

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
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- 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

- 6.1 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

33. 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 Delavan 5000 + Friends of TCPL 500 + Rosen 6060 +
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	
11.20	RECEIPTS (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	Note: Total Ordinary Income (Operational) + Total Other Income (Grants + Capital)
	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: 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
12.22	Professional & Consultant Fees	Note: Delavan Presenter 5015 + Friends of TCPL Presenter 540 + Rosen Storytime Presenter 1150 + Rosen Summer Rdng Presenter 865 + Trumansburg Rotary Presenter 420 + Auditor 2000
12.23	Equipment	Note: Computer / Equipment Expenses 429.98 + Chairs 578 + Switch

922

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

TOTAL OPERATING FUND

- 12.33 **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 Local Public Funds (76PF) **Note:** CAPITAL FUNDS = BULLET AID FUNDS

- 12.35 From Other Funds (76OF) **Note:** CAPITAL FUNDS = BULLET AID FUNDS. THIS ACCOUNT WAS CREATED IN JAN 2018 AND MONIES MOVED FROM OPERATIONAL TO CAPITAL TO CREATE FUND.

- 12.37 **Transfer to Other Funds** **Note:** CAPITAL FUNDS = BULLET AID FUNDS

- 12.40 **FUND - Ending Balance for the Fiscal Year Ending 2018** **Note:** ALL ITEMS ON BALANCE SHEET --- TOTAL 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

- 14.7 **EXPENDITURES** (Add Questions 14.1, 14.2 and 14.6) **Note:** THIS BALANCES WITH CAPITAL FUND DETAILS.

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** **Note:** Treasurer moved capital funds to a seperate account. Funding received from Senator Helming.
- 16.17 **Total Wireless Sessions Provided by the Library Wireless Service Per Year** **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