

Lamont Memorial Free Library

Annual Report For Public And Association Libraries - 2020

1. GENERAL LIBRARY INFORMATION

No Notes

2. LIBRARY COLLECTION

- 2.13 Electronic Books **Note:** During the shutdown a large quantity of Ebooks were purchased since physical materials could not be circulated.
- 2.18 Video - Downloadable Units **Note:** In 2019 the library offered Hoopla, which offered downloadable movies and TV shows. The service was discontinued for 2020 resulting in a lower number.

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

- 3.1 Library visits (total annual attendance) **Note:** Due to COVID
- 3.17 Adult Program Sessions **Note:** In-Person programs from January to mid March
- 3.18 Young Adult Program Sessions **Note:** In-Person programs for January and February
- 3.19 Children's Program Sessions **Note:** In-Person programs for January, February, March, and October
- 3.20 All Other Program Sessions **Note:** Multigenerational programs Starting in May and continuing through December the library offered program videos on Facebook and YouTube. The videos included step by step crafts, read-a-louds, and special programs from local performers.
- 3.22 One-on-One Program Sessions **Note:** One-on-One Program Attendance is the total number of one minute views on Facebook and YouTube. One minute view = One person
- 3.29 One-on-One Program Attendance **Note:** One-on-One Program Attendance is the total number of one minute views on Facebook and YouTube. One minute view = One person
- 3.52 Did the library offer early literacy programs? (Enter Y for Yes, N for No) **Note:** Preschool Storytime, Pre-K Visits, and CAPCO Visits from January to mid March
- e. Other (describe using the State note) **Note:** CAPCO - McGraw Head Start

4. LIBRARY TRANSACTIONS

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| 4.8 | Circulation of Adult Other Materials | Note: Due to COVID |
| 4.9 | Circulation of Children's Other Materials | Note: Due to COVID |
| 4.12 | Use of Electronic Material | Note: Overdrive Circ Count |
| 4.13 | Successful Retrieval of Electronic Information | Note: RB Digital Circ Count |

5. TECHNOLOGY AND TELECOMMUNICATIONS

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| 5.4 | Annual number of visits to the library's web site | Note: Due to COVID. |
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6. STAFF INFORMATION

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| 6.19 | Salary - Library Manager (not certified) | Note: The library manager received a raise in 2020. |
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7. MINIMUM PUBLIC LIBRARY STANDARDS (CURRENT)

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| 7.7 | 7. Is open the minimum standard number of public service hours for population served. (see instructions) | Note: Due to COVID |
| 7.12 | 8e. restroom (see instructions) | Note: Due to COVID |

7. MINIMUM PUBLIC LIBRARY STANDARDS (AS OF 2021)

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| 1. | Is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law. | Note: The Library Board of Trustees and staff will be revising in 2021 to meet the new minimum standard. |
| 2. | Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff. | Note: The Library Board of Trustees and staff will be revising in 2021 to meet the new minimum standard. |
| 3. | Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service. | Note: The Library Board of Trustees and staff will be revising in 2021 to meet the new minimum standard. |
| 4. | Has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law. | Note: The Library Board of Trustees and staff will be revising in 2021 to meet the new minimum standard. |
| 5. | Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service. | Note: The Library Board of Trustees and staff will be revising in 2021 to meet the new minimum standard. |
| 6. | Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service. | Note: The Library Board of Trustees and staff will be revising in 2021 to meet the new minimum standard. |
| 9. | Provides programming to address community needs, as outlined in the library's long-range plan of service. | Note: The Library Board of Trustees and staff will be revising in 2021 to meet the new |

11. Provides access to current library information in print and online, facilitating the understanding of library services, operations and governance; information provided online shall include the standards referenced in numbers (1) through (5) above. **Note:** minimum standard. The Library Board of Trustees and staff will be revising in 2021 to meet the new minimum standard.
13. Provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service. **Note:** The Library Board of Trustees and staff will be providing in 2021 to meet the new minimum standard.
14. Establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service. **Note:** The Library Board of Trustees and staff will be revising in 2021 to meet the new minimum standard.

8. PUBLIC SERVICE INFORMATION

- 8.10 Annual Total Hours - Main Library **Note:** Hours reduced due to COVID Closures.

8A. COVID

- CV2 Did library staff continue to provide services to the public during any portion of the period when the building was physically closed to the public due to the Coronavirus (COVID-19) pandemic? **Note:** Curbside Pickup Virtual Programing Recorded Content
- CV7 Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic? **Note:** Curbside Pickup
- CV11 Did the library provide Wi-Fi Internet access to users outside the building at one or more outlets before the Coronavirus (COVID-19) pandemic? **Note:** WIFI was provided during library hours.
- CV12 Did the library intentionally provide Wi-Fi Internet access to users outside the building at one or more outlets during COVID-19 pandemic? **Note:** WIFI was made available 24/7

9. SERVICE OUTLET INFORMATION

Repeating Group 1

16. Number of Weeks This Outlet is Open **Note:** Due to COVID.

Repeating Group 1

- 16a Number of weeks an outlet closed due to COVID-19 **Note:** March 17, 2020 to July 20, 2020

Repeating Group 1

- 16b Number of weeks an outlet had limited occupancy due to COVID-19 **Note:** July 20, 2020 to December 31, 2020

10. OFFICERS AND TRUSTEES

No Notes

11. OPERATING FUNDS RECEIPTS

11.9	State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants	Note: Decentralization Grant
11.15	Fund Raising	Note: Fall Fund Drive
11.16	Income from Investments	Note: Interest on Saving Insurance Dividends Endowment
11.17	Library Charges	Note: Due to COVID. Library overdue fees were not collected. Faxing and copying were not available to the public.
11.18	Other	Note: Due to COVID the library was unable to have its annual book sale. Instead the library had smaller sales at the library once we were allowed to open. Hallway Sale/Santa's Book Shoppe

12. OPERATING FUND DISBURSEMENTS

12.7	Electronic Materials Expenditures	Note: Overdrive
12.8	Other Materials Expenditures	Note: The library purchased less Audio visual materials in 2020.
12.16	Other Disbursements for Operation & Maintenance of Buildings	Note: Electric, Gas, Insurance and Cleaning Supplies
12.18	Office and Library Supplies	Note: The library purchased less office supplies. All programs were virtual, program materials were not need or purchased.
12.22	Professional & Consultant Fees	Note: The Library had only three special virtual programs for 2020. Lower cost for virtual programs. Previous year had more special programs and performers. Accountant and Summer Reading Performers
12.23	Equipment	Note: Due to COVID. To make the library safe for both patrons and staff the library purchased washable keyboards, sneeze guards, totes for quarantining, and computer tables and chairs.

CONTRACTS WITH PUBLIC LIBRARIES

12.26	AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	Note: Polaris
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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 and Decentralization Grant

17. FOR NEW YORK STATE LIBRARY USE ONLY

No Notes

SUGGESTED IMPROVEMENTS

No Notes