

# Seneca Falls Library

## Annual Report For Public And Association Libraries - 2020

### 1. GENERAL LIBRARY INFORMATION

1.49 For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? If yes, please annotate explaining the circumstance(s) and the impact on the library using the Note; if no, please go to Part 2, Library Collection.

Due to COVID19 we were closed for a portion of the year, we offered curbside services and are now currently providing a hybrid model of service. During this time we were unable to circulate items. We were also unable to host full services due to a circulation desk and parking lot renovation that took place during the summer of 2020. The COVID 19 restrictions impacted our statistics in almost all areas of service.

### 2. LIBRARY COLLECTION

- 2.8 Total Uncataloged Books  
**Note:** This year we included our Local History Binder collection as books due to their bound nature, these items are not cataloged because they are a local historians collection and do not circulate.
- 2.9 Total Print Serials  
**Note:** We have cancelled many of our print subscriptions in 2020 and plan to remove more in the coming year. We are no longer retaining back issues of magazines with only two exceptions.
- 2.10 All Other Print Materials  
**Note:** This past year we had an opportunity to weed our reference collection and remove several items that were no longer useful to our patrons. Some of these items were relocated to other organizations.
- 2.13 Electronic Books  
**Note:** The finger lakes library system has partnered with an additional system to provide more e-books for our patrons. This has increased the number of books we have access to.
- 2.14 Local Electronic Collections  
**Note:** We provide Hoopla for our patrons.

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

- 3.1 Library visits (total annual attendance)  
**Note:** Due to COVID19 we were closed for a portion of the year leading to much lower visit numbers. We did provide curbside services, which are not noted in the number above.
- 3.21 **Total Number of Program Sessions (Total questions 3.17 through 3.20)**  
**Note:** Due to COVID19 we had to change the way we provide programming. As of April 2020 we have been providing fully online programming via Zoom. Prior to 3/17/2020 we were able to offer some in person programming.

## 3.22 One-on-One Program Sessions

**Note:** Our one to one programs are in person technical sessions staffed by our teen volunteers at the beginning of each volunteer cycle. The cycle had not yet begun when COVID19 impacted the state. We have put volunteer activities on pause due to COVID19. We have not yet resumed these sessions. We did provide 4 take and make self directed projects for our patrons this year.

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## 3.29 One-on-One Program Attendance

**Note:** not yet begun when COVID19 impacted the state. We have put volunteer activities on pause due to COVID19. We have not yet resumed these sessions.

#### 4. LIBRARY TRANSACTIONS

No Notes

#### 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 COVID19 we were not open the minimum hours required this year. In a typical year we are open more than the hours outlined.

#### 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:** Due to COVID19 we did not meet the minimum hours open standard this year. In a typical year we exceed the minimum standard.

#### 8. PUBLIC SERVICE INFORMATION

## 8.10 Annual Total Hours - Main Library

**Note:** Due to COVID19 we did not meet the minimum hours open standard this year. In a typical year we exceed the minimum standard. The number of hours breakdown is below. 11 - Weeks Typical Service Hours - 668 Hours 23 - Weeks Curbside Services ONLY - 920 Hours (NOT COUNTED DUE TO STANDARDS) 3 - Weeks Hybrid

Services - 105 Hours 15 - Weeks fully closed due to COVID-19

8.11 Annual Total Hours - Branch Libraries

**Note:** ,

Due to COVID19 we did not meet the minimum hours open standard this year. In a typical year we

8.12 Annual Total Hours - Bookmobiles

**Note:** exceed the minimum standard. Our bookmobile services also had to be abbreviated and reorganized due to COVID19 restrictions.

**8A. COVID**

No Notes

**9. SERVICE OUTLET INFORMATION**

Repeating Group 2

15. Public Service Hours Per Year for This Outlet

**Note:** Typically 60 hours of service provided but due to COVID19 restrictions we had to restructure the service and could not offer as many hours this year.

Repeating Group 1

16. Number of Weeks This Outlet is Open

**Note:** Typically open 52 weeks per year. Due to COVID19 were unable to be open the full 52 weeks this year. Full Open - 11 weeks Curbside Services - 23 weeks Hybrid Services - 3 Weeks Closed - 15 Weeks

Repeating Group 1

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

**Note:** Typically open 52 weeks per year. Due to COVID19 were unable to be open the full 52 weeks this year. Full Open - 11 weeks Curbside Services - 23 weeks Hybrid Services - 3 Weeks Closed - 15 Weeks

Repeating Group 1

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

**Note:** Typically open 52 weeks per year. Due to COVID19 were unable to be open the full 52 weeks this year. Full Open - 11 weeks Curbside Services - 23 weeks Hybrid Services - 3 Weeks Closed - 15 Weeks

Repeating Group 1

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

**Note:** Due to COVID-19 we were unable to offer our space as much as years previous.

Repeating Group 2

21. Who owns this outlet building?

**Note:** The bookmobile is done out of staff vehicles. The book and the service are provided by Library staff.

Repeating Group 2

22. Who owns the land on which this outlet is built?

**Note:** The bookmobile is done out of staff vehicles. The book and the service are provided by Library staff.

Repeating Group 1

24. Indicate the year this outlet underwent a major renovation costing \$25,000 or more

**Note:** We replaced our circulation desk and re-routed drainage and repaved our parking lot.

## 10. OFFICERS AND TRUSTEES

- 10.1 Total number of board meetings held during calendar year (January 1, 2020 to December 31, 2020)

**Note:** We had one additional meeting this year for approval of parking lot improvements. Also of note, the meeting in March did not have a quorum due to COVID19.

## 11. OPERATING FUNDS RECEIPTS

- 11.7 Other Cash Grants

**Note:** We received a COVID19 Crisis Grant from the United Way of Rochester.

## 12. OPERATING FUND DISBURSEMENTS

- 12.24 Other Miscellaneous

**Note:** Includes census expenses reimbursed of \$19,033.

## 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

## 17. FOR NEW YORK STATE LIBRARY USE ONLY

No Notes

## SUGGESTED IMPROVEMENTS

Name of Person Completing Form: **Note:** ,

Phone Number: **Note:** ,

I am satisfied that this resource (Collect) is meeting library needs: **Note:** ,

Applying this resource (Collect) will help **Note:** ,

improve library services to the public: