

Interlaken Public Library

Annual Report For Public And Association Libraries - 2016

1. GENERAL LIBRARY INFORMATION

No Notes

2. LIBRARY COLLECTION

- 2.20 **Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)** **Note:** The system added Hoopla services in 2016 increasing access to electronic materials.
- 2.23 **Other Non-Electronic Materials (includes films, slides, etc.)** **Note:** 158 microfilm + 21 adult micromedia + 35 childrens micromedia + 15 other materials + 2 non-book / av material

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

- 3.2 **Registered resident borrowers** **Note:** This number decreased significantly due to the one card combination in 2016.
- 3.24 **Children's Program Attendance** **Note:** Preschool elementary school program (56 attendees x 9 visits per year) + Monday Storytime Attendees of 620

4. LIBRARY TRANSACTIONS

- 4.18 **Total Reference Transactions** **Note:** Took a sampling - 22 this week x 52 weeks

5. TECHNOLOGY AND TELECOMMUNICATIONS

- 5.4 **Annual number of visits to the library's web site** **Note:** 2554 sampled during November calendar month multiplied by 12. Data retrieved from the server by Eric at FLLS.

6. STAFF INFORMATION

No Notes

7. MINIMUM PUBLIC LIBRARY STANDARDS

No Notes

8. PUBLIC SERVICE INFORMATION

No Notes

9. SERVICE OUTLET INFORMATION

No Notes

10. OFFICERS AND TRUSTEES

- 10.4 **If your library has a range, how many voting positions are stated in the library's current by-laws?** **Note:** Our by-laws are currently being altered as a result of the 2016 charter change. This may change for next year.
- 10.5 **If your library does not have a range, how many voting positions are stated in the library's charter (incorporation)?** **Note:** We just amended our charter in 2017 and added 4 additional trustee seats. We have yet to fill those vacancies.
- Repeating Group 5
1. **Title of Board Member (select one):** **Note:** We updated our charter at the end of 2016 and have not yet filled the additional 4 trustee positions.

Repeating Group 6

1. Title of Board Member (select one): **Note:** We updated our charter at the end of 2016 and have not yet filled the additional 4 trustee positions.
- Repeating Group 7
1. Title of Board Member (select one): **Note:** We updated our charter at the end of 2016 and have not yet filled the additional 4 trustee positions.
- Repeating Group 8
1. Title of Board Member (select one): **Note:** We updated our charter at the end of 2016 and have not yet filled the additional 4 trustee positions.

11. OPERATING FUNDS RECEIPTS

- 11.7 Other Cash Grants **Note:** Summer Reading Mini Grant
4300 Delevan Grant 763.08 WOW Grant 700 Friends of the Library 300 Seneca Meadows Grant 3702.73 Individual Business Contributions 30
- 11.14 Gifts and Endowments **Note:** Magazine Contributions 250 Corporate Contributions 174.44 Individual Contribution 55 Program Fees
- 11.15 Fund Raising **Note:** 1451.50 Chicken BBQ 138.00 raffles 3.00 candy sales
- 11.17 Library Charges **Note:** 99.35 Fines 328.90 Copies 7.00 Fax
- 11.18 Other **Note:** 224.75 Book Sales
- 11.25 BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2016 (Same as Question 12.40 of previous year if fiscal year has not changed) **Note:** Operating Checking + Grant Checking + Savings

12. OPERATING FUND DISBURSEMENTS

- 12.2 Other Staff **Note:** Payroll
- 12.4 **Employee Benefits Expenditures** **Note:** Social Security + FICA
- 12.6 Print Materials Expenditures **Note:** 4936.86 Books 481 Magazines
- 12.7 Electronic Materials Expenditures **Note:** 525.24 Digital Media 250 e-books
- 12.8 Other Materials Expenditures **Note:** 406.93 audio books 996.63 DVD
- 12.10 From Local Public Funds (71PF) **Note:** Upper office printer purchased
- 12.13 From Local Public Funds (72PF) **Note:** 710.70 Building Maintenance Repair 9500 Porch addition 1500 Sign
- 12.14 From Other Funds (72OF) **Note:** Elliot Memorial Funds for porch
- 12.16 Other Disbursements for Operation & Maintenance of Buildings **Note:** 79.34 Janitorial 347.88 Security Alarm 9.00 Facilities + Equipment 3024.28 Utilities 996.37 Insurance
- 12.18 Office and Library Supplies **Note:** 1335.90 library supplies 8 dvd repair
- 12.19 Telecommunications **Note:** 754.33 Telephone 229.82 ipower website
- 12.21 Postage and Freight **Note:** 5.00 freight 126 postage
- 12.22 Professional & Consultant Fees **Note:** 150 Accountant 2060 Presenters
- 12.23 Equipment **Note:** 500.53 Library Equipment - Printer
202.79 Software 59.39 MacFee 225.72 Travel Expense 52.48 Meals 205.06 Prizes for Storytime 194 Prizes for Summer Reading 512.07 Printing for Advertising 654.77 Fundraising Costs 10.00 Prize for school 35.00 Membership Fees 132.00 Movie License 37.00 Deep Freeze License 60.00
- 12.24 Other Miscellaneous **Note:** Business Registration 87.39 Bank Fees 25.00 Safety Deposit Box Rental 896.00 This discrepancy was found during a review of the 2016 accounting. We believe it is a direct result of an error in reporting during the 2015 Annual Report and resulted in an incorrect 2015 ending balance. We are continuing our accounting review to locate the source of the discrepancy.

BALANCE IN OPERATING
12.40 FUND - Ending Balance for the
Fiscal Year Ending 2016

Note: 30.00 Desk Cash 28907 Community Checking 62480 Community Savings
52.00 Petty Cash 23659 Grant Account

13. CAPITAL FUND RECEIPTS

No Notes

14. CAPITAL FUND DISBURSEMENTS

No Notes

15. CENTRAL LIBRARIES

No Notes

16. FEDERAL TOTALS

No Notes

17. FOR NEW YORK STATE LIBRARY USE ONLY

No Notes

SUGGESTED IMPROVEMENTS

No Notes