

# 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 **Note:** 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

- 3.26 Current number of voting positions on system board/council. Please add a note if this has changed from the previous year report. **Note:** 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 **Note:** FLLS headquarters has been closed to the public since March of 2020 due to the COVID pandemic.
- 4.3 Total Cataloged Book Circulation **Note:** physical materials could not be circulated during the shut downs.
- 4.6 Use of Electronic Material **Note:** From Overdrive. Not attributed to one of our member libraries.
- 4.7 Successful Retrieval of Electronic Information **Note:** 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 **Note:** Journals 28, Board Room: 116 (journals and annuals in board room)
- 4.16 Electronic Books **Note:** 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	<b>Note:</b> We increased eContent this year.
5.11	Number of new titles added by the members in the reporting year	<b>Note:</b> Alternatives not included.
5.14	How many libraries participate in (or submit records for) the union catalog?	<b>Note:</b> This includes 33 members, FLLS, and Alternatives.
5.25	Total items provided (loaned)	<b>Note:</b> 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)	<b>Note:</b> 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)	<b>Note:</b> 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	<b>Note:</b> Includes re-opening workshops.
5.45	Number of participants	<b>Note:</b> Advocacy Day
5.47	Number of participants	<b>Note:</b> Included 2021 Minimum Standards Trainings here.
5.54	Number of sessions	<b>Note:</b> Includes sessions of HR Generalist in conjunction with SHRMTTC at local highschools for resume writing and mock interviews. Groton 1 resume writing, 2 mock interview sessions Lansing 2 resume writing, 2 mock interview sessions, 9 guest speakers.
Repeating Group 3		
2.	Number of contacts (all types)	<b>Note:</b> Questions on re-opening, policy development and implementation, restrictions, guidelines, etc.

### 5A. COVID

No Notes

## 6. Operating Funds Receipts

Repeating Group 2

2.	Amount	<b>Note:</b> Amount is for two years paid in 2020 \$7,150 from 2019, \$10,000 for 2020
6.18	Local Library Services Aid - Kept at System	<b>Note:</b> 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) **Note:** One of our Member Libraries refused to accept their \$995 in LLSA funds. We have booked it as a liability to either NYS or the Member Library if they reconsider accepting it. If no one accepts it, after a year we will give it to the remaining libraries in the county on a pro rata basis using the States List of allocations per library.
- 7.17 Other cash grants paid from system funds **Note:** Outreach Mini Grants issued to certain member libraries
- 7.26 Other Capital Expenditures **Note:** Roof Replacement on part of building.  
ADP (Payroll Processing & HR Assistance) \$4,910 Family and Children's Service of Ithaca (EAP) \$691 (Payment for 2 years 2019 & 2020)
- 7.44 Fees for Consultants and Professionals - Please include a Note with the consultants' or vendors' names and a brief description of the service(s) provided. **Note:** Port, Kashdin, & McSherry (Audit & Form 990) \$7,000 Sharon Campanella (Treasurer) \$800 Barclay Damon (Lawyers) \$5,850
- 7.45 Membership Dues - Please include a State Note listing Professional Organization Memberships for which dues are being paid. **Note:** PULISDO \$400 NYLA \$600 SCRLC \$561 Innovative Users Group \$100
- Repeating Group 2
1. Expense category **Note:** Maintenance and Licenses for our Polaris Computer System
- 7.86 Indicate type of audit (select one from drop-down): **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

## Repeating Group 7

1. Expenditure Category

**Note:** Canon Copier Lease / Rental

## Repeating Group 8

1. Expenditure Category

**Note:** Trustee, Automobile, Property and Liability Insurance

## Repeating Group 9

1. Expenditure Category

**Note:** Water, Sever, & Solid Waste Fee

## Repeating Group 28

1. Expenditure Category

**Note:** Vehicle Maintenance and AAA Coverage

## Repeating Group 29

1. Expenditure Category

**Note:** Repairs to Vehicle

## Repeating Group 30

1. Expenditure Category

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

## Repeating Group 32

1. Expenditure Category

**Note:** Software

## Repeating Group 34

1. Expenditure Category

**Note:** Retirees and Former Employees Medical Insurance

## Repeating Group 35

1. Expenditure Category

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

## Repeating Group 14

2. Provider of Services

**Note:** Mowing and Snow Removal Respectively

## Repeating Group 16

2. Provider of Services

**Note:** Mostly small dollar purchases at various retailers

## Repeating Group 26

2. Provider of Services

**Note:** Treasurer - Bank Reconciliation Services

## Repeating Group 27

2. Provider of Services

**Note:** Employee Assistance Services

## Repeating Group 28

2. Provider of Services

**Note:** Pritchard Automotive - Vehicle Maintenance  
Goodyear Tire - Vehicle Tires

## Repeating Group 32

2. Provider of Services

**Note:** CBI Malwarebytes, InMotion Hosting,  
Plymouth Rocket Inc., SCRLC, Shipping Easy,  
Survey Monkey, Techsoup

## Repeating Group 1

1. Expenditure Category

**Note:** Postage & UPS

## Repeating Group 2

1. Expenditure Category

**Note:** Office and ILL Supplies

## Repeating Group 3

1. Expenditure Category

**Note:** Small Equipment

## Repeating Group 2

- 1. Type of Travel

**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

**Local Library Services Aid Expenditures:**

- 13.1.14 Indicate the total expenditures to member libraries for Local Library Services Aid.

**Note:** 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

**Note:** Audio Books and DVDs

Repeating Group 2

- 1. Expenditure Category

**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