

# Hazard Library Association

## Annual Report For Public And Association Libraries - 2018

### 1. GENERAL LIBRARY INFORMATION

1.13 Address Status **Note:** Street address should probably be Aurora, NY 13026

### 2. LIBRARY COLLECTION

No Notes

### 3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

- 3.26 All Other Program Attendance **Note:** We had more programs that we counted as intergenerational/family programs rather than falling into any particular age category.
- 3.49 Other (describe using the State note) **Note:** We also collaborated with the Aurora Free Library and the King Ferry Food Pantry
- e. Other (describe using the State note) **Note:** Aurora Free Library and Hazard Library make joint visits to provide early literacy activities to our School District's preschool classes.

### 4. LIBRARY TRANSACTIONS

4.18 Total Reference Transactions **Note:** We began to define "reference transactions" more specifically and are making sure to have staff mark them down more consciously.

### 5. TECHNOLOGY AND TELECOMMUNICATIONS

No Notes

### 6. STAFF INFORMATION

No Notes

### 7. MINIMUM PUBLIC LIBRARY STANDARDS

No Notes

### 8. PUBLIC SERVICE INFORMATION

No Notes

### 9. SERVICE OUTLET INFORMATION

No Notes

## 10. OFFICERS AND TRUSTEES

- 10.6 Does your library's charter documents (incorporation) state a specified term for trustees? If no, please explain in a Note. **Note:** The term is not in our charter but our by-laws state a 3 year term. Trustees may have 2 consecutive terms (a total of 6 years) before needing to go off the board.
- Repeating Group 7
8. Office Held or Trustee **Note:** Treasurer

## 11. OPERATING FUNDS RECEIPTS

- 11.7 Other Cash Grants **Note:** Family Literacy Grant
- 11.14 Gifts and Endowments **Note:** Note: Cayuga County Funding \$3,500 Rosen Grant 2018 \$9,280 Metcalf Foundation \$7,500 FLCAG \$1,213 Memorial Donations \$580.37 & Library Donations (All personal Petty Cash Donations \$129.11 and non-Petty Cash Donations \$238.00
- 11.15 Fund Raising **Note:** \$4,325.00-received in 2018 towards 2018 annual appeal \$2,945 Received in December 2017 towards 2018 Annual Appeal Total 2018 Annual Appeal \$7,270
- 11.16 Income from Investments **Note:** Income From Investments Note: Act: 878 \$69.69 Acct: 774 \$17.27 Acct: checking-294 \$23.52 Acct: 877 \$17.20 Acct: Savings-392 \$126.13 Acct: 402 \$107.19 Acct: 773 \$49.86 Interest (Savings & Checking) \$149.65 Total Income From Investments \$256.84
- 11.17 Library Charges **Note:** Library Charges: Copies(Petty Cash)\$206.60 Fax (Petty Cash) \$10.11 Fines & Book Replacement Fees (Petty Cash) \$232.65 Fines (Paid online via credit card) \$116.30 Total Library Charges \$565.66
- 11.18 Other **Note:** Note: Other E-Rate \$150.91 Book Sale \$6,055.85 Post Office Rent \$5,355 Total Other \$11,561.76

### **GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND**

- 11.26 **BALANCE** (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.41) **Note:** we received more money in petty cash donations in 2018 than in 2017.

## 12. OPERATING FUND DISBURSEMENTS

- 12.2 Other Staff **Note:** Staff Expenditures Payroll \$25,604.00 Total Staff Expenditures \$34,838.55
- 12.4 **Employee Benefits Expenditures** **Note:** Workman's Comp \$869.72 (2019 Policy, paid December 2018) Social Security \$1,955.47 Medicare \$457.32

12.6	Print Materials Expenditures	<b>Note:</b> Rosen 2017 \$1,162.49 Rosen 2018 \$3,815.26 replacement book \$30.49 Annual Book Budget \$5,912.78
12.8	Other Materials Expenditures	<b>Note:</b> Books on CD \$837.56 DVDs \$1,007.39 Video Games \$38.39 Total for Other Materials \$1,883.34
12.14	From Other Funds (72OF)	<b>Note:</b> Family Literacy Mini-Grant \$223.52 Senator Helming Bullet Aid \$1,517.73
12.16	Other Disbursements for Operation & Maintenance of Buildings	<b>Note:</b> Cleaning & Janitorial \$922.74 Fire Extinguisher Services \$54.50 Fuel \$1,752.54 Insurance-Property \$1,636.20 NYSEG \$565.80 Other Maintenance \$56.99 (Water Filters) Septic Pumping \$480.00 Snow Removal & Lawn Mowing \$804.00
12.19	Telecommunications	<b>Note:</b> telephone 1,744.28
12.22	Professional & Consultant Fees	<b>Note:</b> Accountants \$1,997 Performers & Presenters (FLCAG)\$1,200 Performers & Presenters(Rosen 2018)\$1,088.55 Performers & Presenters (Rosen 2017)\$1,923 Services (Rosen 2018)\$2,766.28 Services (Rosen 2017)\$1,107.54
12.24	Other Miscellaneous	<b>Note:</b> Headphones,speakers,cables,cords \$29.97 P.O.Box Fee \$84 Fees for Memberships (NYLS, ALA) \$90 Comp Software-QuickBooks \$645.56 Conferences + Parking Fees = \$304 Travel \$534.29 Prizes for Programing \$77.13 Printing & Publicity Materials \$26.85 Annual Meeting Materials \$13.50 Annual Appeal Envelopes \$45.00 Donations to Fire House and Friends meeting House for meeting/event space \$400 Book Sale Total: \$436.60 (\$250-Book Sorter gifts & New Sale Signs \$186.60) Total Other Materials \$4,585.89 Total Supplies for Programming \$3,945.56

**CONTRACTS  
WITH PUBLIC  
LIBRARIES**

12.26	<b>AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE</b>	<b>Note:</b> Polaris Fee - this number was originally recorded incorrectly - 12.24- this should make up for the difference automatically calculated under 16.9.
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**13. CAPITAL FUND RECEIPTS**

No Notes

**14. CAPITAL FUND DISBURSEMENTS**

No Notes

**15. CENTRAL LIBRARIES**

No Notes

**16. FEDERAL TOTALS**

16.9	<b>Other Operating Expenditures</b>	<b>Note:</b> Polaris Fee - this number was originally recorded incorrectly - 12.24- this should make up for the difference automatically calculated under 16.9.
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**17. FOR NEW YORK STATE LIBRARY USE ONLY**

No Notes

**SUGGESTED IMPROVEMENTS**

No Notes