

Newfield Public 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.

COVID-19 pandemic had a negative impact on library operations including circulations, patron counts, and program attendance.

2. LIBRARY COLLECTION

2.8 Total Uncataloged Books

Cookbooks 53, yearbooks 90, local history 12

2.10 All Other Print Materials

20 periodicals, 6 months each

2.23 Other Circulating Physical Items

113 in the system plus 7 hotspots, 1 instrument, 3 park passes.

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

3.22 One-on-One Program Sessions

Passive programs, such as Take-and-Makes, were included this year.

3.29 One-on-One Program Attendance

Passive program attendance, such as Take-and-Makes, were included this year.

a. Focus on birth - school entry (kindergarten)

Due to the pandemic we were not able to provide Storytime for Pre-K in 2021.

4. LIBRARY TRANSACTIONS

4.12 Use of Electronic Material

Overdrive=1549 Hoopla=367
Total=1916

4.13 Successful Retrieval of Electronic Information

Our 2021 answer of 0 vs 2020 answer of 91 is due to the RBDigital subscription being discontinued in 2020.

4.18 Total Reference Transactions

Estimated as follows: 4 per day is normal average (4 x 6 days per week x 52 weeks=1248).

5. TECHNOLOGY AND TELECOMMUNICATIONS

No Notes

6. STAFF INFORMATION

6.10 Other Staff

Increase over 2020 is due to new Program Coordinator role as of Sep 2021.

7. MINIMUM PUBLIC LIBRARY STANDARDS

No Notes

8. PUBLIC SERVICE INFORMATION

8.10 Annual Total Hours - Main Library

Due to COVID-19 our hours were limited in the beginning of the year. The total hours we were open was calculated using these details: Jan-Apr 26.5 hours per week May-Sep 35.5 hours per week Oct-Dec 37 hours per week

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?

We were open less hours but we were not required to close the library in 2021.

CV8 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?

Some staff members worked at our food pantry during work hours.

CV9 Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19

From Jan-Sep we were open less hours and had limited occupancy due to COVID-19.

9. SERVICE OUTLET INFORMATION

No Notes

10. OFFICERS AND TRUSTEES

Repeating Group 5

1. Status

Previously held by Glenn Caslick whose term ended 12/31/21

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.

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

Repeating Group 3

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.

Term was to run from 2019 to 2023 and was previously filled by Chrissy Emery.

Repeating Group 5

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.

Previously held by Glenn Caslick whose term ended 12/31/21.

11. OPERATING FUNDS RECEIPTS

11.6 Federal Aid received from the System

CARES Act Funding

12. OPERATING FUND DISBURSEMENTS

12.3 **Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2)**

Our 2021 Salaries and Wages are lower than the previous year due to a temporary unfilled Library Assitant role and a student employee role.

12.5 **Total Staff Expenditures (Add Questions 12.3 and 12.4)**

Our 2021 Salaries and Wages are lower than the previous year due to a temporarily vacant Library Assitant role and a student employee role.

12.7 Electronic Materials Expenditures

Electronic Materials Expenditures is higher than the previous year because we added Hoopla as an option for our patrons in December 2020.

13. CAPITAL FUND RECEIPTS

No Notes

14. CAPITAL FUND DISBURSEMENTS

No Notes

15. CENTRAL LIBRARIES

No Notes

16. FEDERAL TOTALS

16.6 Federal Government Revenue

CARES FUNDING as per
Q11.6 - NYLS added note

17. FOR NEW YORK STATE LIBRARY USE ONLY

No Notes

SUGGESTED IMPROVEMENTS

No Notes