

# Finger Lakes Library System

## Annual Report for Library Systems - 2017 (Public Library Systems 2017)

### State Notes Local Notes

#### 1. General System Information

1.35 Name of Outreach Coordinator **State Note:** We restructured the organization in 2017

#### 2. Personnel Information

No Notes

#### 3. System Membership, Outlets and Governance

Repeating Group 1

13. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). **State Note:** Filling remainder of term vacated by Sue Ahner.

#### 4. Public Library System Transactions and Collections

4.1 Number of registered system borrowers **State Note:** This number has grown and will continue to grow because we are a participating out of system ILL lender.

4.21 Video - Downloadable Units **State Note:** The member libraries reported this number individually.

4.26 Other Non-Electronic Materials **State Note:** We counted video and audio on media players in questions 4.24 and 4.25 this year as per the instructions from the State.

#### 5. System Services

5.9 Number of new titles added by the system in the reporting year **State Note:** The System added Hoopla this year which significantly increased the number of titles we had to offer.

a. Non-member catalogs are included (if checked, please name non-member catalogs using the State note) **State Note:** Durland Alternatives Library

a. Coordinated purchase of print materials **State Note:** There were no bulk printing projects in 2017 for the member libraries as there were in 2016.

b. Coordinated purchase of non-print materials **State Note:** The System coordinated bulk pricing for play away views in 2017

#### 6. Operating Funds Receipts

6.19 Local Library Services Aid - Distributed to Members **State Note:** 7.10 contains the 10% final payout from last year.

#### 7. Operating Fund Disbursements

7.10 Local Library Services Aid (LLSA) **State Note:** Contains 10% Remainder from 2016

7.11 Central Library Aid (CLDA/CBA) **State Note:** We did not expend all CBA funds in the current year.

7.23 Other Vehicles **State Note:** In 2017 we purchased a Ford Transit Van for ILL Deliveries. 2016 \$10,248 was routine computer equipment purchases. 2017 \$5,528 was routine computer equipment purchases & \$40,307 was for 3 - 6.96 TB raw storage units and installation.

7.24 Computer Equipment **State Note:**

Fees for Consultants and Professionals - ADP 3347 Cassandra Guthrie 1500 Family & Children's

7.43 Please include a State Note with the consultants' or vendors' names and a brief description of the service(s) provided. **State Note:** Services 720 JC's Bookkeeping Service 790 Lifetime Benefits Service 275 Paychex 1101 Sciarabba Walker 9900 SCRLC/ Ask Us 24/7 410 Seneca County Workforce Development 2500 Whiteman, Osterman, Hann 157

7.44 Membership Dues - Please include a State Note listing Professional Organization Memberships for which dues are being paid. **State Note:** LTA 225 NYLA Basic 634 NYLA Excelsior 1093 NYLA NYCON 125 PULISDO 400 SCRLC 1100

Repeating Group 2

1. Expense category **State Note:** Backstage Library Works

Repeating Group 3

1. Expense category **State Note:** Equipment Expensed

Repeating Group 4

1. Expense category **State Note:** Equipment Leased

Repeating Group 5

1. Expense category **State Note:** ILS: License Acquisition Fees

Repeating Group 6

1. Expense category **State Note:** ILS: Maintenance & Subscriptions

Repeating Group 7

1. Expense category **State Note:** Allmode, Aggregate

Repeating Group 8

1. Expense category **State Note:** Movie Licenses

Repeating Group 10

1. Expense category **State Note:** Overdrive License

Repeating Group 11

1. Expense category **State Note:** System & Member Library Staff & Trustees

Repeating Group 12

1. Expense category **State Note:** Retiree Benefits

Repeating Group 14

1. Expense category **State Note:** Travel Expenses-Other Not conference/meeting related

Repeating Group 15

1. Expense category **State Note:** Zinio/RB Digital License

Repeating Group 1

2. Contracted Service (specify using the State note) **State Note:** Computer Equipment & Supplies

**8. Capital Fund Receipts**

No Notes

**9. Capital Fund Disbursements**

No Notes

**12. Projected Annual Budget For Library Systems**

No Notes

**13. State Formula Aid Disbursements**

Repeating Group 1

1. Expenditure Category **State Note:** Principal and Interest on Mortgage Loan - we own our building

Repeating Group 7

1. Expenditure Category

**State Note:** Rental and Leasing of Copier and Mail Machine

Repeating Group 8

1. Expenditure Category

**State Note:** Liability and Property Insurance

Repeating Group 25

1. Expenditure Category

**State Note:** Vehicle Maintenance

Repeating Group 26

1. Expenditure Category

**State Note:** Professional Development for Staff, and Member Library Personnel

Repeating Group 29

1. Expenditure Category

**State Note:** Software

Repeating Group 30

1. Expenditure Category

**State Note:** Trustee Education & Training

Repeating Group 32

1. Expenditure Category

**State Note:** Software

Repeating Group 33

1. Expenditure Category

**State Note:** Software

Repeating Group 34

1. Expenditure Category

**State Note:** Software

Repeating Group 35

1. Expenditure Category

**State Note:** Retiree Health & Dental Insurance

Repeating Group 24

2. Provider of Services

**State Note:** Family & Children's Service \$720 Ask Us 24/7 \$410  
Lifetime Benefits Service \$275

Repeating Group 25

2. Provider of Services

**State Note:** Autoworks, Prichard Automotive, Maguire Ford

Repeating Group 26

3. Expenditure

**State Note:** Staff \$2,300 Other \$2,220

Repeating Group 27

3. Expenditure

**State Note:** NYLA \$1,852 NYS Library Trustee Assoc. \$225 PULISDO  
\$400 SCRLC \$1,100

Repeating Group 5

1. Expenditure Category

**State Note:** Building Maintenance Supplies

Repeating Group 6

1. Expenditure Category

**State Note:** Small Equipment with a cost 5,000

Repeating Group 1

2. Expenditure

**State Note:** Postage \$11,346 UPS \$1,094

Repeating Group 2

2. Expenditure

**State Note:** Staples & Staples Business Advantage

Repeating Group 3

2. Expenditure

**State Note:** Wegmans

Repeating Group 4

2. Expenditure

**State Note:** Various Vendors

Repeating Group 5

2. Expenditure

**State Note:** Staples

Repeating Group 2

1. Type of Travel

**State Note:** Gasoline for Delivery Vans (ILL) \$8,217, Mileage & other  
non staff travel \$1,165

**Local Library Services Aid**

13.1.14 **Expenditures:** Indicate the total expenditures to member libraries for Local Library Services Aid.

2017 \$97,997 2016 \$9,795, The new Business Manager (2.5 months) did not realize the LLSA money was a pass through item. The 2016 10% payment was remitted in Jan 2017.

**Cash Balance at the Opening of the Fiscal Year**

13.1.18 NOTE: The opening balance must be the same as the closing balance of the previous year.

**State Note:** Working on correcting 2016 Annual report.

Repeating Group 2

1. Expenditure Category

**State Note:** Professional Development NYLA Conference

Repeating Group 2

1. Expenditure Category

**State Note:** Allocation of delivery charges for Inter Library Loans

Repeating Group 1

1. Type of Travel

**State Note:** Hotel and Mileage for 3 Corr. Facilities Librarians for NYLA Conference

**14. Summary of Library System Accomplishments**

No Notes

**15. Current system URL's**

15.4 URL of Evaluation Form

**State Note:** Surveys this year focused on collection development.

15.5 URL of Evaluation Results

**State Note:** Surveys this year focused on collection development.

**16. Assurance and Contact Information**

No Notes

**Suggested Improvements**

No Notes