Onondaga County Public Library
Annual Report for Library Systems - 2018 (Public Library Systems 2018)

1. General System Information

1.50	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 State note.	**Note:**	OCPL has experienced significant turnover in staff. While searching for the 2018 numbers, we found it difficult to duplicate the workflow of former staff.

2. Personnel Information

2.18	Total Other Staff - Filled Position(s) FTE	**Note:**	Numbers from last year were incorrect. We did not have someone in our personnel department at the time of the report.
2.19	Total Other Staff - Vacant Position(s) FTE	**Note:**	Numbers from last year were incorrect. We did not have someone in our personnel department at the time of the report.
2.20	Total Paid Staff - Filled Position(s) FTE (total questions 2.14 + 2.16 + 2.18)	**Note:**	Numbers from last year were incorrect. We did not have someone in our personnel department at the time of the report.
2.21	Total Paid Staff - Vacant Position(s) FTE (total questions 2.15 + 2.17 + 2.19)	**Note:**	Numbers from last year were incorrect. We did not have someone in our personnel department at the time of the report.

3. System Membership, Outlets and Governance

| 3.26 | Current number of <u>voting</u> positions on system board/council. Please add a note if this has changed from the previous year report. | **Note:** Same as previous year |

4. Public Library System Transactions and Collections

4.2	System Visits	**Note:** This includes all of Central and Branches
4.7	Successful Retrieval of Electronic Information	**Note:** Note: Reported on the member library reports. As requested, for 2018, this is the total for central and branches
4.14	All Other Print Materials Holdings	**Note:** This is the correct number provided by automation. We believe there was a typo last year.
4.20	Audio - Downloadable Units	**Note:** This includes circulations from Hoopla for TV and Video.
4.21	Video - Downloadable Units	**Note:** This includes circulations from Hoopla for TV and Video.

5. System Services

5.4	How many member libraries fully participate in the ILS?	**Note:** Note: We have 19 member libraries but NOPL has 2 branches.
b.	ILS software permits patron-initiated ILL	**Note:** Note: Polaris allows for patron initiated ILL but we were not able to get it to work for currently how we do ILL.
5.10	Number of Central Library Aid titles added in the reporting year	**Note:** We spent CBA and CLDA funding on databases this year.
5.16	Number of titles in the system's union catalog	**Note:** In 2018 we cleaned up bib records for more accurate data.
5.19	Number of holdings added in the last year	**Note:** In 2018 we cleaned up records for more accurate data.
5.27	Total requests provided (loaned) unfilled	**Note:** Based on the data received for 2018 we believe the number was entered incorrectly last

5.28	Total requests received (borrowed) unfilled	**Note:**	year. Based on the data received for 2018 we believe the number was entered incorrectly last year.
g.	Other (specify using the State note)	**Note:**	Note: Empire Library Delivery service through Central New York Library Resources Council for ILL materials statewide.
5.33	Number of participants	**Note:**	Data was requested from departments that were not asked for data from in the past. We will be keeping better track of these numbers moving forward.
5.45	Number of participants	**Note:**	More meetings with representatives were tracked.
5.57	Number of participants	**Note:**	More sessions were tracked
5.68	Number of contacts - Consulting with member libraries and/or branches on adult services	**Note:**	Data was requested from departments that were not asked for data from in the past. We will be keeping better track of these numbers moving forward.
5.74	Number of contacts - Providing website development and maintenance for member libraries	**Note:**	Data was requested from departments that were not asked for data from in the past. We will be keeping better track of these numbers moving forward.
5.84	Number of institutions served other than jails or correctional facilities	**Note:**	Hillbrook Juvenile detention Center and the Justice Center

6. Operating Funds Receipts

6.64	CASH BALANCE – Beginning of Current Fiscal Reporting Year: Public Library Systems – January 1, 2018. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems – December 31, 2017.)	**Note:**	This number was determined by our county finance department. Prior year did not capture all funding sources.

| 6.67 | GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS, AND BALANCE/ROLLOVER (Public Library Systems – total questions 6.59, 6.60, 6.63 and 6.64 – must agree with question 7.83) | **Note:** | 6.64 was incorrect and we cannot change this number |

7. Operating Fund Disbursements

7.36	Total Operation & Maintenance of Bookmobiles and Other Vehicles	**Note:**	Note: WEP
7.44	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.	**Note:**	Ellen Bach - legal services Zoo to You - program The MOST - Overdrive maintenance Computer consulting Syracuse Police security services Denog Security Services Catholic Charities Neighborhood Services Workers Materials Recovery/Collection Agency services ECK Snowplowing services
7.45	Membership Dues - Please include a State Note listing Professional Organization Memberships for which dues are being paid.	**Note:**	NYLA PULISDO CLRC

Repeating Group 1

| 1. | Expense category | **Note:** | Interdepartmental Charges Central and Branches |
| 7.51 | From Local Public Funds (73PF) | **Note:** | Trans Debt Suv |

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

13.3.2	Total Expenditure for Professional Salaries	**Note:** Literacy Coordinator

Repeating Group 1

2.	Expenditure	**Note:** Books and materials for Justice Center, Hillbrook, and dispenser at Jamesville.

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