

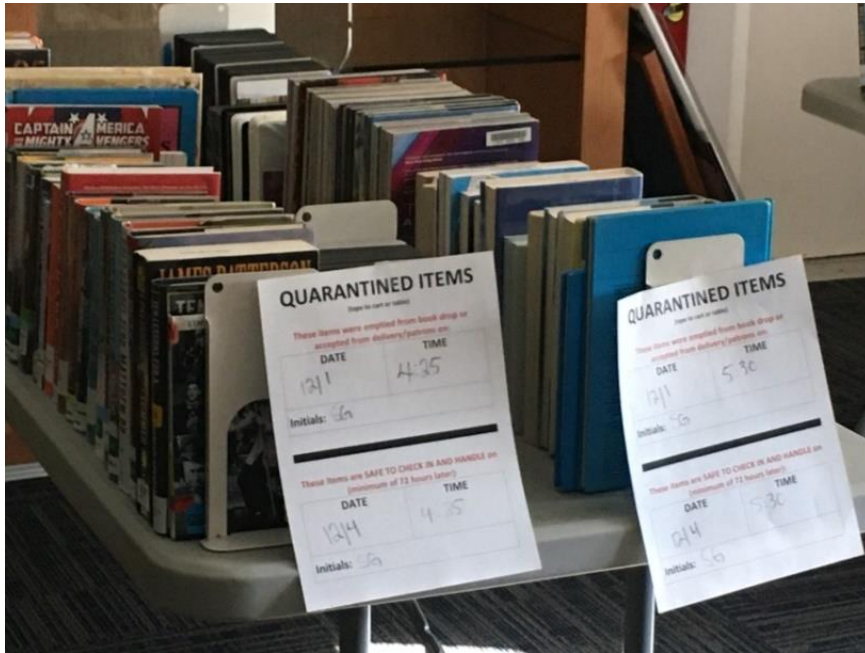
ANNUAL REPORT
Year Ending December
2020



Seymour Public Library

Serving Brockport-Clarkson-Sweden NY

The year 2020 has been an unprecedented challenge to everyone.



Seymour Library Mission: Lifelong learning and discovery for all.

Seymour Library Vision:

Provide a safe and inviting community gathering space in the Library,
Build meaningful community connections,
Serve as community technology hub, facilitating access and instruction,
Maintain robust program offerings,
Increase the size and scope of physical and digital collections.

Seymour Library Core Values:

Intellectual Freedom

Support intellectual freedom and free inquiry.

Education, Literacy, and Lifelong Learning

Meet community needs by promoting lifelong learning and literacy in all forms.

Access

All information resources are equitably accessible to all Library users.

Confidentiality/Privacy

Protect everyone's right to confidentiality and privacy.

Service

Provide the highest level of customer service to all Library users.

Sustainability

Commitments to practices that are environmentally sound, economically feasible and socially equitable.

Through it all, the Library staff worked with the community to safely provide services.



2020 Highlights

January – February:

The year begins with the Library hosting community displays and presenting in-person programs to children, teens and adults.

March – May:

The pandemic forces the Library to close and the staff begins a series of virtual online programs: STEAM Challenge on Facebook, virtual storytimes, Jack Box games for teens and adult tech help. The director and staff revamp the Library's website during the closure and solicited patron feedback in an online survey. Information about virtual events were regularly posted on the library calendar and Facebook.

June – August:

June 2 curbside pickup begins for library holds and requested items.

Virtual programs continue throughout the summer including the Summer Reading Program via Zoom. Other programs begin such as Teen Trivia and a variety of programs with activity kits picked-up curbside at the library. The library reopens with limited hours on July 27.

September – December:

With the start of the new school season, the Library collaborates with the community to offer students tutoring programs. Several activities for learning and fun are offered virtually: Super Candyland via Zoom, Baby Playtime on Facebook, Holiday Lego Challenge, virtual Mad Scientist Workshop, Kids New Year's Celebration. The Friends of the Seymour Library have a successful pop-up outdoor book sale and a continuing mystery box of books fundraisers.

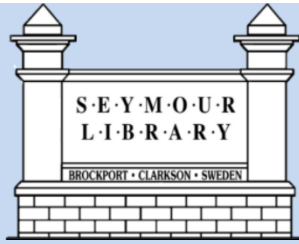
The new Library director, Jennifer Caccavale, begins December 7th, 2020.



Community Participation

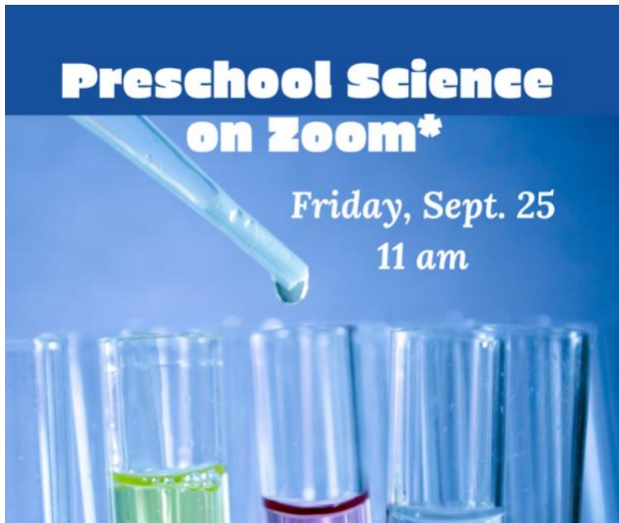
Year 2020	Door Count	Program/ Attendance	Curbside Pickup	Online, Virtual Program/Attendance
January	7,085	67/700		
February	8,434	68/826		
March	3,588	37/342		
April	Closed			68/826
May	Closed			63/786
June	Curbside begins		463	73/913
July	Library opens July 27		553	108/900
August	2,111		27	45/383
September	2,301		19	29/240
October	2,477		12	24/205
November	1,870		12	15/129
December	2,145		22	29/296

Library Programs	Library Use	Library Collections	Other library services
Children’s Programs 310 programs 3,431 in attendance	Total Circulation 91,866 items	Adult Books 29,073	Available to the public: Wi-Fi
Adult Programs 154 programs 854 in attendance	Total Loaned Items 3,365	Teen Books 4,882	Available to the public: Print, Copy, FAX, Scan
Teen Programs 83 programs 946 in attendance	Library Visits 31,312	Children’s Books 10,081	Study Rooms Meeting Rooms 198 bookings(Jan. – March 16)
Summer Programs 95 total programs 1,261 total attendance	Computer Use 2,825 patrons	Audio Visual Materials 10,578	Research Databases Available to Public: 35
Early Literacy 92 programs 1,481 in attendance	Updated Website	Print Serial Subscriptions 36	Electronic Materials available to public: Ebooks- 52,471 Audiobooks- 16,418 Videos- 412 Magazines- 68



New Initiatives

Join Miss Natalie for a story time followed by a fun science activity and craft. A kit will need to be picked up from the library. Register here: <https://calendar.libraryweb.org/event/6981083>



Programs went virtual during the pandemic. Librarians prepared kits for participants that could be picked-up curbside.

Steam Challenge/Friday Fun during the library's closure



2020 Funding

Municipality Funding: \$512,810.07

State Aid \$4,779.00

Library Revenue \$10,587.00

(fines, photocopies, faxes, misc.)

***2020 Actual Operating Budget \$512,000.00**

*The 2020 operating expense was calculated with an estimated outstanding electric bill. Overall, the operating expenses were less than planned due to staff attrition during the pandemic, and a temporary freeze on hiring replacement staff.



2020 Goals

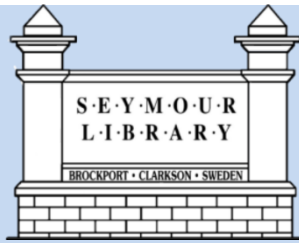
Strategic Area One: Develop a Long-term Sustainable Funding Strategy

2020 Accomplishment:

- Defined role of and incorporated the Treasurer in the Library's financial review and reporting system
- Investigated conditions to secure money remaining from study room grant
- Began preparations for 2020 Library audit
- Reviewed banking relationships

2021 Next Steps:

- Complete 2020 Library audit and initiate internal changes as may be needed to comply with auditor findings
- Submit documentation to NYS to receive money remaining from study room grant
- Subject to Trustee approval, manage funds to optimize returns on cash held in various bank accounts
- Develop a five-year plan for capital projects



2020 Goals

Strategic Area Two: Strengthen Communication with Stakeholders and Community

2020 Accomplishment:

- Solicited patron feed back regarding the new Library Website
- Provided Library Board meeting “Highlights” in writing and/or in-person to Municipalities
- Initiated new services such as curbside pick-up and Zoom interactive live programs

2021 Next Steps:

- Continue improvements to the website in particular for Friends and Foundation
- Re-open the Library Proper for displays and highlighting community achievements when safe
- Strengthen relationship with Brockport Central School District and SUNY College at Brockport in order to provide support to students
- Complete development of Seymour mascot for use in educational programs and promotions
- Work collaboratively with the Sweden-Clarkson Recreation Center
- Arrange a meeting with Library Director and Municipality leaders



2020 Goals

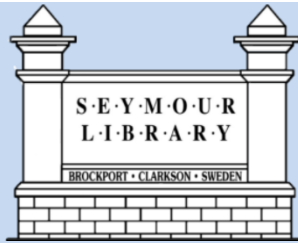
Strategic Area Three: Create an Attractive and Welcoming Environment That Fosters Use of a Commons (a community space within the Library for intellectual growth and positive community relationship development)

2020 Accomplishments:

- Addressed safe reopening of the Library during the pandemic:
 - Improved the HVAC system in order to improve air quality in Library
 - Erected protective Plexiglas at circulation and information desks
 - Posted signs re: social distancing, mask requirements, and the limited services available
 - Installed hand sanitizer in wall mounted dispensers and on designated counters
- Investigated lighting improvement with potential benefactor
- Investigated options to improve library phone system

2021 Next Steps:

- Continue to address safe operations of the Library during the pandemic
- Improve library lighting
- Improve library phone system



2020 Goals

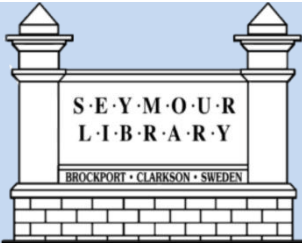
Strategic Area Four: Enhance Technology Infrastructure and Accessibility

2020 Accomplishments:

- Expanded the library website information and resources, providing streamlined access to library news, digital collections and more
- Trained staff to update information on the website
- Designed the website to be “responsive” i.e. scale for any device accessing it
- Maintained most programs for patrons via Zoom
- Posted tech help on YouTube and Facebook

2021 Next Steps:

- Expand library’s use of emerging technologies to deliver services
- Assess strengths and weaknesses of the new website system and recommend improvements (expand pages for the Foundation and Friends)
- Analyze findings of bandwidth usage and capacity



Creatively Serving the Community During the 2020 Pandemic

<p style="text-align: center;">Mandated Shutdown March 2020</p>	<p style="text-align: center;">Restricted Services</p>	<p style="text-align: center;">Safely Re-opening</p>
<ul style="list-style-type: none"> • Initiated online programing • Promoted eBooks • Updated Library Website using staff vs. outsourcing as initially planned • Designed new website to meet community needs during pandemic • Used Zoom for programs and meetings • Used Facebook for programs and information 	<ul style="list-style-type: none"> • Continued to revise and refine online programing and library services • Used patron survey results about the new website to improve programs and services • Continued to use Zoom for meetings and programs • Created staff schedules to minimize exposure according to NYS guidelines • Curbside services for books • Introduced kits for summer reading 	<ul style="list-style-type: none"> • Opened to public from 1 – 6 PM, Monday- Friday • Continued on-line programing • Continued to provide pick-up services • Provided tutoring programs for students • Invested in HVAC to improve air quality • Erected protective equipment • Designed signage to communicate new protocols for staff and patrons • Opened for 30 minute inside services including Wi-Fi and computer services • Hosted Friends outdoor book sale

2020 Trustees	2020 Staff	Foundation	Friends
<p>Officers: Taysie Pennington <i>President</i></p> <p>Marilynn Brown <i>Vice President</i></p> <p>Bernie LoBracco <i>Finance Officer</i></p> <p>Dr. Scott Rochette <i>Secretary</i></p> <p>Trustees: Dr. Patricia Galinski Mary Rich Mark Scheda Kristen Sharpe Scott Maar</p> <p>Treasurer: Christa Filipowicz, Town of Clarkson <i>Supervisor</i></p>	<p>Library Director: Michael Boedicker * Sally Snow** Jennifer Caccavale, present <i>Library Director</i></p> <p>Our 2020 staff of 16 include three full-time librarians, one p/t library assistant, eight p/t library clerks and three pages.</p> <p>Children Services Librarian: Natalie Burch</p> <p>Teen Services Librarian: Stephanie Blando</p> <p>Adult Services Librarian: Tim Ryan</p> <p>Tech Service Library Assistant: Hannah Morrison</p> <p>Library Clerks: Leigh Beabout, Jena Buckwell, Mary Gira, Kim Lowden, Krista Matthews, ShawnAnn McElhenny, Nancy Powell, Jeannine Waldow</p> <p>*Library Director until September 2020</p> <p>**Interim Director until December 2020</p>	<p>Mission: To seek contributions in order to enhance the Seymour Library for patrons; provide a vibrant space to share resources and ideas; and to explore and experience the power and pleasures of lifelong learning.</p> <p>Officers: Carol Gravetter <i>President</i></p> <p>Lynne Gardner <i>Vice President</i></p> <p>Donna Mancuso <i>Secretary</i></p> <p>Mary Marone <i>Treasurer</i></p> <p>Non-Voting Members: Library Director President, Library Board of Trustees</p>	<p>Mission: The Friends advocate for the Seymour Public Library and support library collections, services, programs and staff development. The Friends provide: program refreshments, fees for the Library website, <i>Book Page Review Magazine</i>, VIP discount passes for Rochester attractions and library equipment.</p> <p>Officers: Lynne Gardner <i>President</i></p> <p>Laura Buckner <i>Vice President</i></p> <p>Barb Gifford <i>Secretary</i></p> <p>John Hamling <i>Treasurer</i></p> <p>Cathy Chesnut Char Wright <i>Membership Directors</i></p>