Finger Lakes Library System
Annual Report for Library Systems - 2020 (Public Library Systems 2020)

1. General System Information

For the reporting year, has the system experienced any unusual circumstance(s) that affected the statistics and/or information reported (e.g. natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? Indicate Y for Yes, N for No. If Yes, please annotate using the note.

1.49 Due to COVID we had budget cuts that resulted in terminations and layoffs. We had to reduce services to our members.

2. Personnel Information

No Notes

3. System Membership, Outlets and Governance

Current number of voting positions on system board/council. Please add a note if this has changed from the previous year report.

3.26 I believe this is a glitch. We had the same answer for the past several years.

4. Public Library System Transactions and Collection: Borrowers/Visits/Circulation/Holdings

4.2 System Visits

FLLS headquarters has been closed to the public since March of 2020 due to the COVID pandemic.

4.3 Total Cataloged Book Circulation

physical materials could not be circulated during the shut downs.

4.6 Use of Electronic Material

From Overdrive. Not attributed to one of our member libraries. Based on usage from NovelNY, SCRLC, HeritageQuest, JobNow, Mango, Novelist Plus, Novelist Plus k-8, Tumblebooks. Does not include RBDigital as that is broken don by library.

4.7 Successful Retrieval of Electronic Information

Based on usage from NovelNY, SCRLC, HeritageQuest, JobNow, Mango, Novelist Plus, Novelist Plus k-8, Tumblebooks. Does not include RBDigital as that is broken don by library.

4.13 Total Print Serial Holdings

Journals 28, Board Room: 116 (journals and annuals in board room)

We increased our eBooks holding in 2020 to accommodate our members' patrons during shutdowns as physical materials couldn't be circulated.
5. System Services

5.9 Number of new titles added by the system in the reporting year

Note: We increased eContent this year.

5.11 Number of new titles added by the members in the reporting year

Note: Alternatives not included.

5.14 How many libraries participate in (or submit records for) the union catalog?

Note: This includes 33 members, FLLS, and Alternatives.

5.25 Total items provided (loaned)

Note: Inter-Library Loan was stopped due to COVID. We currently do not have a staff member to provide this service as this was one of the terminated positions due to budget cuts.

5.26 Total items received (borrowed)

Note: Inter-Library Loan was stopped due to COVID. We currently do not have a staff member to provide this service as this was one of the terminated positions due to budget cuts.

5.31 Number of stops (pick-up and delivery sites per week)

Note: Delivery was reduced due to quarantine restrictions, budget cuts, and personnel cuts caused by the COVID-19 pandemic. Delivery was halted entirely from March 17 to July 13.

5.43 Number of participants

Note: Includes re-opening workshops.

5.45 Number of participants

Note: Advocacy Day

5.47 Number of participants

Note: Included 2021 Minimum Standards Trainings here.

5.54 Number of sessions

Note: Includes sessions of HR Generalist in conjunction with SHRMTC at local highschools for resume writing and mock interviews.

Repeating Group 3

2. Number of contacts (all types)

Note: Questions on re-opening, policy development and implementation, restrictions, guidelines, etc.

5A. COVID

No Notes

6. Operating Funds Receipts

Repeating Group 2

2. Amount

Note: Amount is for two years paid in 2020 $7,150 from 2019, $10,000 for 2020

One of our member libraries, as they have in the last few years; refused to accept their State Share. They were blessed in the past with a significant endowment fund, and do not need or want the money.

6.18 Local Library Services Aid - Kept at System

Note: Amount is for two years paid in 2020 $7,150 from 2019, $10,000 for 2020

One of our member libraries, as they have in the last few years; refused to accept their State Share. They were blessed in the past with a significant endowment fund, and do not need or want the money.
6.51 Gifts, Endowments, Fundraising, Foundations (include Gates Grants here; specify project number(s) and dollar amount using the state note)  
Note: Amazon Smile Donations

7. Operating Fund Disbursements

7.10 Local Library Services Aid (LLSA)

7.17 Other cash grants paid from system funds

7.26 Other Capital Expenditures

Fees for Consultants and Professionals - Please include a Note with the consultants’ or vendors’ names and a brief description of the service(s) provided.

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

7.45 Other Capital Expenditures

Note: Roof Replacement on part of building.
Note: Port, Kashdin, & McSherry (Audit & Form 990)

7.46 Other Capital Expenditures

Note: ADP (Payroll Processing & HR Assistance)
Note: Port, Kashdin, & McSherry (Audit & Form 990)
Note: Sharon Campanella (Treasurer)
Note: Barclay Damon (Lawyers)

7.47 Other Capital Expenditures

Note: PULISDO $400 NYLA $600 SCRLC $561 Innovative Users Group $100

Note: Maintenance and Licenses for our Polaris Computer System
Note: Port, Kashdin & McSherry

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 Payments to Tompkins Trust
Company

Note: Canon Copier Lease / Rental

Note: Trustee, Automobile, Property and Liability Insurance

Note: Water, Sever, & Solid Waste Fee

Note: Vehicle Maintenance and AAA Coverage

Note: Repairs to Vehicle

Note: Professional Development - Mostly Staff, Occasionally Trustees or Member Library Staff

Note: Software

Note: Retirees and Former Employees Medical Insurance

Note: Miscellaneous Small Purchases / One time vendors not allocable to other categories.

Note: Mowing and Snow Removal Respectively

Note: Mostly small dollar purchases at various retailers

Note: Treasurer - Bank Reconciliation Services

Note: Employee Assistance Services

Note: Pritchard Automotive - Vehicle Maintenance

   Goodyear Tire - Vehicle Tires

   CBI Malwarebytes, InMotion Hosting,

   Note: Plymouth Rocket Inc., SCRLC, Shipping Easy,

   Survey Monkey, Techsoup

Note: Postage & UPS

Note: Office and ILL Supplies

Note: Small Equipment
1. Type of Travel

**Local Library Services Aid Expenditures:**
Indicate the total expenditures to member libraries for Local Library Services Aid.

13.1.14 Note: Gasoline for Vans - Kwik Fill (United Refining), Sunoco, Speedway
As they have in recent years, one of our Member Libraries refused to accept their $995 LLSA funding check. It is being held by the Library System until either the library claims it, the State of New York takes it back, or in a year it will be disbursed to the other libraries in the county based upon their State allocation to the total.

Repeating Group 3
1. Expenditure Category

Repeating Group 2
1. Expenditure Category

**Note:** Audio Books and DVDs

**Note:** Delivery expenses for ILL services - Pre Pandemic Closing on March 18

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