# Peck Memorial Library
# Annual Report For Public And Association Libraries - 2022

## 1. GENERAL LIBRARY INFORMATION

**Library/Director Information**

[Outline of Major Changes](#)

Please be advised Bibliostat CollectConnect is now using a new interface. If you have accessed or if you believe you may have accessed the old Bibliostat Collect, please click the new link <u>here</u> and you will be taken to the new interface. Please be sure you exit and close the old Bibliostat Collect before you begin your survey.
To avoid loss of data, only one person at a time should be logged into a member library report. Multiple people logged into the same report will cause data to be lost.
Libraries should not have reports from two different years open at the same time.

Report all information in Part 1 as of December 31, 2022, <u>except</u> for questions related to the <u>current</u> library director/manager (questions 1.37 through 1.44).

| | | |
|---|---|---|
| 1.1 | Library ID Number | 2400113890 |
| 1.2 | Library Name | PECK MEMORIAL LIBRARY |
| 1.3 | Name Status (State use only) | 00 (for no change from previous year) |
| 1.4 | Structure Status (State use only) | 00 (for no change from previous year) |
| 1.5 | Community | Marathon |
| 1.6 | Beginning Fiscal Reporting Year | 01/01/2022 |
| 1.7 | Ending Fiscal Reporting Year | 12/31/2022 |
| 1.8 | Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report? | No |

1.9    If yes, please indicate the beginning date   N/A
of library's new reporting year. Enter N/A if No
was answered to Question 1.8.

1.10    Please indicate the ending date of    N/A
library's new reporting year. Enter N/A if No was
answered to Question 1.8.

1.11    Beginning <u>Local</u> Fiscal Year    01/01/2022

1.12    Ending <u>Local</u> Fiscal Year    12/31/2022

1.13    Address Status    00 (for no change from previous year)

1.14    Street Address    24 MAIN STREET

1.15    City    MARATHON

1.16    Zip Code    13803

1.17    Mailing Address    P.O. BOX 325

1.18    City    MARATHON

1.19    Zip Code    13803

1.20    Telephone Number (enter 10 digits only    (607) 849-6135
and hit the Tab key; enter N/A if no telephone
number)

1.21    Fax Number (enter 10 digits only and hit    (607) 849-3799
the Tab key; enter N/A if no fax number)

1.22    E-Mail Address to Contact the Library    director@peckmemoriallibrary.org
(Enter N/A if no e-mail address)

1.23    Library Home Page URL (Enter N/A if    https://www.peckmemoriallibrary.org
no home page URL)

1.24    Population Chartered to Serve (per 2020   892
Census)

1.25    Indicate the type of library as stated in   ASSOCIATION
the library's charter (select one):

1.26    Indicate the area chartered to serve as   Village
stated in the library's charter (select one):

1.27    During the reporting year, has there been   N
any change to the library's legal service area
boundaries? Changes must be the result of a
Regents charter action. Answer Y for Yes, N for
No.

1.28    Indicate the type of charter the library   Absolute
currently holds (select one):

1.29    Date the library was granted its absolute   06/26/1895
charter _or_ the date of the provisional charter if the
library does not have an absolute charter

1.30    Date the library was last registered   10/17/1907

1.31    Federal Employer Identification Number   150581087

1.32    County   CORTLAND

1.33    School District   Marathon

1.34    Town/City   Marathon

1.35    Library System   Finger Lakes Library System

**THESE QUESTIONS ARE FOR NYC LIBRARIES ONLY. PLEASE PROCEED TO THE NEXT QUESTION.**

1.36a   President/CEO Name

1.36b   President/CEO Phone Number

1.36c   President/CEO Email

NOTE: For questions 1.37 through 1.44, report all information for the <u>current</u> library director/manager.

1.37    First Name of Library Director/Manager    Mary

1.38    Last Name of Library Director/Manager    Frank

1.39    NYS Public Librarian Certification Number    N/A

1.40    What is the highest education level of the library manager/director?    Other

1.41    If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science?    N/A

1.42    Do all staff working in the budgeted Librarian (certified) positions reported in 6.4 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note.    N/A

1.43    E-mail Address of the Director/Manager    director@peckmemoriallibrary.org

1.44    Fax Number of the Director/Manager    (607) 849-3799

1.45    Does the library charge fees for library cards to people residing outside the system's service area?    N

1.46    Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2022? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.47.    N

**Public Votes/Contracts**

Please Note: last year's answers for repeating groups cannot be displayed.

1.	Name of municipality or district holding   N/A
the public vote

2.	Indicate the type of municipality or   N/A
district holding the public vote

3.	Date the vote was held (mm/dd/2022)   N/A

4.	Was the vote successful? Y/N   N/A

5.	What type of public vote was it?   N/A

6a.	Most recent prior year approved   N/A
appropriation from a public vote:

6b.	Proposed increase in appropriation as a   N/A
result of the vote held on the date reported in
question number 3:

6c.	Total proposed appropriation (sum of 6a   N/A
and 6b):

**<span style="color:red">This question should only be answered if "No" was answered in Q1.46 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.</span>**

1.47	Did the library receive funding from an   Y
appropriation which was approved by public vote
in a prior year? (Prior to Calendar Year 2022)
Enter Y for Yes, N for No. If Yes, complete one
record for the vote from each funding source. If
No, go to question 1.48.

<span style="color:red">Please Note: last year's answers for repeating groups cannot be displayed.</span>

1.	Name of municipality or district holding   Marathon Central School
the public vote                              District

2.	Indicate the type of municipality or   School District
district holding the public vote

3.	Date the last successful vote was held   05/21/2019
(mm/dd/yyyy)

4.    What type of public vote was it?    school district ballot proposition (Ed. Law §259(1)(a))

5.    What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote?    $82,000

1.48    Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one record for *each* contract. If no, go to question 1.49.    N

**Unusual Circumstances**

Please Note: last year's answers for repeating groups cannot be displayed.

1.    Name of contracting municipality or district    N/A

2.    Is this a written contractual agreement?    N/A

3.    Population of the geographic area served by this contract    N/A

4.    Dollar amount of contract    N/A

5.    Enter the appropriate code for range of services provided (select one):    N/A

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.    N

# 2. LIBRARY COLLECTION

**Print/Electronic/Other Holdings**

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Part 1. Please read general information instructions below before completing this section.

**NOTE:** This section of the survey (2.1-2.25) collects data on selected types of materials.

It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (questions 12.6, 12.7 and 12.8). Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Count electronic materials at the administrative entity level (main library); do not duplicate numbers at each branch.

## PRINT MATERIALS

### Cataloged Books

| | | |
|---|---|---|
| 2.1 | Adult Fiction Books | 6,234 |
| 2.2 | Adult Non-fiction Books | 1,582 |
| 2.3 | Total Adult Books (Total questions 2.1 & 2.2) | 7,816 |
| 2.4 | Children's Fiction Books | 3,824 |
| 2.5 | Children's Non-fiction Books | 1,099 |
| 2.6 | Total Children's Books (Total questions 2.4 & 2.5) | 4,923 |
| 2.7 | Total Cataloged Books (Total questions 2.3 & 2.6) | 12,739 |

### Other Print Materials

| | | |
|---|---|---|
| 2.8 | Total Uncataloged Books | 65 |
| 2.9 | Total Print Serials | 6 |

| 2.10 | All Other Print Materials | 0 |

| 2.11 | Total Other Print Materials (Total questions 2.8 through 2.10) | 71 |

| 2.12 | Total Print Materials (Total questions 2.7 and 2.11) | 12,810 |

## ALL OTHER MATERIALS
### Electronic Materials

| 2.13 | Electronic Books | 20,986 |

| 2.14 | Local Electronic Collections | 5 |

| 2.15 | NOVEL~NY~ Electronic Collections | 15 |

| 2.16 | Total Electronic Collections (Total questions 2.14 and 2.15) | 20 |

| 2.17 | Audio - Downloadable Units | 10,419 |

| 2.18 | Video - Downloadable Units | 0 |

| 2.19 | Other Electronic Materials (Include items that are not included in the above categories, such as e-serials; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.) | 0 |

| 2.20 | Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19) | 31,425 |

### Non-Electronic Materials

| 2.21 | Audio - Physical Units | 350 |

| 2.22 | Video - Physical Units | 728 |

| 2.23 | Other Circulating Physical Items | 73 |

**2.24     Total Other Materials - Non-Electronic**     1,151
(Total questions 2.21 through 2.23)


**Grand Total/Additions to Holdings**


**2.25     GRAND TOTAL HOLDINGS** (Total     45,386
questions 2.12, 2.20 and 2.24)


**ADDITIONS TO HOLDINGS** - Do <u>not</u> subtract withdrawals or discards.

2.26     Cataloged Books          449


2.27     All Other Print Materials          0


2.28     Electronic Materials          17,144


2.29     All Other Materials          30


2.30     Total Additions (Total questions 2.26     17,623
through 2.29)


# 3. LIBRARY PROGRAMS, POLICIES, AND SERVICES


**Visits/Borrowers/Policies/Accessibility**

Report all information on questions 3.1 through 3.29 as of the end of the <u>fiscal</u> year reported in Part 1; report information on questions 3.32 through 3.84 for the 2022 <u>calendar</u> year. Please click here to read general instructions before completing this section.

Please report information on LIBRARY USE as of the end of the fiscal year reported in Part 1.

**LIBRARY USE**

3.1     Library visits (total annual attendance)     958


3.1a     Regarding the number of Library Visits     ES - Annual Estimate Based
entered, is this an annual count or an annual     on Typical Week(s)
estimate based on a typical week or weeks?


3.2     Registered resident borrowers     200

3.3    Registered non-resident borrowers    657

Please report information on WRITTEN POLICIES as of 12/31/22.

**WRITTEN POLICIES (Answer Y for Yes, N for No)**

3.4    Does the library have an open meeting    Y
policy?

3.5    Does the library have a policy protecting    Y
the confidentiality of library records?

3.6    Does the library have an Internet use    Y
policy?

3.7    Does the library have a disaster plan?    N

3.8    Does the library have a board-approved    Y
conflict of interest policy?

3.9    Does the library have a board-approved    Y
whistle blower policy?

3.10    Does the library have a board-approved    Y
sexual harassment prevention policy?

Please report information on ACCESSIBILITY as of 12/31/22.

**ACCESSIBILITY (Answer Y for Yes, N for No)**

3.11    Does the library provide service to    Y
persons who cannot visit the library (homebound
persons, persons in nursing homes, persons in jail,
etc.)?

3.12    Does the library have assistive devices    N
for persons who are deaf and hearing impaired
(TTY/TDD)?

3.13    Does the library have large print books?    Y

3.14    Does the library have assistive    N
technology for people who are visually impaired
or blind?

## 3.15 - If so, what do you have?

| | |
|---|---|
| screen reader, such as JAWS, Windoweyes or NVDA | No |
| refreshable Braille commonly referred to as a refreshable Braille display | No |
| screen magnification software, such as Zoomtext | No |
| electronic scanning and reading software, such as OpenBook | No |

3.16    Is the library registered for services from either the New York State Talking Book and Braille Library (New York State Library, Albany) or the Andrew Heiskell Braille and Talking Book Library (The New York Public Library, New York)?    N

**Library Sponsored Programs/Summer Reading Program**

## SYNCHRONOUS PROGRAM SESSIONS and ATTENDANCE

Synchronous Program Sessions

A synchronous (live) program session is any planned event which introduces the group attending to library services or which provides information to participants.
Program sessions may cover use of the library, library services, or library tours. Program sessions may also provide cultural, recreational, or educational information.
Examples of these types of program sessions include, but are not limited to, film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.

For specific examples, please refer to the chart in Instructions.

3.17    Number of Synchronous Program Sessions Targeted at Adults Age 19 or Older    31

3.18    Number of Synchronous Program Sessions Targeted at Young Adults Ages 12-18    0

3.19a    Number of Synchronous Program        5
Sessions Targeted at Children Ages 0-5

**Note:** We are having a hard time getting people to come to our story times. First it was Covid, then RSV and the flu. I know some of our patrons are going to Cortland Memorial Library's story hour. The only reason I had 5 story hours is because I partnered with a local preschool.

3.19b    Number of Synchronous Program        42
Sessions Targeted at Children Ages 6-11

3.20     Number of Synchronous General Interest 9
Program Sessions

3.21     <span style="color:maroon">Total Number of Synchronous Program</span>     87
<span style="color:maroon">Sessions (Total questions 3.17, 3.18, 3.19a, 3.19b, 3.20)</span>

3.21a    Number of Synchronous In-Person       65
Onsite Program Sessions

3.21b    Number of Synchronous In-Person       22
Offsite Program Sessions

3.21c    Number of Synchronous Virtual Program 0
Sessions

3.21d    <span style="color:maroon">Total number of synchronous programs</span>    87
<span style="color:maroon">(3.21a + 3.21b + 3.21c)</span>

3.22     One-on-One Program Sessions           0

3.23     Do library staff, trustees and/or     No
volunteers reach outside of the library to promote
library programs and services through group
presentations, information tables and/or other
similar educational activities sponsored by the
Library?

3.24     Attendance at Synchronous Programs    145
Targeted at Adults Age 19 or Older

3.25     Attendance at Synchronous Programs    0
Targeted at Young Adults Ages 12-18

3.26a    Attendance at Synchronous Programs    52
Targeted at Children Ages 0-5

3.26b    Attendance at Synchronous Programs    859
Targeted at Children Ages 6-11

3.27    Attendance at Synchronous General    337
Interest Programs

3.28    Total Attendance at Synchronous    1,393
Programs (Total questions 3.24, 3.25, 3.26a,
3.26b, 3.27).

3.28a    Synchronous In-Person Onsite Program    627
Attendance

3.28b    Synchronous In-Person Offsite Program    766
Attendance

3.28c    Synchronous Virtual Program    0
Attendance

**Note:** We didn't need to do any virtual programs this year. We only did in person.

3.28d    Total synchronous program attendance    1,393
(3.28a + 3.28b + 3.28c)

3.29    One-on-One Program Attendance    0

3.29a    Total Number of Asynchronous Program    N/A
Presentations

3.29b    Total Views of Asynchronous Program    N/A
Presentations within 30 Days

3.30    Total Number of Children's Programs    47
(sum of Q3.19a and Q3.19b)

3.31    Total Children's Program Attendance    911
(sum of Q3.26a and Q3.26b)

Please report information on SUMMER READING PROGRAMS for the 2022 calendar year.

**SUMMER READING PROGRAM**

3.32 - Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2022 (check all that apply):

a.          Program(s) for children                    Yes

b.          Program(s) for young adults            No

c.          Program(s) for Adults                      Yes

d.          Summer Reading at New York Libraries    No
name and/or logo used

e.          Collaborative Summer Library Program    Yes
(CSLP Manual, provided through the New York
State Library, used)

f.          N/A                                        No

3.33     Library outlets offering the summer          1
reading program

3.34     Children registered for the library's       37
summer reading program

3.35     Young adults registered for the library's    6
summer reading program

3.36     Adults registered for the library's         45
summer reading program

3.37     Total number registered for the library's   88
summer reading program (total 3.34 + 3.35 +
3.36)

3.38     Children's program sessions - Summer         22
2022

3.39     Young adult program sessions - Summer        0
2022

| 3.40 | Adult program sessions - Summer 2022 | 3 |
|------|--------------------------------------|---|

3.41    Total program sessions - Summer 2022    25
(total 3.38 + 3.39 + 3.40)

3.42    Children's program attendance - Summer    717
2022

3.43    Young adult program attendance -    0
Summer 2022

3.44    Adult program attendance - Summer    80
2022

3.45    Total program attendance - Summer    797
2022 (total 3.42 + 3.43 + 3.44)

## COLLABORATORS

3.46    Public school district(s) and/or BOCES    2

3.47    Non-public school(s)    0

3.48    Childcare center(s)    0

3.49    Summer camp(s)    0

3.50    Municipality/Municipalities    2

3.51    Literacy provider(s)    0

3.52    Other (describe using the State note)    0

3.53    Total Collaborators (total 3.46 through    4
3.52)

**Early/Adult/English Speaker/Digital Literacy**

Please report information on EARLY LITERACY PROGRAMS for the 2022 calendar year.
**EARLY LITERACY PROGRAMS**

3.54      Did the library offer early literacy programs? (Enter Y for Yes, N for No)      Y

3.55 - Indicate types of programs offered (check all that apply)

a.      Focus on birth - school entry (kindergarten)      Yes

b.      Focus on parents & caregivers      No

c.      Combined audience      Yes

d.      N/A      No

3.56 - Number of sessions

a.      Focus on birth - school entry (kindergarten)      0

b.      Focus on parents & caregivers      0

c.      Combined audience      5

d.      N/A      N/A

3.57      Total Sessions      5

3.58 - Attendance at sessions

a.      Focus on birth - school entry (kindergarten)      0

b.      Focus on parents & caregivers      0

c.      Combined audience      52

d.      N/A      N/A

3.59      Total Attendance      52

3.60 - Collaborators (check all that apply):

| | | |
|---|---|---|
| a. | Childcare center(s) | Yes |
| b. | Public School District(s) and/or BOCES | No |
| c. | Non-Public School(s) | Yes |
| d. | Health care providers/agencies | No |
| e. | Other (describe using the State note) | No |

Please report information on ADULT LITERACY for the 2022 calendar year.

**ADULT LITERACY**

| | | |
|---|---|---|
| 3.61 | Did the library offer adult literacy programs? | No |
| 3.62 | Total group program sessions | 0 |
| 3.63 | Total one-on-one program sessions | 0 |
| 3.64 | Total group program attendance | 0 |
| 3.65 | Total one-on-one program attendance | 0 |

3.66 - Collaborators (check all that apply)

| | | |
|---|---|---|
| a. | Literacy NY (Literacy Volunteers of America) | No |
| b. | Public School District(s) and/or BOCES | No |
| c. | Non-Public Schools | No |
| d. | Other (see instructions and describe using Note) | No |

Please report information on PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL) for the 2022 calendar year.

**PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)**

3.67    Did the library offer programs for          N
English Speakers of Other Languages (ESOL)?
(Enter Y for Yes, N for No)

3.68    Children's program sessions                  0

3.69    Young adult program sessions                 0

3.70    Adult program sessions                       0

3.71    Total program sessions (total 3.68 + 3.69    0
+ 3.70)

3.72    One-on-one program sessions                  0

3.73    Children's program attendance                0

3.74    Young adult program attendance               0

3.75    Adult program attendance                     0

3.76    Total program attendance (total 3.73 +       0
3.74 + 3.75)

3.77    One-on-one program attendance                0

3.78 - Collaborators (check all that apply):

a.      Literacy NY (Literacy Volunteers of          No
America)

b.      Public School District(s) and/or BOCES   No

c.      Non-Public School(s)                         No

d.      Other (describe using the Note)              No

Please report information on DIGITAL LITERACY for the 2022 calendar year.
**DIGITAL LITERACY**

3.79    Did the library offer digital literacy    N
programs?


3.80    Total group program sessions    0


3.81    Total one-on-one program sessions    0


3.82    Total group program attendance    0


3.83    Total one-on-one program attendance    0


3.84    Did your library offer teen-led activities    N
during the 2022 calendar year?


# 4. LIBRARY TRANSACTIONS

**Circulation/Electronic Use/Reference Transactions**

Report all transactions as of the end of the fiscal year reported in Part 1. (Please note: Internal Library usage is <u>not</u> considered part of circulation.)

## CATALOGED BOOK CIRCULATION

4.1    Adult Fiction Books    3,718


4.2    Adult Non-fiction Books    456


4.3    Total Adult Books (Total questions 4.1 &    4,174
4.2)


4.4    Children's Fiction Books    2,394


4.5    Children's Non-fiction Books    234


4.6    Total Children's Books (Total questions    2,628
4.4 & 4.5)


4.7    Total Cataloged Book Circulation (Total    6,802
question 4.3 & 4.6)


## CIRCULATION OF OTHER MATERIALS

| 4.8 | Circulation of Adult Other Materials | 578 |

| 4.9 | Circulation of Children's Other Materials | 152 |

| 4.10 | Circulation of Other Physical Items (Total questions 4.8, 4.9) | 730 |

| 4.11 | Physical Item Circulation (Total questions 4.7 & 4.10) | 7,532 |

## ELECTRONIC USE

| 4.12 | Use of Electronic Material | 1,483 |

| 4.13 | Successful Retrieval of Electronic Information | 0 |

| 4.14 | Electronic Content Use (Total questions 4.12 & 4.13) | 1,483 |

| 4.15 | Total Circulation of Materials (Total questions 4.11 & 4.12) | 9,015 |

| 4.16 | Total Collection Use (Total questions 4.13 & 4.15) | 9,015 |

| 4.17 | Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9) | 2,780 |

| 4.18 | As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due? | Yes |

## REFERENCE TRANSACTIONS

| 4.19 | Total Reference Transactions | 1,850 |

| 4.19a | Regarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks? | ES - Annual Estimate Based on Typical Week(s) |

4.20    Does the library offer virtual reference?    Y

**INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)**

4.21    TOTAL MATERIALS RECEIVED    1,819

**INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)**

4.22    TOTAL MATERIALS PROVIDED    2,350

# 5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2022.

**SYSTEMS AND SERVICES**

5.1    Automated circulation system?    Y

5.2    Online public access catalog (OPAC)?    Y

5.3    Electronic access to the OPAC from outside the library?    Y

5.4    Annual number of visits to the library's web site    17,065

5.5    Does the library use Internet filtering software on any computer?    Y

5.6    Does your library use social media?    Y

5.7    Does the library file for E-rate benefits?    Y

5.8    Is the library part of a consortium for E-rate benefits?    Y

5.9    If yes, in which consortium are you participating?    Finger Lakes Library System

5.10    Name of the person responsible for the    Mary Frank
library's Information Technology (IT) services


5.11    IT contact's telephone number (enter 10    (607) 849-6135
digits only and hit the Tab key)


5.12    IT contact's email address    director@peckmemoriallibrary.org


# 6. STAFF INFORMATION

Note: Report figures as of the last day of the fiscal year reported in Part 1. Include the FTE for all positions funded in the library's budget whether those positions are filled or not. This report requires conversion of part-time hours to full-time equivalents (FTE). To compute the FTE of employees in any category, take the total number of hours worked per week for all budgeted positions in that category and divide that total by the number of hours per week the library considers to be full-time. Report the FTE to two decimal places.

**FTE (FULL-TIME EQUIVALENT CALCULATION)**

6.1    The number of hours per workweek used    28
to compute FTE for all paid library personnel in
this section.


**BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS**

6.2    Library Director (certified)    0


6.3    Vacant Library Director (certified)    0


6.4    Librarian (certified)    0


6.5    Vacant Librarian (certified)    0


6.6    Library Manager (not certified)    1


6.7    Vacant Library Manager (not certified)    0


6.8    Library Specialist/Paraprofessional (not    0
certified)


6.9    Vacant Library    0
Specialist/Paraprofessional (not certified)


6.10    Other Staff    0.71

| 6.11 | Vacant Other Staff | 0.17 |
|---|---|---|

6.12    TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)    1.71

6.13    VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)    0.17

**SALARY INFORMATION**

| 6.14 | FTE - Entry Level Librarian (certified) | 0 |
|---|---|---|
| 6.15 | Salary - Entry Level Librarian (certified) | $0 |
| 6.16 | FTE - Library Director (certified) | 0 |
| 6.17 | Salary - Library Director (certified) | $0 |
| 6.18 | FTE - Library Manager (not certified) | 1 |
| 6.19 | Salary - Library Manager (not certified) | $29,404 |

# 7. MINIMUM PUBLIC LIBRARY STANDARDS

As of January 1, 2023 all public, free association and Indian libraries in New York State are required to meet the minimum standards listed below. Please indicate which of these standards your library meets as of **December 31, 2022**. Please click here to read general instructions before completing this section. Helpful information for meeting minimum public library standards is available on the State Library's website. Questions about the new standards should be directed to your library system.

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.    Y

2.    Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff.    Y

3.      Provides a board-approved written        Y
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.


4.      Has board-approved written policies for   Y
the operation of the library, which shall be
reviewed and updated at least once every five
years or earlier if required by law.


5.      Annually prepares and publishes a         Y
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.


6.      Periodically evaluates the effectiveness  Y
of the library's programs, services and collections
to address community needs, as outlined in the
library's long-range plan of service.


7.      Is open the minimum standard number of   Y
public service hours for population served. (see
instructions)


8.  Maintains a facility that addresses community needs, as outlined in the library's long-range plan
of service, including adequate:

8a.     space                                    Y

8b.     lighting                                 Y

8c.     shelving                                 Y

8d.     seating                                  Y

8e.     power infrastructure                     Y

8f.     data infrastructure                      Y

8g.     public restroom                          Y

9. Provides programming to address community needs, as outlined in the library's long-range plan of service.     Y

10. Provides

10a. a circulation system that facilitates access to the local library collection and other library catalogs     Y

10b. equipment, technology, and internet connectivity to address community needs and facilitate access to information.     Y

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.     Y

12. Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.     Y

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.     Y

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.     Y

## 8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Part 1. Please click here to read general instructions before completing this section.

PUBLIC SERVICE OUTLETS - Libraries reporting main libraries, branches and bookmobiles should complete Service Outlets Information in Part 9.

8.1 Main Library     1

| 8.2 | Branches | 0 |
|---|---|---|

| 8.3 | Bookmobiles | 0 |
|---|---|---|

| 8.4 | Other Outlets | 0 |
|---|---|---|

8.5    TOTAL PUBLIC SERVICE OUTLETS    1
(Total questions 8.1 - 8.4)

PUBLIC SERVICE HOURS - Report hours to <u>two</u> decimal places.

8.6    Minimum Weekly Total Hours - Main    32.00
Library

8.7    Minimum Weekly Total Hours - Branch    0.00
Libraries

8.8    Minimum Weekly Total Hours -    0.00
Bookmobiles

8.9    Minimum Weekly Total Hours - Total    32.00
Hours Open (Total questions 8.6 - 8.8)

8.10    Annual Total Hours - Main Library    1,558.00

8.11    Annual Total Hours - Branch Libraries    0.00

8.12    Annual Total Hours - Bookmobiles    0.00

8.13    Annual Hours Open - Total Hours Open    1,558.00
(Total questions 8.10 through 8.12)

# 8A. COVID

NOTE: This section of the survey (8A) collects data on the impact of the COVID–19 pandemic.
Report all information in Part 8A from January 1, 2022 to December 31, 2022.

CV1    Were any of the library's outlets    No
physically closed to the public for any period of
time due to the Coronavirus (COVID-19)
pandemic?

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?     No

**Note:** N/A as per NYS guidance

CV3     Did the library allow users to complete registration for library cards online without having to come to the library during the Coronavirus (COVID-19) pandemic?     No

**Note:** N/A

CV4     Did the library provide reference service via the Internet or telephone when the building was physically closed to the public during the Coronavirus (COVID-19) pandemic?     No

**Note:** N/A as per NYS guidance

CV5     Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic?     No

**Note:** N/A

CV6     Did the library intentionally provide Wi-Fi Internet access to users outside the building at one or more outlets during COVID-19 pandemic?     No

**Note:** N/A

CV7     Did the library increase access to Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic?     No

CV8     Did library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties during the Coronavirus (COVID-19) pandemic?     No

CV9     Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19     0

# 9. SERVICE OUTLET INFORMATION

<span style="color:red">Please Note: last year's answers for repeating groups cannot be displayed.</span>

Outlets should be arranged in alphabetical order if possible.

Report all information as of the end of the fiscal year reported in Part 1. Please click here to read general instructions before completing this section.

NOTE: Libraries reporting Public Service Outlets in questions 8.1, 8.2 and 8.3 of Part 8 are required to complete this part of the Annual Report. Use this section to enter outlet information on main libraries, branches or bookmobiles. Complete one record for *each* main library, branch or bookmobile.

If you have multiple libraries, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you will enter the data into the spreadsheet form available in the survey by clicking a link to an Excel sheet listing prior year outlets is located in section 9. Complete this form and email it to collectconnect@baker-taylor.com and your data will be uploaded into CollectConnect within 24 hours. The data will be loaded in the same order in which it appears in your file, so libraries should be in the correct order on the spreadsheet.

| 1. | Outlet Name | Peck Memorial Library |
|----|----|----|
| 2. | Outlet Name Status | 00 (for no change) |
| 3. | Street Address | 24 Main Street |
| 4. | Outlet Street Address Status | 00 (for no change) |
| 5. | City | Marathon |
| 6. | Zip Code | 13803 |
| 7. | Phone (enter 10 digits only) | (607) 849-6135 |
| 8. | Fax Number (enter 10 digits only) | (607) 849-3799 |
| 9. | E-mail Address | director@peckmemoriallibrary.org |
| 10. | Outlet URL | www.peckmemoriallibrary.org |
| 11. | County | Cortland |

| | | |
|---|---|---|
| 12. | School District | Marathon Central School |
| 13. | Library System | Finger Lakes Library System |
| 14. | Outlet Type Code (select one): | CE |
| 15. | Public Service Hours Per Year for This Outlet | 1,558 |
| 16. | Number of Weeks This Outlet is Open | 52 |
| 16a | Number of weeks an outlet closed due to COVID-19 | 0 |
| 16b | Number of weeks an outlet had limited occupancy due to COVID-19 | 0 |
| 17. | Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)? | Y |
| 18. | Is the meeting space available for public use even when the outlet is closed? | Y |
| 19. | Total number of non-library sponsored programs, meetings and/or events at this outlet | 58 |
| 20. | Enter the appropriate outlet code (select one): | LO |
| 21. | Who owns this outlet building? | Library Board |
| 22. | Who owns the land on which this outlet is built? | Library Board |
| 23. | Indicate the year this outlet was initially constructed | 1895 |
| 24. | Indicate the year this outlet underwent a major renovation costing $25,000 or more | 2007 |

| 25. | Square footage of the outlet | 3,052 |
|---|---|---|
| 26. | Number of Internet Computers Used by General Public | 4 |
| 27. | Number of uses (sessions) of public Internet computers per year | 175 |
| 27a | Reporting Method for Number of Uses of Public Internet Computers Per Year | ES - Annual Estimate Based on Typical Week(s) |
| 28. | Type of connection on the outlet's public Internet computers | Cable |
| 29. | Maximum <u>download</u> speed of connection on the outlet's public Internet computers | 11 Greater than or equal to 100 mbps and less than 1 gbps |
| 30. | Maximum <u>upload</u> speed of connection on the outlet's public Internet computers | 7 Greater than or equal to 10 mbps and less than 15 mbps |
| 31. | Internet Provider | Spectrum/Time Warner Cable |
| 32. | WiFi Access | No restrictions to access |
| 33. | Wireless Sessions | 1,825 |
| 33a | Reporting Method for Wireless Sessions | CT - Annual Count |
| 34. | Does the outlet have a building entrance that is physically accessible to a person in a wheelchair? | Y |
| 35. | Is every public part of the outlet accessible to a person in a wheelchair? | Y |
| 36. | Does your **outlet** have a Makerspace? | N |
| 37. | *LIBID* | 2400113890 |
| 38. | *FSCSID* | NY0146 |

| 39. | *Number of Bookmobiles in the Bookmobile Outlet Record* | 0 |
|---|---|---|

| 40. | *Outlet Structure Status* | 00 (for no change from previous year) |
|---|---|---|

# 10. OFFICERS AND TRUSTEES

**Trustees and Terms/Board President/Trustee Names**

Report information about trustee meetings as of December 31, 2022. All public and association libraries are required by Education Law to hold at least four meetings a year.

## BOARD MEETINGS

| 10.1 | Total number of board meetings held during calendar year (January 1, 2022 to December 31, 2022) | 12 |
|---|---|---|

## NUMBER OF TRUSTEES AND TERMS

| 10.2 | Does your library have a range of trustees stated in the library's charter documents (incorporation)? | Yes |
|---|---|---|

| 10.3 | If yes, what is the range? | 5-15 |
|---|---|---|

| 10.4 | If your library has a range, how many voting positions are stated in the library's current by-laws? | 8 |
|---|---|---|

| 10.6 | Does your library's charter documents (incorporation) state a specified term for trustees? If no, please explain in a Note. | No |
|---|---|---|

**Note:** Note: In the charter it is not mentioned but in the bylaws that we amended this year, we do have term limits in place. 4. A term of office of a trustee shall be (5) years duration and shall be limited to two consecutive terms. Terms can be extended for up to six months if needed for extenuating circumstances

10.7     If yes, what is the trustee term length, as   n/a
stated in your library's charter documents
(incorporation)?

**Note:** Note: In the charter it is not mentioned but in the bylaws that we amended this year, we do have term limits in place. 4. A term of office of a trustee shall be (5) years duration and shall be limited to two consecutive terms. Terms can be extended for up to six months if needed for extenuating circumstances

## BOARD MEMBER SELECTION

10.8     Enter Board Member Selection Code     EA - board members are
(select one):                                 elected by the library
                                              association membership

List Officers and Board Members as of February 1, 2023. Complete one record for each board member. There must be a record for each voting position, whether filled or vacant. Do not include non-voting positions.

## BOARD PRESIDENT

10.9     First Name                    Kathleen

10.10    Last Name                     Cusick

10.11    Mailing Address               Box 2, Tannery St.

10.12    City                          Marathon

10.13    Zip Code (5 digits only)      13803

10.14    Phone (enter 10 digits only)  (607) 849-6701

10.15    E-mail Address                kmcus@aol.com

10.16    Term Begins - Month           January

10.17    Term Begins - Year (yyyy)     2021

10.18    Term Expires - Month          December

10.19    Term Expires - Year (yyyy)    2025

10.20    Is the trustee serving a full term? If No,    Yes
add a Note. The Note should identify the previous
trustee whose unexpired term is being filled, and
should identify the beginning and ending date of
the unexpired previous trustee's term. Example:
Trustee is filling the remainder of [name]'s term,
which was to run from beginning date to ending
date.

10.21    The date the Oath of Office was taken    N/A
(mm/dd/yyyy)

10.22    The date the Oath of Office was filed    N/A
with town or county clerk (mm/dd/yyyy)

10.23    Is this a brand new trustee?    N

Please Note: last year's answers for repeating groups cannot be displayed.

You may 1) enter the data for the Officers and Board Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect (but do not include the Board President—this information should still be entered directly into the survey). If you choose to send your data for uploading, you must enter the data into the spreadsheet form available here. Please Note: It is customized and contains all the data entered last year to be updated this year. Complete this form and email it to collectconnect@baker-taylor.com.

| 1. | Status | Filled |
|---|---|---|
| 2. | First Name of Board Member | Connie |
| 3. | Last Name of Board Member | White |
| 4. | Mailing Address | PO Box 290 |
| 5. | City | Marathon |
| 6. | Zip Code (5 digits only) | 13803 |
| 7. | E-mail address | adamswhitehouse@aol.com |
| 8. | Office Held or Trustee | Vice President |
| 9. | Term Begins - Month | January |

| 10. | Term Begins - Year (year) | 2021 |
|---|---|---|
| 11. | Term Expires | December |
| 12. | Term Expires - Year (yyyy) | 2025 |
| 13. | Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. | Yes |
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken | N/A |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | N/A |
| 16. | Is this a brand new trustee? | N |
| 1. | Status | Filled |
| 2. | First Name of Board Member | Eileen |
| 3. | Last Name of Board Member | Fitzgerald-Spiehs |
| 4. | Mailing Address | 5159 State Route 221 E. |
| 5. | City | Marathon |
| 6. | Zip Code (5 digits only) | 13803 |
| 7. | E-mail address | Fitzspiehs@yahoo.com |
| 8. | Office Held or Trustee | Trustee |
| 9. | Term Begins - Month | January |

| 10. | Term Begins - Year (year) | 2022 |

| 11. | Term Expires | December |

| 12. | Term Expires - Year (yyyy) | 2026 |

| 13. | Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. | Yes |

| 14. | The date the Oath of Office (mm/dd/yyyy) was taken | N/A |

| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | N/A |

| 16. | Is this a brand new trustee? | N |

| 1. | Status | Filled |

| 2. | First Name of Board Member | Cathy |

| 3. | Last Name of Board Member | Maricle |

| 4. | Mailing Address | 427 Merrill Creek Rd. |

| 5. | City | Marathon |

| 6. | Zip Code (5 digits only) | 13803 |

| 7. | E-mail address | poochie61951@yahoo.com |

| 8. | Office Held or Trustee | Trustee |

| 9. | Term Begins - Month | January |

| 10. | Term Begins - Year (year) | 2022 |
| --- | --- | --- |

| 11. | Term Expires | December |
| --- | --- | --- |

| 12. | Term Expires - Year (yyyy) | 2026 |
| --- | --- | --- |

| 13. | Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. | Yes |
| --- | --- | --- |

| 14. | The date the Oath of Office (mm/dd/yyyy) was taken | N/A |
| --- | --- | --- |

| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | N/A |
| --- | --- | --- |

| 16. | Is this a brand new trustee? | N |
| --- | --- | --- |

| 1. | Status | Filled |
| --- | --- | --- |

| 2. | First Name of Board Member | Sharon |
| --- | --- | --- |

| 3. | Last Name of Board Member | Trokanski |
| --- | --- | --- |

| 4. | Mailing Address | PO Box 472 |
| --- | --- | --- |

| 5. | City | Marathon |
| --- | --- | --- |

| 6. | Zip Code (5 digits only) | 13803 |
| --- | --- | --- |

| 7. | E-mail address | strokanski@yahoo.com |
| --- | --- | --- |

| 8. | Office Held or Trustee | Trustee |
| --- | --- | --- |

| 9. | Term Begins - Month | January |
| --- | --- | --- |

| 10. | Term Begins - Year (year) | 2021 |
|-----|---------------------------|------|

| 11. | Term Expires | December |
|-----|--------------|----------|

| 12. | Term Expires - Year (yyyy) | 2025 |
|-----|----------------------------|------|

13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.   Yes

| 14. | The date the Oath of Office (mm/dd/yyyy) was taken | N/A |
|-----|-----------------------------------------------------|-----|

| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | N/A |
|-----|------------------------------------------------------------------------------|-----|

| 16. | Is this a brand new trustee? | N |
|-----|------------------------------|---|

| 1. | Status | Filled |
|----|--------|--------|

| 2. | First Name of Board Member | Marilyn |
|----|----------------------------|---------|

| 3. | Last Name of Board Member | Negus |
|----|---------------------------|-------|

| 4. | Mailing Address | 1063 St. Rt 221 |
|----|-----------------|-----------------|

| 5. | City | Marathon |
|----|------|----------|

| 6. | Zip Code (5 digits only) | 13803 |
|----|--------------------------|-------|

| 7. | E-mail address | mandrnegus@htva.net |
|----|----------------|---------------------|

| 8. | Office Held or Trustee | Trustee |
|----|------------------------|---------|

| 9. | Term Begins - Month | January |
|----|---------------------|---------|

| # | Field | Value |
|---|---|---|
| 10. | Term Begins - Year (year) | 2022 |
| 11. | Term Expires | December |
| 12. | Term Expires - Year (yyyy) | 2026 |
| 13. | Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. | Yes |
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken | N/A |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | N/A |
| 16. | Is this a brand new trustee? | N |
| 1. | Status | Vacant |
| 2. | First Name of Board Member | N/A |
| 3. | Last Name of Board Member | N/A |
| 4. | Mailing Address | N/A |
| 5. | City | N/A |
| 6. | Zip Code (5 digits only) | N/A |
| 7. | E-mail address | N/A |
| 8. | Office Held or Trustee | |
| 9. | Term Begins - Month | |

10.      Term Begins - Year (year)                    N/A

11.      Term Expires

12.      Term Expires - Year (yyyy)                   N/A

13.      Is the trustee serving a full term? If No,
add a Note. The Note should identify the previous
trustee whose unexpired term is being filled, and
should identify the beginning and ending date of
the unexpired previous trustee's term. Example:
Trustee is filling the remainder of [name]'s term,
which was to run from beginning date to ending
date.

14.      The date the Oath of Office               N/A
(mm/dd/yyyy) was taken

15.      The date the Oath of Office was filed     N/A
with town or county clerk (mm/dd/yyyy)

16.      Is this a brand new trustee?

1.       Status                                    Vacant

2.       First Name of Board Member                N/A

3.       Last Name of Board Member                 N/A

4.       Mailing Address                           N/A

5.       City                                      N/A

6.       Zip Code (5 digits only)                  N/A

7.       E-mail address                            N/A

8.       Office Held or Trustee

9.       Term Begins - Month

10.	Term Begins - Year (year)		N/A


11.	Term Expires


12.	Term Expires - Year (yyyy)		N/A


13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.


14.	The date the Oath of Office		N/A
(mm/dd/yyyy) was taken


15.	The date the Oath of Office was filed		N/A
with town or county clerk (mm/dd/yyyy)


16.	Is this a brand new trustee?


**Trustee Education**

<span style="color:red">Please Note: last year's answers for repeating groups cannot be displayed.</span>

Complete one record for each person serving as a trustee as of December 31, 2022. These trustees will not be exactly the same as the trustees listed in the section above.

1.	Trustee Name			Kathleen Cusick


2.	Has the trustee participated in trustee		N
education in the last calendar year (2022)?


1.	Trustee Name			Connie White


2.	Has the trustee participated in trustee		N
education in the last calendar year (2022)?


1.	Trustee Name			Cathy Maricle

2.	Has the trustee participated in trustee	N
education in the last calendar year (2022)?

1.	Trustee Name	Sharon Trokanski

2.	Has the trustee participated in trustee	N
education in the last calendar year (2022)?

1.	Trustee Name	Marilyn Negus

2.	Has the trustee participated in trustee	N
education in the last calendar year (2022)?

1.	Trustee Name	Eileen Fitzgerald-Spiehs

2.	Has the trustee participated in trustee	Y
education in the last calendar year (2022)?

# 11. OPERATING FUNDS RECEIPTS

**Local Public Funds/System Cash Grants/Other State**

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). *ROUND TO THE NEAREST DOLLAR.* Please click here to read general instructions before completing this section.

**LOCAL PUBLIC FUNDS**
Specify by name the municipalities or school districts which are the source of funds.

11.1	Does the library receive any local public	Y
funds? If yes, complete one record for each taxing
authority; if no, go to question 11.3.

Please Note: last year's answers for repeating groups cannot be displayed.

1.	Source of Funds	School District

2.	Name of funding County, Municipality	Marathon Central School
or School District	District

3.	Amount	$82,000

| 4. | Subject to public vote held in reporting year or in a previous reporting year(s). | Y |

| 5. | Written Contractual Agreement | Y |

| 1. | Source of Funds | Village |

| 2. | Name of funding County, Municipality or School District | Marathon |

| 3. | Amount | $417 |

| 4. | Subject to public vote held in reporting year or in a previous reporting year(s). | N |

| 5. | Written Contractual Agreement | N |

| 11.2 | **TOTAL LOCAL PUBLIC FUNDS** | $82,417 |

## SYSTEM CASH GRANTS TO MEMBER LIBRARY

| 11.3 | Local Library Services Aid (LLSA) | $1,428 |

| 11.4 | Record all Central Library Services Aid monies received from system headquarters | $0 |

| 11.5 | Additional State Aid received from the System | $0 |

| 11.6 | Federal Aid received from the System | $2,980 |

| 11.7 | Other Cash Grants | $0 |

| 11.8 | **TOTAL SYSTEM CASH GRANTS** (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7) | $4,408 |

## OTHER STATE AID

| 11.9 | State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants | $0 |

## FEDERAL AID FOR LIBRARY OPERATION

| | | |
|---|---|---|
| 11.10 | LSTA | $0 |
| 11.11 | Other Federal Aid | $0 |
| 11.12 | **TOTAL FEDERAL AID** (Add Questions 11.10 and 11.11) | $0 |
| 11.13 | **CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE** | $0 |

## OTHER RECEIPTS

| | | |
|---|---|---|
| 11.14 | Gifts and Endowments | $5,487 |
| 11.15 | Fund Raising | $4,083 |
| 11.16 | Income from Investments | $1,196 |
| 11.17 | Library Charges | $198 |
| 11.18 | Other | $3,076 |
| 11.19 | **TOTAL OTHER RECEIPTS** (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18) | $14,040 |
| 11.20 | **TOTAL OPERATING FUND RECEIPTS** (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19) | $100,865 |
| 11.21 | **BUDGET LOANS** | $0 |

## TRANSFERS

| 11.22 | From Capital Fund (Same as Question 14.8) | $0 |
|---|---|---|
| 11.23 | From Other Funds | $0 |
| 11.24 | **TOTAL TRANSFERS** (Add Questions 11.22 and 11.23) | $0 |
| 11.25 | BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2022 (Same as Question 12.39 of previous year if fiscal year has not changed) | $188,040 |
| 11.26 | **GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE** (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.40) | $288,905 |

## 12. OPERATING FUND DISBURSEMENTS

**Staff/Collection/Capital/Operation and Maintenance**

**Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). ROUND TO THE NEAREST DOLLAR. Please click here to read general instructions before completing this section.**

**STAFF EXPENDITURES**

**Salaries & Wages Paid from Library Funds**

| 12.1 | Certified Librarians | $0 |
|---|---|---|
| 12.2 | Other Staff | $45,322 |
| 12.3 | **Total Salaries & Wages Expenditures** (Add Questions 12.1 and 12.2) | $45,322 |
| 12.4 | **Employee Benefits Expenditures** | $3,831 |
| 12.5 | **Total Staff Expenditures (Add Questions 12.3 and 12.4)** | $49,153 |

## COLLECTION EXPENDITURES

| 12.6 | Print Materials Expenditures | $3,091 |
|------|------------------------------|--------|

| 12.7 | Electronic Materials Expenditures | $216 |
|------|-----------------------------------|------|

| 12.8 | Other Materials Expenditures | $2,085 |
|------|------------------------------|--------|

12.9 **Total Collection Expenditures** (Add Questions 12.6, 12.7 and 12.8)     $5,392

## CAPITAL EXPENDITURES FROM OPERATING FUNDS

| 12.10 | From Local Public Funds (71PF) | $0 |
|-------|--------------------------------|-----|

| 12.11 | From Other Funds (71OF) | $0 |
|-------|-------------------------|-----|

12.12 **Total Capital Expenditures** (Add Questions 12.10 and 12.11)     $0

## OPERATION AND MAINTENANCE OF BUILDINGS

### Repairs to Building & Building Equipment

| 12.13 | From Local Public Funds (72PF) | $0 |
|-------|--------------------------------|-----|

| 12.14 | From Other Funds (72OF) | $0 |
|-------|-------------------------|-----|

12.15 **Total Repairs** (Add Questions 12.13 and 12.14)     $0

12.16 Other Disbursements for Operation & Maintenance of Buildings     $20,753

12.17 **Total Operation & Maintenance of Buildings** (Add Questions 12.15 and 12.16)     $20,753

## MISCELLANEOUS EXPENSES

| 12.18 | Office and Library Supplies | $546 |
|-------|-----------------------------|------|

| 12.19 | Telecommunications | $2,009 |
|-------|--------------------|--------|

| 12.20 | Postage and Freight | $58 |

| 12.21 | Professional & Consultant Fees | $2,582 |

| 12.22 | Equipment | $400 |

| 12.23 | Other Miscellaneous | $636 |

12.24   **Total Miscellaneous Expenses** (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22 and 12.23)   $6,231

**Contracts/Debt Service/Transfers/Grand Total**

12.25   **CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE**   $5,700

**DEBT SERVICE**

**Capital Purposes Loans (Principal and Interest)**

| 12.26 | From Local Public Funds (73PF) | $0 |

| 12.27 | From Other Funds (73OF) | $0 |

12.28   **Total** (Add Questions 12.26 and 12.27)   $0

Other Loans

| 12.29 | Budget Loans (Principal and Interest) | $0 |

| 12.30 | Short-Term Loans | $0 |

12.31   **Total Debt Service** (Add Questions 12.28, 12.29 and 12.30)   $0

12.32   **TOTAL OPERATING FUND DISBURSEMENTS** (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31)   $87,229

**TRANSFERS**

**Transfers to Capital Fund**

12.33     From Local Public Funds (76PF)     $0

12.34     From Other Funds (76OF)     $0

12.35     **Total Transfers to Capital Fund** (Add Questions 12.33 and 12.34; same as Question 13.8)     $0

12.36     **Transfer to Other Funds**     $0

12.37     **TOTAL TRANSFERS** (Add Questions 12.35 and 12.36)     $0

12.38     **TOTAL DISBURSEMENTS AND TRANSFERS** (Add Questions 12.32 and 12.37)     $87,229

12.39     BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2022     $201,676

12.40     **GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE** (Add Questions 12.38 and 12.39; same as Question 11.26)     $288,905

**ASSURANCE**

12.41     The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy).     02/28/2023

**FISCAL AUDIT**

12.42     Last audit performed (mm/dd/yyyy)     06/10/2009

12.43     Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)     01/01/2007-12/31/2008

12.44    Indicate type of audit (select one):        Private Accounting Firm

**CAPITAL FUND**

12.45    Does the library have a Capital Fund?    Y
Enter Y for Yes, N for No. If No, stop here. If Yes,
complete the Capital Fund Report.

# 13. CAPITAL FUND RECEIPTS

Report financial data based on the fiscal year reported in Part 1. *ROUND TO THE NEAREST DOLLAR*. Please click here to read general instructions before completing this section.

**REVENUES FROM LOCAL SOURCES**

13.1     Revenues from Local Government        $0
Sources

13.2     All Other Revenues from Local Sources   $0

13.3     **Total Revenues from Local Sources**    $0
(Add Questions 13.1 and 13.2)

**STATE AID FOR CAPITAL PROJECTS**

13.4     State Aid Received for Construction      $0

13.5     Other State Aid                          $0

13.6     **Total State Aid** (Add Questions 13.4   $0
and 13.5)

**FEDERAL AID FOR CAPITAL PROJECTS**

13.7     **TOTAL FEDERAL AID**                    $0

**INTERFUND REVENUE**

13.8     Transfer from Operating Fund (Same as    $0
Question 12.35)

13.9     **TOTAL REVENUES** (Add Questions        $0
13.3, 13.6, 13.7 and 13.8)

| | | |
|---|---|---|
| 13.10 | **NON-REVENUE RECEIPTS** | $14 |

| | | |
|---|---|---|
| 13.11 | **TOTAL CASH RECEIPTS** (Add Questions 13.9 and 13.10) | $14 |

| | | |
|---|---|---|
| 13.12 | BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2022 (Same as Question 14.11 of previous year, if fiscal year has not changed) | $55,433 |

| | | |
|---|---|---|
| 13.13 | **TOTAL CASH RECEIPTS AND BALANCE**(Add Questions 13.11 and 13.12; same as Question 14.12) | $55,447 |

# 14. CAPITAL FUND DISBURSEMENTS

**Report financial data based on the fiscal reporting year reported in Part 1. ROUND TO THE NEAREST DOLLAR. Please click here to read general instructions before completing this section.**

## PROJECT EXPENDITURES

| | | |
|---|---|---|
| 14.1 | Construction | $0 |

| | | |
|---|---|---|
| 14.2 | Incidental Construction | $0 |

## Other Disbursements

| | | |
|---|---|---|
| 14.3 | Purchase of Buildings | $0 |

| | | |
|---|---|---|
| 14.4 | Interest | $0 |

| | | |
|---|---|---|
| 14.5 | Collection Expenditures | $0 |

| | | |
|---|---|---|
| 14.6 | Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5) | $0 |

| | | |
|---|---|---|
| 14.7 | **TOTAL PROJECT EXPENDITURES** (Add Questions 14.1, 14.2 and 14.6) | $0 |

| | | |
|---|---|---|
| 14.8 | **TRANSFER TO OPERATING FUND** (Same as Question 11.22) | $0 |

| 14.9 | **NON-PROJECT EXPENDITURES** | $0 |

| 14.10 | **TOTAL CASH DISBURSEMENTS AND TRANSFERS** (Add Questions 14.7, 14.8 and 14.9) | $0 |

| 14.11 | **BALANCE IN CAPITAL FUND** - Ending Balance for the Fiscal Year Ending 2022 | $55,447 |

| 14.12 | **TOTAL CASH DISBURSEMENTS AND BALANCE** (Add Questions 14.10 and 14.11; same as Question 13.13) | $55,447 |

# 15. CENTRAL LIBRARIES

PART 15 EXISTS FOR THE CENTRAL/CO-CENTRAL LIBRARIES ONLY. PLEASE PROCEED TO SECTION 16. FEDERAL TOTALS AND CONTINUE ON WITH YOUR SURVEY

# 16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields.
*Note:* See instructions for definitions and calculations of each of these Federal Totals.

| 16.1 | Total ALA-MLS | 0.00 |

| 16.2 | Total Librarians | 0.70 |

| 16.3 | All Other Paid Staff | 0.62 |

**Note:** reduction of other staff employed

| 16.4 | Total Paid Employees | 1.32 |

| 16.5 | State Government Revenue | $1,428 |

| 16.6 | Federal Government Revenue | $2,980 |

**Note:** LSTA

| 16.7 | Other Operating Revenue | $14,040 |

| 16.8 | Total Operating Revenue | $100,865 |

| 16.9 | Other Operating Expenditures | $32,684 |
|------|------|------|
| 16.10 | Total Operating Expenditures | $87,229 |
| 16.11 | Total Capital Expenditures | $0 |
| 16.12 | Print Materials | 12,810 |
| 16.12a | Total Physical Items in Collection | 13,961 |
| 16.13 | Total Registered Borrowers | 857 |
| 16.14 | Other Capital Revenue and Receipts | $14 |
| 16.15 | Number of Internet Computers Used by General Public | 4 |
| 16.16 | Total Uses (sessions) of Public Internet Computers Per Year | 175 |
| 16.17 | Wireless Sessions | 1,825 |
| 16.18 | Total Capital Revenue | $14 |

## 17. FOR NEW YORK STATE LIBRARY USE ONLY

| 17.1 | *LIB ID* | 2400113890 |
|------|------|------|
| 17.2 | *Interlibrary Relationship Code* | ME |
| 17.3 | *Legal Basis Code* | NP |
| 17.4 | *Administrative Structure Code* | SO |
| 17.5 | *FSCS Public Library Definition* | Y |
| 17.6 | *Geographic Code* | PL1 |
| 17.7 | *FSCS ID* | NY0146 |

| 17.8 | *SED CODE* | 110901700035 |
|---|---|---|

| 17.9 | *INSTITUTION ID* | 800000053577 |
|---|---|---|

## SUGGESTED IMPROVEMENTS

Library Name:    PECK MEMORIAL LIBRARY

Library System:    Finger Lakes Library System

Name of Person Completing Form:    Mary Frank

Phone Number:    (607) 849-6135

I am satisfied that this resource (Collect) is meeting library needs:    Strongly Disagree

Applying this resource (Collect) will help improve library services to the public:    Strongly Disagree

Please share with us your suggestions for improving the *Annual Report.* When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank you!    In the programming section the wording is ridiculous. Synchronous, Asynchronous. Certainly, there is a better way to word the questions and the instructions. I strongly disagree that this is annual report is beneficial to anyone in Marathon. It hasn't helped us with funding, staffing. It hasn't helped me with programming. However, it has taken time away from my already full schedule where I could be benefitting the community I serve.