

Seymour Public Library

Serving Brockport-Clarkson-Sweden NY

Year 2021 presented challenges as the pandemic continued.

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.



With careful planning, the Library re-opened for in-person services and programs.



2021 Goal Accomplishments

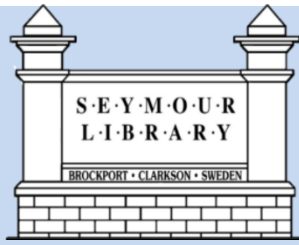
Strategic Area One: Develop a Long-term Sustainable Funding Strategy

2021 Goal Accomplishments:

- Signed a Memorandum of Understanding, Lease, and Joint Operations Agreement with municipal leaders
- Strengthened the Library's financial review and reporting system by working closely with CPA Brenda Rooks from Yaeger, Treviso & Associates, and the municipal Treasurer
- Completed the 2020 Library Audit using Insero & Co. CPAs
- Submitted documentation to NYS for remaining grant money
- Presented a preliminary budget to the three municipalities in August 2021, earlier than previous years
- Prepared a balanced 2022 budget for the Library

2022 Next Steps:

- Implement auditor recommendations to improve internal controls with respect to the processing and approval of payroll hours
- Continue to provide municipalities financial information according to the Joint Operations Agreement and develop a three year financial forecast for the Library
- Identify best way to manage funds to optimize returns
- Summarize 2020-2023 Strategic Area One accomplishments
- Evaluate improvements made in the financial systems of the Library and identify next steps



2021 Goal Accomplishments

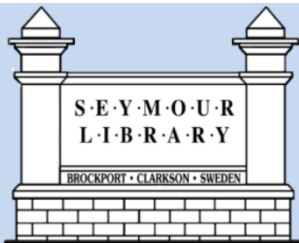
Strategic Area Two: Strengthen Communication with Stakeholders and Community

2021 Goal Accomplishments:

- Engaged the community and community leaders by creating experiences in educational events and celebrations including Summer Reading Program, Kiwanis Bookmark Contest, and Silver Anniversary Celebration
- Fostered user engagement by scheduling programs and presentations to meet patron needs, for example by scheduling availability of local historians in the Local History Room, accommodating home-schooled children and families, setting up community displays, collaborating with Monroe County 4-H, the Girl Scouts, and promoting reading contests
- Increased communication between the Library and Municipality leadership by: the Director visiting Municipal Board meetings, providing *Highlights of Seymour Library Board Meetings* to Brockport, Clarkson, and Sweden Town Boards, and by providing a Annual Report supplemental the NYS requirement
- Presented the Library's Budget simultaneously to the three municipalities

2022 Next Steps:

- Increase library use and participation with attention to early literacy and adult programs
- Summarize 2020-2023 Strategic Area Two accomplishments
- Evaluate progress made in strengthening communications with stakeholders and community
- Collect survey data, from the community, for use in the development of the Library's 2023-2025 Long Range Plan



2021 Goal Accomplishments

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)

2021 Goal Accomplishments:

- Substantially improved the usability of the entire building for both patrons and staff, by replacing and upgrading lighting in all areas (partial patron donation)
- Enabled engaging high-tech presentations in, and remote meetings from the Duryea Room by installing modern audio and visual display systems (NYS Construction Grant)
- Enhanced staff productivity and improved patrons' experience when calling the Library, by installing a modernized telephone system (NYS Construction Grant)
- Continually assessed the safety for patrons and staff within the Library during the pandemic
- Contracted with Coverall Commercial Cleaning Services to provide reliable cleaning
- Safely increased availability of study rooms for tutoring sessions and meeting room use for larger groups (e.g. in-person programs and meetings, Friends Book Sale, Clarkson Polling Site, and Red Cross Blood Drives)

2022 Next Steps:

- Investigate options for an updated fire security system
- Investigate options for installation of emergency lights during power outage
- Finalize timeline of facility improvement needs over next three years
- Summarize 2020 -2023 Strategic Area Three accomplishments
- Evaluate improvements made to create an attractive and welcoming environment



2021 Goal Accomplishments

Strategic Area Four: Enhance Technology Infrastructure and Accessibility

2021 Goal Accomplishments:

- Revised Internet Safety Policy and held public hearing
- Expanded the Library's technology in the Duryea Room to include programming/meeting camera
- Improved website system for friendly patron experience, expanded Friends and Foundation pages
- Installed access points for quicker patron experience with Wi Fi (BISCO Grant)
- Created hybrid model for most programs providing virtual and in-person classes

2022 Next Steps:

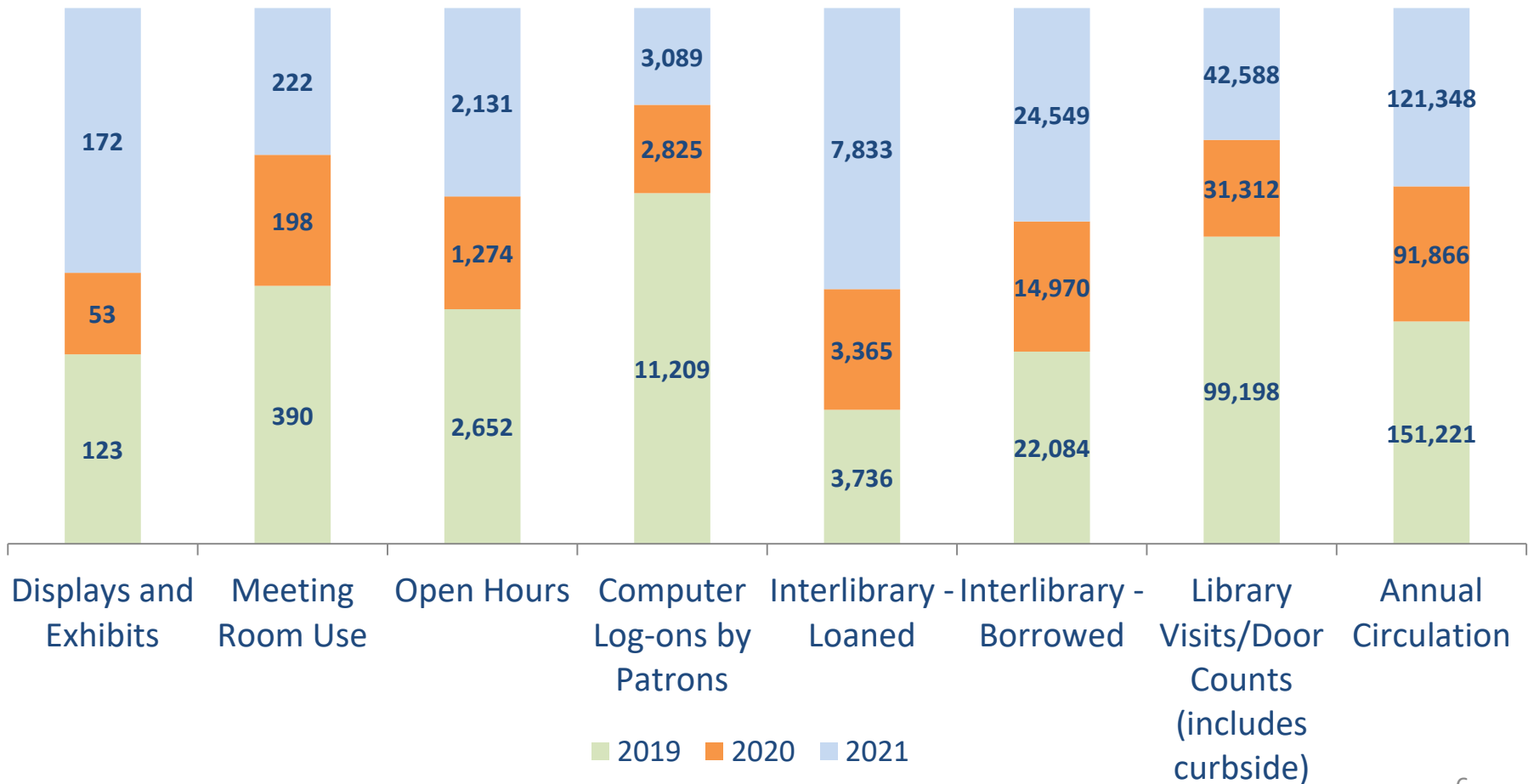
- Continue Library's use of emerging technologies to deliver services
- Expand Digital Literacy with in-person lecture tech workshops
- Provide promotion and training of electronic services (e.g. Libby Electronic Audio Books)
- Summarize 2020 -2023 Strategic Area Four accomplishments
- Evaluate technology infrastructure and accessibility and determine next steps



Library Use Trend

Library Usage Increased in 2021 During the 2nd Year of the Pandemic

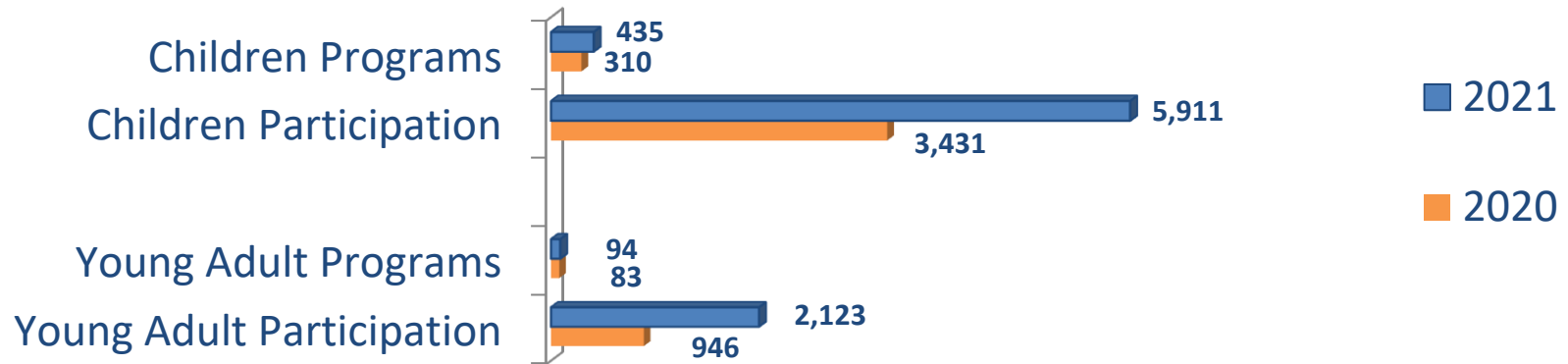
Note: 2019 data is included for comparison between pre-pandemic and pandemic





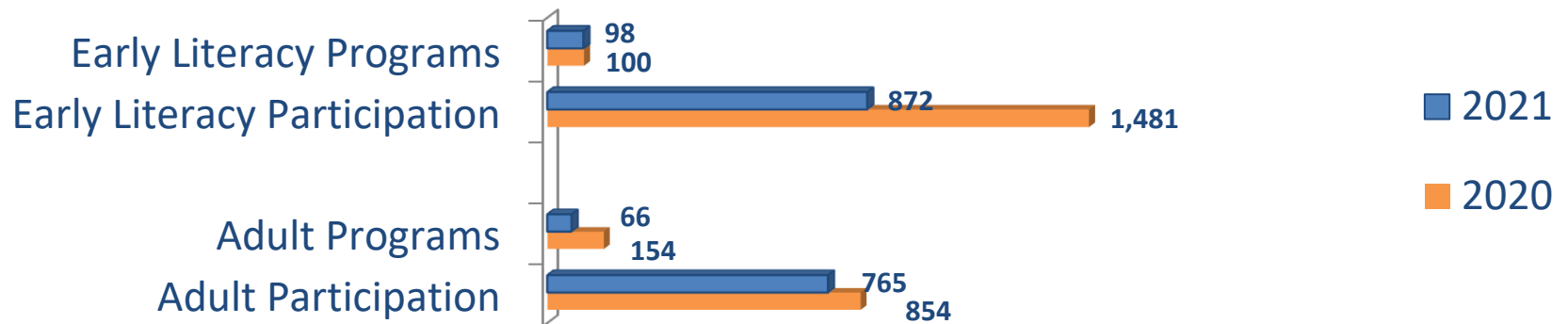
Synchronous Program Trends In-Person and Zoom

Children and Young Adult Programs/Participation Increased in 2021



Early Literacy and Adult Programs/Participation Decreased in 2021

(Note: no adult librarian for 2021 and asynchronous programs ended)





2021 Tails and Tales Summer Program

The Seymour Library Reports a Successful 2021 Summer Reading Program for All Ages

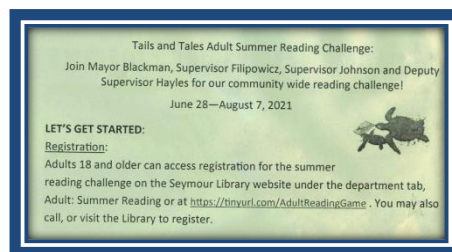
This year's theme was "Tails and Tales." Children entering preschool through fifth grade were invited to read over 100 minutes a week to be eligible for prizes. At final count, 219 children registered for the Children's Reading Game, reading a total of 141,318 minutes.

The teen summer reading game drew 37 participants in grades six through twelve reading 380 books!

Adults, ages 18 +, read on their own, wrote book reviews and entered the weekly reading game. Over 107 adults read 70,765 minutes.

All Summer Programs

Summer Participation



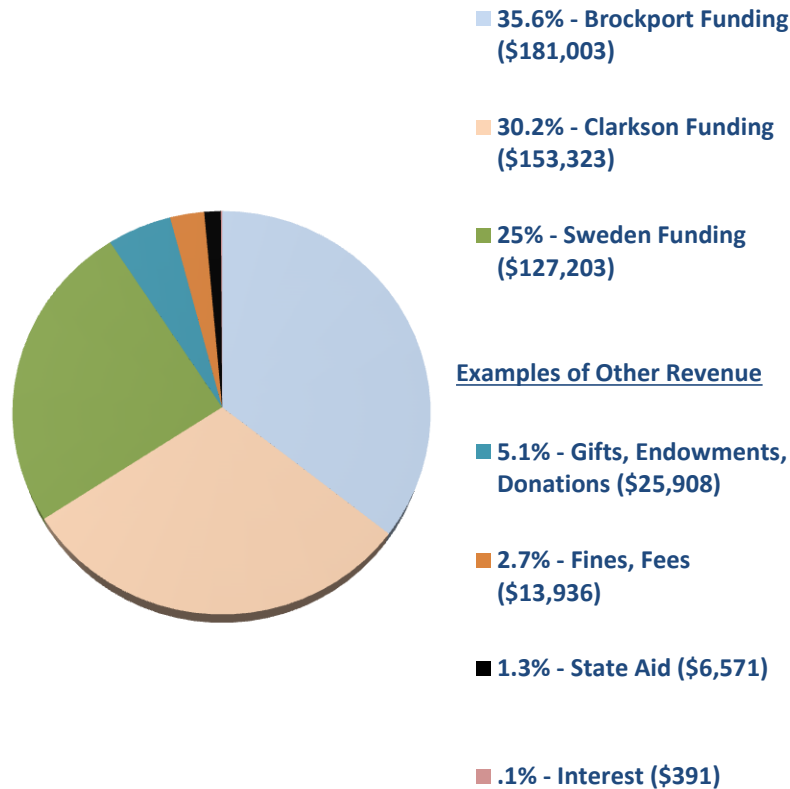
<https://westsidenewsny.com/news/2021-09-19/an-active-summer-at-seymour-library/>



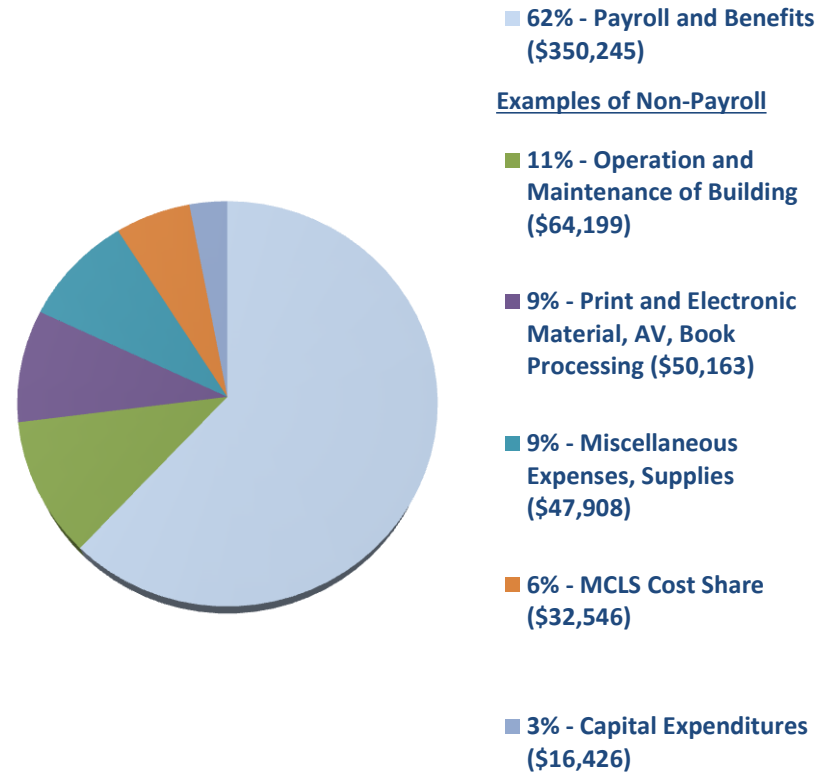
2021 Operating Results

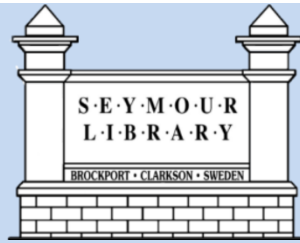
**Pandemic Impact: In 2021 municipal funding was cut 10%.
Subsequently, the Library used \$53,152 of unrestricted assets to cover the deficit.**

2021 Revenue: \$508,335



2021 Expenses \$561,487



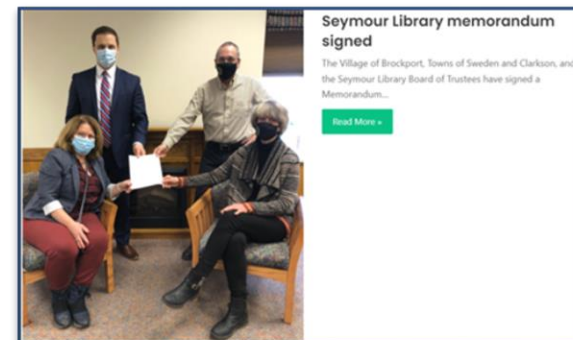


2021 Success Summary

Though 2021 presented many challenges, overall it was a successful year!

- The Library hours, during the second year of the pandemic, expanded from 25 per week to 44 per week beginning in February 2021.
- Annual circulation and patron visits steadily increased throughout the year.
- The Library safely transitioned programs from primarily virtual to in-person.
- On December 8th, the community celebrated the Library's Silver Anniversary milestone of 25 years at the 161 East Avenue location and filled a time capsule to be opened in 2046.
- The Director planned for the resumption of the pre-pandemic 53 hours per week in January 2022.
- The municipalities re-instated the Library's 2022 funding to pre-pandemic level.
- The Brockport, Clarkson, and Sweden Municipal Boards and the Library Board signed the Memorandum of Understanding, Lease, and Joint Operations Agreement.

Agreements signed in 2021
provide a framework for the future.



2021 Trustees	2021 Staff	Foundation	Friends
<p>Officers: Bernie LoBracco <i>President</i></p> <p>Marilynn Brown <i>Vice President</i></p> <p>Scott Maar <i>Finance Officer</i></p> <p>Dr. Scott Rochette <i>Secretary</i></p> <p>Trustees: Libby Caruso Dr. Patricia Galinski Dr. Bruce Leslie Mark Scheda Kristen Sharpe</p> <p>Treasurer: Christa Filipowicz, Town of Clarkson <i>Supervisor</i></p>	<p>Library Director: Jennifer Caccavale</p> <p>Children Services Librarian: Natalie Burch 1/21 – 3/21 Kim Whittemore 4/21</p> <p>Teen Services Librarian: Stephanie Blando 1/21 – 10/21 Patrick Pittman 12/21</p> <p>Adult Services Librarian: Filled by Substitute Librarians</p> <p>Part Time Library Clerks: Leigh Beabout, Nicole Ferrara, Saraya Garlipp, Mary Gira, Krista Matthews, ShawnaAnn McElhenny, Nancy Powell, Jeannine Waldow, Beth Wooddruff</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:</p> <p>Library Director</p> <p>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, Book Page Review Magazine, 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>