Interlaken Public Library
Annual Report For Public And Association Libraries - 2018

1. GENERAL LIBRARY INFORMATION

1.11 Beginning Local Fiscal Year

Note: May have been incorrectly reported previously; confirmed Village fiscal year with Mayor Richardson.

1.12 Ending Local Fiscal Year

Note: May have been incorrectly reported previously; confirmed Village fiscal year with Mayor Richardson.

1.46 Is the library a member of the New York State and Local Retirement System?

Note: We were added to the NYS Retirement System in late 2018.

2. LIBRARY COLLECTION

2.9 Total Print Serials

Note: Adult Periodical 285 + Childrens Periodical 1

2.13 Electronic Books

Note: Per Kristi: 11,305 + Hoopla ebook 37 + Hoopla comic circ 3

2.17 Audio - Downloadable Units

Note: Per Kristi: 5,342 + Hoopla audiobook 53 + Hoopla music circ 8

2.18 Video - Downloadable Units

Note: Per Kristi: Hoopla Movie 3 + Hoopla TV 3

2.21 Audio - Physical Units

Note: Adult Audiobook 392 + Childrens Audiobook 21

2.22 Video - Physical Units

Note: Adult Video 522 + Childrens Video 174

2.23 Other Non-Electronic Materials (includes films, slides, etc.)

Note: 158 microfilm + 9 childrens multimedia + Other Materials 48 + non-book/av 2

2.27 Cataloged Books

Note: Adult Fiction 221 + Adult Non-Fiction 54 + Childrens Fiction 106 + Childrens Non-Fiction 7

2.28 All Other Print Materials

Note: Adult Periodicals 225

2.29 Electronic Materials

Note: Provided by Kristi 2942 + Adult Audiobook 42 + Adult Video 60 + Childrens Video 10

2.30 All Other Materials

Note: Non-book / AV Material

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

3.33 Adults registered for the library's summer reading program

Note: Estimated based on chair yoga + reading program participation

a. Focus on birth - school entry (kindergarten)

Note: Storytime with Mimi

c. Combined audience

Note: Monday Storytime

a. Focus on birth - school entry (kindergarten)

Note: Storytime with Mimi

c. Combined audience

Note: Monday Storytime

3.78 Total one-on-one program sessions

Note: Estimated
4. LIBRARY TRANSACTIONS

4.8 Circulation of Adult Other Materials

Note: Adult Audio 336 + Adult Video 658 + Adult Periodical 477 + Adult Other 8 + Non-Book 20 + Inter-Library Loan 67

4.9 Circulation of Children's Other Materials

Note: Childrens Audio 6 + Childrens Video 341 + Childrens Multimedia 47 + Childrens Periodical 3 + Childrens Other 2

4.12 Use of Electronic Material

Note: Per Kristi: Overdrive circ 534 + Hoopla circ 115

4.18 Total Reference Transactions

Note: Sample of 20 x 52 weeks

5. TECHNOLOGY AND TELECOMMUNICATIONS

No Notes

6. STAFF INFORMATION

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

Note: Hours were increased by the board beginning January 1, 2018.

7. MINIMUM PUBLIC LIBRARY STANDARDS

No Notes

8. PUBLIC SERVICE INFORMATION

No Notes

9. SERVICE OUTLET INFORMATION

Repeating Group 1

Number of wireless sessions provided by the library wireless service per year

Note: Averaged using Oct thru Dec 2018 connections x 12 months

10. OFFICERS AND TRUSTEES

10.20 Term Expires - Year (yyyy)

Note: Marty - Sworn in 11/18/2017. Officer term is up 12/2019. Trustee term is up 10/2022.

11. OPERATING FUNDS RECEIPTS

11.2 TOTAL LOCAL PUBLIC FUNDS

Note: Increased tax levy and county funding levels.

11.5 Additional State Aid received from the System

Note: BULLET AID RECEIVED IN JAN 2019
11.7 Other Cash Grants

Note: Family Literacy Grant

11.14 Gifts and Endowments

Note: Trumansburg Rotary 1500 + Business Donations 734.43 + Individual Donations 657.02 + Organizational Donations 900

11.16 Income from Investments

Note: Exxon Dividends 4228.07 + Dividends Other 675 mistake + Interest on Cash Equivalent and Savings Account 34.99

11.17 Library Charges

Note: Copies 217.25 + Faxes 22 + Fines 129.19

11.18 Other

Note: Book Sales 624.55 + Other Types of Income 47.39

TOTAL OPERATING FUND RECEIPTS (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)

BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2018 (Same as Question 12.40 of previous year if fiscal year has not changed)

Note: Total Ordinary Income (Operational) + Total Other Income (Grants + Capital)

11.20

Note: FROM LAST YEAR'S YEAR END

12. OPERATING FUND DISBURSEMENTS

12.2 Other Staff

Note: Director Wages

12.4 Employee Benefits Expenditures

Note: Social Security 1661.34 + Medicare 388.55

12.6 Print Materials Expenditures

Note: Books 5238.71 + Magazines 256.84

12.7 Electronic Materials Expenditures

Note: We apparently had no ebook expenditures

12.8 Other Materials Expenditures

Note: Audiobooks 569.26 + DVDs 1159.50 + Specialty Items (these are park passes) 130

12.10 From Local Public Funds (71PF)

Note: I DON'T BELIEVE WE WOULD USE THESE AS WE CREATED A CAPITAL FUND 1/12/2018 AND USED THAT EXCLUSIVELY FOR PURCHASES

12.11 From Other Funds (71OF)

Note: I DON'T BELIEVE WE WOULD USE THESE AS WE CREATED A CAPITAL FUND 1/12/2018 AND USED THAT EXCLUSIVELY FOR PURCHASES

12.13 From Local Public Funds (72PF)

Note: Equipment Repair (air conditioner & furnace repair) 566.62 + Building Maintenance Repairs 315.98

12.16 Other Disbursements for Operation & Maintenance of Buildings

Note: Insurance 2156.06 + Janitorial 3.49 + Electric Utility 1729.34 + Propane Utility 2657.31 + Fire Alarm Monitoring 513.48

12.18 Office and Library Supplies

Note: Total Supplies 1991.19

12.19 Telecommunications

Note: Telephone 635.21 + Software / Website 173 + Symantec (shown on P&L under Licenses/Prof) 147 + Faronics 11.34

12.21 Postage and Freight

Note: Postage 171

Delavan Presenter 5015 + Friends of TCPL Presenter 540 + Rosen Storytime Presenter 1150 + Rosen Summer Rdng Presenter 865 + Trumansburg Rotary Presenter 420 + Auditor 2000

12.22 Professional & Consultant Fees

Note: Computer / Equipment Expenses 429.98 + Chairs 578 + Switch
922
Bank Fees 99.73 + Checks Cost 104.37 + Safety Deposit Box Rental 40 + Library Advertising 220.50 + Delavan Supplies/Advertising 1041.09 + Family Literacy Supplies 500 + Friends of TCPL Other 239.70 + Rosen 3404.84 + Rosen Summer Rdng 444.20 + Trumansburg Rotary Advertising 30 + Membership Dues 35 + Movie Licenses 146

**CONTRACTS WITH PUBLIC LIBRARIES**

12.26 AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE

**TOTAL OPERATING FUND DISBURSEMENTS** (Add Questions 12.5, 12.9, 12.12, 12.17, 12.25, 12.26 and 12.32)

- Note: Polaris 5800 Overdrive fee should be included in this; I don't see a record of any in 2018

12.33 From Local Public Funds (76PF)

**TOTAL OPERATING FUND DISBURSEMENTS** (Add Questions 12.5, 12.9, 12.12, 12.17, 12.25, 12.26 and 12.32)

Note: Total Expense 64715.81 + Total Other Expenses 13681.33 - Depreciation 8701.84

12.34 From Other Funds (76OF)

Note: CAPITAL FUNDS = BULLET AID FUNDS

12.37 Transfer to Other Funds

**BALANCE IN OPERATING FUND** - Ending Balance for the Fiscal Year Ending 2018

Note: CAPITAL FUNDS = BULLET AID FUNDS. THIS ACCOUNT WAS CREATED IN JAN 2018 AND MONIES MOVED FROM OPERATIONAL TO CAPITAL TO CREATE FUND.

12.40 Transfer to Other Funds

**BALANCE IN OPERATING FUND** - Ending Balance for the Fiscal Year Ending 2018

Note: OPERATIONAL ACCOUNTS 107566.47 + GRANT ACCT 11698.03 + MEMORIAL FUNDS 1234.24

13. CAPITAL FUND RECEIPTS

13.10 **NON-REVENUE RECEIPTS**

Note: CAPITAL FUND INTEREST 7.29

13.11 **TOTAL CASH RECEIPTS**

(Add Questions 13.9 and 13.10)

Note: Treasurer moved capital funds to their own account. Received funding from Senator Helming for capital improvements.

14. CAPITAL FUND DISBURSEMENTS

14.2 Incidental Construction

Note: Carpet Installation 4554.25 + 2 Computers 1766.36

14.4 Interest

Note: BANK FEE $2

**TOTAL PROJECT EXPENDITURES** (Add Questions 14.1, 14.2 and 14.6)

**BALANCE IN CAPITAL**

14.11 **FUND** - Ending Balance for the Fiscal Year Ending 2018

Note: Capital Use Acct 13296.48

15. CENTRAL LIBRARIES

No Notes

16. FEDERAL TOTALS
16.5 State Government Revenue

Note: BULLET AID CHECKS WERE NOT RECEIVED UNTIL JAN 2019

16.14 Other Capital Revenue and Receipts

Total Wireless Sessions Provided by the Library

Note: Treasurer moved capital funds to a separate account. Funding received from Senator Helming.

Note: We upgraded hardware and began tracking wireless sessions in 2018 and were no longer estimating.

17. FOR NEW YORK STATE LIBRARY USE ONLY

No Notes

SUGGESTED IMPROVEMENTS

No Notes