

# Waterloo Library And Historical Society

## 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

- 1.49 renovations, massive weeding of collection, etc.)? If yes, **Note:** Pandemic please annotate explaining the circumstance(s) and the impact on the library using the Note; if no, please go to Part 2, Library Collection.

### 2. LIBRARY COLLECTION

- 2.13 Electronic Books **Note:** Increase in due to Covid  
 2.18 Video - Downloadable Units **Note:** Loss of funding to continue service

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

- 3.1 Library visits (total annual attendance) **Note:** Pandemic
- 3.17 Adult Program Sessions **Note:** Covid shut down and loss of in house programming.
- 3.19 Children's Program Sessions **Note:** Covid shut down and loss of in house programming.
- 3.20 All Other Program Sessions **Note:** Covid shut down and loss of in house programming.
- 3.21 **Total Number of Program Sessions (Total questions 3.17 through 3.20)** **Note:** Covid shut down and loss of in house programming.  
 Weekly children's and adult take makes introduced to substitute for loss of in
- 3.22 One-on-One Program Sessions **Note:** house programming due to Covid.  
 Virtual recordings and discussions via passive programs reported here as well.
- 3.24 Adult Program Attendance **Note:** Covid shut down and loss of in house programming.
- 3.25 Young Adult Program Attendance **Note:** Started a new teen program that was very successful before Covid hit.
- 3.26 Children's Program Attendance **Note:** Covid shut down and loss of in house programming.
- 3.27 All Other Program Attendance **Note:** Covid shut down and loss of in house programming.
- 3.29 One-on-One Program Attendance **Note:** Weekly children's and adult take makes introduced to substitute for loss of in house programming due to Covid.

		Virtual recordings and discussions via passive programs reported here as well.
3.32	Children registered for the library's summer reading program	<b>Note:</b> Covid shut down and loss of in house programming.
3.33	Young adults registered for the library's summer reading program	<b>Note:</b> Covid shut down and loss of in house programming.
3.34	Adults registered for the library's summer reading program	<b>Note:</b> Covid shut down and loss of in house programming.
3.35	Total number registered for the library's summer reading program (total 3.32 + 3.33 + 3.34)	<b>Note:</b> Covid shut down and loss of in house programming.
3.36	Children's program sessions - Summer 2020	<b>Note:</b> Covid shut down and loss of in house programming.
3.37	Young adult program sessions - Summer 2020	<b>Note:</b> Covid shut down and loss of in house programming.
3.38	Adult program sessions - Summer 2020	<b>Note:</b> Covid shut down and loss of in house programming.
3.39	Total program sessions - Summer 2020 (total 3.36 + 3.37 + 3.38)	<b>Note:</b> Covid shut down and loss of in house programming.
3.79	Total one-on-one program sessions	<b>Note:</b> Covid shutdown and decrease in visits due to Covid.
3.81	Total one-on-one program attendance	<b>Note:</b> Covid shutdown and decrease in visits due to Covid.

#### 4. LIBRARY TRANSACTIONS

4.5	Children's Non-fiction Books	<b>Note:</b> lower due to Covid
4.8	Circulation of Adult Other Materials	<b>Note:</b> lower due to covid
4.9	Circulation of Children's Other Materials	<b>Note:</b> lower due to covid

#### 5. TECHNOLOGY AND TELECOMMUNICATIONS

5.4	Annual number of visits to the library's web site	<b>Note:</b> Covid related
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#### 6. STAFF INFORMATION

6.10	Other Staff	<b>Note:</b> More part time positions due to staff turnover and Covid closures plus distancing measures kept us from hiring part time summer help. This also includes our fulltime Executive Director.
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	<b>Note:</b> More part time positions due to staff turnover and Covid closures plus distancing measures kept us from hiring part time summer help.

#### 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 Covid

## 7. MINIMUM PUBLIC LIBRARY STANDARDS (AS OF 2021)

2. Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff. **Note:** New long range plan will be updated and done by summer of 2021. Still using previous plan.

## 8. PUBLIC SERVICE INFORMATION

- 8.10 Annual Total Hours - Main Library **Note:** Due to Covid we were closed for 13 weeks, we did curbside for 4 weeks. Which is 17 weeks the building wasn't accessible to the public. We were fully open for 39 hrs for 8 weeks and 44 hrs for 27 weeks. Only full building access was counted for total number of annual hrs.
- 8.13 Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12) **Note:** Due to Covid

### 8A. COVID

No Notes

## 9. SERVICE OUTLET INFORMATION

No Notes

## 10. OFFICERS AND TRUSTEES

- 10.6 Does your library's charter documents (incorporation) state a specified term for trustees? If no, please explain in a Note. **Note:** charter is from the 1800's

## 11. OPERATING FUNDS RECEIPTS

- 11.14 Gifts and Endowments **Note:** Grants
- 11.18 Other **Note:** No book sales for 2020

## 12. OPERATING FUND DISBURSEMENTS

No Notes

## 13. CAPITAL FUND RECEIPTS

13.2 All Other Revenues from Local Sources **Note:** No funds received this year.

13.3 **Total Revenues from Local Sources (Add Questions 13.1 and 13.2)** **Note:** No funds received this year.

#### 14. CAPITAL FUND DISBURSEMENTS

No Notes

#### 15. CENTRAL LIBRARIES

No Notes

#### 16. FEDERAL TOTALS

16.3 All Other Paid Staff **Note:** More part time positions due to staff turnover and Covid closures plus distancing measures kept us from hiring part time summer help.

16.4 Total Paid Employees **Note:** More part time positions due to staff turnover and Covid closures plus distancing measures kept us from hiring part time summer help.

16.7 Other Operating Revenue **Note:** Gifts and Endowments

16.14 Other Capital Revenue and Receipts **Note:** 2019 we had a large donation that was transferred to our capital funds. No funds were received for 2020.

16.18 Total Capital Revenue **Note:** No funds received in 2020

#### 17. FOR NEW YORK STATE LIBRARY USE ONLY

No Notes

#### SUGGESTED IMPROVEMENTS

No Notes