

Finger Lakes Library System

Annual Report for Library Systems - 2012 (Public Library Systems)

1. General System Information

1.1	SEDCODE	610600700008
1.2	System Name	Finger Lakes Library System
1.3	Beginning Reporting Year	1/1/2012
1.4	Ending Reporting Year	12/31/2012
1.5	Street Address	119 E. Green Street
1.6	City	Ithaca
1.7	Zip Code	14850
1.8	Four-Digit Zip Code Extension (enter N/A if unknown)	5613
1.9	Mailing Address	119 E. Green Street
1.10	City	Ithaca
1.11	Zip Code	14850
1.12	Four-Digit Zip Code Extension (enter N/A if unknown)	5613
1.13	Library System Telephone Number (enter 10 digits only and hit the Tab key)	(607) 273-4074
1.14	Fax Number (enter 10 digits only)	(607) 272-7475
1.15	System Home Page URL	www.flls.org
1.16	URL of the system's complete Plan of Service	www.flls.org/about.htm
1.17	Population Chartered to Serve (2010 Census)	317,302
1.18	Area Chartered to Serve (square miles)	2507
1.19	Federal Employer Identification Number	150613223
1.20	County	Tompkins
1.21	County (Counties) Served	Cayuga, Cortland, Seneca, Tioga, Tompkins
1.22	School District	Ithaca City School District
1.23	Title of System Director: (drop-down): Mr., Mrs., Ms., Miss, Mrs. Dr.	
1.24	First Name of System Director	Kimberly
1.25	Last Name of System Director	Iraci
1.26	NYS Public Librarian Certification Number of the Director of Public Library System, and Reference and Research Library Resources System.	17258
1.31	Telephone Number of the System Director, including area code and extension (enter digits only, field will automatically format with extension)	(607) 273-4074 Ext.222

- 1.32 E-Mail Address of the System Director kiraci@flls.org
- 1.33 Fax Number of the System Director (enter 10 digits only and hit the Tab key) (607) 273-3618
- 1.34 Name of Outreach Coordinator Marisa Iacobucci
- 1.47 Does the system charge a membership fee? Enter Y for Yes, N for No. N
- 1.48 Does the reporting system have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. N
If yes, please complete one repeating group for each contract.
If no, enter N/A on questions 1 through 5 of one repeating group.
1. Name of Contracting Municipality or District N/A
2. Is this a written contract? (Enter Y for Yes, N for No) N/A
3. Population of the geographic area served by this contract N/A
4. Dollar amount of contract N/A
5. Indicate "Full" or "Partial" range of services provided by this contract (Select one) N/A
- 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 State note. N

2. Personnel Information

- 2.1 FTE (Full-Time Equivalent Calculation)
The number of hours per work week used to compute FTE for all budgeted positions. 35

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

(enter to two decimal places; enter decimal point)

- 2.4 Public Library System Director per CR 90.3(f) - Filled Position FTE 1
- 2.5 Public Library System Director per CR 90.3(f) - Vacant Position FTE 0
- 2.10 Librarians - Filled Position(s) FTE 2.5

2.11	Librarians - Vacant Position(s) FTE	1
2.12	Outreach Coordinator (certified) per CR 90.3 (1)(2)(iii) - Filled Position FTE	0.5
2.13	Outreach Coordinator (certified) per CR 90.3 (1)(2)(iii) - Vacant Position FTE	0
2.14	Total Certified Librarians - Filled Position(s) FTE (total questions 2.4 + 2.6 + 2.8 + 2.10 + 2.12)	4.00
2.15	Total Certified Librarians - Vacant Position(s) FTE (total questions 2.5 + 2.7 + 2.9 + 2.11 + 2.13)	1.00
2.16	Total Other Professional Staff - Filled Position(s) FTE	3.86
2.17	Total Other Professional Staff - Vacant Position(s) FTE	0
2.18	Total Other Staff - Filled Position(s) FTE	9.43
2.19	Total Other Staff - Vacant Position(s) FTE	0
2.20	Total Paid Staff - Filled Position(s) FTE (total questions 2.14 + 2.16 + 2.18)	17.29
2.21	Total Paid Staff - Vacant Position(s) FTE (total questions 2.15 + 2.17 + 2.19)	1.00

SALARY INFORMATION

2.22	Entry-Level Librarian (certified) FTE	1
2.23	Entry-Level Librarian (certified) Current Annual Salary	\$39,000
2.24	System Director FTE	1
2.25	System Director Current Annual Salary	\$80,000

3. System Membership, Outlets and Governance

PUBLIC SERVICE OUTLETS

3.9	Number of member libraries	33
3.15	Main Library/System Headquarters	1
3.16	Branches	0
3.17	Bookmobiles	0
3.18	Reading Centers	0
3.19	Other Outlets	15
3.20	Total Public Service Outlets (total questions 3.15 through 3.19)	16
3.21	Name of Central Library/Co-Central Libraries	Tompkins County Public Library

BOARD/COUNCIL MEETINGS

- 3.22 Total number of public library system/3Rs board meetings or school library system council meetings held during reporting year 10
- 3.24 Number of voting positions on system board/council 11
- 3.25 Board/Council Selection - Enter Board/Council Selection Code (select one; drop-down). If O is selected, please use the State note to explain how members were named to the Board/Council. E

SYSTEM BOARD/COUNCIL

Public Library Systems - enter information for the period January 1, 2013, through December 31, 2013.

School Library Systems and 3Rs Systems - enter information for the period July 1, 2013, through June 30, 2014

President/Council Chair

- 3.26 Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Ms.
- 3.27 First Name Christine
- 3.28 Last Name Griffin
- 3.29 Institutional Affiliation N/A
- 3.30 Professional Title Retired Administrator
- 3.31 Mailing Address 743 Cobb Street
- 3.32 City Groton
- 3.33 Zip Code (enter five digits only) 13073
- 3.34 Telephone for the Board President (enter 10 digits only and hit the Tab key) (607) 592-3278
- 3.35 E-mail Address cag743@hotmail.com
- 3.36 Term Expires - Month or N/A December
- 3.37 Term Expires - Year (YYYY) or N/A 2015
- 3.38 The date the board president took the Oath of Office (mm/dd/yyyy) 01/26/2011
- 3.39 The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/28/2011

Board/Council Member - complete one record for each Board/Council Member. For each vacant position, select "Vacant" in question 1, and enter N/A in questions 2-10 of the repeating group.

1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Ms.
2. First Name Mary Jo
3. Last Name Mashlykin
4. Institutional Affiliation N/A
5. Professional Title Retired Teacher

- | | | |
|-----|---|----------------------|
| 6. | Mailing Address | 8 Fifth Avenue |
| 7. | City | Cortland |
| 8. | Zip Code (enter five digits only) | 13045 |
| 9. | Term Expires - Month or N/A | December |
| 10. | Term Expires - Year (YYYY) or N/A | 2015 |
| 11. | The date the trustee took the Oath of Office (mm/dd/yyyy) | 01/26/2011 |
| 12. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 01/28/2011 |
| 1. | Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant | Miss |
| 2. | First Name | Amoret |
| 3. | Last Name | Ouimett |
| 4. | Institutional Affiliation | N/A |
| 5. | Professional Title | Retired Teacher |
| 6. | Mailing Address | 25 Morningside Drive |
| 7. | City | Cortland |
| 8. | Zip Code (enter five digits only) | 13045 |
| 9. | Term Expires - Month or N/A | December |
| 10. | Term Expires - Year (YYYY) or N/A | 2015 |
| 11. | The date the trustee took the Oath of Office (mm/dd/yyyy) | 01/26/2011 |
| 12. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 01/28/2011 |
| 1. | Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant | Ms. |
| 2. | First Name | Deborah |
| 3. | Last Name | Jones |
| 4. | Institutional Affiliation | N/A |
| 5. | Professional Title | Retired Teacher |
| 6. | Mailing Address | 11 Courtney Drive |
| 7. | City | Seneca Falls |
| 8. | Zip Code (enter five digits only) | 13148 |
| 9. | Term Expires - Month or N/A | December |
| 10. | Term Expires - Year (YYYY) or N/A | 2015 |
| 11. | The date the trustee took the Oath of Office (mm/dd/yyyy) | 01/26/2011 |
| 12. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 01/28/2011 |

1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Vacant
2.	First Name	N/A
3.	Last Name	N/A
4.	Institutional Affiliation	N/A
5.	Professional Title	N/A
6.	Mailing Address	N/A
7.	City	N/A
8.	Zip Code (enter five digits only)	N/A
9.	Term Expires - Month or N/A	December
10.	Term Expires - Year (YYYY) or N/A	2013
11.	The date the trustee took the Oath of Office (mm/dd/yyyy)	N/A
12.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A

1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Ms.
2.	First Name	Grace
3.	Last Name	Miller
4.	Institutional Affiliation	Spencer Library
5.	Professional Title	Retired
6.	Mailing Address	206 VanEtten Road
7.	City	Spencer
8.	Zip Code (enter five digits only)	14883
9.	Term Expires - Month or N/A	December
10.	Term Expires - Year (YYYY) or N/A	2013
11.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/26/2011
12.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/28/2011

1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Mrs.
2.	First Name	Sally
3.	Last Name	Eller
4.	Institutional Affiliation	Edith B. Ford Memorial Library
5.	Professional Title	Retired Teacher
6.	Mailing Address	6503 Blue Heron Point
7.	City	Ovid
8.	Zip Code (enter five digits only)	14521
9.	Term Expires - Month or N/A	December

- | | | |
|-----|---|--------------------------|
| 10. | Term Expires - Year (YYYY) or N/A | 2014 |
| 11. | The date the trustee took the Oath of Office (mm/dd/yyyy) | 01/25/2012 |
| 12. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 01/31/2012 |
| 1. | Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant | Ms. |
| 2. | First Name | Ellen |
| 3. | Last Name | Baker Wikstrom |
| 4. | Institutional Affiliation | N/A |
| 5. | Professional Title | Retired Librarian |
| 6. | Mailing Address | 337 Ellis Point Road |
| 7. | City | Aurora |
| 8. | Zip Code (enter five digits only) | 13026 |
| 9. | Term Expires - Month or N/A | December |
| 10. | Term Expires - Year (YYYY) or N/A | 2014 |
| 11. | The date the trustee took the Oath of Office (mm/dd/yyyy) | 01/26/2011 |
| 12. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 01/28/2011 |
| 1. | Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant | Ms. |
| 2. | First Name | Sue |
| 3. | Last Name | Ahner |
| 4. | Institutional Affiliation | N/A |
| 5. | Professional Title | Retired Administrator |
| 6. | Mailing Address | 3092 East Genesee Street |
| 7. | City | Auburn |
| 8. | Zip Code (enter five digits only) | 13021 |
| 9. | Term Expires - Month or N/A | December |
| 10. | Term Expires - Year (YYYY) or N/A | 2014 |
| 11. | The date the trustee took the Oath of Office (mm/dd/yyyy) | 01/26/2012 |
| 12. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 02/02/2012 |
| 1. | Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant | Ms. |
| 2. | First Name | Karan |
| 3. | Last Name | vanBaarsen |
| 4. | Institutional Affiliation | Lend Lease |

5.	Professional Title	Senior Health and Safety Manager
6.	Mailing Address	185 Spencer Road
7.	City	Candor
8.	Zip Code (enter five digits only)	13743
9.	Term Expires - Month or N/A	December
10.	Term Expires - Year (YYYY) or N/A	2015
11.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/26/2011
12.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/28/2011
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Mr.
2.	First Name	Gregg
3.	Last Name	Kiehl
4.	Institutional Affiliation	Tompkins Cortland Community College
5.	Professional Title	Library Director
6.	Mailing Address	2532 Holler Road
7.	City	Cortland
8.	Zip Code (enter five digits only)	13045
9.	Term Expires - Month or N/A	December
10.	Term Expires - Year (YYYY) or N/A	2013
11.	The date the trustee took the Oath of Office (mm/dd/yyyy)	02/26/2013
12.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/27/2013

COORDINATED OUTREACH COUNCIL

3.40 Has the Coordinated Outreach Council met at least two times during the calendar year per CR 90.3 (j)(2)(iv)? (Enter Y for Yes, N for No) **Y**

Coordinated Outreach Council Members - complete one record for each Council Member for the period January 1, 2013, through December 31, 2013. For each vacant position, select "Vacant" in question 1 and enter N/A in questions 2-5 of the repeating group.

1.	Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Ms.
2.	First Name	Elizabeth
3.	Last Name	Bliss
4.	Institutional Affiliation	Cortland Migrant Education Program
5.	Professional Title	Director
1.	Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Mr.

2. First Name MICHAEL
3. Last Name CARAHER
4. Institutional Affiliation SENECA FALLS LIBRARY
5. Professional Title DIRECTOR
1. Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Ms.
2. First Name GEORGIANNA
3. Last Name HORVATH
4. Institutional Affiliation LITERACY VOLUNTEERS OF BROOME & TIOGA COUNTIES
5. Professional Title LITERACY TUTOR
1. Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Ms.
2. First Name Christine
3. Last Name Decker
4. Institutional Affiliation Ithaca College Gerontology Institute
5. Professional Title Program Coordinator
1. Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Ms.
2. First Name SALLY
3. Last Name OTIS
4. Institutional Affiliation HAZARD LIBRARY
5. Professional Title DIRECTOR
1. Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Ms.
2. First Name Megan
3. Last Name Mills-Novoa
4. Institutional Affiliation FOOD BANK OF SOUTHERN TIER
5. Professional Title Hunger Education Coordinator
1. Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Ms.
2. First Name Monica
3. Last Name Voionmaa
4. Institutional Affiliation FINGER LAKES INDEPENDENCE CENTER
5. Professional Title EDUCATION OUTREACH COORDINATOR
1. Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Ms.
2. First Name Melinda
3. Last Name Appleby
4. Institutional Affiliation Five Points Correctional Facility

- | | | |
|----|---|----------------------------------|
| 5. | Professional Title | General Librarian |
| 1. | Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant | Ms. |
| 2. | First Name | Andrea |
| 3. | Last Name | Piedigrossi |
| 4. | Institutional Affiliation | Cortland Youth Bureau |
| 5. | Professional Title | Recreation Supervisor |
| 1. | Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant | Ms. |
| 2. | First Name | Barbara |
| 3. | Last Name | Smith |
| 4. | Institutional Affiliation | Wayne-Finger Lakes BOCES |
| 5. | Professional Title | Incarcerated Program Coordinator |

4. Public Library System Trans and Collection

- | | | |
|-----|---------------------------------------|-------|
| 4.1 | Number of registered system borrowers | 97 |
| 4.2 | Total system circulation | 8,035 |
| 4.3 | System Visits | 2,100 |

SYSTEM HOLDINGS

- | | | |
|------|---|--------|
| 4.4 | Total Cataloged Book Holdings | 49,790 |
| 4.5 | Non-Cataloged Book Holdings | 0 |
| 4.6 | Total Print Serial Holdings | 383 |
| 4.7 | All Other Print Materials Holdings | 0 |
| 4.8 | Total Electronic Holdings | 6,153 |
| 4.9 | All Other Holdings | 135 |
| 4.10 | Grand Total Holdings (total questions 4.4 through 4.9) | 56,461 |

ROTATING COLLECTIONS/BOOK LOANS

- | | | |
|------|---|----|
| 4.11 | Does the system have rotating collections/bulk loans? (Enter Y for Yes, N for No) | Y |
| 4.12 | Number of collections | 35 |
| 4.13 | Average number of items per collection | 37 |

5. System Services

TECHNOLOGY AND RESOURCE SHARING

INTEGRATED LIBRARY SYSTEM (ILS)

- | | | |
|-----|---|---|
| 5.1 | Does the system provide an integrated library automation system (ILS) for its member libraries? (Enter Y for Yes, N for No) | Y |
|-----|---|---|

5.2 Indicate which modules of the system's ILS have been implemented (check all that apply):

a.	Circulation	Yes
b.	Public Access Catalog	Yes
c.	Cataloging	Yes
d.	Acquisitions	Yes
e.	Inventory	No
f.	Serials Control	No
g.	Media Booking	No
h.	Community Information	No
i.	Electronic Resource Management	Yes
j.	Digital Collections Management	No
5.3	Identify ILS system vendor	Polaris
5.4	How many member libraries fully participate in the ILS?	33
5.5	% of member libraries participating (calculated field)	100.00%
5.6	How many member libraries participate in some ILS modules?	33
5.7	Indicate features of the system's ILS (check all that apply):	
a.	ILS shared with other library systems	No
b.	ILS software permits patron-initiated ILL	Yes
c.	ILL feature implemented and used	Yes
5.8	Number of titles in the ILS bibliographic database	466,853
5.9	Number of new titles added by the system in the reporting year	1,806
5.10	Number of Central Library Aid titles added in the reporting year	870
5.11	Number of new titles added by the members in the reporting year	22,525
5.12	Total new titles (total questions 5.9 through 5.11)	25,201

UNION CATALOG OF RESOURCES

5.13	How many libraries participate in (or submit records for) the union catalog?	34
5.14	Is the system's union catalog shared with any other library system(s)? (Enter Y for Yes, N for No)	N
5.15	Number of titles in the system's union catalog	466,853
5.16	Number of holdings in the system's union catalog	1,114,056
5.17	Number of new titles added in the last year	24,976
5.18	Number of holdings added in the last year	83,660

UNION LIST OF SERIALS

- 5.19 Does the system have a union list of serials? (Enter Y for Yes, N for No. If No, enter zero (0) on question 5.20.) Y
- 5.20 How many libraries participate in (or submit records for) the union list of serials? 34

COMBINED SYSTEM UNION CATALOG AND UNION LIST OF SERIALS

- 5.21 Does the system's union catalog contain both books and serials? (Enter Y for Yes, N for No, or N/A) Y

VIRTUAL CATALOG

- 5.22 Does the system provide a virtual catalog for member libraries? (Enter Y for Yes, No for No, or N/A) Y
- 5.23 How many Internet-accessible member library catalogs are included in the virtual catalog? 33
- 5.24 How many member libraries have holdings included in a database that serves as a link of the virtual catalog? 33

5.25 Indicate the features of the system's virtual catalog (check all that apply):

- a. Non-member catalogs are included (if checked, please name non-member catalogs using the State note) Yes
- b. Non-library catalogs are included (if checked, please name non-library catalogs using the State note) Yes
- c. Responses are mediated Yes
- d. Patron-initiated ILL available and used through this catalog Yes
- e. N/A No

- 5.26 Does the library system provide access to member library catalogs which are not Internet accessible through the virtual catalog? (Enter Y for Yes, N for No) If yes, please describe using the State note. N

VISITS TO THE SYSTEM'S WEB SITE

- 5.27 Annual number of visits to the system's web site 226,661

STATEWIDE INTERNET LIBRARIES (FORMERLY NOVEL_{NY}- READY LIBRARIES)

- 5.28 How many of the system's member libraries have achieved Basic Statewide Internet Library-ready status? 32

- 5.29 How many of the system's member libraries have achieved Advanced Statewide Internet Library-ready status? 1
- 5.30 How many of the system's member libraries have achieved Leader Statewide Internet Library-ready status? 0
- 5.31 Total Statewide Internet Library-Ready Libraries (total questions 5.28 through 5.30) 33

SYSTEM INTERLIBRARY LOAN ACTIVITY

- 5.32 Total items provided (loaned) 6,753
- 5.33 Total items received (borrowed) 48,060
- 5.34 Total requests provided (loaned) unfilled 1,585
- 5.35 Total requests received (borrowed) unfilled 1,075
- 5.36 **Total interlibrary loan activity (total questions 5.32 through 5.35)** 57,473

DELIVERY

5.38 Indicate delivery methods used by the system (check all that apply):

- a. System courier (on the System's payroll) Yes
- b. Other system's courier No
- d. Contracted service (paid by System - not on payroll) No
- e. U.S. Mail Yes
- f. Commercial carrier (e.g., UPS, DHL, etc.) Yes
- g. Other (specify using the State note) No
- 5.39 Number of stops (pick-up and delivery sites per week) 122

CONTINUING EDUCATION/STAFF DEVELOPMENT

Workshops/Meetings/Training Sessions

Resource sharing (ILL, collection development, etc.)

- 5.40 Number of sessions 5
- 5.41 Number of participants 5

Technology

- 5.42 Number of sessions 39
- 5.43 Number of participants 173

Digitization

- 5.44 Number of sessions 0
- 5.45 Number of participants 0

Leadership

- 5.46 Number of sessions 0
- 5.47 Number of participants 0

Management & Supervisory

- 5.48 Number of sessions 1

5.49 Number of participants 102

Planning and Evaluation

5.50 Number of sessions 3

5.51 Number of participants 61

Awareness and Advocacy

5.52 Number of sessions 1

5.53 Number of participants 61

Trustee/Council Training

5.54 Number of sessions 0

5.55 Number of participants 0

Special Client Populations

5.56 Number of sessions 0

5.57 Number of participants 0

Children's Services/Elementary Grade Levels

5.58 Number of sessions 10

5.59 Number of participants 117

Young Adult Services/Middle and High School Grade Levels

5.60 Number of sessions 0

5.61 Number of participants 0

General Adult Services

5.62 Number of sessions 0

5.63 Number of participants 0

5.64 **Other:** Does the system provide other Workshops/Meetings/Training Sessions not listed above? Enter Y for Yes, N for No. If Yes, complete one record for each topic; if No, enter N/A for questions 1, 2 and 3 of one repeating group.

1. Topic N/A

2. Number of sessions N/A

3. Number of participants N/A

5.65 **Grand Total Sessions** (total questions 5.40, 5.42, 5.44, 5.46, 5.48, 5.50, 5.52, 5.54, 5.56, 5.58, 5.60, 5.62 and total of question #2 of Repeating Group #5) 59

5.66 **Grand Total Participants** (total questions 5.41, 5.43, 5.45, 5.47, 5.49, 5.51, 5.53, 5.55, 5.57, 5.59, 5.61, 5.63 and total of question #3 of Repeating Group #5) 519

COORDINATED SERVICES

5.67 Indicate which services the system provides (check all that apply):

a. Coordinated purchase of print materials Yes

b. Coordinated purchase of non-print materials No

c.	Negotiated pricing for licensed electronic collection purchases (not purchasing)	No
d.	Cataloging	Yes
e.	Materials processing	Yes
f.	Coordinated purchase of office supplies	Yes
g.	Coordinated computer services/purchases	Yes
h.	Virtual reference	Yes
i.	Other (describe using the State note)	No
j.	N/A	No

CONSULTING AND TECHNICAL ASSISTANCE SERVICES

5.68	Number of contacts - Consulting with member libraries on grants, and state and federal funding	80
5.69	Number of contacts - Consulting with member libraries on funding and governance	205
5.70	Number of contacts - Consulting with member libraries on charter and registration work	24
5.71	Number of contacts - Consulting with member libraries on automation and technology	580
5.72	Number of contacts - Consulting with member libraries on youth services	620
5.73	Number of contacts - Consulting with member libraries on adult services	580
5.74	Number of contacts - Consulting with member libraries on physical plant needs	15
5.75	Number of contacts - Consulting with member libraries on personnel and management issues	140
5.76	Number of contacts - Consulting with state and county correctional facilities	230
5.77	Number of contacts - Providing information to local, county, and state legislators and their staffs	50
5.78	Number of contacts - Providing system and member library information to the media	3
5.79	Number of contacts - Providing website development and maintenance for member libraries	35

5.80 Does the system provide other Consulting and Technical Assistance Services not listed above? Enter Y for Yes, N for No. If Yes, complete one record for each topic; if No, enter N/A for questions 1 and 2 of one repeating group. Y

1. Topic NYS Tax Cap

2. Number of contacts (all types) 25

5.81 **Total other contacts** (total of question #2 of Repeating Group #6) 25

5.82 **Total number of contacts** (total of questions 5.68 through 5.79 and 5.81) 2,587

REFERENCE SERVICES

5.83 Total Reference Transactions 1,612

SERVICES TO SPECIAL CLIENTS (Direct and Contractual)

5.84 Indicate services the system provides to special clients (check all that apply):

a. Services for patrons with disabilities Yes

b. Services for patrons who are educationally disadvantaged Yes

c. Services for patrons who are aged Yes

d. Services for patrons who are geographically isolated Yes

e. Services for patrons who are members of ethnic or minority groups in need of special library services Yes

f. Services to patrons who are in institutions Yes

g. Services for unemployed and underemployed individuals Yes

i. N/A No

5.85 Number of BOOKS BY MAIL loans 1,863

5.86 Number of member libraries with Job/Education Information Centers or collections 18

5.87 Number of State Correctional Facilities libraries served 4

5.88 Number of County Jails libraries served 5

5.89 Number of institutions served other than jails or correctional facilities 7

- 5.90 Does the system provide other special client services not listed above? If yes, complete one record for each service provided; if no, enter N/A in questions 1 and 2 of one repeating group. N
1. Service provided N/A
 2. Number of facilities/institutions served N/A
- 5.91 Does the system charge fees for any program or service? Enter Y for Yes; N for No. If yes, briefly describe using the text box below; if no, enter N/A in Question 5.92. Y
- 5.92 Description of fees The system charges for Polaris, our Integrated Library System, and associated technology costs such as software and hardware upgrades, IT staff salaries, equipment, and a capital reserve for future ILS upgrades.

6. Operating Funds Receipts

LOCAL PUBLIC FUNDS

- 6.1 Does the system receive county funding? Enter Y for Yes, N for No. If yes, please complete one record for each county; if no, enter N/A on questions 1 through 4 of one repeating group. Y
1. County Name Cortland
 2. Amount \$3,500
 3. Subject to Public Vote (Enter Y for Yes, N for No, or N/A) N
 4. Written Contract (Enter Y for Yes, N for No, or N/A) Y
1. County Name Cayuga
 2. Amount \$3,300
 3. Subject to Public Vote (Enter Y for Yes, N for No, or N/A) N
 4. Written Contract (Enter Y for Yes, N for No, or N/A) Y
1. County Name Seneca
 2. Amount \$5,670
 3. Subject to Public Vote (Enter Y for Yes, N for No, or N/A) N
 4. Written Contract (Enter Y for Yes, N for No, or N/A) Y
1. County Name Tioga
 2. Amount \$6,224
 3. Subject to Public Vote (Enter Y for Yes, N for No, or N/A) N
 4. Written Contract (Enter Y for Yes, N for No, or N/A) Y
1. County Name Tompkins

2.	Amount	\$14,178
3.	Subject to Public Vote (Enter Y for Yes, N for No, or N/A)	N
4.	Written Contract (Enter Y for Yes, N for No, or N/A)	Y
6.2	Total County Funding	\$32,872
6.3	All Other Local Public Funds	\$0
6.4	Total Local Public Funds (total questions 6.2 and 6.3)	\$32,872

STATE AID RECEIPTS

6.5	Adult Literacy Library Services Grants	\$9,807
6.6	Central Library Development Aid	\$83,954
6.7	Central Book Aid	\$57,168
6.8	Conservation/Preservation Grants	\$0
6.9	Construction for Public Libraries Aid	\$0
6.10	Coordinated Outreach Services Aid	\$67,362
6.11	Correctional Facilities Library Aid	\$35,796
6.12	County Jails Library Aid	\$2,495
6.14	Family Literacy Grants	\$11,129
Local Library Services Aid		
6.18	Kept for Headquarters	\$0
6.19	Distributed to members	\$91,046
6.20	Total LLSA (total questions 6.18 and 6.19)	\$91,046
6.21	Local Services Support Aid	\$81,439
6.22	Local Consolidated Systems Aid	\$0
6.26	Public Library System Basic Aid	\$716,777
Regional Bibliographic Data Bases (RBDB) Aid		
6.31	Regional Bibliographic Data Bases (RBDB) Grant(s) from 3Rs	\$0
6.35	Special Legislative Grants and Member Items	\$132,000
6.36	Supplementary System Aid	\$109,560
6.37	The New York Public Library - The Research Libraries	\$0
6.38	The New York Public Library, Andrew Heiskell Library for the Blind and Physically Handicapped Aid	\$0
6.39	The New York Public Library, City University of New York	\$0
6.40	The New York Public Library, Schomburg Center for Research in Black Culture Library Aid	\$0
6.41	The New York Public Library, Science, Industry and Business Library	\$0

6.42 Does the system receive state funding from other sources? Enter Y for Yes, N for No. (Report Special Legislative Grants and Member Items on Q 6.35). N

Complete one record for each grant. If the system does not receive other state aid, enter N/A on questions 1 and 2 of one repeating group.

1. Funding Source N/A
2. Amount N/A

6.43 **Total Other State Aid** (total question #2 of Repeating Group #9 above) \$0

6.44 **Total State Aid Receipts** (total questions 6.5 through 6.14, question 6.17, questions 6.20 through 6.22, questions 6.25 through 6.27, questions 6.30 through 6.41, and question 6.43) \$1,398,533

FEDERAL AID

6.45 Library Services and Technology Act (LSTA) \$17,400

6.46 Does the system receive any other Federal Aid (specify Act and Title) e.g., NEH, NEA, etc.? Enter Y for Yes, N for No. N

Complete one record for each grant. If the system does not receive other federal aid, enter N/A on questions 1 and 2 of one repeating group

1. Funding Source N/A
2. Amount N/A

6.47 **Total Other Federal Aid** (total questions #2 of Repeating Group #10 above) \$0

6.48 **Total Federal Aid** (total questions 6.45 and 6.47) \$17,400

CONTRACTS WITH LIBRARIES and/or LIBRARY SYSTEMS IN NEW YORK STATE

6.49 Does the system contract with libraries and/or library systems in New York State? Enter Y for Yes, N for No. Y

Complete one record for each contract. If the system does not contract, enter N/A on questions 1, 2 and 3 of one repeating group.

1. Contracting Agency Member Libraries
2. Contracted Service Technology Services
3. Total Contract Amount \$244,313

1. Contracting Agency Alternatives Library
2. Contracted Service Cataloging Service
3. Total Contract Amount \$222

1. Contracting Agency Tompkins Co Public Library
2. Contracted Service Delivery to Reading Centers
3. Total Contract Amount \$420

6.50 **Total Contracts** (total question #3 of Repeating Group #11 above) \$244,955

MISCELLANEOUS RECEIPTS

- 6.51 Gifts, Endowments, Fundraising, Foundations (include Gates Grants here; specify project number(s) and dollar amount using the state note) \$61,516
- 6.53 Income from Investments \$8,102
- Proceeds from Sale of Property
- 6.54 Real Property \$0
- 6.55 Equipment \$0
- 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. Y

Complete one record for each income category. If the system does not have other miscellaneous receipts, enter N/A on questions 1 and 2 of one repeating group.

1. Receipt category Library Charges
2. Amount \$540
1. Receipt category Erate
2. Amount \$17,587
- 6.57 **Total Other Miscellaneous Receipts** (total question #2 of Repeating Group #12 above) \$18,127
- 6.58 **Total Miscellaneous Receipts** (total questions 6.51 through 6.55 and question 6.57) \$87,745
- 6.59 **TOTAL OPERATING FUND RECEIPTS - Total Local Public Funds, Total State Aid, Total Federal Aid, Total Contracts, and Total Miscellaneous Receipts** (total questions 6.4, 6.44, 6.48, 6.50, and 6.58) \$1,781,505
- 6.60 **BUDGET LOANS** \$0

TRANSFERS

- 6.61 From Capital Fund (Same as question 9.6) \$0
- 6.62 From Other Funds \$0
- 6.63 **Total Transfers** (total questions 6.61 and 6.62) \$0
- 6.64 CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2012; 3Rs - July 1, 2012. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2011; 3Rs - June 30, 2012) \$1,075,891

- 6.67 GRAND TOTAL RECEIPTS,
BUDGET LOANS, TRANSFERS,
AND BALANCE/ROLLOVER
(Public Library Systems and 3Rs -
total questions 6.59, 6.60, 6.63 and \$2,857,396
6.64 - must agree with question
7.83) (School Library Systems -
total questions 6.59, 6.65 and 6.66
- must agree with question 7.83)

7. Operating Fund Disbursements

STAFF EXPENDITURES

Salaries

7.1	System Director and Librarians	\$246,495
7.2	Other Staff	\$383,591
7.3	Total Salary and Wages Expenditures (total questions 7.1 and 7.2)	\$630,086
7.4	Employee Benefits Expenditures	\$290,762
7.5	Total Staff Expenditures (total questions 7.3 and 7.4)	\$920,848

COLLECTION EXPENDITURES

7.6	Print Materials Expenditures	\$18,013
7.7	Electronic Materials Expenditures	\$33,027
7.8	Other Materials Expenditures	\$5,652
7.9	Total Collection Expenditures (total questions 7.6 through 7.8)	\$56,692

GRANTS TO MEMBER LIBRARIES

Cash Grants Paid From

7.10	Local Library Services Aid (LLSA)	\$91,046
7.11	Central Library Aid (CLDA/CBA)	\$144,515
7.15	Other State Aid/Grants (e.g., Construction, Special Legislative or Member Grants)	\$129,402
7.16	Federal Aid	\$6,000
7.17	Other cash grants paid from system funds	\$6
7.18	Total Cash Grants (total questions 7.10 through 7.17)	\$370,969
7.19	Book/Library Materials Grants	\$0
7.20	Other Non-Cash Grants	\$15,140
7.21	Total Grants to Member Libraries (total questions 7.18 through 7.20)	\$386,109

CAPITAL EXPENDITURES FROM OPERATING FUNDS

7.22	Bookmobile	\$0
7.23	Other Vehicles	\$0
7.24	Computer Equipment	\$18,458
7.25	Furniture/Furnishings	\$0
7.26	Other Capital Expenditures	\$0

7.27 **Total Capital Expenditures from Operating Fund** (total questions 7.22 through 7.26) \$18,458

TOTAL CAPITAL EXPENDITURES BY SOURCE OF FUNDS

7.28 From Local Public Funds (71PF) \$0
 7.29 From Other Funds (71OF) \$18,458
 7.30 **Total Capital Expenditures by Source** (total questions 7.28 and 7.29; same as question 7.27) \$18,458

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs To Buildings and Building Equipment by Source of Funds

7.31 From Local Public Funds (72PF) \$0
 7.32 From Other Funds (72OF) 0
 7.33 **Total Repairs to Buildings and Building Equipment** (total questions 7.31 and 7.32) \$0
 7.34 Other Building & Maintenance Expenses \$84,617
 7.35 **Total Operation and Maintenance of Buildings** (total questions 7.33 and 7.34) \$84,617

MISCELLANEOUS EXPENSES

7.36 Total Operation & Maintenance of Bookmobiles and Other Vehicles \$22,126
 7.37 Office and Library Supplies \$8,094
 7.38 Telecommunications \$7,483
 7.39 Binding Expenses \$0
 7.40 Postage and Freight \$10,692
 7.41 Publicity and Printing \$3,679
 7.42 Travel \$6,389
 7.43 Fees for Consultants and Professionals \$26,635
 7.44 Membership Dues \$3,427
 7.46 Does the system have other miscellaneous expenses in categories not listed in questions 7.36 through 7.45? Enter Y for Yes, N for No. Y

Complete one record for each expense category. If the system does not have other miscellaneous expenses, enter N/A on questions 1 and 2 of one repeating group.

1.	Expense category	OCLC
2.	Amount	\$13,476
1.	Expense category	EquipRent
2.	Amount	\$6,627
1.	Expense category	Software
2.	Amount	\$5,325
1.	Expense category	ILS
2.	Amount	\$102,474
1.	Expense category	Overdrive
2.	Amount	\$12,000

- 7.47 **Total Other Miscellaneous Expenses** (total question #2 of Repeating Group #13) \$139,902
- 7.48 **Total Miscellaneous Expenses** (total questions 7.36 through 7.45 and 7.47) \$228,427

CONTRACTS WITH LIBRARIES and/or LIBRARY SYSTEMS IN NEW YORK STATE

- 7.49 Does the system contract with libraries and/or library systems in New York State? Enter Y for Yes, N for No. N

Complete one record for each contract. If the system does not contract, enter N/A on questions 1, 2, and 3 of one repeating group.

1. Contracting Agency (specify using the State note) N/A
2. Contracted Service (specify using the State note) N/A
3. Total Contract Amount N/A
- 7.50 **Total Contracts** (total question #3 of Repeating Group #14 above) \$0

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

- 7.51 From Local Public Funds (73PF) 0
- 7.52 From Other Funds (73OF) 0
- 7.53 **Total Capital Purposes Loans** (total questions 7.51 and 7.52) \$0
- 7.54 Other Loans 0
- 7.55 **Total Debt Service** (total questions 7.53 and 7.54) \$0
- 7.56 **TOTAL TOTAL DISBURSEMENTS** - Total Staff Expenditures, Total Collection Expenditures, Total Grants to Member Libraries, Total Capital Expenditures, Total Operation and Maintenance of Buildings, Total Miscellaneous Expenses, Total Contracts, and Total Debt Service (total questions 7.5, 7.9, 7.21, 7.27, 7.35, 7.48, 7.50, and 7.55) \$1,695,151

TRANSFERS

Transfers to the Capital Fund

- 7.57 From Local Public Funds (76PF) 0
- 7.58 From Other Funds (76OF) 0
- 7.59 **Total Transfers to Capital Fund** (total questions 7.57 and 7.58; same as question 8.2) \$0
- 7.60 **Total Transfers to Other Funds** \$21,547
- 7.61 **Total Transfers** (total questions 7.59 and 7.60) \$21,547

7.62	TOTAL DISBURSEMENTS AND TRANSFERS (total questions 7.56 and 7.61)	\$1,716,698
7.63	CLOSING CASH BALANCE at the End of the Current Fiscal Reporting Year (For Public Library Systems - December 31, 2012) (For 3Rs - June 30, 2013)	\$1,140,698
7.83	GRAND TOTAL DISBURSEMENTS, TRANSFERS, & BALANCE/ROLLOVER (total questions 7.62, 7.63, 7.73, and 7.82)	\$2,857,396

FISCAL AUDIT

7.84	Last audit performed (mm/dd/yyyy)	06/20/2012
7.85	Time period covered by this audit (mm/dd/yyyy - mm/dd/yyyy)	01/01/2011-12/31/2011
7.86	Indicate type of audit (select one from drop-down):	Private Accounting Firm

ACCOUNT INFORMATION

Complete one record for each financial account

1.	Name of bank or financial institution	TSB
2.	Amount of funds on deposit	\$1,257,181
7.87	Total Bank Balance (total question #2 of Repeating Group #15)	\$1,257,181
7.88	Does the system have a Capital Fund? Enter Y for Yes, N for No. If yes, please complete the Capital Fund Report. If no, stop here.	N

8. Capital Fund Receipts

8.1	Total Revenue From Local Sources	\$0
8.2	Transfer From Operating Fund (same as question 7.59)	0

STATE AID FOR CAPITAL PROJECTS

8.3	State Aid Received for Construction	0
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ALL OTHER AID AND/OR GRANTS FOR CAPITAL PROJECTS

8.4	Does the system receive any other aid and/or grants for capital projects. Enter Y for Yes, N for No. If yes, complete one record for each award. If no, enter N/A on questions 1 and 2 of one repeating group.	
1.	Contracting Agency	N/A

2.	Amount	N/A
8.5	Total Aid and/or Grants (total question #2 of Repeating Group #16 above)	\$0
8.6	TOTAL RECEIPTS - Revenues from Local Sources, Interfund Revenue, State Aid for Capital Projects, and Total Federal Aid (total questions 8.1, 8.2, 8.3, and 8.5)	\$0
8.7	NONREVENUE RECEIPTS	0
8.8	TOTAL RECEIPTS - Total Receipts and Nonrevenue Receipts (total questions 8.6 and 8.7)	\$0
8.9	CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2012; 3Rs - July 1, 2012. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2011; 3Rs - June 30, 2012.)	0
8.10	TOTAL RECEIPTS AND CASH BALANCE (total questions 8.8 and 8.9)	\$0

9. Capital Fund Disbursements

PROJECT EXPENDITURES

9.1	Total Construction	\$0
9.2	Incidental Construction	0
9.3	Books and Library Materials	0
9.4	Total Other Disbursements	0
9.5	Total Project Expenditures (total questions 9.1 through 9.4)	\$0
9.6	TRANSFER TO OPERATING FUND (Same as question 6.61)	0
9.7	TOTAL NONPROJECT EXPENDITURES	0
9.8	TOTAL DISBURSEMENTS - Total Project Expenditures, Transfer to Operating Fund, and Total Nonproject Expenditures (total questions 9.5 through 9.7)	\$0
9.9	CLOSING CASH BALANCE IN CAPITAL FUND at the End of the Current Fiscal Year (December 31, 2012, for Public Library Systems; June 30, 2013, for 3Rs)	0

9.10 **TOTAL DISBURSEMENTS
AND CASH BALANCE** (total \$0
questions 9.8 and 9.9)

12. Projected Annual Budget For Library Systems

Public Library Systems Budget for January 1, 2013 - December 31, 2013

PROJECTED OPERATING FUND - RECEIPTS

12.1	Total Operating Fund Receipts (include Local Aid, State Aid, Federal Aid, Contracts and Miscellaneous Receipts)	\$1,638,808
12.2	Budget Loans	\$0
12.3	Total Transfers	0
12.4	Cash Balance/Rollover in Operating Fund at the end of the previous fiscal year (For Public Library Systems, opening balance on January 1, 2013, must be the same as the December 31, 2012, closing balance reported on Q7.63 of the 2012 annual report)	\$1,140,698
12.5	Grand Total Operating Fund Receipts, Budget Loans, Transfers and Balance/Rollover (total questions 12.1 through 12.4)	\$2,779,506

PROJECTED OPERATING FUND - DISBURSEMENTS

12.6	Total Operating Fund Disbursements (include Staff Expenditures, Collection Expenditures, Grants to Member Libraries, Capital Expenditures from Operating Funds, Operation and Maintenance of Buildings, Miscellaneous Expenses, Contracts with Libraries and Library Systems in New York State and Debt Service)	\$1,716,708
12.7	Total Transfers	\$0
12.8	Cash Balance/Rollover in Operating Fund at the end of the fiscal year (For Public Library Systems, balance as of December 31, 2013)	\$1,062,798
12.9	Grand Total Operating Fund Disbursements, Transfers and Balance/Rollover (total questions 12.6 through 12.8)	\$2,779,506

PROJECTED CAPITAL FUND - RECEIPTS

12.10	Capital Fund Receipts (include Revenues from Local Sources, Transfer from Operating Fund, State Aid for Capital Projects and All Other Aid for Capital Projects)	\$0
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- 12.11 Nonrevenue Receipts \$0
- 12.12 Cash Balance in Capital Fund at the end of the previous fiscal year (For Public Library Systems, opening balance on January 1, 2013, must be the same as the December 31, 2012, closing balance reported on Q9.9 of the 2012 annual report) \$0
- 12.13 Grand Total Capital Fund Receipts and Balance (total questions 12.10 through 12.12) \$0

PROJECTED CAPITAL FUND - DISBURSEMENTS

- 12.14 Capital Fund Disbursements (include Project Expenditures, Transfer to Operating Fund and Nonproject Expenditures) \$0
- 12.15 Cash Balance in Capital Fund at the end of the current fiscal year (For Public Library Systems, December 31, 2013) \$0
- 12.16 Grand Total Capital Fund Disbursement, Transfers, and Balance (Sum of questions 12.14 and 12.15) \$0

ASSURANCE

- 12.17 The library system will be operating under its approved Plan of Service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that the "Budget Summary" was reviewed and accepted by the System Board/Council on (date - mm/dd/yyyy) 04/24/2013

13. Summary of Library System Accomplishments

Using the goals from Section 4 in the approved 2012-2016 System Plan of Service, **BRIEFLY** describe the final results of each element for Year 1 (2012)

- 13.1 Element 1: Resource Sharing - Results
- COOPERATIVE COLLECTION DEVELOPMENT: Continued to encourage member library contributions to body of downloadable titles, with 1,195 items purchased in 2012. Established new floating collections of tween book group kits and Nintendo DS & 3DS video games and expanded our existing collections of non-traditional materials and new formats, including storytime kits, book group kits, blu-ray discs, Wii video games and DVDs.
- INTEGRATED LIBRARY SYSTEM: Held 23 training sessions for our ILS, with 61 participants, as well as four meetings with our ILS user group. Implemented an acquisitions model providing faster access to new bibliographic records at Seymour Library in Auburn. Upgraded the ILS to the latest version which enhances patron access and virtual branch capabilities. Reduced costs for our online bibliographic resource by 20% by deleting OCLC records for items no longer in the system. Renewed subscription to Survey Monkey for member and staff use.
- INTERLIBRARY LOAN/DELIVERY:

Continued to refine our forward-sorting inter-library loan delivery method to reduce delivery time. Total ILLs in the system increased 6.7% from 177,371 to 189,245. Out-of-system requests increased 4.6%, from 4,616 to 4,829. Obtained funding for an additional van from the Friends of the Tompkins County Public Library and staffed it with an in-house employee, thus ending the need to contract out the delivery for the route. Ensured maximum delivery efficiency and reflected equality of service among members by analyzing the relationship between delivery volume and the number of stops at regular intervals and adjusting the schedule as necessary. Developed new, more effective methods for returning loans of out-of-system ILLS which resulted in cost savings.

- 13.2 Element 2: Special Client Groups - ADULT LITERACY: Continued to administer an Adult Literacy Grant providing computer classes and workforce development resources in Tioga County; established relationship with the literacy organization Tompkins Learning Partners and began work on an adult literacy grant application to fund a partnership for computer literacy and workforce development in Tompkins County. RESULTS
- COORDINATED OUTREACH: Continued to serve books-by-mail patrons until May 2012. After this program ended due to budget cuts, assisted our 33 local libraries in setting up similar services locally. Provided rotating deposit collections of books to nursing homes in the FLLS service area. Continued to serve as liaison to the NYS Talking Books and Braille Library. Visited several sites with 65+ audiences to promote accessible materials and the NYS Talking Books Library. Continued to organize and promote the annual Outreach Award to recognize outreach activities by member libraries. Continued to produce and distribute our quarterly Outreach News newsletter to local libraries and agencies in our service area. Held 2 Coordinated Outreach Services Advisory Council meetings and added five new members. CORRECTIONAL FACILITIES: Continued to provide interlibrary loan service, reference assistance, deposit collections, system workshops and consultant services to correctional facilities in our service area. Revised and distributed a reentry guide for ex-offenders in our service area. Purchased and distributed materials for correctional facilities through money allotted in system grant. Added delivery services to Willard Correctional Facility. Delivered 1,924 items from FLLS and member libraries to correctional facilities (a decrease from 2011 due to librarian vacancies at two of the four institutions that we serve). YOUTH SERVICES: Continued to administer a Family Literacy Grant on Baby Storytimes in Tompkins County. As part of this grant, held two system-wide workshops, including a hands-on "Mother Goose on the Loose" session by Betsy Diamant-Cohen and a talk by Dr. Susan Neuman, the researcher behind the landmark study "Every Child Ready to Read". Presented monthly early literacy storytimes at WIC sites and encouraged participants to visit the library. Held kickoff Summer Reading Meeting to educate member libraries and provide resources. Facilitated grants for youth projects at member libraries funded by a private source through the Community Foundation of Tompkins County. Increased collection of resources such as puppets, storytime kits, diecuts, as well as their promotion. Began process of cataloging over 150 items in our puppet collection. Distributed weekly youth news listserv to inform member libraries about resources and opportunities.

Coordinated and/or facilitated seven workshops for member

- 13.3 Element 3: Professional Development and Continuing Education - Results libraries, trustees and FLLS staff. Workshops included: The Black Belt Librarian; Wordpress; Building Your Library Base and Tax Cap Primer Workshop; Mother Goose on the Loose; Every Child Ready to Read Early Literacy; 2012 Summer Reading Workshop; Advocacy: The Future of Libraries. Held 23 training sessions for our ILS and 4 reference/database trainings. FLLS Staff attended the following conferences: NYLA, Polaris User Group, Public Library Association, and various workshops offered by SCRLS.
- 13.5 Element 5: Consulting and Development Services - Results Staff members visited member libraries on a regular basis and responded to specific questions and provided assistance where needed about issues concerning services, programs, collection development, funding, charters, space planning, weeding, and library management. All staff placed special emphasis upon director orientation due to a large increase in new directors in 2012. Staff likewise responded to 613 technical support calls from member libraries and resolved 72% on the first call.
- 13.6 Element 6: Coordinated Services - Results Continued to maintain the online union catalog of member and FLLS holdings. Enhanced and expanded procedure developed in 2007 for paperless entry of new titles. Continued to revise and assess databases purchased with both system and CBA funds. Continued participation in the Virtual Reference Service Ask US 24/7.
- 13.7 Element 7: Awareness and Advocacy - Results FLLS Staff, member library staff and trustees, and patrons participated in NYLA Advocacy Day on March 6, 2012. FLLS coordinated a postcard drive urging representatives to increase state library aid and generated over 450 handwritten postcards and letters to legislators in February 2012. FLLS also held a system meeting in February 2012 focused on advocacy which featured a keynote by Michael Borges, the executive director of NYLA at the time. In July 2012, we sponsored a workshop on Sustainable Funding Solutions workshop with Rebekkah Smith-Aldrich.
- 13.8 Element 8: Communication among Member Libraries and/or Branch Libraries - Results Secured an LSTA Service Improvement Grant to design and implement a new website and refreshed logo. In October 2012, put website platform in place. Maintained existing listservs for Youth Services, Member Trustees, FALCONS (ILS user group), Coordinated Outreach Services Advisory Group, Member Directors, FLLS-L (general) to promote news, events, and resources. Continued to distribute the Weekly Bulletin and quarterly Outreach News and maintain the Facebook page.
- 13.9 Element 9: Cooperative Efforts with Other Library Systems - Results Hosted a visit for Southern Tier Library System Staff to share knowledge and ideas and discuss possible collaborations. Participated in monthly Outreach Services Coordinator conference calls. Participated in Ask Us 24/7 virtual reference services. Coordinated a bus to transport representatives from FLLS and five other library systems to travel to the PLS conference in Philadelphia. System director served as Treasurer of PULISDO. FLLS Staff members held the following positions: SCRLC Board Vice-President, Resource Sharing Committee member, Nominating Committee member; Polaris User Group Treasurer, BOCES School Library Council Member and Kids Book Fest Committee Member.
- 13.10 Element 10: Construction - Results Routinely answered questions from member directors and trustees regarding construction plans. Assisted 3 member libraries in developing a successful application for construction funds under the NYS Public Library Construction Grant program.
- Continued to purchase and make available to all residents of the

- | | | |
|-------|---------------------------------------|--|
| 13.11 | Element 11: Central Library - Results | FLLS Service area, adult non-fiction materials. FLLS and TCPL staff met with the Directors Advisory Council to evaluate allocation of CBA funds and CLDA funds. FLLS and TCPL met regularly to review purchases and make changes where warranted. Reinstated the Central Library Aid committee and held a committee meeting. |
| 13.12 | Element 12: Direct Access - Results | All FLLS member libraries are in compliance with Commissioner's Regulation 90.3 |
| 13.13 | Element 13: Other Goal(s) - Results | N/A |

14. Assurance and Contact Information

CONTACT INFORMATION

- | | | |
|------|---|------------------|
| 14.1 | Contact name (person completing report) | Corinne Weible |
| 14.2 | Contact phone number (enter 10 digits only and hit the Tab key) | (607) 273-4074 |
| 14.3 | Contact e-mail address | cweible@flls.org |

ASSURANCE

- | | | |
|------|---|------------|
| 14.4 | The Library System operated under its approved Plan of Service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that this "Annual Report" was reviewed and accepted by the System Board/Council on (date - mm/dd/yyyy) | 04/24/2013 |
|------|---|------------|

APPROVAL (for New York State Library use only/not a required field)

- | | |
|------|---|
| 14.5 | The Library System's Annual Report was reviewed and approved by the New York State Library on (date - mm/dd/yyyy) |
|------|---|

Suggested Improvements

Library System

Name of Person Completing Form

Phone Number and Extension
(enter area code, telephone number and extension only):

Please share with us your suggestions for improving the *Annual Report*. Thank You!