

Lodi Whittier Library

Annual Report For Public And Association Libraries - 2020

1. GENERAL LIBRARY INFORMATION

No Notes

2. LIBRARY COLLECTION

- 2.8 Total Uncataloged Books **Note:** We have books that have been donated and have not yet been catalogued.
- 2.13 Electronic Books **Note:** E-books in the form of Overdrive were vastly more utilized due to COVID. FLLS increased the e-book purchasing by a substantial amount to better serve patrons.
- 2.18 Video - Downloadable Units **Note:** Hoopla was discontinued as the video download service.

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

- 3.1 Library visits (total annual attendance) **Note:** COVID closure 3/17 - 6/15 Open for Porchside Pickup only 6/16 - 8/3 Open for Porchside Pickup and Browsing appointments - 8/4 - 12/31
- 3.17 Adult Program Sessions **Note:** Harry McCue-opening & reading 2/12 Nancy DaFoe-reading 2/22 Lynn C-C: opening & reading 3/14
- 3.19 Children's Program Sessions **Note:** Tyke Tales & STEAM Punks between 1/1/20 and 3/16/20
- 3.22 One-on-One Program Sessions **Note:** Passive programs such as Packs-to-Go were included this year
- 3.23 Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library? **Note:** None were done 1/1 - 3/16. None were possible after 3/17.
- 3.26 Children's Program Attendance **Note:** Tyke Tales & STEAM Punks January-mid March. January: 101 February: 70 March: 210
- 3.29 One-on-One Program Attendance **Note:** Passive programs such as Packs-to-Go were included this year.
- 3.50 Other (describe using the State note) **Note:** Local Business
- a. Focus on birth - school entry (kindergarten) **Note:** Tyke Tales sessions January - mid March 2020
- 3.57 **Total Attendance** **Note:** In person programming January through March.

4. LIBRARY TRANSACTIONS

- 4.1 Adult Fiction Books **Note:** Lower due to COVID
- 4.13 Successful Retrieval of Electronic Information **Note:** Hoopla cancelled mid-year

5. TECHNOLOGY AND TELECOMMUNICATIONS

- 5.4 Annual number of visits to the library's web site **Note:** Number of visits per FLLS data.

6. STAFF INFORMATION

- 6.6 Library Manager (not certified) **Note:** Beth-Director at 30 hours/week for all of 2020.
- 6.10 Other Staff **Note:** Nora-30 hours/week through all of 2020

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:** Closed due to COVID.

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:** As allowed by the Governor during the Pandemic.

8. PUBLIC SERVICE INFORMATION

- 8.6 Minimum Weekly Total Hours - Main Library **Note:**
- 1/1 - 3/16: 31 hours/week x 11 weeks=341 hours 3/17 - 6/14: closed completely due to COVID 6/15 - 8/3: Porchside Pickup only which does not count for open hours 8/4 - 10/16: 20 hours/week x 11 weeks= 220 hours 10/17 - 12/31: 28 hours/week x 11 weeks = 308 hours Total: 869 hours in 2020
- 8.10 Annual Total Hours - Main Library **Note:**

8A. COVID

- CV10 Report total number of recordings of program content during COVID-19 pandemic. **Optional response. Responses to new questions requiring numerical data may be estimated or left blank the first year.** **Note:** TT: 7 Steampunks: 8 Finer Things Poetry: 3 all on youtube

9. SERVICE OUTLET INFORMATION

Repeating Group 1

15. Public Service Hours Per Year for This Outlet
- Note:** 1/1 -3/16: 31 hours/week x 11 weeks: 341 hours 3/17 - 8/3: 0 hours/week since Porchside doesn't count 8/4 - 10/16: 20 hours/week x 11 weeks: 220 hours 10/17 - 12/31: 28 hours/week x 11 weeks:308 hours Total: 869 actually open 52x28 (current hours) would be 1456 so that's how many we would normally be open per year at our current service model.

Repeating Group 1

16. Number of Weeks This Outlet is Open
- Note:** Open normal hours January 1, 2020. (31 hours/week) Closed March 17, 2020. Opened for Porchside Pickup (Curbside) June 16, 2020. Opened for Browsing Appointments on August 4, 2020. (20 hours/week) Increased hours open October 17, 2020. (28 hours/week)

Repeating Group 1

- 16a Number of weeks an outlet closed due to COVID-19
- Note:** Includes closure and porchside pickup.

Repeating Group 1

- 16b Number of weeks an outlet had limited occupancy due to COVID-19
- Note:** Opened in limited capacity on 8/4/20. The rest of 2020 was limited occupancy.

Repeating Group 1

19. Total number of non-library sponsored programs, meetings and/or events at this outlet
- Note:** Meetings and individual appointments 1/1 - 3/16/2020.

Repeating Group 1

27. Number of uses (sessions) of public Internet computers per year
- Note:** 371 sessions of public internet computer use on in-library computers 14 check outs of laptops. Our computers were down in early March (right before COVID) with a computer virus.

Repeating Group 1

33. Number of wireless sessions provided by the library wireless service per year
- Note:** Jan: 14x31=434 Feb: 12x29=348 March: 7x31=217 April 3x30=90 May: 3x31=93 June: 7x30=210 July: 6x31=186 August: 5x31=155 September: 6x30=180 October: 6x31=186 November: 4x30=120 December: 4x31=124

10. OFFICERS AND TRUSTEES

No Notes

11. OPERATING FUNDS RECEIPTS

Repeating Group 5

2. Name of funding County, Municipality or School District
- Note:** SC Youth Bureau Grant for STEAM Punk programming (older elementary - early teen)
- 11.9 State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or
- Note:** Note: NYS Library Construction Grant program payment representing retained 10% of Phase 3 funding

	other State Aid reported as system cash grants		was deposited in Operating Fund Account in order to offset expenses paid on the Operating Fund Account in 2019. No NYS funding was received in 2020
11.14	Gifts and Endowments	Note:	The library director and the youth and children program coordinator applied for and received approximately \$20k for library programs this year
11.15	Fund Raising	Note:	last year's number included donations that were received but not as a result of special fundraising activities. The number for 2020 is the amount received from fundraising activities.
11.18	Other	Note:	last year's number was a result of a correction of a duplicate entry from 2018.
11.21	BUDGET LOANS	Note:	We did not have any loans this year. We had a line of credit loan last year of \$5k

12. OPERATING FUND DISBURSEMENTS

12.2	Other Staff	Note:	in 2019 the library had one full time and one part time staff. In 2020 there were two full time staff.
12.4	Employee Benefits Expenditures	Note:	495 Worker's Comp 196 FML
12.6	Print Materials Expenditures	Note:	General print materials plus granted print materials purchases
12.8	Other Materials Expenditures	Note:	Audio Books & DVD Due to Covid we were not adding to collections.
12.14	From Other Funds (72OF)	Note:	Replace emergency lighting in conference room.
12.16	Other Disbursements for Operation & Maintenance of Buildings	Note:	Electric, Sewer, Grounds Maintenance & Liability and Fire Insurance payments in 2020. I believe the amount paid for these items were included in 12.24 in the 2019 report.
12.18	Office and Library Supplies	Note:	We received a grant to purchase PPE supplies. Our expenditures increased due to the COVID requirements for safe reopening at every service level.
12.19	Telecommunications	Note:	Telephone and internet
12.22	Professional & Consultant Fees	Note:	Hired a Bookkeeper and an Attorney in early 2020.
12.23	Equipment	Note:	Ipad for virtual programming
12.26	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	Note:	Polaris fee
12.30	Budget Loans (Principal and Interest)	Note:	Payment of Line of Credit from 2019.

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

Note: LLSA

16.11 Total Capital Expenditures

In 2019 we were still buying furniture and interior
Note: supplies for the library as well as paving the parking lot
and landscaping as directed in our Construction grant.

16.14 Other Capital Revenue and Receipts

Note: transfer from Operating Fund

17. FOR NEW YORK STATE LIBRARY USE ONLY

No Notes

SUGGESTED IMPROVEMENTS

No Notes