

# Finger Lakes Library System

## Annual Report for Library Systems - 2019 (Public Library Systems 2019)

### 1. General System Information

No Notes

### 2. Personnel Information

No Notes

### 3. System Membership, Outlets and Governance

Repeating Group 2

- Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).
13. **Note:** Susan Marteney, 1/2018-12/2020. Marteney replaced Susan Ahner. Her term was to end 12/2020, but she resigned at the end of 2017.

Repeating Group 5

- Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).
13. **Note:** Martin Toombs, 9/2016-12/2020. Toombs replaced Deborah Jones. She had been elected to her second term, 1/2016-12/2020, but she resigned mid-year 2016.

### 4. Public Library System Transactions and Collections

- 4.6 Use of Electronic Material **Note:** These are Overdrive checkouts that were not assigned to a member library.
- 4.7 Successful Retrieval of Electronic Information **Note:** Based on usage stats from NovelNY databases, SCRLC databases, HeritageQuest, JobNow, Mango, Novelist Plus k-8, TumbleBooks.
- 4.13 Total Print Serial Holdings **Note:** This includes volumes of professional journals and the annuals in the board room.
- 4.16 Electronic Books **Note:** This is our Overdrive eBook holdings. This number is also part of the member libraries' reports, question 2.13.
- 4.20 Audio - Downloadable Units **Note:** This is our Overdrive audiobook holdings. This number is also part of our member libraries' annual reports, question 2.17
- 4.24 Audio - Physical Units **Note:** There is a significant decrease in this number due to a substantial

weeding project performed in 2019.

- 4.25 Video - Physical Units **Note:** There is a significant decrease in this number due to a substantial weeding project performed in 2019.
- 4.26 Other Non-Electronic Materials **Note:** There is a significant decrease in this number due to a substantial weeding project performed in 2019.
- 4.31 Average number of items per collection **Note:** There is a significant decrease in this number due to a substantial weeding project performed in 2019.

## 5. System Services

- 5.3 Identify ILS system vendor **Note:** Polaris
- 5.16 Number of titles in the system's union catalog **Note:** We have been working on cleaning up the catalog and removing titles that shouldn't be there.
- 5.78 Total Reference Transactions **Note:** Rex 13, Nora 50, Jenny 37, Sarah 5

## 6. Operating Funds Receipts

- 6.18 Local Library Services Aid - Kept at System **Note:** Kellogg Free Library has an Endowment of a sufficient amount; that since 2017, they have refused to accept their LLSA funding. In 2019 FLLS allocated the 2017 & 2018 funding and with New York States approval; distributed the funding to the four remaining Cortland County libraries based upon their state allocation of LLSA funding.
- 6.19 Local Library Services Aid - Distributed to Members **Note:** Kellogg Free Library has refused to accept their LLSA funding since 2017. We have recorded the current year amount as a liability due to Kellogg or NYS. If neither party asks for it: we will distribute it in 2020 to the other libraries in Cortland County on a pro-rated basis determined upon their LLSA allocation table from NYS. In 2019 this money from 2017 and 2018 was distributed to the remaining 4 libraries in Cortland County. They are supposed to record it as an other cash grant from the Library System.

### Repeating Group 1

1. Receipt category **Note:** True Miscellaneous with no items > \$2,500

### Repeating Group 1

2. Amount **Note:** \$2,399 Insurance Recovery - Deer and Van collision \$1,056 Reimbursements for Lost / Damaged Books, DVD's, Video Games, etc. \$234 Fines, Fees, Contributions to FLLS \$203 Disc Cleaning and other items

## 7. Operating Fund Disbursements

- 7.11 Central Library Aid (CLDA/CBA) **Note:** We only distribute the Central Library Development Aid to the Central Library. The CBA books are selected by, and housed at the Central Library. They confirm receipt of the merchandise, approve the invoice, and send it to us for payment. We actually own the central book collection paid for with CBA funds.
- 7.23 Other Vehicles **Note:** 2019 Chrysler Pacifica Mini-Van (2007 was scrapped as it was unsafe to drive, due to the emergency brake rusting apart from the frame) 2019

Ford Transit Cargo Van (2012 Ford Econoline van had 275,000+ miles on it, and was costing too much to maintain)

- 7.44 Fees for Consultants and Professionals - Please include a State Note with the consultants' or vendors' names and a brief description of the service(s) provided.
- Note:** ADP \$4,830 Payroll Services Barclay Damon, LLP \$9,703 Legal Fees Family & Children's Services \$1,381 (2 yrs) Employee Assistance Program Lifetime Benefits Solutions \$275 Plan Administration Paychex \$626 Time and Attendance Reports Sciarabba Walker & Co., LLP \$10,500 Auditors Sharon Campenalla \$985 Treasurer - Bank Reconciliations Whiteman, Osterman, & Hanna \$248 Legal Fees
- 7.45 Membership Dues - Please include a State Note listing Professional Organization Memberships for which dues are being paid.
- Note:** ARSL \$150 NYLA \$2122 Pulisdo \$400 SCRLC \$1122 Innovative Users Group \$100
- Repeating Group 2
1. Expense category
- Note:** Payment to Innovative Interfaces Inc.
- Repeating Group 3
1. Expense category
- Note:** Expenses for Movie Licenses to Let Member Libraries show films on their property
- Repeating Group 4
1. Expense category
- Note:** Professional Development expenses for Staff, Trustees, Member Library Staff. We also were the host city for the 2019 PULISDO Conference.
- Repeating Group 6
1. Expense category
- Note:** Backstage Library Works - OCLC Records
- Repeating Group 7
1. Expense category
- Note:** Overdrive & Zinio / RB Digital Platform Licenses
- Repeating Group 8
1. Expense category
- Note:** ZOHO Corporation, Team Software Solutions, ThinPrint, SolarWinds, BeyondTrust
- Repeating Group 10
1. Expense category
- Note:** A deer collided with our new 2019 cargo van. This was the insurance company estimated / actual cost to repair the van.
- Repeating Group 1
1. Contracting Agency (specify using the State note)
- Note:** We contract with 33 Member Libraries and one Academic Library to provide supplies and small equipment for their use.
- Repeating Group 1
2. Contracted Service (specify using the State note)
- Note:** We provide supplies and small equipment for our member libraries and one independent / academic library

## 8. Capital Fund Receipts

No Notes

## 9. Capital Fund Disbursements

No Notes

## 12. Projected Annual Budget For Library Systems

No Notes

## 13. State Formula Aid Disbursements

Repeating Group 1

1. Expenditure Category **Note:** Mortgage Principal and Interest

Repeating Group 7

1. Expenditure Category **Note:** Leasing of Postage Meter and Canon Copier

Repeating Group 8

1. Expenditure Category **Note:** Insurance: General Liability & Building Coverage, Auto, & Trustee Liability

Repeating Group 32

1. Expenditure Category **Note:** Professional Development

Repeating Group 34

1. Expenditure Category **Note:** Software

Repeating Group 36

1. Expenditure Category **Note:** Miscellaneous Small \$ Purchases

Repeating Group 37

1. Expenditure Category **Note:** Retirees Health & Dental Insurance

Repeating Group 15

2. Provider of Services **Note:** Work and Inspect HVAC Unit for Building

Repeating Group 16

2. Provider of Services **Note:** We have a roof leak. Energy Tec came out a couple of times to caulk and repair the gaps. Hale's Contracting came out to inspect the roof and perform some additional caulking.

Repeating Group 18

2. Provider of Services **Note:** Small \$ purchases from Agway, Lowe's, the Home Depot, Walmart, etc.

Repeating Group 21

2. Provider of Services **Note:** Fee for Overdrive Platform

Repeating Group 22

2. Provider of Services **Note:** Overdrive & Hoopla content

Repeating Group 28

2. Provider of Services **Note:** Attorneys at Law

Repeating Group 29

2. Provider of Services **Note:** Treasurer for FLLS

Repeating Group 30

2. Provider of Services **Note:** Family & Children's Services Employee Assistance Program \$1,381  
Lifetime Benefits Solutions - Cafeteria Plan Document

Repeating Group 31

2. Provider of Services **Note:** Autoworks, Prichard Automotive, Monro, Trombly Tire, Choice Auto Glass

## Repeating Group 34

2. Provider of Services **Note:** Plymouth Rocket - \$900 Survey Monkey - \$ 672 Various < \$350 - \$773

## Repeating Group 1

1. Expenditure Category **Note:** Postage & UPS Shipping Charges

## Repeating Group 2

1. Expenditure Category **Note:** Library Supplies

## Repeating Group 3

1. Expenditure Category **Note:** Office & ILL Supplies

## Repeating Group 4

1. Expenditure Category **Note:** Building Maintenance / Facility Supplies - From various vendors: Lowe's, Agway, Staples. Walmart, etc.

## Repeating Group 5

1. Expenditure Category **Note:** Marketing Promotional Items

## Repeating Group 6

1. Expenditure Category **Note:** Non-Capital Small Equipment

## Repeating Group 2

1. Type of Travel **Note:** Van Gasoline

## Repeating Group 3

1. Expenditure Category **Note:** Audio Books and DVD's

## Repeating Group 2

1. Expenditure Category **Note:** Various Vehicle Expenses for ILL Delivery - Gas, Maintenance, Insurance, etc.

## Repeating Group 1

1. Type of Travel **Note:** Correctional Facility Librarian

## Repeating Group 1

2. Expenditure **Note:** Mileage and Hotel at NYLA Conference

## 14. Summary of Library System Accomplishments

No Notes

## 15. Current system URL's

No Notes

## 16. Assurance and Contact Information

No Notes

## Suggested Improvements

No Notes