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

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).

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

Repeating Group 5

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).

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

Repeating Group 6

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).

13. 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.

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.

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

5.25 Total items provided (loaned)

5.26 Total items received (borrowed)

5.27 Total requests provided (loaned) unfulfilled

5.28 Total requests received (borrowed) unfulfilled

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)

5.60 Local Library Services Aid - Distributed to Members

6.0 Total Reference Transactions

6.19 Local Library Services Aid - Distributed to Members

7.0 Operating Fund Disbursements

7.0 Total Reference Transactions

6.0 Local Library Services Aid - Distributed to Members

7.0 Operating Fund Disbursements

7.7 Electronic Materials Expenditures

7.11 Central Library Aid (CLDA/CBA)

7.26 Other Capital Expenditures

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.

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

Repeating Group 2
1. Expense category

Repeating Group 4
1. Expense category

Repeating Group 5
1. Expense category

Repeating Group 6
1. Expense category

Repeating Group 7
1. Expense category

Repeating Group 8
1. Expense category

State Note: Durland Alternatives Library

State Note: We now have a new person in this position and believe the previous person reported the numbers incorrectly.

State Note: We now have a new person in this position and believe the previous person reported the numbers incorrectly.

State Note: We now have a new person in this position and believe the previous person reported the numbers incorrectly.

State Note: We now have a new person in this position and believe the previous person reported the numbers incorrectly.

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.

Local Note: includes AskUs and in person/phone/email reference

State Note: Because of the transition between Business Managers, the last 10% of LLSA was not distributed until 2017.

State Note: The System purchased Hoopla this year, increasing our Electronic Materials Expenditures.

State Note: Difference is part of the carryover into 2017. 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.

State Note: ADP 1674 Family & Children's Services 762 JC's Bookkeeping Service 1302 K Swarthout & S. Constantini 1250 Lifetime Benefits Services 275 Matthew Kopel 100 Michael Stephens 2574 Paychex 4133 Ron Kirso 100 Sciarabba Walker 9600 SCRLC/AskUs24/7 410 Shari Constantino 1250 Whiteman, Osterman, Hann 505

State Note: LTA 225 Finance Officers Assoc 50 PULISDO 400 SCRLC 880 NYLA Basic 619 NYLA Excelsior 1093

State Note: Equipment, Expensed

State Note: ILS Licence Acquisition Fees

State Note: ILS: Maintenance & Subscriptions

State Note: Vehicle, D&O, Liability

State Note: Maintenance/Repair
1. Expense category
State Note: Movie Licenses
Repeating Group 10

1. Expense category
State Note: Overdrive License
Repeating Group 11

1. Expense category
State Note: Professional/Staff Development
Repeating Group 12

1. Expense category
State Note: Retiree Benefits
Repeating Group 14

1. Expense category
State Note: Travel Expenses, Other
Repeating Group 15

1. Expense category
State Note: Trustee Training
Repeating Group 16

1. Expense category
State Note: Zinio License
Repeating Group 1

2. Contracted Service (specify using the State note)
State Note: Computer Purchases

7.86 Indicate type of audit (select one from drop-down):
State Note: 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
State Note: Copier & Postage Meter Lease
Repeating Group 6

1. Expenditure Category
State Note: Institution, Vehicle, D&O Insurance
Repeating Group 24

1. Expenditure Category
State Note: Software
Repeating Group 25

1. Expenditure Category
State Note: Annual Meeting and Speaker
Repeating Group 26

1. Expenditure Category
State Note: Software: Various Vendors $700
Repeating Group 28

1. Expenditure Category
State Note: Staff Development: Seminars, Conferences, & Training
Repeating Group 29

1. Expenditure Category
State Note: Human Resources
Repeating Group 30

1. Expenditure Category
State Note: Contractual Services
Repeating Group 32

1. Expenditure Category
State Note: Speakers & Presenters
Repeating Group 33

1. Expenditure Category
State Note: Staff Development Dues
<table>
<thead>
<tr>
<th>Repeating Group 34</th>
<th>State Note: Scholarships/Non-Cash Grants</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Expenditure Category</td>
<td>State Note: Vehicle Maintenance</td>
</tr>
<tr>
<td>Repeating Group 35</td>
<td>State Note: Trustee Training</td>
</tr>
<tr>
<td>1. Expenditure Category</td>
<td>State Note: Retiree Medical Insurance</td>
</tr>
<tr>
<td>Repeating Group 36</td>
<td>State Note: Pay equity survey</td>
</tr>
<tr>
<td>1. Expenditure Category</td>
<td>State Note: Webinar Hosting</td>
</tr>
<tr>
<td>Repeating Group 37</td>
<td>State Note: Annual Meeting Speaker Michael Stephens: 2574 Country Club of Ithaca: 2574</td>
</tr>
<tr>
<td>1. Expenditure Category</td>
<td>State Note: Contractual Services Paychex: $4608 ADP: $1200 AskUs 24/7: $440 Total: $7255</td>
</tr>
<tr>
<td>Repeating Group 38</td>
<td>State Note: NYLA: $1712 SCRLC: $1380 PULISDO: $400 Finance Mgr Assoc: $50 LTA: $225 Total: $3767</td>
</tr>
<tr>
<td>2. Provider of Services</td>
<td>State Note: SHRM &amp; ALA</td>
</tr>
<tr>
<td>Repeating Group 39</td>
<td>State Note: Autoworks &amp; Others</td>
</tr>
<tr>
<td>2. Provider of Services</td>
<td>State Note: Postage</td>
</tr>
<tr>
<td>Repeating Group 40</td>
<td>State Note: UPS</td>
</tr>
<tr>
<td>2. Provider of Services</td>
<td>State Note: Staples</td>
</tr>
<tr>
<td>Repeating Group 41</td>
<td>State Note: Wegman's</td>
</tr>
<tr>
<td>2. Provider of Services</td>
<td>State Note: Various Vendors</td>
</tr>
<tr>
<td>Repeating Group 42</td>
<td>State Note: Building Maintenance-Staples</td>
</tr>
<tr>
<td>2. Provider of Services</td>
<td>State Note: Vehicle Supplies</td>
</tr>
<tr>
<td>Repeating Group 43</td>
<td>State Note: Furnishings &amp; Small Equipment</td>
</tr>
<tr>
<td>2. Provider of Services</td>
<td>State Note: Capitalized Equipment</td>
</tr>
<tr>
<td>Repeating Group 44</td>
<td>State Note: Gas for Vehicles</td>
</tr>
<tr>
<td>2. Provider of Services</td>
<td>State Note: ProQuest LLC &amp; Heritage Quest</td>
</tr>
</tbody>
</table>
1. **Expenditure Category**
   
   State Note: OverDrive

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

3. **Expenditure Category**
   
   State Note: Baker & Taylor

4. **Expenditure Category**
   
   State Note: RB Digital - Zinio

5. **Expenditure Category**
   
   State Note: Staff Development Conference Registration

6. **Expenditure Category**
   
   State Note: Downloadable Books

7. **Expenditure Category**
   
   State Note: Amanda

8. **Expenditure Category**
   
   State Note: NYLA Conference Registration

9. **Expenditure Category**
   
   State Note: Librarian at Cayuga Correctional Facility

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

11. **Expenditure Category**
    
    State Note: Cayuga Correctional Facility Librarian

12. **Expenditure Category**
    
    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