

Onondaga County Public Library Annual Report for Library Systems - 2020 (Public Library Systems 2020)

1. General System Information

- 1.34 Name of Outreach Coordinator **Note:** Mark Allnatt retired in 2020.
For the reporting year, has the system experienced any unusual circumstance(s) that affected the statistics and/or information reported
- 1.49 (e.g. natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? Indicate Y for Yes, N for No. If Yes, please annotate using the note. **Note:** COVID-19 Pandemic

2. Personnel Information

No Notes

3. System Membership, Outlets and Governance

- 3.25 Total number of public library system/3Rs board meetings or school library system council meetings held during reporting year **Note:** 2 special meetings
- 3.26 Current number of voting positions on system board/council. Please add a note if this has changed from the previous year report. **Note:** Has not changed from previous year
- 3.44 The date the board president took the Oath of Office (mm/dd/yyyy) **Note:** I was recently given access to the Onondaga County Clerk's Digital Document System. I updated the Trustee information on both the Central/Branches report and the System report based on the information from that portal.

3.45 The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)

Note: I was recently given access to the Onondaga County Clerk's Digital Document System. I updated the Trustee information on both the Central/Branches report and the System report based on the information from that portal.

Repeating Group 3

1. Status

Note: Per our bylaws, Tim can stay on the board until the position is filled

Repeating Group 6

1. Status

Note: The current bylaws allow Board members to stay on until they have been reappointed or replaced. Christina has been reappointed, but the leg hasn't met yet to formally do the Oath of Office because of COVID-19.

Repeating Group 3

9. Term Begins - Month

Note: Term ended December 2020. Per our bylaws, he can remain on the board until the vacancy filled

Repeating Group 2

13. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).

Note: Edda is filling the remainder a vacant term that was to run January 2019 through December 2023

Repeating Group 5

13. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).

Note: Lynnore is filling a vacant seat that was set to run January 2020-December 2024

Repeating Group 7

13. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).

Note: Maria is filling the term of Marilyn Tucci that was to run January 2020-December 2024

Repeating Group 9

13. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).
Repeating Group 1

Note: Filling the remainder of Robert Manning's term that was to be through December 2021. Tim will be officially appointed in June 2021.

14. The date the trustee took the Oath of Office (mm/dd/yyyy)

Note: I was recently given access to the Onondaga County Clerk's Digital Document System. I updated the Trustee information on both the Central/Branches report and the System report based on the information from that portal.

Repeating Group 3

14. The date the trustee took the Oath of Office (mm/dd/yyyy)

Note: I was recently given access to the Onondaga County Clerk's Digital Document System. I updated the Trustee information on both the Central/Branches report and the System report based on the information from that portal.

Repeating Group 6

14. The date the trustee took the Oath of Office (mm/dd/yyyy)

Note: The current bylaws allow Board members to stay on until they have been reappointed or replaced. Christina has been reappointed, but the leg hasn't met yet to formally do the Oath of Office because of COVID-19.

Repeating Group 8

14. The date the trustee took the Oath of Office (mm/dd/yyyy)

Note: I was recently given access to the Onondaga County Clerk's Digital Document System. I updated the Trustee information on both the Central/Branches report and the System report based on the information from that portal.

Repeating Group 9

14. The date the trustee took the Oath of Office (mm/dd/yyyy)

Note: Will be taking the oath June 2021

Repeating Group 1

I was recently given access to the

15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)

Note: Onondaga County Clerk's Digital Document System. I updated the Trustee information on both the Central/Branches report and the System report based on the information from that portal.

Repeating Group 3

15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)

Note: I was recently given access to the Onondaga County Clerk's Digital Document System. I updated the Trustee information on both the Central/Branches report and the System report based on the information from that portal.

Repeating Group 6

15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)

Note: I was recently given access to the Onondaga County Clerk's Digital Document System. I updated the Trustee information on both the Central/Branches report and the System report based on the information from that portal.

Repeating Group 8

15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)

Note: I was recently given access to the Onondaga County Clerk's Digital Document System. I updated the Trustee information on both the Central/Branches report and the System report based on the information from that portal.

Repeating Group 9

15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)

Note: will be taking the oath June 2021

4. Public Library System Transactions and Collection: Borrowers/Visits/Circulation/ Holdings

4.2 System Visits

Note: Doors to all locations were closed to the public from March 15, 2020-December 31, 2020. (Doors officially reopened February 16,

- 4.3 Total Cataloged Book Circulation **Note:** 2021)
Circulation dropped drastically due to COVID-19
- 4.4 Total Circulation of Other Materials **Note:** Circulation dropped drastically due to COVID-19
- 4.12 Uncataloged Book Holdings **Note:** Estimate based on local history collections.
- 4.22 Other Electronic Materials (Include items that are not included in the above categories, such as e-series; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.) **Note:** Overdrive Magazine collection added

5. System Services

- 5.10 Number of Central Library Aid titles added in the reporting year **Note:** 8 physical books an 30 eBooks.
We spent the rest of CBA and CLDA on database subscriptions.
- g. Other (specify using the note) **Note:** Empire Library Delivery service through Central New York Library Resources Council for ILL materials statewide.
- 5.31 Number of stops (pick-up and delivery sites per week) **Note:** Due to furloughs and driver shortages, we had to reduce delivery frequencies.
- 5.33 Number of participants **Note:** Due to the Pandemic, we had more meetings around resource sharing.
- 5.35 Number of participants **Note:** Due to the Pandemic, we had more meetings around technology.
- 5.36 Number of sessions **Note:** CLRC provides this service
- 5.43 Number of participants **Note:** Due to the Pandemic, we had more meetings around planning.
- 5.46 Number of sessions **Note:** State trustee trainings were shared with members throughout the pandemic

Repeating Group 1

Ryan Dowd's Homelessness

1. Topic **Note:** academy was purchased for all system staff during the pandemic. These were a variety of different topics to supplement the system trainings.
- 5.66 Number of contacts - Consulting with member libraries and/or branches on automation and technology **Note:** Estimate
- 5.78 Total Reference Transactions **Note:** COVID-19 Pandemic resulted in less reference transactions January 2020 data only. Due to COVID-19 the staff member in charge of this program was furloughed and did not return.
- 5.80 Number of BOOKS BY MAIL loans **Note:** Hillbrook Juvenile detention Center and the Justice Center
- 5.84 Number of institutions served other than jails or correctional facilities **Note:** Hillbrook Juvenile detention Center and the Justice Center

5A. COVID

- Number of Other Staff **Note:** 3 FTE
- Number of Weeks Furloughed **Note:** Staff were furloughed from September 19, 2020 through March 31, 2021.

6. Operating Funds Receipts

- 6.44 **Total State Aid Receipts** (total questions 6.5 through 6.14, questions 6.20 through 6.22, questions 6.26 through 6.27, questions 6.36 through 6.41, and question 6.43) **Note:** NYS held back 20% of 2020 aid payments during the fiscal year. We rec'd this 20% in 2021 and will report on next year's report.
- Repeating Group 1
2. Amount **Note:** Due to pandemic shutdown most library fees were waived resulting in much less than anticipated late fee revenue.

7. Operating Fund Disbursements

- 7.5 **Total Staff Expenditures** (total questions 7.3 and 7.4) **Note:** Staffing layoffs and furloughs due to covid 19 pandemic shutdown. Primarily due to cuts to part time

- 7.18 **Total Cash Grants (total questions 7.10 through 7.17)** **Note:** staff persons.
NYS cut 2.4% from prior year's budgeted amount and then held back 20% of the 2020 awarded amount.
- 7.41 Postage and Freight **Note:** Libraries were closed to the public for most of the year. Staff worked from home. Not very much mail.
Note:Ellen Bach - legal services
Zoo to You - program The MOST
- Overdrive maintenance
Computer consulting Syracuse
Police security services Trace
Note: Security Services UnBEYliable
Community Engagement
Services, UMS Materials
Recovery/Collection Agency
services ECK Snowplowing
services,
- 7.44 Fees for Consultants and Professionals - Please include a Note with the consultants' or vendors' names and a brief description of the service(s) provided. **Note:** Security Services UnBEYliable
Community Engagement
Services, UMS Materials
Recovery/Collection Agency
services ECK Snowplowing
services,
- 7.45 Membership Dues - Please include a State Note listing Professional Organization Memberships for which dues are being paid. **Note:** NYLA PULISDO CLRC

8. Capital Fund Receipts

No Notes

9. Capital Fund Disbursements

No Notes

12. Projected Annual Budget For Library Systems

No Notes

13. State Formula Aid Disbursements

No Notes

14. Summary of Library System Accomplishments

No Notes

15. Current system URL's

No Notes

16. Assurance and Contact Information

No Notes

Suggested Improvements

No Notes