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

Does your library's charter documents (incorporation) state a specified term for trustees? If no, please explain in a Note.

10.6 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.

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11. OPERATING FUNDS RECEIPTS

11.7 Other Cash Grants

Note: Family Literacy Grant

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)

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

11.14 Gifts and Endowments

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

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

11.15 Fund Raising

Note: in December 2017 towards 2018 Annual Appeal Total 2018 Annual Appeal $7,270

11.16 Income from Investments

Note: we received more money in petty cash donations in 2018 than in 2017.

11.17 Library Charges

Note: 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: 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 BALANCE (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.41)

11.26 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**

Note: 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**

Note: 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)**

Note: Family Literacy Mini-Grant $223.52 Senator Helming Bullet Aid $1,517.73

12.16 **Other Disbursements for Operation & Maintenance of Buildings**

Note: 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**

Note: telephone 1,744.28

12.22 **Professional & Consultant Fees**

Note: 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**

Note: 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

12.26 **Contracts with Public Libraries and/or Public Library Systems in New York State**

Note: Polaris Fee - this number was originally recorded incorrectly - 12.24- this should make up for the difference automatically calculated under 16.9.

13. **Capital Fund Receipts**

No Notes

14. **Capital Fund Disbursements**

No Notes

15. **Central Libraries**

No Notes

16. **Federal Totals**

16.9 **Other Operating Expenditures**

Note: Polaris Fee - this number was originally recorded incorrectly - 12.24- this should make up for the difference automatically calculated under 16.9.

17. **For New York State Library Use Only**
No Notes

SUGGESTED IMPROVEMENTS

No Notes