

Kellogg Free Library

Annual Report For Public And Association Libraries - 2020

1. GENERAL LIBRARY INFORMATION

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.

1.49 **Note:** The Covid 19 pandemic forced us to close for 3.5 months, and then go to curbside and limited access, shortening hours and cutting staff hours in half. Patronage has been greatly reduced. We were not able to have any in person programs or a summer reading program.

2. LIBRARY COLLECTION

2.13 Electronic Books

Note: FLLS greatly increased our electronic book access due to COVID.

2.18 Video - Downloadable Units

Note: We did not continue our Hoopla subscription

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

3.1 Library visits (total annual attendance)

Note: Visits are down due to closures having to do with COVID.

3.17 Adult Program Sessions

Note: Covid

3.22 One-on-One Program Sessions

Note: Covid

3.79 Total one-on-one program sessions

Note: COVID

3.81 Total one-on-one program attendance

Note: COVID

4. LIBRARY TRANSACTIONS

4.18 Total Reference Transactions

Note: COVID

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:** Covid 19

7. MINIMUM PUBLIC LIBRARY STANDARDS (AS OF 2021)

No Notes

8. PUBLIC SERVICE INFORMATION

- 8.6 Minimum Weekly Total Hours - Main Library **Note:** We started out with 26 per week, but closed for 18 weeks due to COVID. When we did reopen, we only were open for public use 10 hours per week.
- 8.10 Annual Total Hours - Main Library **Note:** COVID
- 8.13 Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12) **Note:** Covid

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:** We had curbside pickup.
- CV4 Did the library allow users to complete registration for library cards online without having to come to the library before the Coronavirus (COVID-19) pandemic? **Note:** We offered curbside as well as online registration for library cards.

9. SERVICE OUTLET INFORMATION

Repeating Group 1

15. Public Service Hours Per Year for This Outlet **Note:** Covid had us closed for 18 weeks, and we now only have limited hours for public access.

10. OFFICERS AND TRUSTEES

No Notes

11. OPERATING FUNDS RECEIPTS

- 11.2 **TOTAL LOCAL PUBLIC FUNDS** **Note:** We do not receive Public Funding
Our library does not received Federal Aid as we are funded by an endowment. We cannot accept aid due to tax reasons.
- 11.10 LSTA **Note:** We cannot accept aid due to tax reasons.
- 11.22 From Capital Fund (Same as Question 14.8) **Note:** We put in a new parking lot at the library.

12. OPERATING FUND DISBURSEMENTS

- 12.2 Other Staff **Note:** Hours were cut due to Covid.
- 12.4 **Employee Benefits Expenditures** **Note:** Hours were cut due to Covid, and one person retired.
- 12.11 From Other Funds (71OF) **Note:** NO monies were taken from other funds.
- 12.14 From Other Funds (72OF) **Note:** There were many more repairs than last year.
- 12.16 Other Disbursements for Operation & Maintenance of Buildings **Note:** The parking lot project accounts for the majority of this amount.
- 12.19 Telecommunications **Note:** We changed phone companies.
The parking lot design consulting
- 12.22 Professional & Consultant Fees **Note:** accounts for the increase in this amount.
- 12.24 Other Miscellaneous **Note:** There were more miscellaneous expenses due to the parking lot project and Covid.

13. CAPITAL FUND RECEIPTS

- 13.13 **TOTAL CASH RECEIPTS AND BALANCE**(Add Questions 13.11 and 13.12; same as Question 14.12) **Note:** This will not allow me to change it.

14. CAPITAL FUND DISBURSEMENTS

- 14.8 **TRANSFER TO OPERATING FUND** (Same as Question 11.22) **Note:** This transfer was made for the parking lot project.

15. CENTRAL LIBRARIES

No Notes

16. FEDERAL TOTALS

- 16.16 **Total Uses (sessions) of Public Internet Computers Per Year** **Note:** Covid 19

17. FOR NEW YORK STATE LIBRARY USE ONLY

- 17.5 *FSCS Public Library Definition* **Note:** NYSL added note. 2/24/2021 They do not receive local public funds but receive endowment funding. They are chartered as an association library by NYS.

SUGGESTED IMPROVEMENTS

No Notes