

# Coburn Free Library

## Annual Report For Public And Association Libraries - 2022

### 1. GENERAL LIBRARY INFORMATION

1.21 Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)

We no longer have a dedicated fax line.

### 2. LIBRARY COLLECTION

2.8 Total Uncataloged Books

We house a genealogy collection of 1,991 volumes that is uncatalogued and not circulated. This collection is for use on site only.

2.27 All Other Print Materials

1,991 uncatalogued materials in our non-circulating genealogy collection + 50 print serials

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

3.2 Registered resident borrowers

We did a purge of inactive patrons including all who owed fines. The Coburn Free Library went fine free 01/01/2023.

3.3 Registered non-resident borrowers

We did a purge of inactive patrons including all who owed fines. The Coburn Free Library went fine free 01/01/2023.

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

Coburn Academy 5, Community Wellness 2, Author visits 2, Literary Art Club 6, Mystery Book Club 12, Owego Craft Circle 10, Special Interest Programs 17, Tech Tuesday 47

3.18 Number of Synchronous Program Sessions Targeted at Young Adults Ages 12-18

World Languages (Intro to Spanish) 14, Independence 101 4, General Interest 3, Author visit 1, Lego Club 10, Master Minds Club 6, Paint and Learn 10

3.19a Number of Synchronous Program Sessions Targeted at Children Ages 0-5

Early Literacy Story Time 39, General Interest 3

3.19b Number of Synchronous Program Sessions Targeted at Children Ages 6-11

Science and Animal Programs 8, General Interest 8, Music Education 4, Kid's Game Night 2, Lego Club-Beginner Builds 2, Mad Scientists Club 3, Stories with Sulley 9

3.21 Total Number of Synchronous Program Sessions (Total questions 3.17, 3.18, 3.19a, 3.19b, 3.20)

We increased the number of in-person programs to meet the demand of patrons returning to events post-pandemic.

3.22 One-on-One Program Sessions

Tech Tuesday, tech tutorials for seniors: 47 total, 24 one-on one, 23 group format.

3.28 Total Attendance at Synchronous Programs (Total questions 3.24, 3.25, 3.26a, 3.26b, 3.27).

Attendance at programs increased as people returned to public events with renewed confidence of safety post-pandemic.

3.28b Synchronous In-Person Offsite Program Attendance

In 2021, portions of our summer reading program were held at a local park. In 2022, we added a permanent stage on our back lawn and held all of our summer reading programs on site.

3.28c Synchronous Virtual Program Attendance

Due to the reduced threat of the pandemic, we returned to in-person programming and eliminated virtual programs. Our surveys have shown that our patrons prefer in-person and are suffering "zoom fatigue".

#### 4. LIBRARY TRANSACTIONS

4.12 Use of Electronic Material

5,936 Overdrive Checkouts plus 64 OACSD checkouts = 6,000

4.18 As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due?

The Coburn Free Library went fully fine free on January 1, 2023 immediately following this reporting period.

4.20 Does the library offer virtual reference?

reference@flls.org

#### 5. TECHNOLOGY AND TELECOMMUNICATIONS

No Notes

## 6. STAFF INFORMATION

No Notes

## 7. MINIMUM PUBLIC LIBRARY STANDARDS

No Notes

## 8. PUBLIC SERVICE INFORMATION

8.6 Minimum Weekly Total Hours - Main Library

In July and August, the library is open 31 hours per week. The remainder of the year, the library is open 34 hrs per week.

### 8A. COVID

CV2 Did library staff continue to provide services to the public during any portion of the period when the building was physically closed to the public due to the Coronavirus (COVID-19) pandemic?

N/A

CV4 Did the library provide reference service via the Internet or telephone when the building was physically closed to the public during the Coronavirus (COVID-19) pandemic?

N/A

CV5 Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic?

Curbside service was not needed during 2022.

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

In 2022, there were no limitations on occupancy.

## 9. SERVICE OUTLET INFORMATION

Repeating Group 1

16b Number of weeks an outlet had limited occupancy due to COVID-19

In 2020, this outlet had limited occupancy for sixteen weeks. During this reporting period, there was no limited occupancy.

Repeating Group 1

19. Total number of non-library sponsored programs, meetings and/or events at this outlet

AARP tax preparation, Area non-profit meetings, Tutoring sessions (nonpaid/volunteer only), Local community group meetings, Supervised visitations. Usage of our meeting rooms has increased greatly due to the accessibility annex (elevator) addition. We now have four accessible meeting areas available for use: two meeting rooms and two open seating areas.

Repeating Group 1

35. Is every public part of the outlet accessible to a person in a wheelchair?

There are some areas within our historic building which may be difficult for larger, bariatric sized wheelchairs. Every effort was made when creating the accessibility annex to retrofit the original building for usage by all patrons; however, the size of the doorframes and the distance between bookshelves was dictated by the original 1910 historic structure. We made all areas as large as allowed by the structural cast-iron stacks which cannot be moved. We apologize for any inconvenience this may cause. We were confined by the original structure of our historic building.

Repeating Group 1

36. Does your **outlet** have a Makerspace?

Two maker spaces are in development: one for the children's section and one for the teen space upstairs. Materials have been purchased. Before we can place the maker spaces, furniture must be purchased and computers must be reconfigured to provide the necessary space.

## 10. OFFICERS AND TRUSTEES

10.8 Enter Board Member Selection Code (select one):

New board members are determined by a vote of current board members.

#### 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.

James Pritchard filled a term left empty upon the death of Judith Whipple.

#### 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.

Michael Fenn filled a trustee role that had been left empty upon the death of John Shafer.

### 11. OPERATING FUNDS RECEIPTS

11.7 Other Cash Grants

FLLS Collection Grant

11.8 **TOTAL SYSTEM CASH GRANTS** (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)

In 2022, we received an Outreach Mini Grant for \$1,000 and a Special Legislative Grant in the amount of \$3,500. Both were distributed by the Finger Lakes Library System.

11.16 Income from Investments

The sum represents interest/dividend income.

11.17 Library Charges

This represents fines and library charges.

### 12. OPERATING FUND DISBURSEMENTS

12.13 From Local Public Funds (72PF)

Maintenance and upgrades to lighting, replacement of rear storm windows, and unexpected HVAC issues.

12.14 From Other Funds (72OF)

Had to replace steam boiler.

12.21 Professional & Consultant Fees

Thanks to an area grant, we were able to an increased number of paid programs in 2022.

12.22 Equipment

We purchased new telephones and a new window air conditioner in addition to our expected annual expenditures.

- 12.23 Other Miscellaneous This includes summer reading prizes and maker space materials purchased with grant funding.
- 12.42 Last audit performed (mm/dd/yyyy) An accountant's review report will be completed for 2019-2020\* and will be available in 2023. \*the years funding was received for the accessibility annex project
- 12.45 Does the library have a Capital Fund? Enter Y for Yes, N for No. If No, stop here. If Yes, complete the Capital Fund Report. The capital fund for the accessibility annex project was closed in 2021 upon completion of the project.

### 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 In 2022, we received an Outreach Mini Grant for \$1,000 and a Special Legislative Grant in the amount of \$3,500. Both were distributed by the Finger Lakes Library System.
- 16.9 Other Operating Expenditures Maintenance and upgrades to lighting, replacement of rear storm windows, replacing steam boiler and unexpected HVAC issues.
- 16.14 Other Capital Revenue and Receipts The capital fund for the accessibility annex project was closed in 2021 upon completion of the project.

16.18 **Total Capital Revenue**

he capital fund for the accessibility annex project was closed in 2021 upon completion of the project.

**17. FOR NEW YORK STATE LIBRARY USE ONLY**

No Notes

**SUGGESTED IMPROVEMENTS**

No Notes