

# 2020 REPORT TO THE COMMUNITY



## RED JACKET COMMUNITY LIBRARY

A public library serving the residents of the  
Manchester-Shortsville Central School District in New York

---



# Highlights

**When the COVID-19 pandemic** closed the library, the staff quickly adapted to working remotely and implemented a wide range of virtual programs and services for the community. These included virtual storytimes, book clubs, and take-and-make craft activities. We provided links to accurate public health info, kids activities, and classes for adults. We were able to continue the annual backpack giveaway of donated school supplies, thanks to volunteer Laurie Malcom, as a drive-through event this year.

We shifted funding to increase our collection of electronic materials and access to e-books, audio books, and digital magazines through the OWWL (Ontario, Wayne, Wyoming and Livingston Libraries) system. We were excited to see increased collaboration and cross-promotion of virtual programs offered by creative librarians and staff across the entire OWWL system.

Thanks to a generous donation from the Friends of Red Jacket Community Library, we installed a new ADA accessible circulation desk and patron computer stations during the closure. The school replaced the facility’s carpeting, as well as the sign and awning at the public entrance.

Despite the challenges of the pandemic, **we provided materials and services valued at more than \$285,000** from our joint-use facility with the school.

The 2020-2021 budget was passed by absentee ballot mailed to all voters. Thanks to the staff of the Manchester-Shortsville School District for assistance with the mailing, and to the community for your continuing support of your public library.

**Retirement** – Clerk Bonnie Curtis retired after 17 years at RJCL.

**In memoriam** – We were saddened by the passing of long-time Friends of the Library Ken Reeves and Mary Anne VanHanja. A memorial fund has been established.



## OUR MISSION

We inspire learning and creativity by providing access to materials, resources, programs and services in a safe and welcoming environment.

## 2020-2021 BUDGET

Fiscal Year July 1, 2020 – June 30, 2021

### Sources of Operating Funds

|                                     |                |
|-------------------------------------|----------------|
| Manchester-Shortsville CSD tax levy | \$ 227,890     |
| Grants, gifts and memorials         | 1,750          |
| Fines, interest and other           | 1,100          |
| <b>TOTAL INCOME</b>                 | <b>230,740</b> |

### Expenditures

|                                 |                |
|---------------------------------|----------------|
| Personnel and benefits          | \$ 178,154     |
| Library Materials and programs  | 20,439         |
| Operations and supplies         | 20,800         |
| Automation contracts            | 7,102          |
| Insurance and building use      | 4,245          |
| <b>TOTAL EXPENDITURES</b>       | <b>230,740</b> |
| Capital Fund Balance (7/1/2020) | \$60,820       |

## 2020 PROGRAMS AND SERVICES

Calendar Year January 1, 2020 – December 30, 2020

*No in-library services Mar-July. Limited in-library services Aug-Dec.*

| Programs                       | Participants |
|--------------------------------|--------------|
| 108 Children’s & teen programs | 483          |
| 61 Adult programs              | 219          |
| 27 Inter-generational programs | 295          |

### Services

*We are chartered to serve a population of 6,036*

|                                            |       |
|--------------------------------------------|-------|
| Registered library users                   | 1,436 |
| Library visits                             | 5,650 |
| Total items borrowed by the public         | 8,731 |
| -From the RJCL collection                  | 8,514 |
| -From the school’s collection              | 217   |
| RJCL items borrowed by MSCSD               | 2,080 |
| Items borrowed from other libraries        | 1,326 |
| Items loaned to other libraries            | 3,345 |
| Reference questions answered               | 1,095 |
| Public use of library computers (sessions) | 753   |
| Public use of Wifi (sessions)              | 532   |
| Public use of meeting rooms                | 24    |
| Visits to library’s website                | 3,368 |

## VALUE PROVIDED

Despite limited access to the facility due to COVID, we continued providing free services, programs, and loans of digital and hard-copy materials to deliver approximately \$285,883 in value to the members of the Red Jacket community.

| Service                                   | Number | Value             |
|-------------------------------------------|--------|-------------------|
| Total items borrowed by the public        | 8,731  | \$ 130,965        |
| Total RJCL items borrowed by MSCSD        | 2,080  | 31,200            |
| Interlibrary loan requests filled         | 1,326  | 33,150            |
| Movies borrowed                           | 1,652  | 6,608             |
| Meeting room use (hours)                  | 24     | 600               |
| Adult/intergenerational programs attended | 514    | 10,280            |
| Teen/children’s programs attended         | 483    | 4,380             |
| Computer or wifi use (hours)              | 2,570  | 30,840            |
| Database searches                         | 1,491  | 29,745            |
| Research assistance                       | 1,095  | 7,665             |
| <b>Total value provided</b>               |        | <b>\$ 285,883</b> |

Adapted from the American Library Association Library Value Calculator.  
 Visit our website to learn how we estimate the value of our services.



Installation of the ADA accessible circulation desk, thanks to a generous donation from the Friends of the RJCL



New public computer workstations, thanks to a donation from the Friends of the RJCL

## Looking Ahead

### The Future of the Red Jacket Community Library

*What do you want from your community library? How can we best meet your needs?*

The Red Jacket Community Library is a public library serving the residents of the Manchester-Shortsville School District. We provide programs and services for all ages, children and adult.

We have been located in the school library facility since 1998.

In early 2021 the school district provided notice that it is terminating our joint-use agreement effective Sept. 2022. We hope to work with the school district to put a new agreement in place and remain in this shared facility.

**We are seeking community input about what you want and need from your public library.**

Your input will help guide the library trustees as we work on the new agreement and our new long-range plan.

#### *Staff changes going into 2021*

After leading the library through the challenges of operating in a pandemic, Director Andrea Tillinghast leaves us for a Director position at her home town library. Youth Librarian Christine LaTerra is relocating with her family. The trustees are extremely grateful to both for their service and dedication.

We welcomed Jordan Schneider as our new Youth Services Coordinator and are seeking a new Director.



New sign and awning provided by the school

## COLLECTIONS

The RJCL owns the following materials. **Patrons ALSO have access to many more books and other items owned by the school,** thanks to our unique joint-use arrangement with the school district.

|                         |       |
|-------------------------|-------|
| Books                   | 9,240 |
| DVDs                    | 1,821 |
| Books on CD             | 360   |
| eBooks                  | 1,907 |
| Downloadable audiobooks | 997   |
| Electronic collections  | 17    |



## 2020 TRUSTEES

|                     | <i>Term expires</i> |
|---------------------|---------------------|
| Pat Ayres           | June 2022           |
| Michelle Krise      |                     |
| Dustine Mott Mullen | June 2025           |
| Neng Marquez        |                     |
| Roxie O'Brien       | June 2020           |
| Jessica Oliver      |                     |
| Randall Ott         | June 2024           |
| Jill Persson        | June 2024           |
| Erin Shannon        |                     |
| Lisa Schaertl       | June 2022           |
| Chris Spencer       | June 2023           |
| Kim Sutter          | June 2021           |
| Peggy Sutton        | June 2023           |

Treasurers Chris Harris | Janine Boor

Trustees guide the Library and ensure that it meets the community's needs, now and for the future. Serving as a Library Trustee can be a great way to help your community!

The Board of Trustees meets in the Library on the third Monday of each month at 7pm. Meetings are open to the public.

## 2020 LIBRARY STAFF

|                    |                          |
|--------------------|--------------------------|
| Andrea Tillinghast | Director                 |
| Christine LaTerra  | Youth Services Librarian |
| Bernice Curtis     | Clerk                    |
| Patsy Olszewski    | Clerk                    |
| Kathleen Honchen   | Clerk                    |

## HOURS

Please visit our website [redjacket.owwl.org](http://redjacket.owwl.org) for current hours.

## FACILITY

The Red Jacket Community Library, chartered in 1998, is a joint-use facility and shares a spacious, modern facility with the local school district library. The community and school libraries work cooperatively to fulfill our separate missions.



*Waiting for our friends to return to the library*



*Virtual programs by Red Jacket Community Library staff*



*Virtual programs co-sponsored by Red Jacket Community Library and other OWWL system libraries*



## CONTACT US

|         |                                                                                          |
|---------|------------------------------------------------------------------------------------------|
| Phone   | (585) 289-3559                                                                           |
| Email   | <a href="mailto:RedJacketLibraryDirector@owwl.org">RedJacketLibraryDirector@owwl.org</a> |
| Mail    | 7 Lehigh Ave, Shortsville NY 14548                                                       |
| Website | <a href="http://redjacket.owwl.org">redjacket.owwl.org</a>                               |

### For news and upcoming events

Visit our website, sign up for our weekly eNewsletter, or follow us on Facebook.