

# 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   | <b>Note:</b> PROVIDED BY JENNY SHONK FLLS  |
| 2.2  | Adult Non-fiction Books                                       | <b>Note:</b> PROVIDED BY JENNY SHONK FLLS  |
| 2.4  | Children's Fiction Books                                      | <b>Note:</b> PROVIDED BY JENNY SHONK FLLS  |
| 2.5  | Children's Non-fiction Books                                  | <b>Note:</b> PROVIDED BY JENNY SHONK FLLS  |
| 2.9  | Total Print Serials   | <b>Note:</b> ONE YEAR = ONE VOLUME; MANUAL COUNT   |
| 2.13 | Electronic Books  | <b>Note:</b> PROVIDED BY JENNY SHONK FLLS  |
| 2.17 | Audio - Downloadable Units                                    | <b>Note:</b> 6385 + HOOPLA AUDIOBOOK 55 + AND MUSIC CIRCS 1  |
| 2.18 | Video - Downloadable Units                                    | <b>Note:</b> HOOPLA MOVIE 20 & TV CIRCS 8 PROVIDED BY FLLS TABLE<br>Slightly more patrons moving to electronic resources, although this number is still very low due to my service patron demographic. |
| 2.21 | Audio - Physical Units  | <b>Note:</b> PROVIDED BY JENNY SHONK FLLS  |
| 2.22 | Video - Physical Units  | <b>Note:</b> PROVIDED BY JENNY SHONK FLLS  |
| 2.23 | Other Non-Electronic Materials (includes films, slides, etc.) | <b>Note:</b> 27 PROVIDED BY FLLS + 158 MICROFICHE ROLLS  |
| 2.26 | Current Print Serial Subscriptions                            | <b>Note:</b> MANUAL COUNT OF TITLES, REGARDLESS OF THE NUMBER OF COPIES OF EACH TITLE.   |
| 2.27 | Cataloged Books   | <b>Note:</b> PROVIDED BY JENNY SHONK FLLS  |
| 2.28 | All Other Print Materials                                     | <b>Note:</b> PROVIDED BY JENNY SHONK FLLS  |
| 2.29 | Electronic Materials  | <b>Note:</b> PROVIDED BY JENNY SHONK FLLS  |
| 2.30 | All Other Materials   | <b>Note:</b> PROVIDED BY JENNY SHONK FLLS  |

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

- |      |                                   |   |
|------|-----------------------------------|---|
| 3.2  | Registered resident borrowers     | <b>Note:</b> PROVIDED BY JENNY SHONK FLLS |
| 3.3  | Registered non-resident borrowers | <b>Note:</b> PROVIDED BY JENNY SHONK FLLS |
| 3.20 | All Other Program                 | <b>Note:</b> MOVIE ON THE LAWN PROGRAMS   |

## Sessions

- 3.27 All Other Program Attendance **Note:** MOVIE ON THE LAWN ATTENDANCE
- a. Focus on birth - school entry (kindergarten) **Note:** CLASSROOM VISITS
- c. Combined audience **Note:** STORYTIME PROGRAMS
- a. 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 **Note:** OVERDRIVE CIRC 842 + HOOPLA CIRC 139
- 4.13 Successful Retrieval of Electronic Information **Note:** PROVIDED BY FLLS
- 4.18 Total Reference Transactions **Note:** SAMPLED 26 REFERENCE TRANSACTIONS IN ONE WEEK - X52 WEEKS = 1352
- 4.19 Does the library offer virtual reference? **Note:** PROVIDED BY JENNY SHONK FLLS
- 4.20 TOTAL MATERIALS RECEIVED **Note:** PROVIDED BY FLLS
- 4.21 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 SERFRERS 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

19. Total number of non-library sponsored programs, meetings and/or events at this outlet
- Note:** GIRL SCOUTS, BOOK CLUBS, 4TTC SIGNUPS, STRATEGIC PLANNING

**10. OFFICERS AND TRUSTEES**

- 10.5 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:** Exxon Dividends 4,489.87 + Interest on Market Securities 675 DO NOT REPORT + and Interest on Cash Equivalent, CD & Savings Account 482.47 = 4972.34
- 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  
11.25 2019 (Same as **Note:** CONFIRMED ON 2018 REPORT  
Question 12.40 of  
previous year if fiscal  
year has not changed)

## 12. OPERATING FUND DISBURSEMENTS

- 12.2 Other Staff **Note:** Increased staff by one part-time library clerk.
- Total Salaries &  
Wages Expenditures**  
12.3 (Add Questions 12.1  
and 12.2) **Note:** WAGES 35800.00
- 12.4 **Employee Benefits  
Expenditures** **Note:** MEDICARE 521.26 + SOCIAL SECURITY 2228.93 + RETIREMENT  
3792.73 = 6542.92
- Total Staff  
Expenditures (Add  
Questions 12.3 and  
12.4)**  
12.5 **Note:** 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
- 12.13 From Local Public  
Funds (72PF) **Note:** BUILDING MAINTENANCE / REPAIRS 1734.52 - CAPITAL  
INSULATION COST 1450.00 + EQUIPMENT REPAIR 210.00 = 494.52
- Other Disbursements  
for Operation &  
Maintenance of  
Buildings  
12.16 **Note:** INSURANCE 2252.10 + ELECTRIC UTILITY 1422.48 + PROPANE  
1904.00 + FIRE ALARM MONITORING 612.88 = 6191.46
- 12.18 Office and Library  
Supplies **Note:** LIBRARY SUPPLIES 432.60 + OFFICE SUPPLIES 2058.81 = 2491.41  
+ \$11 ADJUSTMENT WATER MISSING
- 12.19 Telecommunications **Note:** TELEPHONE 618.02 + SOFTWARE / WEBSITE 103.00 = 721.02
- 12.21 Postage and Freight **Note:** POSTAGE 374.46  
IT CONSULTANT 809.12 + LEGAL FEES 3148.00 + DELAVAN  
PRESENTER 3410.00 + TCPL PRESENTER 874.50 + STORYTIME  
12.22 Professional &  
Consultant Fees **Note:** 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.
- 12.23 Equipment **Note:** COMPUTER / EQUIPMENT 1502.81 + LIBRARY EQUIPMENT  
1612.57 - CAPITAL XEROX MACHINE 1199.00 = 1916.38
- 12.24 Other Miscellaneous **Note:** BANK FEES 128.25 + MEALS 143.93 + SAFETY DEPOSIT BOX  
60.00 + SUMMER READING PRIZES 325.00 + TRAINING 140.00 +

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.

### CONTRACTS WITH PUBLIC LIBRARIES

12.26 AND/OR PUBLIC LIBRARY Note: POLARIS 5900.00

### LIBRARY SYSTEMS IN NEW YORK STATE

BALANCE IN  
OPERATING FUND - CASH BOX 30 + OPERATIONAL CHECKING 58425.01 + PETTY  
12.40 Ending Balance for the Fiscal Year Ending 2019 Note: 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).  
12.42 Note: ,

## 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

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. 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