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).

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
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: 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.

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.

6.19 Local Library Services Aid - Distributed to Members

Note: Kellogg Free Library has an Endowment of a sufficient amount; that since 2017, they have refused to accept their LLSA funding. In 2019 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.

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
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.

Membership Dues - Please include a State Note listing Professional Organization Memberships for which dues are being paid.

Repeating Group 2
1. Expense category

Repeating Group 3
1. Expense category

Repeating Group 4
1. Expense category

Repeating Group 6
1. Expense category

Repeating Group 7
1. Expense category

Repeating Group 8
1. Expense category

Repeating Group 10
1. Expense category

Repeating Group 1
Contracting Agency
1. (specify using the State note)

Repeating Group 1
Contracted Service
2. (specify using the State note)

8. Capital Fund Receipts

No Notes

9. Capital Fund Disbursements

We contract with 33 Member Libraries and one Academic Library to provide supplies and small equipment for their use.

Note: We provide supplies and small equipment for our member libraries and one independent / academic library.

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

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

Note: ADP $4,830 Payroll Services Barclays Damon, LLP $9,703 Legal Fees Family and 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

Note: ARSL $150 NYLA $2122 Pulisdo $400 SCRLC $1122 Innovative Users Group $100

Note: Payment to Innovative Interfaces Inc.

Note: Expenses for Movie Licenses to Let Member Libraries show films on their property

Note: Professional Development expenses for Staff, Trustees, Member Library Staff. We also were the host city for the 2019 PULISDO Conference.

Note: Backstage Library Works - OCLC Records

Note: Overdrive & Zinio / RB Digital Platform Licenses

Note: ZOHO Corporation, Team Software Solutions, ThinPrint, SolarWinds, BeyondTrust

Note: A deer collided with our new 2019 cargo van. This was the insurance company estimated / actual cost to repair the van.
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

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 1
2. 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