

# Perry Public Library

## Annual Report For Public And Association Libraries - 2022

### 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.

Massive weeding project undertaken in Adult Fiction.

### 2. LIBRARY COLLECTION

2.1 Adult Fiction Books

Large weeding project completed of fiction collections.

2.14 Local Electronic Collections

OWWL Library System added additional collections available.

2.19 Other Electronic Materials (Include items that are not included in the above categories, such as e-serials; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)

Lemuel Wiles Collection, Henry Page Collection, Clark Rice Collection, collections from OWWL Library System.

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

3.4 Does the library have an open meeting policy?

<https://perry.owwl.org/wp-content/uploads/2020/04/4.-Public-Comment-Policy.pdf>

3.5 Does the library have a policy protecting the confidentiality of library records?

<https://perry.owwl.org/wp-content/uploads/2021/04/Lending-Policy-1.pdf>

3.6 Does the library have an Internet use policy?

<https://perry.owwl.org/wp-content/uploads/2020/04/15.-Computer-and-Internet-Use-Policy.pdf>

3.7 Does the library have a disaster plan?

<https://perry.owwl.org/wp-content/uploads/2023/02/Emergency-Policy.pdf>

3.8 Does the library have a board-approved conflict of interest policy?

<https://perry.owwl.org/wp-content/uploads/2022/07/Conflict-of-Interest-Policy-Statement-1.pdf>

3.9 Does the library have a board-approved whistle blower policy?	<a href="https://perry.owwl.org/wp-content/uploads/2020/04/14.-Whistle-Blower-Policy.pdf">https://perry.owwl.org/wp-content/uploads/2020/04/14.-Whistle-Blower-Policy.pdf</a>
3.10 Does the library have a board-approved sexual harassment prevention policy?	<a href="https://perry.owwl.org/wp-content/uploads/2023/02/2022-Employee-Handbook-for-Perry-Public-Library.pdf">https://perry.owwl.org/wp-content/uploads/2023/02/2022-Employee-Handbook-for-Perry-Public-Library.pdf</a>
3.17 Number of Synchronous Program Sessions Targeted at Adults Age 19 or Older	Received grant for tech classes, able to hold more adult programming due to full staff.
3.18 Number of Synchronous Program Sessions Targeted at Young Adults Ages 12-18	Started a Teen Advisory Board, received grant for teen art classes.
3.19a Number of Synchronous Program Sessions Targeted at Children Ages 0-5	Changed the way data was counted.
3.19b Number of Synchronous Program Sessions Targeted at Children Ages 6-11	Changed the way data was counted.
3.21 <b>Total Number of Synchronous Program Sessions (Total questions 3.17, 3.18, 3.19a, 3.19b, 3.20)</b>	Full Time Youth Services Librarian for entire year!
3.21a Number of Synchronous In-Person Onsite Program Sessions	Full Time Youth Services Librarian for entire year!
3.21d <b>Total number of synchronous programs (3.21a + 3.21b + 3.21c)</b>	Programming increased due to full staff.
3.22 One-on-One Program Sessions	Make & Takes, Scavenger Hunts, Tech One to One
3.24 Attendance at Synchronous Programs Targeted at Adults Age 19 or Older	Received grant for tech classes, able to hold more adult programming due to full staff.
3.25 Attendance at Synchronous Programs Targeted at Young Adults Ages 12-18	Started a Teen Advisory Board, received grant for teen art classes.
3.26a Attendance at Synchronous Programs Targeted at Children Ages 0-5	Changed the way data was counted.
3.26b Attendance at Synchronous Programs Targeted at Children Ages 6-11	Changed the way data was counted.
3.28 <b>Total Attendance at Synchronous Programs (Total questions 3.24, 3.25, 3.26a, 3.26b, 3.27).</b>	Programming increased due to full staff.
3.28a Synchronous In-Person Onsite Program Attendance	Programming increased due to full staff.
3.28b Synchronous In-Person Offsite Program Attendance	Able to resume class visits, presentations (2) given to Rotary.

3.28c Synchronous Virtual Program Attendance	Decreased number of synchronous programs available due to community requests for in-person programming.
3.29 One-on-One Program Attendance	Make & Takes, Scavenger Hunts, Tech One to One sessions
3.29b Total Views of Asynchronous Program Presentations within 30 Days	Added virtual on-demand programs including author visits & storytimes.
3.30 Total Number of Children's Programs (sum of Q3.19a and Q3.19b)	Full time Youth Services Librarian was present for whole year.
3.31 Total Children's Program Attendance (sum of Q3.26a and Q3.26b)	Full time Youth Services Librarian was present for whole year.
3.36 Adults registered for the library's summer reading program	Added Adult Summer Reading Program
3.42 Children's program attendance - Summer 2022	In 2022 we had more people attend programs at the library compared to prior years.
3.45 Total program attendance - Summer 2022 (total 3.42 + 3.43 + 3.44)	Increased attendance!
a. Focus on birth - school entry (kindergarten)	Class visits for Kindergarten to Library.
c. Combined audience	Attendance at storytimes increased, added scavenger hunts that practice early lit skills.
3.59 Total Attendance	Attendance at storytimes increased, added scavenger hunts that practice early lit skills.
3.62 Total group program sessions	Added tech classes
3.63 Total one-on-one program sessions	Added tech classes
3.80 Total group program sessions	Added tech classes
3.81 Total one-on-one program sessions	Added tech classes
3.82 Total group program attendance	Added tech classes
3.83 Total one-on-one program attendance	Added tech classes

#### 4. LIBRARY TRANSACTIONS

No Notes

### 5. TECHNOLOGY AND TELECOMMUNICATIONS

No Notes

### 6. STAFF INFORMATION

No Notes

### 7. MINIMUM PUBLIC LIBRARY STANDARDS

1. Is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law.

<https://perry.owwl.org/wp-content/uploads/2022/01/1.-By-Laws.pdf>

2. Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff.

<https://perry.owwl.org/wp-content/uploads/2021/09/Long-Range-Plan-2020-Final.pdf>

3. Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service.

<https://perry.owwl.org/wp-content/uploads/2022/09/2021-Annual-Report-to-Community.pdf>

4. Has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law.

[https://perry.owwl.org/?page\\_id=635](https://perry.owwl.org/?page_id=635)

5. Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service.

<https://perry.owwl.org/wp-content/uploads/2023/01/2023-YTD-2023-01-09.pdf>

### 8. PUBLIC SERVICE INFORMATION

No Notes

#### 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

CV3	Did the library allow users to complete registration for library cards online without having to come to the library during 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?	N/A
CV6	Did the library intentionally provide Wi-Fi Internet access to users outside the building at one or more outlets during COVID-19 pandemic?	N/A
CV7	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?	N/A
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?	N/A

## 9. SERVICE OUTLET INFORMATION

No Notes

## 10. OFFICERS AND TRUSTEES

No Notes

## 11. OPERATING FUNDS RECEIPTS

11.14	Gifts and Endowments	Received several large donations: \$10,000 for Pierson Fund from bequest \$3,000 given in memory of Adelaide La Verdi Grants received: \$4,000 from Public Library Association & ATT for Technology Programming \$5,000 from Cullen Foundation for Taste of Art programming.
11.18	Other	Refunds for Insurance Policies (Building & Workers Comp), Refund for State Taxes Paid

**11.19 TOTAL OTHER RECEIPTS (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)**

Received several large donations: \$10,000 for Pierson Fund from bequest \$3,000 given in memory of Adelaide La Verdi Grants received: \$4,000 from Public Library Association & ATT for Technology Programming \$5,000 from Cullen Foundation for Taste of Art programming. Refunds for Insurance Policies (Building & Workers Comp), Refund for State Taxes Paid

**11.20 TOTAL OPERATING FUND RECEIPTS (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)**

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**11.26 GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.40)**

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**12. OPERATING FUND DISBURSEMENTS**

12.1 Certified Librarians

Hired new full time librarian. Minimum wage increases.

12.2 Other Staff

Minimum wage increases.

12.13 From Local Public Funds (72PF)

Foundation and leak repairs

12.21 Professional & Consultant Fees

Financial Review Completed.

**13. CAPITAL FUND RECEIPTS**

13.4 State Aid Received for Construction

Final 10% from NYS Construction Grant for our stair project which was closed out in early 2022.

**14. CAPITAL FUND DISBURSEMENTS**

14.1 Construction

Brick walkway project and new doors

14.9 **NON-PROJECT EXPENDITURES**

Repayment to Leon B. Taylor Endowment Fund.

**15. CENTRAL LIBRARIES**

No Notes

**16. FEDERAL TOTALS**

No Notes

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

No Notes

**SUGGESTED IMPROVEMENTS**

No Notes