

# Finger Lakes Library System

## Annual Report for Library Systems - 2016 (Public Library Systems 2016)

### State Notes Local Notes

#### 1. General System Information

- 1.16 URL of the system's complete Plan of Service **State Note:** Updated Plan of service for 2017-2020

#### 2. Personnel Information

No Notes

#### 3. System Membership, Outlets and Governance

- 3.25 Term length for system board/council members **State Note:** There is a 2 term maximum according to our charter.

Repeating Group 4

13. 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). **State Note:** This trustee was appointed to fill a vacancy.

Repeating Group 5

13. 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). **State Note:** This trustee was appointed to fill a vacancy.

Repeating Group 6

13. 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). **State Note:** Trustee was appointed to fill a vacancy.

#### 4. Public Library System Transactions and Collections

- 4.1 Number of registered system borrowers **State Note:** Increase is due to outbound ILL and of the return shipping process.
- 4.2 System Visits **State Note:** The system misinterpreted this question last year and counted staff going \out to visit libraries instead of people visiting our location.
- 4.6 Use of Electronic Material **State Note:** Our libraries individually reported these numbers.
- 4.11 Total Cataloged Book Holdings **State Note:** The system is trying to disband it's physical collection and focus on providing e-content to its members.
- 4.16 Total Electronic Holdings **State Note:** The system purchased Hoopla this year which greatly increased our electronic holdings.
- 4.17 Other Non-Electronic Materials **State Note:** CBA totals were not previously included.

#### 5. System Services

- a. Non-member catalogs are included (if checked, please name non-member catalogs using the State note) **State Note:** Durland Alternatives Library
- 5.25 Total items provided (loaned) **State Note:** We now have a new person in this position and believe the previous person reported the numbers incorrectly.
- 5.26 Total items received (borrowed) **State Note:** We now have a new person in this position and believe the previous person reported the numbers incorrectly.
- 5.27 Total requests provided (loaned) unfilled **State Note:** We now have a new person in this position and believe the previous person reported the numbers incorrectly.
- 5.28 Total requests received (borrowed) unfilled **State Note:** We now have a new person in this position and believe the previous person reported the numbers incorrectly.
- 5.60 **Grand Total Participants** (total questions 5.33, 5.35, 5.37, 5.39, 5.41, 5.43, 5.45, 5.47, 5.49, 5.51, 5.53, 5.55, 5.57 and total of question #3 of Repeating Group #5) **State Note:** The System has been focusing on meeting all of our member libraries' needs, so more specialized trainings have been offered. This has increased the number of sessions we have offered, even though only a few members have attended. We also increased our number of one on one sessions paying special attention to those members that needed a little more help with certain items.
- 5.78 Total Reference Transactions **Local Note:** includes AskUs and in person/phone/email reference

## 6. Operating Funds Receipts

- 6.19 Local Library Services Aid - Distributed to Members **State Note:** Because of the transition between Business Managers, the last 10% of LLSA was not distributed until 2017.

## 7. Operating Fund Disbursements

- 7.7 Electronic Materials Expenditures **State Note:** The System purchased Hoopla this year, increasing our Electronic Materials Expenditures.
- 7.11 Central Library Aid (CLDA/CBA) **State Note:** Difference is part of the carryover into 2017.
- 7.26 Other Capital Expenditures **State Note:** System had to make several building improvements (totaling \$43538), fix parking lot lighting (\$6500), and pay Architect change order fees from a previous project (\$675) that we did not have to pay for in 2015.
- 7.43 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. **State Note:** ADP 1674 Family & Children's Services 762 JC's Bookkeeping Service 1302 K Swarthwout & S. Constantini 1250 Lifetime Benefits Services 275 Matthew Kopel 100 Michael Stephens 2574 Paychex 4133 Ron Kirsop 100 Sciarabba Walker 9600 SCRLC/ AskUs24/7 410 Shari Constantino 1250 Whiteman, Osterman, Hann 505
- 7.44 Membership Dues - Please include a State Note listing Professional Organization Memberships for which dues are being paid. **State Note:** LTA 225 Finance Officers Assoc 50 PULISDO 400 SCRLC 880 NYLA Basic 619 NYLA Excelsior 1093
- Repeating Group 2
1. Expense category **State Note:** Equipment, Expensed
- Repeating Group 4
1. Expense category **State Note:** ILS Licence Acquisition Fees
- Repeating Group 5
1. Expense category **State Note:** ILS: Maintenance & Subscriptions
- Repeating Group 6
1. Expense category **State Note:** Vehicle, D&O, Liability
- Repeating Group 7
1. Expense category **State Note:** Maintenance/Repair
- Repeating Group 8

- |   |   |
|---|---|
| 1. Expense category<br>Repeating Group 10                   | <b>State Note:</b> Movie Licenses                 |
| 1. Expense category<br>Repeating Group 11                   | <b>State Note:</b> Overdrive License              |
| 1. Expense category<br>Repeating Group 12                   | <b>State Note:</b> Professional/Staff Development |
| 1. Expense category<br>Repeating Group 14                   | <b>State Note:</b> Retiree Benefits               |
| 1. Expense category<br>Repeating Group 15                   | <b>State Note:</b> Travel Expenses, Other         |
| 1. Expense category<br>Repeating Group 16                   | <b>State Note:</b> Trustee Training               |
| 1. Expense category<br>Repeating Group 1                    | <b>State Note:</b> Zinio License                  |
| 2. Contracted Service (specify using<br>the State note)     | <b>State Note:</b> Computer Purchases             |
| 7.86 Indicate type of audit (select one<br>from drop-down): | <b>State Note:</b> Sciarabba Walker               |

## 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 5                             |   |
| 1. Expenditure Category<br>Repeating Group 6  | <b>State Note:</b> Copier & Postage Meter Lease                         |
| 1. Expenditure Category<br>Repeating Group 24 | <b>State Note:</b> Institution, Vehicle, D&O Insurance)                 |
| 1. Expenditure Category<br>Repeating Group 25 | <b>State Note:</b> Software   |
| 1. Expenditure Category<br>Repeating Group 26 | <b>State Note:</b> Annual Meeting and Speaker                           |
| 1. Expenditure Category<br>Repeating Group 28 | <b>State Note:</b> Software: Various Vendors \$700                      |
| 1. Expenditure Category<br>Repeating Group 29 | <b>State Note:</b> Staff Development: Seminars, Conferences, & Training |
| 1. Expenditure Category<br>Repeating Group 30 | <b>State Note:</b> Human Resources                                      |
| 1. Expenditure Category<br>Repeating Group 32 | <b>State Note:</b> Contractual Services                                 |
| 1. Expenditure Category<br>Repeating Group 33 | <b>State Note:</b> Speakers & Presenters                                |
| 1. Expenditure Category                       | <b>State Note:</b> Staff Development Dues                               |

Repeating Group 34

1. Expenditure Category

**State Note:** Scholarships/Non-Cash Grants

Repeating Group 35

1. Expenditure Category

**State Note:** Vehicle Maintenance

Repeating Group 36

1. Expenditure Category

**State Note:** Trustee Training

Repeating Group 37

1. Expenditure Category

**State Note:** Retiree Medical Insurance

Repeating Group 19

2. Provider of Services

**State Note:** Pay equity survey

Repeating Group 24

2. Provider of Services

**State Note:** Webinar Hosting

Repeating Group 25

2. Provider of Services

**State Note:** Annual Meeting Speaker Michael Stephens: 2574 Country Club of Ithaca: 2574

Repeating Group 30

2. Provider of Services

**State Note:** Contractual Services Paychex: \$4608 ADP: \$1200 AskUs 24/7: \$410 Family & Childrens Services: \$762 Lifetime benefits Solutions: \$275 Total: \$7255

Repeating Group 31

2. Provider of Services

**State Note:** NYLA: \$1712 SCRLC: \$1380 PULISDO: \$400 Finance Mgr Assoc: \$50 LTA: \$225 Total: \$3767

Repeating Group 33

2. Provider of Services

**State Note:** SHRM & ALA

Repeating Group 35

2. Provider of Services

**State Note:** Autoworks & Others

Repeating Group 1

1. Expenditure Category

**State Note:** Postage

Repeating Group 2

1. Expenditure Category

**State Note:** UPS

Repeating Group 3

1. Expenditure Category

**State Note:** Staples

Repeating Group 4

1. Expenditure Category

**State Note:** Wegman's

Repeating Group 5

1. Expenditure Category

**State Note:** Various Vendors

Repeating Group 6

1. Expenditure Category

**State Note:** Building Maintenance-Staples

Repeating Group 7

1. Expenditure Category

**State Note:** Vehicle Supplies

Repeating Group 8

1. Expenditure Category

**State Note:** Furnishings & Small Equipment

Repeating Group 9

1. Expenditure Category

**State Note:** Capitalized Equipment

Repeating Group 2

1. Type of Travel

**State Note:** Gas for Vehicles

Repeating Group 2

2. Provider of Services

**State Note:** ProQuest LLC & Heritage Quest

Repeating Group 1

1. Expenditure Category

**State Note:** OverDrive

Repeating Group 2

1. Expenditure Category

**State Note:** Audio Books Midwest Tape: \$2060 DVD's Midwest tape: \$1399  
DVD's Recorded Books, Inc: \$1646 Total \$5105

Repeating Group 3

1. Expenditure Category

**State Note:** Baker & Taylor

Repeating Group 4

1. Expenditure Category

**State Note:** RB Digital - Zinio

Repeating Group 1

1. Expenditure Category

**State Note:** Staff Development Conference Registration

Repeating Group 2

1. Expenditure Category

**State Note:** Downloadable Books

Repeating Group 1

1. Type of Travel

**State Note:** Amanda

Repeating Group 2

1. Expenditure Category

**State Note:** NYLA Conference Registration

Repeating Group 2

2. Provider of Services

**State Note:** Librarian at Cayuga Correctional Facility

Repeating Group 3

1. Expenditure Category

**State Note:** Vehicle expenses (gas, maintenance, insurance, etc).

Repeating Group 1

1. Type of Travel

**State Note:** Cayuga Correctional Facility Librarian

Repeating Group 1

2. Expenditure

**State Note:** Hotel and Mileage for 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