

Apalachin Library Association

Annual Report For Public And Association Libraries - 2018

1. GENERAL LIBRARY INFORMATION

No Notes

2. LIBRARY COLLECTION

- | | | |
|------|---|--|
| 2.6 | Total Children's Books (Total questions 2.4 & 2.5) | Note: Picture book, junior books, easy readers and board books were weeded in 2018. Many damaged, outdated or unused books were discarded. |
| 2.13 | Electronic Books | Note: Counts are higher this year due to clarified instructions from the State and including System Overdrive holdings. |
| 2.17 | Audio - Downloadable Units | Note: Counts are higher this year due to clarified instructions from the State and including System Overdrive holdings. |
| 2.18 | Video - Downloadable Units | Note: |
| 2.20 | Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19) | Note: Counts are higher this year due to clarified instructions from the State and including System Overdrive holdings. |
| 2.22 | Video - Physical Units | Note: we had a large donations of about 600 dvds from a patron in 2018 |
| 2.23 | Other Non-Electronic Materials (includes films, slides, etc.) | Note: we purchased some games in 2018. also children's multimedia. |
| 2.24 | Total Other Materials Holdings (Total questions 2.21 through 2.23) | Note: The Large increase in non-electronic video holding is a donation of 600 item by a patron. Other materials include adult games, adult multimedia, media material and young adult gaming. |
| 2.25 | GRAND TOTAL HOLDINGS (Total questions 2.12, 2.20 and 2.24) | Note: Counts are higher this year due to clarified instructions from the State and including System Overdrive holdings. |
| 2.29 | Electronic Materials | Note: This is the count of Hoopla and overdrive materials owned by our system. |
| 2.31 | Total Additions (Total questions 2.27 through 2.30) | Note: This year we are counting Hoopla and Overdrive items that our system holds. Last year's number is a mistake. |

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

- | | | |
|------|-----------------------------------|---|
| 3.3 | Registered non-resident borrowers | Note: This number was taken from a system report this year and reflects the one card system. |
| 3.17 | Young Adult Program Sessions | Note: We had 8 sessions of Lego Club and one summer reading program for teens. |

- 3.20 **Total Number of Program Sessions (Total questions 3.16 through 3.19)** **Note:** Last year's number and this year's numbers are the same. We held more children's programs last year and more teen programs this year.
In 2017 attendance for young adult summer programs was low. One program had no one participate at all. In 2018 we offered less but teens were welcome to join in adult or entertainment programs.
- 3.36 Young adult program sessions - Summer 2018 **Note:** In 2017 we had very high attendance at family night programs; nearly double the numbers we had in 2018. We cannot explain the difference. We also had lower attendance at other programs.
- 3.39 Children's program attendance - Summer 2018 **Note:** In 2017 56 adults were signed up for summer reading but only 20 people came to the meeting. In 2018 less people signed up for the adult summer reading program and only 9 attended the meeting.
- 3.41 Adult program attendance - Summer 2018 **Note:** This year we are counting sessions of early literacy programs. Our programs are attended by children birth through and a parent or caregiver. That number for 2018 is 94 sessions.
- c. Combined audience **Note:** this year we are counting the number of attendees as preschoolers and their adult partners.
- c. Combined audience **Note:** This number is different because we are only counting each person one time. Each session is attended by children (birth - age 5) and an adult.
- 3.56 **Total Attendance** **Note:** counting each person one time. Each session is attended by children (birth - age 5) and an adult.

4. LIBRARY TRANSACTIONS

- 4.8 Circulation of Adult Other Materials **Note:** This is a count of Adult audio, video, multimedia, periodicals, gaming, media materials, young adult gaming.
- 4.9 Circulation of Children's Other Materials **Note:** This number includes children's audio, children's video, children's multimedia, children's periodicals, children's gaming.
- 4.12 Use of Electronic Material **Note:** This is the circ number for Hoopla and Overdrive.
- 4.13 Successful Retrieval of Electronic Information **Note:** This is our RB digital circ number for 2018
- 4.20 TOTAL MATERIALS RECEIVED **Note:** 5889 from our system, 56 from out of system

5. TECHNOLOGY AND TELECOMMUNICATIONS

No Notes

6. STAFF INFORMATION

- 6.10 Other Staff **Note:** We expanded the library and its services and therefore had to increase staff.
- 6.12 **TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)** **Note:** We expanded the library and its services and therefore had to increase staff.

7. MINIMUM PUBLIC LIBRARY STANDARDS

No Notes

8. PUBLIC SERVICE INFORMATION

No Notes

9. SERVICE OUTLET INFORMATION

Repeating Group 1

19. Total number of non-library sponsored programs, meetings and/or events at this outlet

We have more room in our library due to our new
Note: room addition in 2017 so more people are using our library.

Repeating Group 1

25. Square footage of the outlet

In 2017 we added a room that has 1200 square feet.
Note: Added to 1803 we now have 3003 square feet.
Updated by DLD 5/9/19.

10. OFFICERS AND TRUSTEES

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

Note: Last year's answer was in error. Our by laws state that we will have seven trustees.

10.5 If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)?

Note: Our by-laws state that we have 7 trustees.

10.21 Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).

Note: Mindi Townsend is planning to move to Virginia in the summer of 2019.

11. OPERATING FUNDS RECEIPTS

11.5 Additional State Aid received from the System

Note: Grant From NY Assemblyman Friend

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

Previous year included Construction Grant funds for the new library addition as well as NYS Bullet Aid.
Note: There were no construction grant funds for 2018 and the Bullet Aid for 2018 was not received until the 2019 fiscal year.

11.14 Gifts and Endowments

Note: Floyd Hooker Foundation - \$1000 Literacy Grant - \$500 Tioga County Seniors - \$500 Truman Foundation - \$1652 Apalachin Lions Club - \$2714 Member Donations - \$21701

11.17 Library Charges

Note: Book Fines - \$385 (Library went "Fine Free")

midyear Copy/Fax - \$430

11.18 Other

Note: Rental Income From Apartment - \$8425

12. OPERATING FUND DISBURSEMENTS

12.4 **Employee Benefits Expenditures**

Note: Disability Insurance - \$302 Workman's Comp - \$612

12.7 Electronic Materials Expenditures

Note: Video Games - \$226 Movie. Licensing - \$281

12.8 Other Materials Expenditures

Note: Books on CD - \$423 DVDs - \$36

12.10 From Local Public Funds (71PF)

Note: Fixtures for New Room - 852 Library Contribution to Outside Memorial Garden - \$5071

12.11 From Other Funds (71OF)

Furniture - \$286 Cruty Donation for Memorial Garden - \$10000 New Outdoor Lighting (Grant) - \$3027

12.13 From Local Public Funds (72PF)

Note: Tenant Apartment - \$3903 - Repairs made when switching tenants Library Repairs - \$1527

12.16 Other Disbursements for Operation & Maintenance of Buildings

Electric - \$1415 Oil - \$2642 Water/Sewer - \$514 Pest Control/Plowing/Mowing/Painting/Locks - \$2099 Insurance - \$5898 Cleaning - \$1201

12.19 Telecommunications

Note: Telephone

12.22 Professional & Consultant Fees

Note: Bookkeeping, Payroll, and Tax Preparation

12.23 Equipment

Computers - \$1766 Ellison Cutting Machine - \$498
Note: DVD player - \$55 External Hard Drive - \$65 Scanner - \$114

12.26 **CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE**

Note: Polaris Fee Electronic Services - \$1633

12.27 From Local Public Funds (73PF)

Note: Payments for \$50000 Capital Improvement Loan for New Addition

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: 2017 Report included a \$113,468 NYS Construction Grant for the new library addition.

16.7 **Other Operating Revenue**

Note: Operating Revue for 2017 included a \$103K

Construction Grant plus additional grant money to support the construction of the new library addition.

Operating Revue for 2017 included a \$103K

16.8 **Total Operating Revenue**

Note: Construction Grant plus additional grant money to support the construction of the new library addition.

Capital Expenditures for 2017 included construction costs for the new library addition. There was only an additional capital expenditure for air conditioning for this new room in 2018.

16.11 **Total Capital Expenditures**

Note:

17. FOR NEW YORK STATE LIBRARY USE ONLY

No Notes

SUGGESTED IMPROVEMENTS

No Notes

No Notes