

# Coburn Free 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.)? **Note:** 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 The library was closed for 3 months due to COVID. We also continued our efforts to create a well-weeded, high-quality collection.

### 2. LIBRARY COLLECTION

- 2.8 Total Uncataloged Books **Note:** We house a genealogy section of 1991 volumes that is uncatalogued and not circulated. This collection is for use on site only.
- 2.13 Electronic Books **Note:** Due to COVID, additional resources were allocated for e-materials by FLLS.
- 2.18 Video - Downloadable Units **Note:** Video resources were eliminated due to COVID budget cuts.
- 2.26 Cataloged Books **Note:** Due to the closure for COVID, new purchases were on pause for three months. Resources were reallocated to e-materials due to the change in service model.

### 3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

- 3.1 Library visits (total annual attendance) **Note:** The library was closed due to the COVID pandemic in March. We reopened with curbside only services from June to October 1. The building was open with limited capacity from October 1 - December 31, 2020.
- 3.17 Adult Program Sessions **Note:** Decline in programming due to COVID closure and change of service model.
- 3.18 Young Adult Program Sessions **Note:** COVID pandemic and change in service model
- 3.19 Children's Program Sessions **Note:** COVID pandemic and change in service model
- 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:** Tech Tuesday is a technology support program for the public. Programs are one-on-one or small group. The decrease in program attendance is due to COVID and the

change in service model. 12 attendees for Tech Tuesday.  
Make and Take Kits - 35 distributed

- 3.32 Children registered for the library's summer reading program **Note:** COVID pandemic and change in service model
- 3.40 Children's program attendance - Summer 2020 **Note:** Decrease due to virtual service model and COVID. Our in-person programs always draw a large number. The virtual programs were not as effective. One theory is due to zoom burnout.
- 3.41 Young adult program attendance - Summer 2020 **Note:** Decrease due to virtual service model and COVID. The virtual programs were not as effective as in-person. One theory is due to zoom burnout.
- 3.42 Adult program attendance - Summer 2020 **Note:** The only adult program in 2020 was a reading log for prizes. This was reported separately. Due to COVID, no other programming was offered.
- 3.44 Public school district(s) and/or BOCES **Note:** Due to COVID closures, many collaborators were unavailable for collaboration due to changes in service models or closures.
- 3.45 Non-public school(s) **Note:** Due to COVID closures, many collaborators were unavailable for collaboration due to changes in service models or closures.
- 3.46 Childcare center(s) **Note:** Due to COVID closures, many collaborators were unavailable for collaboration due to changes in service models or closures.
- 3.47 Summer camp(s) **Note:** Due to COVID closures, many collaborators were unavailable for collaboration due to changes in service models or closures.
- 3.48 Municipality/Municipalities **Note:** Due to COVID closures, many collaborators were unavailable for collaboration due to changes in service models or closures.
- 3.49 Literacy provider(s) **Note:** Due to COVID closures, many collaborators were unavailable for collaboration due to changes in service models or closures.
- 3.50 Other (describe using the State note) **Note:** 4-H/Cornell Cooperative Extension
- a. Focus on birth - school entry (kindergarten) **Note:** COVID required a change in our programming service model to virtual only. Virtual programming has not been as well attended as in person programming.
- c. Combined audience **Note:** COVID required a change in our programming service model to virtual only. Virtual programming has not been as well attended as in person programming.
- a. Childcare center(s) **Note:** Due to COVID closures, many collaborators were unavailable for collaboration due to changes in service models or closures.
- b. Public School District(s) and/or BOCES **Note:** Due to COVID closures, many collaborators were unavailable for collaboration due to changes in service models or closures.
- c. Non-Public School(s) **Note:** Due to COVID closures, many collaborators were unavailable for collaboration due to changes in service models or closures.
- d. Health care providers/agencies **Note:** Due to COVID closures, many collaborators were unavailable for collaboration due to changes in service

models or closures.

- 3.78 Total group program sessions **Note:** The COVID closure and change in service model eliminated in-person programming. The patrons involved in our digital literacy programs require in-person instruction. There were no digital literacy programs after March 2020.
- 3.79 Total one-on-one program sessions **Note:** The COVID closure and change in service model eliminated in-person programming. The patrons involved in our digital literacy programs require in-person instruction. There were no digital literacy programs after March 2020.

#### 4. LIBRARY TRANSACTIONS

- 4.1 Adult Fiction Books **Note:** Our circulation has been dramatically affected by the COVID closures, the change in service model, and the wariness of the public to venture out for books.
- 4.12 Use of Electronic Material **Note:** Overdrive circs
- 4.18 Total Reference Transactions **Note:** Our contact with the public has been dramatically affected by the COVID closures, the change in service model, and the wariness of the public to venture out for books. We still receive reference questions via email and phone.

#### 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:** We did not meet minimum service hours due to the COVID pandemic.
- 7.12 8e. restroom (see instructions) **Note:** Due to the COVID pandemic, we did not offer a public restroom during much of 2020.
- 7.14 9b. photocopier (see instructions) **Note:** Due to the COVID pandemic, we did not offer a photocopier for part of 2020. The photocopier is accessible during the service models: contact-free in-lobby pickup and main floor only service.
- 7.16 9d. printer **Note:** Due to the COVID pandemic, we did not offer a printing services for part of 2020. The printer is accessible during the main floor only service model.
- 7.17 9e. Fax capability (see instructions) **Note:** Due to the COVID pandemic, we did not offer a fax service for part of 2020. The fax machine is accessible only when the main floor of the library is open.

#### 7. MINIMUM PUBLIC LIBRARY STANDARDS (AS OF 2021)

1. Is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law. **Note:** This will be implemented in 2021.
2. Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff. **Note:** This will be implemented in 2021.
3. Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service. **Note:** This will be implemented in 2021.
4. Has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law. **Note:** This will be implemented in 2021.
5. Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service. **Note:** We prepare a board-approved, written budget but have not completed a long-range plan of service. This will be implemented in 2021.
6. Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service. **Note:** A long-range plan of service will be implemented in 2021.
7. Is open the minimum standard number of public service hours for population served. (see instructions) **Note:** Due to COVID closures, we did not meet the minimum service hours in 2020.
- 8g. public restroom **Note:** Due to COVID closures and changes in service model, we will not offer a public restroom for part of 2021.
9. Provides programming to address community needs, as outlined in the library's long-range plan of service. **Note:** A long-range plan of service will be implemented in 2021.
13. Provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service. **Note:** A long-range plan of service will be implemented in 2021.
14. Establishes and maintains partnerships with other educational, cultural or community organizations **Note:** A long-range plan of service will be implemented in 2021.

which enable the library to address the community's needs, as outlined in the library's long-range plan of service.

## 8. PUBLIC SERVICE INFORMATION

- 8.6 Minimum Weekly Total Hours - Main Library **Note:** Our hours between January and March were our standard hours, 37 hours per week. We were closed due to the COVID-19 pandemic between March and June. In June, we reopened for curbside only at 25 hours per week. On October 1, we reopened the main floor to the public 25 hours per week.
- 8.10 Annual Total Hours - Main Library **Note:** This number reflects the hours open from January through March and October through year end. This number does not include hours where we were at curbside delivery only.

### 8A. COVID

No Notes

## 9. SERVICE OUTLET INFORMATION

Repeating Group 1

15. Public Service Hours Per Year for This Outlet **Note:** This number was calculated by taking our normal hours through March and then adding them to the number of hours open from October 1-December 31, 2020. This number does not include hours with curbside service only.

Repeating Group 1

16. Number of Weeks This Outlet is Open **Note:** Coburn Free Library was open for normal hours from January to March 13. The library was open for curbside in June, July, and August during our COVID-19 closure. The library was open to the public (with COVID precautions) in September, October, November, and December.

Repeating Group 1

- 16a Number of weeks an outlet closed due to COVID-19 **Note:** The library was closed from March 13- May 31 due to the pandemic. Curbside services only were offered from June 1-September 1. It is our understanding that the curbside only service model counts as closed for this report.

Repeating Group 1

- 16b Number of weeks an outlet had limited occupancy due to COVID-19 **Note:** Our building was opened with limited occupancy between September 1 and year end. The library was operated on curbside only from June to September.

Repeating Group 1

17. Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)? **Note:** Meeting spaces were closed after March 2020 due to COVID concerns.

Repeating Group 1

19. Total number of non-library sponsored programs, meetings and/or events at this outlet  
Repeating Group 1
34. Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?  
Repeating Group 1
35. Is every public part of the outlet accessible to a person in a wheelchair?
- Note:** Our library meeting rooms were open for use through March 2020. No meetings were allowed during the remainder of the year.
- Note:** Our accessibility annex construction project is nearing completion. Once the certificate of occupancy is received, we will have an ADA accessible entrance and restroom.
- Note:** Once our accessibility annex is complete, small wheelchairs will be able to access all public areas. Some larger wheelchairs will not be able to maneuver in the stacks area. These cast iron stacks are original to our building, built in 1910, and are structural.

## 10. OFFICERS AND TRUSTEES

- 10.1 Total number of board meetings held during calendar year (January 1, 2020 to December 31, 2020)  
Repeating Group 1
- 10.2 Does your library have a range of trustees stated in the library's charter documents (incorporation)?
- 10.3 If yes, what is the range?
- 10.4 If your library has a range, how many voting positions are stated in the library's current by-laws?
- 10.8 Enter Board Member Selection Code (select one):  
Repeating Group 3
12. Term Expires - Year (yyyy)  
Repeating Group 5
12. Term Expires - Year (yyyy)
- Note:** The board did not meet in April or May due to COVID closure. Lines of communication were open via email and telephone. Meetings for the remainder of the year were either virtual or in the library using proper safety protocol. Our legislation designates five trustees plus any members of the OACSD Board of Education that reside within the Village of Owego. This means the number of trustees will vary due to school board member changes. School board members who reside in the Village of Owego are not always active members who attend board meetings but they are official trustees and have voting rights.
- Note:** There are five board officers required by our legislation plus any board of education members residing within the Village of Owego. All members are voting members. All members are voting members. Our legislation names five board positions plus any members of the OACSD School Board residing in the Village of Owego. In 2020, this included President- Linda Williams, Vice President - James Pritchard, Treasurer - David Woodburn, Secretary - Ellen Keough, Dan Whippo - School Board, Jason Luke - School Board, and Mike Phelps - School Board. One board position is vacant. At this time, Jason Luke and Mike Phelps are not participating members; however, they are kept apprised of the workings of the board by email. Dan Whippo attended one meeting in 2020.
- Note:** New board members are selected by a vote of current board members.
- Note:** The annual report requires a date for the term expiration; however, the expiration of Mr. Whippo's term on the Coburn Board of Trustees is determined by his time on the Owego-Apalachin School Board.
- Note:** The annual report requires a date for the term expiration;

however, the expiration of Mr. Phelps' term on the Coburn Board of Trustees is determined by his time on the Owego-Apalachin School Board.

#### Repeating Group 6

12. Term Expires - Year (yyyy)

**Note:** The annual report requires a date for the term expiration; however, the expiration of Mr. Luke's term on the Coburn Board of Trustees is determined by his time on the Owego-Apalachin School Board.

#### 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 the remainder of Marcia Blowney-Toda's term, which was to run from January 2017 to December 2021.

## 11. OPERATING FUNDS RECEIPTS

#### Repeating Group 3

3. Amount

**Note:** Funding for 2019 was received in January 2020. Funding for 2020 was received December 2020.

11.3 Local Library Services Aid (LLSA)

**Note:** Cuts were made to 2020 funding

11.14 Gifts and Endowments

**Note:** General funds gifts and endowments - 7,973 IBM matching grants - 915 41000-Public Support (Other) 50

11.16 Income from Investments

**Note:** 41200 Trust Income 28,500 45100 Savings/CD 15 45200 Dividends 4

11.20 **TOTAL OPERATING FUND RECEIPTS** (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)

**Note:** The 100,000 OACSD school tax funding due in 2019 was not received until 2020. This resulted in 200,000 received in 2020.

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

**Note:** Increased receipts for elevator fund (capital project). The 100,000 OACSD school tax funding due in 2019 was not received until 2020. This resulted in 200,000 received in 2020.

## 12. OPERATING FUND DISBURSEMENTS

12.2 Other Staff

**Note:** Salaries and wages - 70,294.39 Other Payroll expenses - 5245.55

12.4 **Employee Benefits Expenditures**

**Note:** FICA - 5778.80 Worker's Comp - 2928.57 NYS Disability - 486.71

12.6 Print Materials Expenditures

**Note:** 65010 \$4,017.67

12.7 Electronic Materials Expenditures

**Note:** \$1,000 from 60920

12.8 Other Materials Expenditures

**Note:** The budget for these expenditures was cut due to COVID and expected cuts to funding.

12.10	From Local Public Funds (71PF)	<b>Note:</b> \$3,435 for CCTV system \$717 for genealogy room \$1,500 glass floor structural review 62802 Capital Expenditures- 1,500 62840 - Equipment rental and maintenance - 55
12.13	From Local Public Funds (72PF)	<b>Note:</b> 52810 - Building and Grounds 4229.32 Building repairs and maintenance 801.53
12.16	Other Disbursements for Operation & Maintenance of Buildings	<b>Note:</b> 62855- Electric/Gas 4,291.14 62865 - Water/Sewer 584 62850 - Utilities (Other) 358.62
12.17	<b>Total Operation &amp; Maintenance of Buildings (Add Questions 12.15 and 12.16)</b>	<b>Note:</b> The building was closed during part of the year for COVID resulting in lower maintenance and operations costs.
12.18	Office and Library Supplies	<b>Note:</b> 65040 - Supplies 1829.56
12.19	Telecommunications	<b>Note:</b> 62860- telephone \$299.94 65070 - internet 553.94
12.21	Postage and Freight	<b>Note:</b> 65020- 60.15 65030- 158.50
12.22	Professional & Consultant Fees	<b>Note:</b> 62110- Accounting fees 4,675 62150 - Outside Contract services 717
12.24	Other Miscellaneous	<b>Note:</b> 65502 - 68.05 65200- 344.44 62901 - 970
12.26	<b>CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE</b>	<b>Note:</b> Polaris software fees - contract with Finger Lakes Library Service. This was reported on the incorrect line in previous years. The large increase is due to this correction for 2020.
12.28	From Other Funds (73OF)	<b>Note:</b> Chemung Canal Line of Credit for Accessibility Annex Project
12.40	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2020	<b>Note:</b> 10100- 133,701.84
12.41	<b>GRAND TOTAL DISBURSEMENTS, TRANSFERS &amp; BALANCE (Add Questions 12.39 and 12.40; same as Question 11.26)</b>	<b>Note:</b> Income and Disbursements for our capital elevator project came through in 2020.

### 13. CAPITAL FUND RECEIPTS

13.2	All Other Revenues from Local Sources	<b>Note:</b> \$200,000 received from the Floyd H. Hooker Foundation \$3,974 received from Elevator Dividend Income \$2,978 received from donations to the elevator/accessibility annex fund \$5,000 received from the Senior Citizen's Foundation \$47,813 funds transferred to pay off LOC
13.10	<b>NON-REVENUE RECEIPTS</b>	<b>Note:</b> 10110 American Funds MM \$177,500 0020 Elevator Account \$75,879.37

### 14. CAPITAL FUND DISBURSEMENTS

14.1	Construction	<b>Note:</b> Payments made to William H. Lane Inc (223,346.23), (75787.02), (137691.00), (68,288.58), (120,584.02)
14.2	Incidental Construction	<b>Note:</b> Payments made for the Accessibility Annex Project. \$63,013 to Chianis Anderson Architects \$4,904 to Keystone Associates for site testing \$30 to Tioga State Bank for bank charges on the capital fund account

## 15. CENTRAL LIBRARIES

No Notes

## 16. FEDERAL TOTALS

- |       |                                    |   |
|-------|------------------------------------|---|
| 16.5  | State Government Revenue           | <b>Note:</b> LLSA received that was less funded   |
| 16.8  | Total Operating Revenue            | <b>Note:</b> Funding for 2019 was received in January 2020. Funding for 2020 was received December 2020 to total of \$200,000.          |
| 16.11 | Total Capital Expenditures         | <b>Note:</b> The majority of construction for the Elevator and Accessibility Annex project took place in 2020.                          |
| 16.14 | Other Capital Revenue and Receipts | <b>Note:</b> Funding came in for our Accessibility Annex and Elevator Capital Project. The majority of construction took place in 2020. |
| 16.18 | Total Capital Revenue              | <b>Note:</b> Funding came in for our Accessibility Annex and Elevator Capital Project. The majority of construction took place in 2020. |

## 17. FOR NEW YORK STATE LIBRARY USE ONLY

No Notes

## SUGGESTED IMPROVEMENTS

No Notes