

Finger Lakes Library System

Annual Report for Library Systems - 2022 (Public Library Systems 2022)

1. General System Information

1.16 System Home Page URL Updated to a secure website.

2. Personnel Information

No Notes

3. System Membership, Outlets and Governance

3.17 Indicate the year the system building underwent a major renovation costing \$25,000 or more Roofing project.

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

4.6 Use of Electronic Material Increase due to new reciprocal lending agreement in OverDrive with OWWL and STLS.

4.25 Video - Physical Units FLLS disbanded all DVDs and Blu-Rays from the physical collection. CBA collection is housed at TCPL (central library) and their disbanding project also contributed to the decrease.

4.30 Number of collections We disbanded 4 collections in 2022.

4.31 Average number of items per collection We disbanded 4 collections in 2022.

5. System Services

j. Digital Collections Management Polaris ILS does not offer Digital Collections Management. 5.2j was incorrectly checked in previous annual reports.

5.29 Total interlibrary loan activity (total questions 5.25 through 5.28)

Out-of-System Interlibrary Loan was restarted in August 2022.

5.61 Do library system staff and/or trustees reach outside of the library system building to promote system programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library System?

We were not able to do so in 2022.

e. Materials processing

We no longer provide this service.

5.75 Other Consulting and Technical Assistance Services not listed above – Add Note

Other topics: Tax Cap, Annual Reports, Trustee Issues, & COVID-19/Pandemic.

5.80 Number of State Correctional Facilities libraries served

Willard Drug Treatment Campus closed March 2022.

6. Operating Funds Receipts

6.6 Central Library Services Aid

None Received because the Central Library failed Maintenance of Effort.

6.18 Local Library Services Aid - Kept at System

\$1,428.00 - Kellogg Free Library is a private foundation operating a Library, In recent years they have refused their LLSA funding. FLLS holds the money for a year, in case they change their minds; then we redistribute the money to the other libraries in Cortland County. \$12.00 rounding difference between amount received and disbursed based upon the State LLSA table.

6.51 Gifts, Endowments, Fundraising, Foundations (include Gates Grants here; specify project number(s) and dollar amount using the state note)

Due to the pandemic, in 2021 we did not receive any money from the Friends of the Tompkins County Public Library. In 2022 they gave us \$50,000.

6.56 Does the system have other miscellaneous receipts in categories not listed in questions 6.51 through 6.55? Enter Y for Yes, N for No.

Please see individual notes in each sub-component.

Repeating Group 1

2. Amount

\$11,452 in 2021. We had more expenses that qualified under the E-Rate program in 2022 than in 2021.

Repeating Group 2

2. Amount

\$26,270 in 2021

Repeating Group 3

2. Amount

18 Month Contract in 2020, no payment made in 2021

Repeating Group 4

2. Amount

We did not host the NYALS conference in 2021.

Repeating Group 5

2. Amount

\$4,185 in 2021.

6.58 **Total Miscellaneous Receipts** (total questions 6.51 through 6.55 and question 6.57)

Gift from Friends of the Tompkins County Public Library of \$50,000. Federal E-Rates Program increase of \$11,310. These are the primary changes from 2021 to 2022

7. Operating Fund Disbursements

7.11 Central Library Services Aid (CLSA)

Because the Central Library failed Maintenance of Effort, there was no payment from the State in 2022; therefore no payment was passed through to the Central Library.

7.17 Other cash grants paid from system funds

Outreach Mini Grants 2021 - \$9,708 2022 - \$15,223
Collection Development Grant 2021 - \$0, 2022 - \$64,000 (\$2,000 for 32 Libraries, one declined 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.

Port, Kashdin, & McSherry CPA's - Audit & 990: \$7,450.00 Sharon Campanella, Treasurer, Reconciliations of Bank Accounts: \$630.00 Family & Children's Services - EAP Contract: \$518.00 ADP - Payroll Processing: \$4,906.00 Wasabi Technologies - Cloud Storage - \$879.00 Barclay Damon - Legal Services - \$532.00

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

PULISDO \$400.00 SHRM - Professional / Business
\$229.00 NYALS 2022 & 2023
\$3,215.00 South Central Regional Library Council
\$1,122.00 ARSL \$226.00
NYLA \$600.00

7.45 Does the system have other miscellaneous expenses in categories not listed in questions 7.36 through 7.44? Enter Y for Yes, N for No.

Each year we have different expenses that we feel do not fall into the standard categories. These are listed in this section.

Repeating Group 1

1. Expense category

Polaris and Related Software

Repeating Group 5

1. Expense category

Overdrive \$9,500.00 Swank
Movie Licenses \$3,361.00
Software Licensing and
Support Fees \$4,876.00

Repeating Group 6

1. Expense category

Professional Development
\$3967.00 NYALS Conference
(Hosts) \$3,199 NYLA
Conference \$230.00

Repeating Group 7

1. Expense category

Travel for a Correctional
Facility Employee to attend
NYLA Conference

Repeating Group 3

2. Amount

Retired Employee and Former
Employees

Repeating Group 4

2. Amount

Non Polaris Software

Repeating Group 1

2. Contracted Service (specify using the State note)

FLLS purchases in bulk or
bulk licensing, and resells
computers, library supplies,
computer printers, barcode
scanners, software licenses,
etc. to member libraries.

Repeating Group 1

2. Amount of funds on deposit

Some of this money includes
Non - Operating funds.

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

Canon Copier Lease

Repeating Group 6

1. Expenditure Category

Institutional, Vehicle, and
Trustee Insurance

Repeating Group 26

1. Expenditure Category

Vehicle Operations &
Maintenance

Repeating Group 27

1. Expenditure Category

Professional Development

Repeating Group 29

1. Expenditure Category

Software

Repeating Group 30

1. Expenditure Category

Software

Repeating Group 31

1. Expenditure Category

Software

Repeating Group 32

1. Expenditure Category

Medical Insurance for Retirees
and Former Employees

Repeating Group 34

1. Expenditure Category

Miscellaneous Small \$
Purchases

Repeating Group 14

2. Provider of Services

Vendors < \$1,000, One time
purchases, and / or numerous
small \$ purchases (Lowe's,
Home Depot, etc.)

Repeating Group 16

2. Provider of Services	Overdrive Platform License
Repeating Group 17	
2. Provider of Services	Overdrive Content
Repeating Group 25	
2. Provider of Services	Cloud Storage
Repeating Group 26	
2. Provider of Services	AAA Pritchard Automotive, Maguire (Vehicle Maintenance & Repairs)
Repeating Group 29	
2. Provider of Services	CBI Malewarebytes, Faronics, GoDaddy, Plymouth Rocket, SCRLC, Shipping Easy, Survey Monkey, Techsoup, Clarity Connect, Zoom
Repeating Group 30	
2. Provider of Services	Barracuda Total E-Mail Security
Repeating Group 31	
2. Provider of Services	Security Awareness Subscription Training
Repeating Group 33	
2. Provider of Services	Speakers and Programs
Repeating Group 34	
2. Provider of Services	Various small \$ purchases in various accounts from various vendors
13.1.7 Total Expenditure - Purchased Services	In 2021 Finger Lakes Library System paid off the Mortgage that was held by Tompkins Community Bank. 2021 Principal & Interest Payment \$58,570 2021 Mortgage Payoff \$383,254 (Reportable portion of total payoff)
Repeating Group 1	
1. Expenditure Category	Postage and UPS Charges
Repeating Group 2	
1. Expenditure Category	Office & ILS Supplies
Repeating Group 3	
1. Expenditure Category	Expensed Equipment
Repeating Group 5	

1. Expenditure Category

Various small \$ purchases in various categories

Repeating Group 2

1. Type of Travel

Van gasoline - for Transit vans for ILL delivery and pickup. Also for Minivan use for meetings.

13.1.17 **Total Expenditure (total 13.1.2, 13.1.4, 13.1.5, 13.1.7, 13.1.9, 13.1.11, 13.1.13, 13.1.14, and 13.1.16)**

In 2021, we used \$383,254 to payoff part of our mortgage. The mortgage was paid in full, however, we could only report \$383,254 in the annual report.

13.1.19 **Total Allocation from 2022 - 2023 State Aid:**

Section 6 is based upon actual cash received: 6.20 2021 10% \$6,646, 2022 90% \$90,953, Total \$100,599 6.21 2021 10% \$8,549, 2022 90% \$79,805, Total \$ 88,354 6.26 2022 100% \$847,680 6.27 2022 100% \$129,919 Grand Total 1,166,552 Section 13 is 2022 - 2023 State Aid Basic Aid \$847,680, Supplemental Aid \$129,919, LLSA \$101,059, LSSA \$88,673 Grand Total \$1,167,331

13.2.14 **Grants to Central/Co-Central Libraries:** Did the system expend funds for grants to central/co-central libraries? Enter Y for Yes, N for No.

The Central Library failed Maintenance of Effort in 2021. Central Library funding has not been released yet due to this failure.

13.2.16 **Total Expenditure (total 13.2.2, 13.2.4, 13.2.5, 13.2.7, 13.2.9, 13.2.11, 13.2.13, and 13.2.15)**

In 2021 we purchased a three year database for Mango Languages, so there was no payment in 2022. Also and foremost, because the Central Library Failed Maintenance of Effort, there was no Central Library Development Aid Payment in 2022, Therefore, we did not pass any money to the Central Library nor did we expend much in CBA funds in 2022.

13.4.19 Total Available Before Expenditures (total 13.4.17 + 13.4.18)

In 2022 the Finger Lakes Library System received two checks, one from Groton Public Library for \$600 and one from Powers Library for \$960. In one case a school provided busing for the program and did not charge the library, and the other because of circumstances beyond their control, they could not put on their program as planned. As this program provides no means to show this additional funding, the Total Available Before Expenditures is too low by \$1,560.

13.6.3 Total Full-Time Equivalent (FTE)

Closer to .005 FTE's

Repeating Group 1

- 1. Type of Travel

Correctional Facilities
Librarian - NYLA Conference

Repeating Group 2

- 1. Type of Travel

Gas, Vehicle Maintenance, Vehicle Insurance allocation of expenses for Delivery of Books and Supplies to the Correctional Facilities

14. Summary of Library System Accomplishments

No Notes

15. Current system URL's

- 15.4 URL of Evaluation Form

Provided the preview link because the survey is now closed. Had to convert to TinyURL due to length of link.

16. Assurance and Contact Information

No Notes

Suggested Improvements

No Notes