Interlaken Public Library
Annual Report For Public And Association Libraries - 2019

1. GENERAL LIBRARY INFORMATION

No Notes

2. LIBRARY COLLECTION

2.1 Adult Fiction Books  Note: PROVIDED BY JENNY SHONK FLLS
2.2 Adult Non-fiction Books  Note: PROVIDED BY JENNY SHONK FLLS
2.4 Children's Fiction Books  Note: PROVIDED BY JENNY SHONK FLLS
2.5 Children's Non-fiction Books  Note: PROVIDED BY JENNY SHONK FLLS
2.9 Total Print Serials  Note: ONE YEAR = ONE VOLUME; MANUAL COUNT
2.13 Electronic Books  Note: PROVIDED BY JENNY SHONK FLLS
2.17 Audio - Downloadable Units  Note: 6385 + HOOPLA AUDIOBOOK 55 + AND MUSIC CIRCS 1
2.18 Video - Downloadable Units  Note: HOOPLA MOVIE 20 & TV CIRCS 8 PROVIDED BY FLLS TABLE
2.21 Audio - Physical Units  Note: PROVIDED BY JENNY SHONK FLLS
2.22 Video - Physical Units  Note: PROVIDED BY JENNY SHONK FLLS
2.23 Other Non-Electronic Materials (includes films, slides, etc.)  Note: 27 PROVIDED BY FLLS + 158 MICROFICHE ROLLS
2.26 Current Print Serial Subscriptions  Note: MANUAL COUNT OF TITLES, REGARDLESS OF THE NUMBER OF COPIES OF EACH TITLE.
2.27 Cataloged Books  Note: PROVIDED BY JENNY SHONK FLLS
2.28 All Other Print Materials  Note: PROVIDED BY JENNY SHONK FLLS
2.29 Electronic Materials  Note: PROVIDED BY JENNY SHONK FLLS
2.30 All Other Materials  Note: PROVIDED BY JENNY SHONK FLLS

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

3.2 Registered resident borrowers  Note: PROVIDED BY JENNY SHONK FLLS
3.3 Registered non-resident borrowers  Note: PROVIDED BY JENNY SHONK FLLS
3.20 All Other Program  Note: MOVIE ON THE LAWN PROGRAMS
Sessions

3.27 All Other Program Attendance
   Focus on birth - school entry (kindergarten)
   Note: MOVIE ON THE LAWN ATTENDANCE
   a. Note: CLASSROOM VISITS
   c. Combined audience
      Focus on birth - school entry (kindergarten)
      Note: CLASSROOM VISIT ATTENDANCE
   c. Combined audience
      Note: STORYTIME ATTENDANCE

4. LIBRARY TRANSACTIONS

4.1 Adult Fiction Books
   Note: PROVIDED BY JENNY SHONK FLLS
4.2 Adult Non-fiction Books
   Note: PROVIDED BY JENNY SHONK FLLS
4.4 Children's Fiction Books
   Note: PROVIDED BY JENNY SHONK FLLS
4.5 Children's Non-fiction Books
   Note: PROVIDED BY JENNY SHONK FLLS
4.8 Circulation of Adult Other Materials
   Note: PROVIDED BY JENNY SHONK FLLS
4.9 Circulation of Children's Other Materials
   Note: PROVIDED BY JENNY SHONK FLLS
4.12 Use of Electronic Material Successful Retrieval of Electronic Information
   Note: OVERDRIVE CIRC 842 + HOOPLA CIRC 139
4.13 Total Reference Transactions
   Note: PROVIDED BY FLLS
4.18 Does the library offer virtual reference?
   Note: SAMPLED 26 REFERENCE TRANSACTIONS IN ONE WEEK - X52 WEEKS = 1352
4.19 TOTAL MATERIALS RECEIVED
   Note: PROVIDED BY JENNY SHONK FLLS
4.20 TOTAL MATERIALS PROVIDED
   Note: PROVIDED BY FLLS

5. TECHNOLOGY AND TELECOMMUNICATIONS

5.4 Annual number of visits to the library's web site
   Note: NUMBER PREVIOUSLY PROVIDED BY FLLS. 2019 PROVIDED BY OUR IT SPECIALIST LUKE HODDE. NEW NUMBER REFLECTS THOSE PATRONS WITH DISTINCT IP ADDRESSES WHO ARE ENGAGING OUR WEBSITE. OLD NUMBER INCLUDED BOTS AND SERVICE SERFERS AND WAS NOT AN ACCURATE INDICATOR OF WEBSITE USE.
6. STAFF INFORMATION

No Notes

7. MINIMUM PUBLIC LIBRARY STANDARDS (CURRENT)

No Notes

7. MINIMUM PUBLIC LIBRARY STANDARDS (AS OF 2021)

No Notes

8. PUBLIC SERVICE INFORMATION

No Notes

9. SERVICE OUTLET INFORMATION

Repeating Group 1

Total number of non-library sponsored programs, meetings and/or events at this outlet

Note: GIRL SCOUTS, BOOK CLUBS, 4TTC SIGNUPS, STRATEGIC PLANNING

19. Total number of non-library sponsored programs, meetings and/or events at this outlet

10. OFFICERS AND TRUSTEES

If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)?

Note: MEMBERS OF MY BOARD HAVE CHANGED THIS YEAR

11. OPERATING FUNDS RECEIPTS

11.7 Other Cash Grants  
Note: $250 Family Literacy Grant

Delavan 2750 + Friends of TCPL 960 + Rosen Comic Book 2210 + Rosen Summer Reading 2599 + Business Donations 1150 + Individual

11.14 Gifts and Endowments  
Note: Donations 275.19 + Organizational Donations 800 = 10744.19 Saw reduced grant funding in 2019 from previous year, primarily from Delavan Foundation as a result of a shift in their grant period.

11.16 Income from Investments  
Note: REPORT + and Interest on Cash Equivalent, CD & Savings Account 482.47 = 4972.34

Exxon Dividends 4,489.87 + Interest on Market Securities 675 DO NOT

11.17 Library Charges  
Note: Copies 142.20 + Fax 36.00 + Fines 119.80 = 298.00
11.18 Other Note: Book Sales 583.75 + Other Income 260.23 = 843.98

11.23 From Other Funds Note: $16,000 MOVED FROM OPERATIONAL SAVINGS TO CD

BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2019 (Same as Question 12.40 of previous year if fiscal year has not changed)

11.25 Note: CONFIRMED ON 2018 REPORT

12. OPERATING FUND DISBURSEMENTS

12.2 Other Staff

**Total Salaries & Wages Expenditures** (Add Questions 12.1 and 12.2)

Note: Increased staff by one part-time library clerk.

12.3 WAGES 35800.00

12.4 Employee Benefits Expenditures

**Total Staff Expenditures (Add Questions 12.3 and 12.4)**

Note: MEDICARE 521.26 + SOCIAL SECURITY 2228.93 + RETIREMENT 3792.73 = 6542.92

12.5 NYSL added note 5/18/20 Increased staff by one part-time library clerk.

12.6 Print Materials Expenditures

Note: BOOKS 4159.06 + MAGAZINES 126.97 = 4286.03

12.7 Electronic Materials Expenditures

Note: NO EBOOK EXPENDITURES

12.8 Other Materials Expenditures

Note: AUDIO BOOKS 867.15 + DVD & ELECTRONIC GAMES 1724.89 + SPECIALTY ITEMS 140.00 = 2732.04

12.9 From Local Public Funds (72PF)

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

Note: BUILDING MAINTENANCE / REPAIRS 1734.52 - CAPITAL INSULATION COST 1450.00 + EQUIPMENT REPAIR 210.00 = 494.52

12.10 INSURANCE 2252.10 + ELECTRIC UTILITY 1422.48 + PROPANE 1904.00 + FIRE ALARM MONITORING 612.88 = 6191.46

12.11 LIBRARY SUPPLIES 432.60 + OFFICE SUPPLIES 2058.81 = 2491.41 + $11 ADJUSTMENT WATER MISSING

12.12 TELEPHONE 618.02 + SOFTWARE / WEBSITE 103.00 = 721.02

12.13 Postage and Freight

Note: POSTAGE 374.46

12.14 Professional & Consultant Fees

**IT CONSULTANT 809.12 + LEGAL FEES 3148.00 + DELAVAN PRESENTER 3410.00 + TCPL PRESENTER 874.50 + STORYTIME PAYROLL & PRESENTER 450.00 + 205.00 + SUMMER READING PRESENTER 1200.00 + TBURG ROTARY 105.50 + 700 + 150 = 11052.12 We hired an attorney to assist with the creation of a Friends Group in 2019, resulting in a jump in expenses for consultant fees.

12.15 COMPUTER / EQUIPMENT 1502.81 + LIBRARY EQUIPMENT 1612.57 - CAPITAL XEROX MACHINE 1199.00 = 1916.38

12.16 Other Miscellaneous

Note: BANK FEES 128.25 + MEALS 143.93 + SAFETY DEPOSIT BOX 60.00 + SUMMER READING PRIZES 325.00 + TRAINING 140.00 +
Contracts with Public Libraries

12.26

Note: POLARIS 5900.00

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

12.40

Balance in Operating Fund - Ending Balance for the Fiscal Year Ending 2019

Note: CASH BOX 30 + OPERATIONAL CHECKING 58425.01 + PETTY CASH 50 + SAVINGS 50593.49 + 8398.37 + CD 2525.86 + CD 16374.97 = 136497.70

The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy).

13. Capital Fund Receipts

13.1

Revenues from Local Government Sources

Note: BULLET AID WENT INTO OUR CAPITAL ACCOUNT

13.10

Non-Revenue Receipts

Note: CAPITAL FUND INTEREST 13.16

14. Capital Fund Disbursements

14.2

Incidental Construction

Note:

XEROX MACHINE 1199.00 + INSULATION 1450.00 = 2649.00 We had fewer capital improvements / repairs / replacements this year, which resulted in a reduced expense in this category. We expect this to be higher in 2020.

15. Central Libraries

Advertising Expenses 420.06 + Licenses 154.00 + Delavan Advertising 283.50 + Delavan Supplies 661.48 + Family Literacy Supplies 266.65 + Storytime Advertising 318.50 + Storytime Books 295.60 + Storytime Snacks 175.63 + Storytime Supplies 189.69 + Summer Reading Advertising 432.90 + Summer Reading Supplies 131.96 + TBurg Rotary Advertising 94.50 + Rosen Comic Book Supplies 693.57 = 4915.22 Plus one rounding

Reduced funding in grants led to a reduced amount in this category associated with grant expenses.
No Notes

16. FEDERAL TOTALS

16.3  All Other Paid Staff  

Note: NYSL added note 5/18/20 Increased staff by one part-time library clerk.

16.4  Total Paid Employees  

Note: NYSL added note 5/18/20 Increased staff by one part-time library clerk.

16.14 Other Capital Revenue and Receipts  

Note: INTEREST EARNED ON THE CAPITAL FUND ACCOUNT ONLY.  
Note: This is different from last year because of last year's accounting split to create the capital account.

17. FOR NEW YORK STATE LIBRARY USE ONLY

No Notes

SUGGESTED IMPROVEMENTS

No Notes