$15,000 in 2019.
- 12.14 From Other Funds (72OF) **Note:** This reflects the portion of the NYS construction grant used to repair our roof which was completed in 2020.
- 12.22 Professional & Consultant Fees **Note:** The 2020 figure is less than 2019 because our financial review was

12.43 Last audit performed (mm/dd/yyyy)

delayed to 2021.

Note: We had a financial review (not a full audit) in May 2019 for the year 1/1/18-12/31/18 using a private accounting firm.

13. CAPITAL FUND RECEIPTS

No Notes

14. CAPITAL FUND DISBURSEMENTS

No Notes

15. CENTRAL LIBRARIES

No Notes

16. FEDERAL TOTALS

16.5 State Government Revenue

Note: LLSA

17. FOR NEW YORK STATE LIBRARY USE ONLY

No Notes

SUGGESTED IMPROVEMENTS

No Notes