

# 2021 ANNUAL REPORT TO THE COMMUNITY



## RED JACKET COMMUNITY LIBRARY

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

April 18, 2022

# Highlights

As COVID-19 continued to limit in-person services through the spring of 2021, your community library continued to offer a range of virtual programs, curbside pickup service, and access to e-books and audio books through the OWWL (Ontario, Wayne, Wyoming and Livingston Libraries) system.

**The Library in the Community.** In the spring, the Director launched weekday daytime programs in the village halls; we thank the village mayors and staff for their generous support! In the summer, unable to offer our usual daytime programs in the library due to the school's need for the facility, our staff implemented a robust schedule of programs in the village parks, plus evening and Saturday events at the library. Summer reading programs served 68 children, 7 young adults and 17 adults. In the fall, the new "First Draught" book club at the local brewery proved popular with adults. We again supported the backpack giveaway of donated school supplies. Other popular events included story walks in the library and around the villages, movie nights in the park, and support for the community garden.

**Long-Range Planning.** We developed a long-range plan with community input through forums, focus groups and surveys. Our goals are to: (1) Increase access to library facilities and services; (2) Increase community visibility and awareness; (3) Enhance collections, programs and services; and (3) Focus on development and sustainability. Visit our website for details including survey and focus group results.

**The 2021-2022 budget** passed with an increase of \$11,005 covering major new expenses of \$5,000 for cleaning, \$5,000 for automation contracts (to access data regarding public use of school-owned library materials, required by NYS and no longer provided by the school), and \$10,000 for legal fees for negotiating a new agreement with the district for shared use of the facility. These increases were primarily offset by a plan to increase donations by \$5,000 and reduce staffing expenses by \$5,000.

**Staff changes.** We welcomed Fran De Nardo as director and Jordan Schneider as youth services coordinator. Kathleen Honchen retired in December after 20 years as a clerk at RJCL.

## OUR MISSION

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

## 2021-2022 BUDGET

Fiscal Year July 1, 2021 – June 30, 2022

### Sources of Operating Funds

Manchester-Shortsville CSD tax levy	\$ 237,890
Grants, gifts and memorials	5,074
Fines, interest and other	115
<b>TOTAL INCOME</b>	<b>243,079</b>

### Expenditures

Personnel and benefits	\$ 173,900
Library Materials and programs	19,300
Operations and supplies	19,550
Automation contracts	13,049
Insurance and building use	4,280
<b>TOTAL EXPENDITURES</b>	<b>243,079</b>
Capital Fund Balance (7/1/2021)	\$ 60,820

## 2021 PROGRAMS AND SERVICES

Calendar Year January 1, 2021 – December 30, 2021

*Limited in-library services in the first half of the year due to COVID-19.*

*Here are the combined live virtual and in-person programs we offered.*

Programs	Participants
204 Children's & teen programs	1,167
180 Adult & inter-generational programs	2,378
25 One-on-one program sessions	25

### Services

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

Registered library users	1,342
Library visits	2,814
Total items borrowed by the public	11,631
-From the RJCL collection	10,366
-From the school's collection	1,265
Items borrowed from other libraries	1,245
Items loaned to other libraries	2,888
Reference questions answered	812
Public use of library computers (sessions)	78
Public use of Wifi (sessions)	5,388
Public use of meeting rooms	65
Visits to library's website	4,380



## ESTIMATED VALUE PROVIDED

We continued providing free services, programs, and loans of digital and hard-copy materials to deliver more than \$245,000 in value to the members of the Red Jacket community.

Service	Number	Value
Total books borrowed	3,619	\$84,980
eBooks and audio books downloaded	2,904	47,916
Interlibrary loan requests filled	1,245	31,125
Movies borrowed	1,388	5,552
Meeting room use (public group meetings)	65	3,250
Adult/intergenerational programs attended	2,378	28,536
Teen/children's programs attended	1,167	11,670
Computer use sessions	78	3,120
Database searches (Ancestry, articles, etc.)	2,484	24,840
Research assistance	812	5,684
<b>Total value provided</b>		<b>\$ 246,673</b>

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

## Looking Ahead

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 adults.

Since our founding in 1998, the RJCL has operated in a "joint use" facility located in the school. The RJCL pays an annual usage fee of \$365 to the District, in exchange for public access to the facility when it is not being used by the school. In 2022, the District will increase the annual usage fee to \$12,205 and further limit daytime access to the facility by the public, year-round.

The hours of access effectively prevent the RJCL from meeting the NYS Division of Library Development minimum standards in a way that is sustainable and meets the community's needs.

Offering daytime hours with programs in "branch" locations has proven unsustainable in terms of staff retention, logistics and service to the community. Nor do the "branch" hours count towards the required minimum standards.

Due to the increased costs and reduced benefits of the shared-use facility in the school, the Board of Trustees is seeking a separate location for the public library in 2022. We believe that less restricted access to a public library facility will improve our ability to serve everyone in the community.

The Board is collaborating with many community organizations, pursuing grant opportunities, and supporting fundraising through groups such as the Friends of the RJCL. **We are excited to be entering this next stage of service to our community!**



Summer reading delivered learning and fun for kids, teens and adults



Connecting with the community garden: offering our seed library, educational materials, craft programs and labor



We provided new books at our library, plus access to items from every library in OWWL.

## COLLECTIONS

The RJCL owns the following materials. Patrons also have access to books and materials from any library in the Ontario, Wayne, Wyoming and Livingston County (OWWL) Library System.

Adult Books	6,200
Children's Books	3,143
Total Books	9,343
DVDs	1,890
Books on CD	359
eBooks	1,773
Downloadable audiobooks	1,132
Electronic collections	17

## 2021 TRUSTEES

	<i>Term expires</i>
Pat Ayres	June 2022
Dustine Mullen	Aug 2021*
Neng Marquez	Feb 2021*
Amy Hart	June 2025
Randall Ott	June 2024
Jill Persson	June 2024
Lisa Schaertl	June 2022
Chris Spencer	Aug 2021*
Nancy Johnsen	June 2023
Kim Sutter	June 2021
Peggy Sutton	June 2023
Treasurer Janine Boor	

*\* Resigned*

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.

## 2021 LIBRARY STAFF

Francesca De Nardo	Director
Jordan Schneider	Youth Services Coordinator
Sam Mc Cracken	Clerk
Patsy Olszewski	Clerk
Kathleen Honchen	Clerk

## HOURS

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



RED JACKET COMMUNITY LIBRARY  
is now **FINE FREE**



*Outreach and engagement at community events*



*2021 meant both on-line and in-person story times*



*Free take-and-make crafts follow the weekly storytime theme*



*Story walks invite families to read together while enjoying our community's many outdoor assets*

## CONTACT US

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