

Peck Memorial 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:** We did heavy weeding when we were open for curbside only services due to COVID.

2. LIBRARY COLLECTION

- 2.13 Electronic Books **Note:** We received this number from FLLS. I am assuming that they felt that because of the pandemic that they needed to increase the collection because of the high demand.
- 2.18 Video - Downloadable Units **Note:** Because we no longer offered Hoopla we have this as the number.

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

- 3.1 Library visits (total annual attendance) **Note:** On March 17th we closed until the beginning of June 1st. We opened for curbside service from June 15-July 20th. On July 21st we opened for Limited Access until December 17th where we moved back to curbside service. How I reached the number that I gave is by taking a regular week that we were open and multiplying it by 32. On a normal week in November we had 31 patrons.

4. LIBRARY TRANSACTIONS

No Notes

5. TECHNOLOGY AND TELECOMMUNICATIONS

No Notes

6. STAFF INFORMATION

No Notes

7. MINIMUM PUBLIC LIBRARY STANDARDS (CURRENT)

- 7.7 Is open the minimum standard number of public service hours for population served. **Note:** Covid (see instructions)

7. MINIMUM PUBLIC LIBRARY STANDARDS (AS OF 2021)

- | | | |
|-----|---|---|
| 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: We do have written bylaws but they haven't been updated in awhile. We currently have a committee that is reviewing the bylaws and making sure that we meet this requirement for next year and beyond. |
| 2. | Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff. | Note: We have reapproved a long range plan that was adopted years ago with the stipulation that we will develop a current plan this year. We have developed a committee to do this. |
| 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: We have developed a committee to do this requirement this year. |
| 7. | Is open the minimum standard number of public service hours for population served. (see instructions) | Note: The answer to this is yes and no. We were open 32 hours a week before Covid. We shut down from March 17th to June 1st when staff were allowed back in the building. We opened up for curbside service on June 15th and ran that through July 20th. From July 20th to December 17th we had limited access hours that totaled 23 hours a week. So yes most weeks we have been open for at least 20 hours but when we had to close down we were not open. |
| 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: We are currently working on getting all the information online. We have not yet completed this. |

8. PUBLIC SERVICE INFORMATION

- 8.10 Annual Total Hours - Main Library **Note:** Covid

8A. COVID

- CV13 Did the library increase access to Wi-Fi Internet access to users outside the building **Note:** We have always had 24/7 access to WIFI outside our building.

at one or more outlets during the
Coronavirus (COVID-19) pandemic?

9. SERVICE OUTLET INFORMATION

Repeating Group 1

15. Public Service Hours Per Year for This
Outlet

Note: If you count curbside weeks you would add 154 more hours.

Repeating Group 1

26. Number of internet computers at this outlet
used by general public

Note: Because of social distancing requirements we have had to reconfigure our computers. We currently only have 3 available for public use. When the pandemic program is relaxed we will be able to offer more.

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: My understanding is that there are no specified term for trustees in the charter documents. In the bylaws there is a section that says, " A term of office of a trustee shall be two (2) years duration and shall be unlimited in consecutive terms. This was adopted 25 December 1893 and updated June 2, 1992.

11. OPERATING FUNDS RECEIPTS

11.14 Gifts and Endowments

Note: Impacted by COVID pandemic

11.16 Income from Investments

Note: Investment in higher yielding CD's

12. OPERATING FUND DISBURSEMENTS

12.6 Print Materials Expenditures

Note: Slight increase in book purchases

12.8 Other Materials Expenditures

Note: Impacted by COVID pandemic.

12.16 Other Disbursements for Operation &
Maintenance of Buildings

Note: Timing of insurance premium payments

12.19 Telecommunications

Note: Added additional phone service

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 received

17. FOR NEW YORK STATE LIBRARY USE ONLY

No Notes

SUGGESTED IMPROVEMENTS

No Notes