

Finger Lakes Library System

Annual Report for Library Systems - 2021 (Public Library Systems 2021)

1. General System Information

1.17 URL of the system's complete Plan of Service

This is our updated plan.

1.49 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.

The suspension of out-of-system interlibrary loan and other non-essential services continued due to the impact of pandemic-related budget cuts.

2. Personnel Information

No Notes

3. System Membership, Outlets and Governance

3.22 Other Outlets

FLLS does not have any other outlets. This figure may have been unknowingly carried over from previous years.

Repeating Group 8

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).

Rachel was appointed to complete the remainder of Martsje van der Schaaf's term.

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

No Notes

5. System Services

c. ILL feature implemented and used

ILL is available in the ILS, but suspension of out-of-system interlibrary loan continued in 2021 so the feature was not used.

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

Includes 33 members libraries, FLLS, and Durland Alternatives Library at Cornell University.

a. Non-member catalogs are included (if checked, please name non-member catalogs using the State note)

Durland Alternatives Library
at Cornell University

5.25 Total items provided (loaned)

Out-of-system interlibrary
loan suspension continued in
2021.

5.26 Total items received (borrowed)

Out-of-system interlibrary
loan suspension continued in
2021.

5A. COVID

CV7 Enter the Number of Weeks a system headquarters building Had Limited Occupancy Due to COVID-19. This is the number of weeks during the year that a system headquarters building implemented limited public occupancy practices for in person services at the building in response to the Coronavirus (COVID-19) pandemic.

Tompkins County requirement
for businesses from January 1,
2021 to July 1, 2021.

6. Operating Funds Receipts

6.5 Adult Literacy Library Services Grants

Per the System Instructions,
this is the year 2 amount for
the Adult Literacy Allocation.
The year three amount was
added to 6.10 Coordinated
Outreach Services Aid Total
Received \$5,532 Recorded on
6.5 \$925 Recorded on 6.10
\$4,607

6.6 Central Library Services Aid

CBA Funding \$65,881 &
\$13,178 (Holdback) CLDA
Funding \$96,748 & \$19,353
(Holdback)

6.10 Coordinated Outreach Services Aid

Contains Received Amount of
\$93,159, Year 3 Adult Literacy
Grant Funding of \$4,607, And
Year 3 Family Literacy Grant
Funding of \$8,292. Grand
Total is \$106,058, rounded
down \$2 to agree with what
the State has recorded.

6.18 Local Library Services Aid - Kept at System

The Kellogg Library every
year refuses to accept their
LLSA funding. We retain this
at the system level for a year,
in case they change their
minds. After a year, we
redistribute the amount to
other member libraries in
Cortland County. Kellogg
\$1,631 Rounding 9 \$1,640

6.19 Local Library Services Aid - Distributed to Members

We remit funding to the Member Libraries based upon the NYS Schedule of what they should receive. This sometimes results in a rounding difference between what we receive and what we disburse. Please see 6.18 and the related note.

6.36 Special Legislative Grants and Member Items

In 2021, we received the following Assembly Budget Aid for the Member Libraries Gallahan \$25,000 (Disbursed in 2021) Kelles \$50,000 (Disbursed in 2021) Friend \$25,000 (Disbursed in 2022) Manktelow \$25,000 (Disbursed in 2022) Friend and Manktelow did not provide us with a breakout of how they wanted their money allocated until in 2022. It was booked as a liability @ 12/31/2021.

7. Operating Fund Disbursements

7.10 Local Library Services Aid (LLSA)

As in previous years, the Kellogg Free Library has refused to accept their share of LLSA funding. We usually hold it for a year to see if they change their mind; and if not, we redistribute it to other libraries in the county they reside in, which is Cortland County.

7.11 Central Library Services Aid (CLSA)

The \$116,101 is from \$96,748 - 2021 CLDA Funding and \$19,353 - 2020 20% CLDA Holdback paid in 2021. All moneys received from the Programs Formerly Known As Family and Adult Literacy were spent under expenditure categories related to those programs.

7.15 Other State Aid/Grants (e.g., Construction, Special Legislative or Member Grants)

We received \$125,000 in Assembly Bullet Aid in 2021, at or close to year end. Because some Legislators did not tell us how they wanted their aid distributed, we could only distribute \$75,000 in 2021.

7.16 Federal Aid

CARES Act Funding

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

ADP \$5,111 Barclay Damon LLP \$888 The Computing Center \$8,488 Port, Kashdin, & McSherry \$7,250 Sharon Campanella \$820

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

ARSL \$150 IUG (Innovative Users Group) \$110 NYLA \$600 NYALS Excelsior \$1,553 PULISDO \$400 South Central Regional Library Council \$1,122

Repeating Group 2

1. Expense category

Medical and Dental Insurance for Retirees and Former Employees

Repeating Group 4

1. Expense category

Overdrive License Platform Fee

Repeating Group 5

1. Expense category

Expenses related to a staff appreciation gift for System and Member Library employees, provided by an unknown donor via a local community foundation.

Repeating Group 1

2. Contracted Service (specify using the State note)

The system purchases computer equipment and software in bulk for the member libraries.

7.51 From Other Funds (73OF)

Mortgage Principal Payments \$39,481 Mortgage Interest Payments \$19,089 Loan Payoff \$429,856

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

Mortgage Payment of
Principal and Interest

Repeating Group 8

1. Expenditure Category

Canon Copier Lease

Repeating Group 9

1. Expenditure Category

Institutional, Vehicle, and
Trustee Insurance

Repeating Group 34

1. Expenditure Category

Vehicle Operations &
Maintenance

Repeating Group 35

1. Expenditure Category

Professional Development

Repeating Group 37

1. Expenditure Category

Software

Repeating Group 38

1. Expenditure Category

Software

Repeating Group 39

1. Expenditure Category

Medical and Dental Insurance
for Retirees and Former
Employees

Repeating Group 40

1. Expenditure Category

Various small \$ purchases in
various accounts from various
vendors

Repeating Group 41

1. Expenditure Category	In November of 2021 the Board of Trustees decided to payoff the FLLS Mortgage held by the Tompkins Trust Company. This is part of the full payoff.
Repeating Group 17	
2. Provider of Services	Vendors < \$1,000 One time purchases, and / or numerous small \$ purchases (Lowe's, Home Depot, etc.)
Repeating Group 24	
2. Provider of Services	Vendors < \$1,000 One time purchases, and / or numerous small \$ purchases (Lowe's, Home Depot, etc.)
Repeating Group 32	
2. Provider of Services	Treasurer of FLLS
Repeating Group 34	
2. Provider of Services	AAA Pritchard Automotive (Vehicle Maintenance and Repairs) Tire Rack
Repeating Group 37	
2. Provider of Services	CBI Malewarebytes, Faronics, GoDaddy, In Motion Hosting, Plymouth Rocket, SCRLC, Shipping Easy, Survey Monkey, Techsoup
Repeating Group 1	
1. Expenditure Category	Postage and UPS Charges
Repeating Group 2	
1. Expenditure Category	Office & ILL Supplies
Repeating Group 3	
1. Expenditure Category	Various small \$ purchases in various accounts.
Repeating Group 2	
1. Type of Travel	Van gasoline - for Transit vans for ILL delivery and pickup. Also for Minivan use for meetings.
Repeating Group 2	
2. Expenditure	DVDs \$30 E-books \$832

13.2.17 Cash Balance at the Opening of the Fiscal Year

NOTE: The opening balance must be the same as the closing balance of the previous year.

First, I do not see a 13.2.20 on the 2020 State Library Report, however on our 2020 State Library Report: CBA Funding 13.2.11 \$31,252 CLDA Funding 13.3.21 \$19,352 \$50,604 Which is the same amount shown on 13.2.17 above.

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