

Lansing Community Library

Annual Report For Public And Association Libraries - 2021

1. GENERAL LIBRARY INFORMATION

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.

Library services were interrupted due to world pandemic.

2. LIBRARY COLLECTION

2.1 Adult Fiction Books

We conducted a weeding project in 2021.

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

3.17 Number of Synchronous Program Sessions Targeted at Adults Age 19 or Older

We were able to host more programs this year as we were open more hours.

3.19 Number of Children's Programs

We held 6 sessions of online programming this year. We had low attendance at the programming for young people last year.

3.22 One-on-One Program Sessions

We held more in person programming this year so our passive programming was reduced.

3.24 Attendance at Synchronous Programs Targeted at Adults Age 19 or Older

We held more adult programming over zoom this year.

3.25 Attendance at Synchronous Programs Targeted at Young Adults Ages 12-18

We held virtual dungeons and dragons book club session which were popular in 2022.

3.26 Children's Program Attendance

We held 66 sessions of online programming this year. We held less sessions than last year

3.29 One-on-One Program Attendance

We held more in person programming this year so our passive programming was reduced.

3.32 Children registered for the library's summer reading program	We were open more hours this year and more programming. This increase in programming added more participants for 2022.
3.34 Adults registered for the library's summer reading program	We were open more hours this year and more programming. This increase in programming added more participants for 2022.
3.36 Children's program sessions - Summer 2021	We were open more hours this year and more programming. This increase in programming added more participants for 2022.
3.38 Adult program sessions - Summer 2021	We were open more hours this year and more programming. This increase in programming added more participants for 2022.
3.40 Children's program attendance - Summer 2021	There was a change made in how we report our programs. Our popular take and make program is now in another area. This change reduced this number/
3.41 Young adult program attendance - Summer 2021	We had five sessions of a teen program this year with 8 registered attendees at each program.
a. Focus on birth - school entry (kindergarten)	We did not host these programs in 2021 due to Covid and limited indoor space.
b. Focus on parents & caregivers	We did not host these programs in 2021 due to Covid and limited indoor space.
c. Combined audience	We did not host these programs in 2021 due to Covid and limited indoor space.
a. Focus on birth - school entry (kindergarten)	We did not host these programs in 2021 due to Covid and limited indoor space.

b. Focus on parents & caregivers

We did not host these programs in 2021 due to Covid and limited indoor space.

c. Combined audience

We did not host these programs in 2021 due to Covid and limited indoor space.

4. LIBRARY TRANSACTIONS

4.12 Use of Electronic Material

Patrons checked out less electronic books this year. We were open for more in person hours for checking out of physical books.

4.13 Successful Retrieval of Electronic Information

Our system stopped subscribing to RBDigital.

4.18 Total Reference Transactions

We are not open to our pre-pandemic hours. This number is an estimation.

4.20 TOTAL MATERIALS RECEIVED

We borrowed more books this year.

4.21 TOTAL MATERIALS PROVIDED

We sent out more books this year

5. TECHNOLOGY AND TELECOMMUNICATIONS

5.4 Annual number of visits to the library's web site

We built a new website and are now able to take visits to our page.

6. STAFF INFORMATION

6.15 Salary - Entry Level Librarian (certified)

We do not have an entry level librarian on staff. We have a paraprofessional.

7. MINIMUM PUBLIC LIBRARY STANDARDS

No Notes

8. PUBLIC SERVICE INFORMATION

8.6 Minimum Weekly Total Hours - Main Library

We have not added back in all of hour open hours yet. We are open in person 42 hours per week.

8.10 Annual Total Hours - Main Library

The library was able to be consistently open to the public this year.

8A. COVID

CV1 Were any of the library's outlets physically closed to the public for any period of time due to the Coronavirus (COVID-19) pandemic?

Staff tested positive for Covid and the library had to close for a few days due to the staff shortage.

9. SERVICE OUTLET INFORMATION

No Notes

10. OFFICERS AND TRUSTEES

No Notes

11. OPERATING FUNDS RECEIPTS

11.3 Local Library Services Aid (LLSA)

2020 - 10% Balance - \$168
20% Reduction not paid in
2020 - \$420 2021 - 90% -
\$1,891

11.6 Federal Aid received from the System

CARES act funds 9/24/21 -
\$339 & \$485

11.11 Other Federal Aid

We did not receive federal aid
in 2021.

11.14 Gifts and Endowments

We did not receive as many
grants in 2021. In 2020 we did
a Feasibility Study and
Building Improvements that
we received many grants for.
We also received \$2,000 less
from Friends of LCL.

11.18 Other

Reimbursed in 2021 for EIDL
funds originally withheld from
PPP reimbursement in 2020.
The EIDL funds were wrongly
withheld and reimbursed in
2021.

11.21 **BUDGET LOANS**

We did not receive any loans
in 2021 (PPP or EIDL) that we
received in 2020.

11.22 From Capital Fund (Same as Question 14.8)

We drew \$5,000 in 2020 from capital funds for a grant that was being held for the Feasibility Study. We did not do this in 2021.

12. OPERATING FUND DISBURSEMENTS

12.4 **Employee Benefits Expenditures**

\$12,227 of Payroll taxes unaccounted for in 2020, put in 11.

12.9 **Total Collection Expenditures** (Add Questions 12.6, 12.7 and 12.8)

We were open more hours in person and were busier. We decided to add more materials to our collection.

12.13 From Local Public Funds (72PF)

The library had a large repair project in 2020. We went back to regular maintenance for 2021

12.14 From Other Funds (72OF)

The library had a large repair project in 2020. We went back to regular maintenance for 2021. This amount if from grants.

12.15 **Total Repairs** (Add Questions 12.13 and 12.14)

The library had a large repair project in 2020. We went back to regular maintenance for 2021

12.17 **Total Operation & Maintenance of Buildings** (Add Questions 12.15 and 12.16)

The library had a large repair project in 2020. We went back to regular maintenance for 2021

12.18 Office and Library Supplies

\$824 Cares Refund, moved to income. Covid 2020 reimbursement.

12.21 Professional & Consultant Fees

We only had a financial review in 2021 and a full audit in 202. The review is cheaper. However, we began using a payroll service in 2021. We had 1 presenter in 2020, but started a Dungeons & Dragon club in 2021 and paid \$4,000 to David Kirk from a grant that included presentations by David at 7 other libraries. We also had 4 other programs.

12.22 Equipment	We did not replace computers in 2020. We placed some computers in 2021.
12.25 CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	Amount FLLS billed us in 2021, Polaris & Faronics.
12.30 Short-Term Loans	In 2020 we received the EIDL that was forgiven. This year we did not receive a loan.
12.33 From Local Public Funds (76PF)	2020 Surplus - \$28,055 2021 EIDL reimbursement - \$6,000
12.36 Transfer to Other Funds	Set up an Investment Account w/ LPL Financial.
13. CAPITAL FUND RECEIPTS	
13.2 All Other Revenues from Local Sources	Capital Savings Interest
14. CAPITAL FUND DISBURSEMENTS	
14.9 NON-PROJECT EXPENDITURES	12/1/21 - Opened an investment account with LPL Financial
15. CENTRAL LIBRARIES	
No Notes	
16. FEDERAL TOTALS	
16.6 Federal Government Revenue	CARES FUNDING as per Q11.6 - NYLS added note
16.16 Total Uses (sessions) of Public Internet Computers Per Year	Change due to pandemic. NYSL added note
16.18 Total Capital Revenue	We transferred \$28,054.88 into the Capital Savings for 2020 Surplus, \$6,000 from PPP loan reimbursement when they did not refund for the \$6,000 EIDL money in 2020 and \$41 of interest.

17. FOR NEW YORK STATE LIBRARY USE ONLY

No Notes

SUGGESTED IMPROVEMENTS

No Notes

No Notes