

Ulysses Philomathic Library

Annual Report For Public And Association Libraries - 2020

1. GENERAL LIBRARY INFORMATION

- 1.39 NYS Public Librarian Certification Number **Note:** Certificate is inactive.
Jennifer (Clay) Chiment,
librarian@trumansburglibrary.org She applied when she relocated from Colorado but never
- 1.42 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:** received a response from NY State. She reached out to the college she received her degree from for a transcript in 2020 but didn't receive a response before the pandemic began.
- 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:** We were completely shut down with no staff in the building from mid-March to mid-June of 2020. We continued to operate at a curbside/lobby pickup level of service for the remainder of the year.

2. LIBRARY COLLECTION

- 2.10 All Other Print Materials **Note:** The reference island was weeded.
- 2.13 Electronic Books **Note:** Due to the pandemic ebook purchasing was increased by FLLS.
- 2.18 Video - Downloadable Units **Note:** Our system no longer provides access to Hoopla (video streaming library service).

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

- 3.1 Library visits (total annual attendance) **Note:** We were forced to shut down in March because of NY State executive order, we were not been able to let patrons back into the building because of renovations required (and underway) of our HVAC system.
- 3.21 **Total Number of Program Sessions (Total questions 3.17 through 3.20)** **Note:** We are unable to hold in building programming due to the pandemic. Many of our programs the rest of the year do not count as 'programs' under this definition.
- 3.22 One-on-One Program Sessions **Note:** Three months of in-building scavenger hunt of picture book section and Take & Make Science at Home kits in October, November & December.
- 3.29 One-on-One Program Attendance **Note:** In building scavenger hunts of the picture

book section Jan-March, and Science at Home kits distributed Oct-Dec.

- 3.31 Library outlets offering the summer reading program
Note: Lower due to COVID
- 3.50 Other (describe using the State note)
Note: 10 local businesses assisted with hosting program locations for a Storywalk (c)
- c. Combined audience
Note: Two visits to the local WIC clinic before the pandemic.
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Note: Two visits to the local WIC clinic before the pandemic.
- 3.82 Did your library offer teen-led activities during the 2020 calendar year?
Note: In our Makerspace program the librarian regularly involves teens with creative skills to lead the weekly project.

4. LIBRARY TRANSACTIONS

- 4.3 Total Adult Books (Total questions 4.1 & 4.2)
Note: The library is currently not open for browsing due to the pandemic which has had large impact on our circulation.
- 4.6 Total Children's Books (Total questions 4.4 & 4.5)
Note: The library is currently not open for browsing which has had an impact upon circulation.
- 4.10 Total Circulation of Other Materials (Total questions 4.8, 4.9)
Note: The library is currently closed to browsing, this has reduced all circulation numbers.
- 4.13 Successful Retrieval of Electronic Information
Note: RB Digital was discontinued in 2020.
- 4.18 Total Reference Transactions
Note: Due to COVID lower number

5. TECHNOLOGY AND TELECOMMUNICATIONS

- 5.4 Annual number of visits to the library's web site
Note: Last year's was an average, this is an actual number from the Google analytics plugin on the website. Reduced visits to the library website are explained by reduction in programs people visit the website to seek out, and not having the desktop computers at the library, which have the library website set as the search engine launch page, for nine months of the year.

6. STAFF INFORMATION

- 6.2 Library Director (certified)
Note: Library director's public librarian certificate is inactive.
- 6.4 Librarian (certified)
Note: My librarian applied for her public librarian certificate when she relocated here but never heard back from anyone.
- 6.17 Salary - Library Director (certified)
Note: Library director's state librarian certificate has expired, the director's salary is included with all staff salaries.

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

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:** Not as of Dec 31, 2020 due to Covid-19 pandemic.

8. PUBLIC SERVICE INFORMATION

- 8.6 Minimum Weekly Total Hours - Main Library **Note:** Library providing curbside service.
- 8.9 **Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)** **Note:** Library providing curbside service 33 hours per week as of 12/31/20
- 8.10 Annual Total Hours - Main Library **Note:** Library was open 45 hours per week January 2, 2020 until March 16, 2020.

8A. COVID

- CV13 Did the library increase access to Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic? **Note:** We already provided WiFi outside the building 24/7 with no time limits or passwords before the pandemic. We did what we could during the pandemic to increase signal strength outside of the building.

9. SERVICE OUTLET INFORMATION

Repeating Group 1

- 16a Number of weeks an outlet closed due to COVID-19 **Note:** The building has been at different versions of "curbside/lobby pickup" style service since staff returned to the building on June 16. Our ventilation system is broken, with absolutely no fresh air circulating through the building. Plans are underway for the vent work to be completed in 2021.

Repeating Group 1

19. Total number of non-library sponsored programs, meetings and/or events at this outlet **Note:** This was the total for the first 10 weeks of the year, no groups have been permitted to use the meeting rooms during the pandemic.

Repeating Group 1

26. Number of internet computers at this outlet used by general public **Note:** 8 desktops, 4 Chromebooks purchased during pandemic for the public to use outside the building.

10. OFFICERS AND TRUSTEES

- 10.3 If yes, what is the range?
- If your library has a range, how many voting positions are stated in the library's current by-laws?
- 10.20 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.
- Repeating Group 7
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:** NYSL added note 4/21/21. Incorrectly reported number last year, not range.
Actual range in library by-laws state:
Note: minimum of five (5) trustees and no more than twenty-five (25) trustees.
- Note:** It was discovered our trustee terms were becoming uneven, too many people were going to leave the board at once. So three returning trustees are completing partial terms to even everything out again.
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11. OPERATING FUNDS RECEIPTS

- 11.7 Other Cash Grants
- 11.14 Gifts and Endowments
- 11.15 Fund Raising
- 11.17 Library Charges
- 11.23 From Other Funds
- Note:** Ksana, I don't have the total of the breakdown fo this number. And, all of UPL budget line 25 Grants, were included in 11.14. So, that wil need to be adjusted too
- Note:** Fundraising goals were reached in 2020 that came up short in 2019.
- Note:** There were no special event fundraisers this year due to the pandemic.
- Note:** Due to the pandemic the library was not collecting fines, printing, faxing or copying fees.
- Note:** Less funds from the library's investments were needed in 2020 than in 2019.

12. OPERATING FUND DISBURSEMENTS

- 12.1 Certified Librarians
- 12.2 Other Staff
- 12.6 Print Materials Expenditures
- Note:** Librarian has attempted to get transcripts for her MLS sent to apply for NY State certification but is having a hard time getting a response due to the pandemic. Her salary is reported with all staff.
- Note:** Additional staff were hired in 2020.
- Note:** We reduced purchasing in 2020 to compensate for lost fundraising because of pandemic.

12.7 Electronic Materials Expenditures

Note: We accidentally double paid for ebooks, once in January of 2018 and again in December of 2018. The December payment should have happened in January of 2019. But it didn't, so the 2019 answer was \$0 and we are now back on schedule.

12.8 Other Materials Expenditures

Note: In 2019 items were purchased for kits that fell into this category. These purchases did not happen in 2020.

12.16 Other Disbursements for Operation & Maintenance of Buildings

Note: We were completing a bathroom renovation in the beginning of 2020.

12.19 Telecommunications

Note: Less people used the phone in 2020 due to the pandemic.

12.22 Professional & Consultant Fees

Note: In 2019 we had a full audit completed, this did not happen in 2020.

12.24 Other Miscellaneous

Note: Expenses for programming, outreach, publicity increased in 2020, we also purchased ahead a year's worth of printed letterhead, envelopes and remittance envelopes.

13. CAPITAL FUND RECEIPTS

No Notes

14. CAPITAL FUND DISBURSEMENTS

No Notes

15. CENTRAL LIBRARIES

No Notes

16. FEDERAL TOTALS

No Notes

17. FOR NEW YORK STATE LIBRARY USE ONLY

No Notes

SUGGESTED IMPROVEMENTS

No Notes