

# Finger Lakes Library System

## Annual Report for Library Systems - 2018 (Public Library Systems 2018)

### 1. General System Information

No Notes

### 2. Personnel Information

No Notes

### 3. System Membership, Outlets and Governance

#### Repeating Group 1

- 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).
13. **Note:** Finishing a term for Susan Ahner who left early.

#### Repeating Group 2

- 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).
13. **Note:** Finishing a term for Sally Eller who left early.

#### Repeating Group 6

- 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).
13. **Note:** Filling out term for Deb Jones who left in December 2016.

### 4. Public Library System Transactions and Collections

- 4.6 Use of Electronic Material **Note:** In 2018 there was a single Overdrive checkout done through FLLS and not a member library. In 2017 it did not occur.
- 4.7 Successful Retrieval of Electronic Information **Note:** The system electronic usage dropped this year. The largest decrease was in the use of HeritageQuest which was down by 22,000. Other

large decreases include Library Reference Center down by 3,500, Mango languages down by 1,000, Novelist down by 1,000, and Opposing Viewpoints in Context down by 800. Also, when Zinio became RBDigital the stats were broken down by individual library so the member library are reporting those stats now instead of the system.

- 4.26 Other Non-Electronic Materials **Note:** We did a major weeding project in 2018.

## 5. System Services

- 5.9 Number of new titles added by the system in the reporting year **Note:** FLLS was short a staff person that did a major amount of purchasing for about 4 months in 2018. Also, member libraries purchased less in 2018. While their individual numbers were small, they add up to a larger number for the system.
- 5.18 Number of new titles added in the last year **Note:** Figures that we previously reported were not accurate. Should have been 55672 in 2017.
- 5.19 Number of holdings added in the last year **Note:** Figures we previously reported were not accurate. Should have been 67937 in 2017.
- 5.48 Number of sessions **Note:** Child Hunger TC Libraries
- 5.78 Total Reference Transactions **Note:** We no longer participate in Ask Us 24/7 which caused a major decrease in reference questions for the System.

## 6. Operating Funds Receipts

### Repeating Group 3

2. Amount **Note:** In 2017, Tompkins County gave us \$7,500 in One Time funding for E-Content for the County's Libraries.
- 6.51 Gifts, Endowments, Fundraising, Foundations (include Gates Grants here; specify project number(s) and dollar amount using the state note) **Note:** Friends of the Tompkins County Public Library \$67,500 Other \$26

## 7. Operating Fund Disbursements

- 7.11 Central Library Aid (CLDA/CBA) **Note:** We only pass CLDA funding to the Central Library. They select and house the CBA materials, and we purchase them. Not all of the CBA funding was spent in the current year. We had a carryover from 2017. **Note:** We were not able to spend the carryover and current year funding in the 2018 calendar year. I miss classified CBA purchases and originally added it to this line; it has subsequently been reclassified to collection material above (7.6, 7.7, & 7.8).
- 7.26 Other Capital Expenditures **Note:** Applied Spray Foam Insulation to Ceiling and Walls of Sorting Room
- 7.38 Equipment **Note:** In 2017 Equipment - Expensed and Leased / Rented were included in 7.46 as two separate line items \$3,385 Expensed, \$6,170 Leased / Rented.
- 7.44 Fees for Consultants and **Note:** ADP \$4567 Payroll Services Paychex \$1074 Time and Attendance

Professionals - Please include a State Note with the consultants' or vendors' names and a brief description of the service(s) provided.

Sharon Campenalla \$904 Treasurer - Bank Reconciliations Sciarabba Walker & Co., LLP \$10,250 Auditors Lifetime Benefits Solutions \$275 Plan Administration Family & Children's Services \$678 Employee Assistance Program Whiteman, Osterman, & Hanna \$112 Legal Fees Tom Vitale, \$192 Consultant / Speaker

7.45 Membership Dues - Please include a State Note listing Professional Organization Memberships for which dues are being paid.

**Note:** NYLA \$2050 Pulisdo \$400 SCRLC \$1100 Innovative Users Group \$100

Repeating Group 1

1. Expense category

**Note:** Backstage Library Works

Repeating Group 2

1. Expense category

**Note:** Expensed Equipment - Small Dollar < \$ 1000

Repeating Group 3

1. Expense category

**Note:** Fox Glen Media - Video Service for FLLS & Member Libraries

Repeating Group 6

1. Expense category

**Note:** Fees paid for permission to show certain movies @ Member Library's

Repeating Group 8

1. Expense category

**Note:** Fee / License for Overdrive platform and maintenance / support

Repeating Group 10

1. Expense category

**Note:** Health and Dental Insurance for Retirees, partial pay by retirees & FLLS

Repeating Group 13

1. Expense category

**Note:** Platform Fee for RB Digital / Zinio

Repeating Group 14

1. Expense category

**Note:** Various purchases / vendors < \$500 each

Repeating Group 1

2. Contracted Service (specify using the State note)

**Note:** FLLS provides computer technical support to our 33 member libraries, we also purchase computers, supplies and accessories for resale to the libraries.

## 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 **Note:** Mortgage Payments - Principal & Interest

## Repeating Group 6

1. Expenditure Category **Note:** Rental and Maintenance of Copier and Postage Machine

## Repeating Group 7

1. Expenditure Category **Note:** Institutional (Commercial), Vehicle, & Trustee (D & O Liability) Insurance

## Repeating Group 27

1. Expenditure Category **Note:** Vehicle Maintenance

## Repeating Group 28

1. Expenditure Category **Note:** Professional Development

## Repeating Group 31

1. Expenditure Category **Note:** Software

## Repeating Group 33

1. Expenditure Category **Note:** Various / Miscellaneous small purchases

## Repeating Group 34

1. Expenditure Category **Note:** Retirees Medical and Dental Insurance

## Repeating Group 22

2. Provider of Services **Note:** Novelist + & K-8 +

## Repeating Group 26

2. Provider of Services **Note:** Family & Children's Services - EAP Program Lifetime Benefits Solutions - Plan Administration Whiteman, Osterman, & Hanna - Legal Services

## Repeating Group 27

2. Provider of Services **Note:** Repair Shops - Autoworks, Maguire Automotive, Prichard Automotive Tire Stores - Mavis Tire & Goodyear

## Repeating Group 31

2. Provider of Services **Note:** BookWhere Maintenance Program \$531 GoDaddy.com \$510 Plymouth Rocket \$900 Shipping Easy. com \$311 Survey Monkey \$576 Symantec Endpoint Protection \$550 Various < \$200 \$473

## Repeating Group 1

1. Expenditure Category **Note:** USPS & UPS

## Repeating Group 2

1. Expenditure Category **Note:** Library Materials - Books, Book Kit Supplies Amazon and EBSCO

## Repeating Group 3

1. Expenditure Category **Note:** Office & ILL Supplies Amazon, Staples, Wegman's, & Other 1 - 2 time purchases Usherwood Office Products - Color Copies

## Repeating Group 4

1. Expenditure Category **Note:** Facility Supplies Amazon, Lowe's, Home Depot, Walmart, Agway

## Repeating Group 5

1. Expenditure Category **Note:** Marketing / Promotional Items Bernards Custom Logo & Trophy Source \$594 4imprint \$599 Crestline Specialities, Inc. \$629 Other \$68

## Repeating Group 6

1. Expenditure Category **Note:** Small Equipment

## Repeating Group 2

1. Type of Travel **Note:** Gasoline for ILL Delivery and Mini Van Usage. Sunoco and Kwik Fill

## / United Refining

## Repeating Group 2

1. Expenditure Category **Note:** Professional Development NYLA and Pulisdo Conferences

## Repeating Group 2

1. Expenditure Category **Note:** Professional Development

## Repeating Group 3

1. Expenditure Category **Note:** Speaker at Auburn Correctional Facility's General Library Special Event

## Repeating Group 2

2. Provider of Services **Note:** Attendance at annual NYLA conference.

## Repeating Group 2

1. Expenditure Category **Note:** ILL Expenses - Postage, UPS, Software, Operations & Maintenance of Delivery Vehicles

## Repeating Group 1

1. Type of Travel **Note:** Mileage, Hotel, & Food for Correctional Facility library staff to attend and while at NYLA Conference.

**14. Summary of Library System Accomplishments**

No Notes

**15. Current system URL's**

No Notes

**16. Assurance and Contact Information**

No Notes

**Suggested Improvements**

No Notes