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.
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.

2.13 Electronic Books
Note: 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
4.13 Successful Retrieval of Electronic Information

Note: Lower due to COVID
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)
6.10 Other Staff

Note: Beth-Director at 30 hours/week for all of 2020.
Note: Nora-30 hours/week through all of 2020

7. MINIMUM PUBLIC LIBRARY STANDARDS (CURRENT)

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)

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

8A. COVID

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

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.

Note:


Repeating Group 1

16. Number of Weeks This Outlet is Open

Note: Includes closure and porchside pickup.

16a Number of weeks an outlet closed due to COVID-19

Note: Opened in limited capacity on 8/4/20. The rest of 2020 was limited occupancy.

16b Number of weeks an outlet had limited occupancy due to COVID-19

Note: Meetings and individual appointments 1/1 - 3/16/2020.

Repeating Group 1

19. Total number of non-library sponsored programs, meetings and/or events at this outlet

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

27. Number of uses (sessions) of public Internet computers 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

Repeating Group 1

33. Number of wireless sessions provided by the library wireless service per year

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. The library director and the youth and children program coordinator applied for and received approximately $20k for library programs this year 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. last year's number was a result of a correction of a duplicate entry from 2018. We did not have any loans this year. We had a line of credit loan last year of $5k

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

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

16.11 Total Capital Expenditures

Note: transfer from Operating Fund

16.14 Other Capital Revenue and Receipts

17. FOR NEW YORK STATE LIBRARY USE ONLY

No Notes

SUGGESTED IMPROVEMENTS

No Notes