

# Phillips Free Library

## Annual Report For Public And Association Libraries - 2020

### 1. GENERAL LIBRARY INFORMATION

No Notes

### 2. LIBRARY COLLECTION

- |      |                            |  |
|------|----------------------------|--|
| 2.13 | Electronic Books           | <b>Note:</b> More was invested in ebooks this year due to Covid closures.  |
| 2.18 | Video - Downloadable Units | <b>Note:</b> The library system no longer offers Hoopla due to costs and therefore no downloadable video was available to patrons. |
| 2.28 | Electronic Materials       | <b>Note:</b> Larger amounts of electronic materials were added to collections due to Covid closures.                               |

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

- |      |  |  |
|------|--|--|
| 3.1  | Library visits (total annual attendance)                     | <b>Note:</b> We saw a decrease in library visits due to being closed in the spring because of Covid.   |
| 3.2  | Registered resident borrowers                                | <b>Note:</b> Because of Covid closures, there were less people requesting library cards.   |
| 3.3  | Registered non-resident borrowers                            | <b>Note:</b> Because of Covid closures, there were less people requesting library cards.   |
| 3.17 | Adult Program Sessions                                       | <b>Note:</b> Due to Covid programming has decreased because of our inability to have regular in-person programming without limited attendance.   |
| 3.18 | Young Adult Program Sessions                                 | <b>Note:</b> Due to Covid programming has decreased because of our inability to have regular in-person programming without limited attendance.   |
| 3.19 | Children's Program Sessions                                  | <b>Note:</b> Due to Covid programming has decreased because of our inability to have regular in-person programming without limited attendance.   |
| 3.22 | One-on-One Program Sessions                                  | <b>Note:</b> Due to Covid, we offered many more self-directed programs, which are counted on this report as one-on-one sessions.   |
| 3.24 | Adult Program Attendance                                     | <b>Note:</b> Due to Covid and a need for online programming, registration numbers and outreach has been decreased.   |
| 3.25 | Young Adult Program Attendance                               | <b>Note:</b> Due to Covid and a need for online programming, registration numbers and outreach has been decreased.   |
| 3.26 | Children's Program Attendance                                | <b>Note:</b> Due to Covid and a need for online programming, registration numbers and outreach has been decreased.   |
| 3.29 | One-on-One Program Attendance                                | <b>Note:</b> Due to Covid, we offered many more self-directed programs, which are counted on this report as one-on-one sessions.   |
| 3.32 | Children registered for the library's summer reading program | <b>Note:</b> Due to Covid, registration for summer reading couldn't be done in-person, but had to be done online. With schools and other venues closed major parts of our outreach were limited. |
| 3.33 | Young adults registered for the library's summer reading     | <b>Note:</b> Due to Covid, registration for summer reading couldn't be done in-person, but had to be done online. With schools and other venues  |

	program		closed major parts of our outreach were limited.
3.34	Adults registered for the library's summer reading program	<b>Note:</b>	Due to Covid, registration for summer reading couldn't be done in-person, but had to be done online, limiting the number of people we could reach.
3.36	Children's program sessions - Summer 2020	<b>Note:</b>	Due to all programming needing to be online, many programs were recorded and now counted in CV-10. With programs needing to be done online, we had to limit the number of programs that we do because some programs didn't translate well to a online format and there were other demands on staff time.
3.37	Young adult program sessions - Summer 2020	<b>Note:</b>	Due to all programming needing to be online, many programs were recorded and now counted in CV-10. With programs needing to be done online, we had to limit the number of programs that we do because some programs didn't translate well to a online format and there were other demands on staff time.
3.38	Adult program sessions - Summer 2020	<b>Note:</b>	Due to all programming needing to be online, many programs were recorded and now counted in CV-10. With programs needing to be done online, we had to limit the number of programs that we do because some programs didn't translate well to a online format and there were other demands on staff time.
3.40	Children's program attendance - Summer 2020	<b>Note:</b>	With limited online programming, attendance was also limited. We have had several families tell us they won't participate in programs again until they are back in-person due to feeling their children already have too much online time.
3.41	Young adult program attendance - Summer 2020	<b>Note:</b>	With limited online programming, attendance was also limited.
3.42	Adult program attendance - Summer 2020	<b>Note:</b>	With limited online programming, attendance was also limited.
a.	Focus on birth - school entry (kindergarten)	<b>Note:</b>	During closure and the summer, early literacy programs were all recorded and are there counted in CV10. Since fall, program have either been out of doors, or via zoom. This limits attendance and we have been doing them less frequently.
a.	Focus on birth - school entry (kindergarten)	<b>Note:</b>	Attendance is limited, because for out door story times with social distancing we can only accommodate a few families. With Zoom story times, we have found less interest among families and have decreased attendance.
3.70	One-on-one program sessions	<b>Note:</b>	Due to Covid we were not able to offer any of these programs this year.
3.79	Total one-on-one program sessions	<b>Note:</b>	Due to Covid closures, we have not been able to offer technology assistance - or had many requests for it this last year.
3.81	Total one-on-one program attendance	<b>Note:</b>	Due to Covid closures, we have not been able to offer technology assistance - or had many requests for it this last year.

#### 4. LIBRARY TRANSACTIONS

4.12	Use of Electronic Material	<b>Note:</b>	Increased due to more use when library was shutdown by state in Spring 2020.
4.13	Successful Retrieval of Electronic Information	<b>Note:</b>	Declined because RBDigital no longer offered through system.
4.18	Total Reference Transactions	<b>Note:</b>	With closures and limited building access for patrons, we have had a decrease in reference requests.

- 4.20 TOTAL MATERIALS RECEIVED **Note:** The library was closed for an extended time due to Covid, and deliveries since reopening have been decreased. Also, with books being quarantined, the time for transfers has been extended.
- 4.21 TOTAL MATERIALS PROVIDED **Note:** The library was closed for an extended time due to Covid, and deliveries since reopening have been decreased. Also, with books being quarantined, the time for transfers has been extended.

## 5. TECHNOLOGY AND TELECOMMUNICATIONS

No Notes

## 6. STAFF INFORMATION

No Notes

## 7. MINIMUM PUBLIC LIBRARY STANDARDS (CURRENT)

- 7.7 7. Is open the minimum standard number of public service hours for population served. (see instructions) **Note:** Due to mandated closures because of the Covid-19 pandemic and extensive safety protocols when we were allowed to reopen, we did not meet our minimum standard of hours for opening during the 2020 year. We were back to our minimum hours by the end of the 2020 calendar year.

## 7. MINIMUM PUBLIC LIBRARY STANDARDS (AS OF 2021)

7. Is open the minimum standard number of public service hours for population served. (see instructions) **Note:** Required closures due to Covid and the build back open to being open led to us not being up the minimum standard hours in 2020. We are currently back to our regular minimum standard of open hours.

## 8. PUBLIC SERVICE INFORMATION

- 8.10 Annual Total Hours - Main Library **Note:** This is the actual hours we were open. It is less than normal, due to closures due to Covid.

## 8A. COVID

No Notes

## 9. SERVICE OUTLET INFORMATION

Repeating Group 1

15. Public Service Hours Per Year for This Outlet **Note:** We were closed for a period of time and had limited hours upon reopening, due to Covid-19 pandemic regulations and precautions.

Repeating Group 1

16. Number of Weeks This Outlet is Open **Note:** We were closed for a period of time and had limited hours upon reopening, due to Covid-19 pandemic regulations and precautions.

## Repeating Group 1

16a Number of weeks an outlet closed due to COVID-19 **Note:** We were closed for a period of time and had limited hours upon reopening, due to Covid-19 pandemic regulations and precautions.

## Repeating Group 1

16b Number of weeks an outlet had limited occupancy due to COVID-19 **Note:** We were closed for a period of time and had limited hours upon reopening, due to Covid-19 pandemic regulations and precautions.

## Repeating Group 1

17. Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)? **Note:** Normally, we have a meeting space available to the public, but due to limited access requirements re: Covid-19 pandemic, we have not been able to offer that this year.

## Repeating Group 1

19. Total number of non-library sponsored programs, meetings and/or events at this outlet **Note:** Normally, we have a meeting space for non-library programs, but due to limited access requirements re: Covid-19 pandemic, we have not been able to offer that this year.

**10. OFFICERS AND TRUSTEES**

No Notes

**11. OPERATING FUNDS RECEIPTS**

No Notes

**12. OPERATING FUND DISBURSEMENTS**

12.6 Print Materials Expenditures **Note:** We spent less on print materials, due to Covid closures and a need to spend more on ematerials.

12.7 Electronic Materials Expenditures **Note:** We increased expenditures on ematerials due to closures related to Covid-19.

12.13 From Local Public Funds (72PF) **Note:** We had less large building repairs this year.

12.14 From Other Funds (72OF) **Note:** We had less large building repairs this year.

12.16 Other Disbursements for Operation & Maintenance of Buildings **Note:** We had less large building repairs and maintenance projects this year.

12.22 Professional & Consultant Fees **Note:** Due to Covid-19, we had very few in-person performers for any of our programs this year. Last year, we also did a large local Story Arts Festival, which was a one time project.

12.24 Other Miscellaneous **Note:** With closures, and more limited programming, we incurred fewer costs related to supplies and programs.

**13. CAPITAL FUND RECEIPTS**

No Notes

## 14. CAPITAL FUND DISBURSEMENTS

No Notes

## 15. CENTRAL LIBRARIES

No Notes

## 16. FEDERAL TOTALS

16.5	State Government Revenue	<b>Note:</b>	We did not receive a legislative grant in 2020, decreasing our total state government revenue from 2019.
16.7	Other Operating Revenue	<b>Note:</b>	We received a few large donations in 2019, which we did not receive in 2020.
16.8	Total Operating Revenue	<b>Note:</b>	A decrease in donations and state grants in 2020 lead to decrease overall in total operating revenue
16.9	Other Operating Expenditures	<b>Note:</b>	Due to closures related to Covid, decreased hours and programming, we had a decrease in expenditures in 2020.
16.10	Total Operating Expenditures	<b>Note:</b>	Due to closures related to Covid, decreased hours and programming, we had a decrease in expenditures in 2020.
16.13	Total Registered Borrowers	<b>Note:</b>	Less in-person hours lead to less people registering for library cards, despite our offering this service online.
16.15	Total Number of Internet Terminals Used by the General Public	<b>Note:</b>	Due to Covid restrictions on social distancing, we have had to decrease the number of public computer terminals available for use.
16.16	Total Uses (sessions) of Public Internet Computers Per Year	<b>Note:</b>	Due to closures from Covid-19 and social distancing requiring us to have less terminals available when we were open, there was a decrease in public computer terminal usage for 2020.
16.17	Total Wireless Sessions Provided by the Library Wireless Service Per Year	<b>Note:</b>	Due to closures and limited occupancy related to Covid-19 restrictions and safety protocols, we have seen a decrease in the usage of our wifi, despite it being available outside the building

## 17. FOR NEW YORK STATE LIBRARY USE ONLY

No Notes

## SUGGESTED IMPROVEMENTS

No Notes