

# Finger Lakes Library System

## Annual Report for Library Systems - 2016 (Public Library Systems 2016)

### 1. General System Information

1.1	SEDCODE	610600700008
1.2	System Name	Finger Lakes Library System
1.3	Beginning Reporting Year	1/1/2016
1.4	Ending Reporting Year	12/31/2016
1.5	Street Address	1300 Dryden Rd.
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	1300 Dryden Rd.
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	<a href="http://www.flls.org/wp-content/uploads/2017/08/2017-2020-5-Year-Plan-of-Service.p">http://www.flls.org/wp-content/uploads/2017/08/2017-2020-5-Year-Plan-of-Service.p</a>
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, Dr.	Ms.
1.24	First Name of System Director	Sarah
1.25	Last Name of System Director	Glogowski
1.26	NYS Public Librarian Certification Number of the Director of Public Library System, and Reference and Research Library Resources System.	19222

- 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 sglogowski@flls.org
- 1.33 Fax Number of the System Director (enter 10 digits only and hit the Tab key) N/A
- 1.34 Name of Outreach Coordinator Amanda Schiavulli
- 1.47 Is the library system a member of the New York State and Local Retirement System? Y
- 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. If yes, please complete one repeating group for each contract. If no, enter N/A on questions 1 through 5 of one repeating group. N
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

THESE QUESTIONS ARE FOR NYC PUBLIC LIBRARY SYSTEMS ONLY. PLEASE PROCEED TO THE NEXT QUEST

- 1.50 President/CEO Name. If there is no President/CEO please enter "N/A"

- 1.51 President/CEO Phone Number
- 1.52 President/CEO Email

**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 2.58
- 2.11 Librarians - Vacant Position(s) FTE 0.42
- 2.12 Outreach Coordinator (certified) per CR 90.3 (1)(2)(iii) - Filled Position FTE 1
- 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)** 4.58
- 2.15 **Total Certified Librarians - Vacant Position(s) FTE (total questions 2.5 + 2.7 + 2.9 + 2.11 + 2.13)** 0.42
- 2.16 Total Other Professional Staff - Filled Position(s) FTE 4
- 2.17 Total Other Professional Staff - Vacant Position(s) FTE 0
- 2.18 Total Other Staff - Filled Position(s) FTE 6
- 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)** 14.58
- 2.21 **Total Paid Staff - Vacant Position(s) FTE (total questions 2.15 + 2.17 + 2.19)** 0.42

**SALARY INFORMATION**

2.22	Entry-Level Librarian (certified) FTE	1
2.23	Entry-Level Librarian (certified) Current Annual Salary	\$42,497
2.24	System Director FTE	1
2.25	System Director Current Annual Salary	\$90,000

### 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	<b>Total Public Service Outlets</b> <b>(total questions 3.15 through</b> <b>3.19)</b>	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	12
3.24	Current number of <u>voting</u> positions on system board/council	11
3.25	Term length for system board/council members	5 years

**Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is selected. Also please see individual instructions for these questions for any further requirements.**

3.26	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
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#### SYSTEM BOARD/COUNCIL

Public Library Systems - enter information for the period January 1, 2017, through December 31, 2017.

School Library Systems and 3Rs Systems - enter information for the period July 1, 2017, through June 30, 2018

President/Council Chair

- 3.27 Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Ms. Other (specify using the State note), Vacant
- 3.28 First Name Sally
- 3.29 Last Name Eller
- 3.30 Institutional Affiliation N/A
- 3.31 Professional Title N/A
- 3.32 Mailing Address 6503 Blue Heron Point
- 3.33 City Ovid
- 3.34 Zip Code (enter five digits only) 14521
- 3.35 Telephone for the Board President (enter 10 digits only and hit the Tab key) (607) 351-5954
- 3.36 E-mail Address sallyeller@ovidlibrary.org
- 3.37 Term Begins - Month January
- 3.38 Term Begins - Year (yyyy) 2015
- 3.39 Term Expires - Month or N/A December
- 3.40 Term Expires - Year (YYYY) or N/A 2019
- 3.41 Is this trustee serving a full term? If No, add a State Note if this trustee's term is not a full term (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). Yes
- 3.42 The date the board president took the Oath of Office (mm/dd/yyyy) 01/08/2016
- 3.43 The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/26/2016
- 3.44 Is this a brand new trustee? N

Board/Council Member - complete one record for each Board/Council Member. For each vacant position, select "Vacant" in q enter N/A in questions 2-16 of the repeating group. The number of Council members must be 5 to 11 (no less than five and no

1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Ms. Other (specify using the State note), Vacant
2. First Name Susan
3. Last Name Ahner
4. Institutional Affiliation
5. Professional Title
6. Mailing Address 3092 East Genesee St
7. City Auburn
8. Zip Code (enter five digits only) 13021

9. Term Begins - Month January
10. Term Begins - Year (yyyy) 2016
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) or N/A 2020
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). Yes
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/05/2016
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/26/2016
16. Is this a brand new trustee? N
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 Melvin
4. Institutional Affiliation
5. Professional Title
6. Mailing Address 864 Hayts Rd
7. City Ithaca
8. Zip Code (enter five digits only) 14850
9. Term Begins - Month January
10. Term Begins - Year (yyyy) 2014
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) or N/A 2018
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). Yes
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 03/17/2014
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 03/28/2017
16. Is this a brand new trustee? N

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 TC3 Community Library
5. Professional Title Director
6. Mailing Address 2532 Holler Rd
7. City Cortland
8. Zip Code (enter five digits only) 13045
9. Term Begins - Month January
10. Term Begins - Year (yyyy) 2014
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) or N/A 2017
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). Yes
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 12/15/2015
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/26/2016
16. Is this a brand new trustee? N
1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Ms.
2. First Name Patricia
3. Last Name Schaffer
4. Institutional Affiliation
5. Professional Title
6. Mailing Address 51 South Main St
7. City Newark Valley
8. Zip Code (enter five digits only) 13811
9. Term Begins - Month January
10. Term Begins - Year (yyyy) 2016
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) or N/A 2017

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). No
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/01/2016
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/26/2016
16. Is this a brand new trustee? N
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
5. Professional Title
6. Mailing Address 2301 Ellis Creek Rd
7. City Lockwood
8. Zip Code (enter five digits only) 14859
9. Term Begins - Month January
10. Term Begins - Year (yyyy) 2014
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) or N/A 2018
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). No
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 03/17/2014
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 03/28/2014
16. Is this a brand new trustee? N
1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Mr.
2. First Name Martin
3. Last Name Toombs
4. Institutional Affiliation
5. Professional Title



6. Mailing Address 84 Bridge St
7. City Seneca Falls
8. Zip Code (enter five digits only) 13148
9. Term Begins - Month September
10. Term Begins - Year (yyyy) 2016
11. Term Expires - Month or N/A January
12. Term Expires - Year (YYYY) or N/A 2020
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). No
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/19/2017
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/26/2017
16. Is this a brand new trustee? N
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 Hudson
4. Institutional Affiliation
5. Professional Title
6. Mailing Address 220 Sheffield Rd
7. City Ithaca
8. Zip Code (enter five digits only) 14850
9. Term Begins - Month January
10. Term Begins - Year (yyyy) 2016
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) or N/A 2020
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). Yes
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/04/2016
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/26/2016
16. Is this a brand new trustee? N

1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Ms. Other (specify using the State note), Vacant
2. First Name Kay
3. Last Name Zaharis
4. Institutional Affiliation Cortland Free Library
5. Professional Title Retired Director
6. Mailing Address 73 Church St
7. City Cortland
8. Zip Code (enter five digits only) 13045
9. Term Begins - Month January
10. Term Begins - Year (yyyy) 2016
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) or N/A 2020
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). Yes
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 12/30/2015
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/26/2016
16. Is this a brand new trustee? N
1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Mr. Other (specify using the State note), Vacant
2. First Name Gary
3. Last Name Seymour
4. Institutional Affiliation
5. Professional Title
6. Mailing Address 9 East Ave
7. City Cortland
8. Zip Code (enter five digits only) 13045
9. Term Begins - Month January
10. Term Begins - Year (yyyy) 2016
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) or N/A 2020

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). Yes
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/03/2016
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/26/2016
16. Is this a brand new trustee? N
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 Lewis
4. Institutional Affiliation
5. Professional Title
6. Mailing Address 12 Evergreen St.
7. City Union Springs
8. Zip Code (enter five digits only) 13160
9. Term Begins - Month January
10. Term Begins - Year (yyyy) 2017
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) or N/A 2021

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). Yes
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/23/2017
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/26/2017
16. Is this a brand new trustee? Y

**COORDINATED OUTREACH COUNCIL**

- 3.45 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, 2017, throu

31, 2017. For each vacant position, select "Vacant" in question 1 and enter N/A in questions 2-5 of the repeating group. The number of council members must be 5 to 11 (no less than five and no more than 11).

**Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is selected. Also please see individual instructions for these questions for any further requirements.**

1. Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Ms.  
Other (specify using the State note), Vacant
2. First Name Brenda
3. Last Name Wiemann
4. Institutional Affiliation Cayuga County Office For the Aging
5. Professional Title Coordinator of Aging Services
1. Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Ms.  
Other (specify using the State note), Vacant
2. First Name Elizabeth
3. Last Name Helmsie
4. Institutional Affiliation Spencer Free Library
5. Professional Title Director
1. Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Ms.  
Other (specify using the State note), Vacant
2. First Name Gail
3. Last Name Bundy
4. Institutional Affiliation Cortland County Community Action Program
5. Professional Title Family Development Advocate
1. Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Ms.  
Other (specify using the State note), Vacant
2. First Name Kaitlyn
3. Last Name Laskowski
4. Institutional Affiliation Seneca County Jail
5. Professional Title Senior Mental Health Clinical Therapist
1. Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Ms.  
Other (specify using the State note), Vacant
2. First Name Brenda
3. Last Name Walsh
4. Institutional Affiliation Auburn Correctional Facility
5. Professional Title Head Librarian

- |    |   |   |
|----|---|---|
| 1. | Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant | Mr.                                       |
| 2. | First Name  | Jeffrey                                   |
| 3. | Last Name   | Boles                                     |
| 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  | Shannon                                   |
| 3. | Last Name   | Alvord                                    |
| 4. | Institutional Affiliation   | Tompkins Learning Partners                |
| 5. | Professional Title  | ABE Coordinator/Trainer                   |
| 1. | Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant | Ms.                                       |
| 2. | First Name  | Jenny                                     |
| 3. | Last Name   | Shonk                                     |
| 4. | Institutional Affiliation   | Finger Lakes Library System               |
| 5. | Professional Title  | Continuing Education & Outreach Librarian |

#### 4. Public Library System Transactions and Collections

- |     |                                       |     |
|-----|---------------------------------------|-----|
| 4.1 | Number of registered system borrowers | 999 |
| 4.2 | System Visits                         | 522 |

#### CIRCULATION

- |      |  |        |
|------|--|--------|
| 4.3  | Total Cataloged Book Circulation                           | 5,949  |
| 4.4  | Total Circulation of Other Materials                       | 1,014  |
| 4.5  | Physical Item Circulation (Total questions 4.3 & 4.4)      | 6,963  |
| 4.6  | Use of Electronic Material                                 | 0      |
| 4.7  | Successful Retrieval of Electronic Information             | 72,427 |
| 4.8  | Electronic Content Use (Total Questions 4.6 & 4.7)         | 72,427 |
| 4.9  | Total Circulation of Materials (Total Questions 4.5 & 4.6) | 6,963  |
| 4.10 | Total Collection Use (Total Questions 4.7 & 4.9)           | 79,390 |

#### GENERAL SYSTEM HOLDINGS

- |      |                               |        |
|------|-------------------------------|--------|
| 4.11 | Total Cataloged Book Holdings | 25,953 |
|------|-------------------------------|--------|

4.12	Uncataloged Book Holdings	0
4.13	Total Print Serial Holdings	0
4.14	All Other Print Materials Holdings	0
4.15	Total Number of NOVELNY Databases	10
4.16	Total Electronic Holdings	12,746
4.17	Other Non-Electronic Materials	11,325
4.18	<b>Grand Total Holdings (total questions 4.11 through 4.17)</b>	50,034

#### **ROTATING COLLECTIONS/BOOK LOANS**

4.19	Does the system have rotating collections/bulk loans? (Enter Y for Yes, N for No)	
4.20	Number of collections	24
4.21	Average number of items per collection	428

### **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
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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	Yes
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
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5.4	How many member libraries fully participate in the ILS?	33
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5.5	<b>% of member libraries participating (calculated field)</b>	100.00%
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5.6	How many member libraries participate in some ILS modules?	33
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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	460,250
5.9	Number of new titles added by the system in the reporting year	3,031
5.10	Number of Central Library Aid titles added in the reporting year	617
5.11	Number of new titles added by the members in the reporting year	23,113
5.12	<b>Total new titles (total questions 5.9 through 5.11)</b>	26,761

### UNION CATALOG OF RESOURCES

**For this report, a union catalog is defined as a vehicle that can access member and / or non-member catalogs. It can be on disc, or online (virtual) format.**

5.13 In what format(s) is the union catalog available? (Check all that apply):

a.	Print	No
b.	Disc	No
c.	Online (virtual catalog)	Yes
5.14	How many libraries participate in (or submit records for) the union catalog?	34
5.15	Is the system's union catalog shared with any other library system(s)? (Enter Y for Yes, N for No)	N
5.16	Number of titles in the system's union catalog	470,732
5.17	Number of holdings in the system's union catalog	995,706
5.18	Number of new titles added in the last year	27,589
5.19	Number of holdings added in the last year	75,301
5.20	If the union catalog is online (virtual catalog) 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)	No

- c. Patron-initiated ILL available and used through this catalog Yes

### UNION LIST OF SERIALS

- 5.21 Does the system have a union list of serials? (Enter Y for Yes, N for No. If No, enter zero (0) on question 5.22.) Y
- 5.22 How many libraries participate in (or submit records for) the union list of serials? 34

### COMBINED SYSTEM UNION CATALOG AND UNION LIST OF SERIALS

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

### VISITS TO THE SYSTEM'S WEB SITE

- 5.24 Annual number of visits to the system's web site 91,128

### SYSTEM INTERLIBRARY LOAN ACTIVITY

- 5.25 Total items provided (loaned) 2,177
- 5.26 Total items received (borrowed) 4,318
- 5.27 Total requests provided (loaned) unfilled 2,626
- 5.28 Total requests received (borrowed) unfilled 503
- 5.29 Total interlibrary loan activity (total questions 5.25 through 5.28) 9,624

### DELIVERY

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

Note: For questions which include a choice of "Other", please add a State Note of explanation when "Other" is chosen. Also pl individual instructions for these questions for any further requirements.

- 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

- 5.31 Number of stops (pick-up and delivery sites per week) 135

### CONTINUING EDUCATION/STAFF DEVELOPMENT Workshops/Meetings/Training Sessions

#### Resource sharing (ILL, collection development, etc.)

- 5.32 Number of sessions 5



5.33 Number of participants 16

**Technology**

5.34 Number of sessions 29

5.35 Number of participants 257

**Digitization**

5.36 Number of sessions 0

5.37 Number of participants 0

**Leadership**

5.38 Number of sessions 1

5.39 Number of participants 11

**Management & Supervisory**

5.40 Number of sessions 1

5.41 Number of participants 7

**Planning and Evaluation**

5.42 Number of sessions 0

5.43 Number of participants 0

**Awareness and Advocacy**

5.44 Number of sessions 2

5.45 Number of participants 58

**Trustee/Council Training**

5.46 Number of sessions 47

5.47 Number of participants 92

**Special Client Populations**

5.48 Number of sessions 0

5.49 Number of participants 0

**Children's Services/Birth to Kindergarten**

5.50 Number of sessions 1

5.51 Number of participants 54

**Children's Services/Elementary Grade Levels**

5.52 Number of sessions 0

5.53 Number of participants 0

**Young Adult Services/Middle and High School Grade Levels**

5.54 Number of sessions 1

5.55 Number of participants 12

**General Adult Services**

5.56 Number of sessions 0

5.57 Number of participants 0

5.58 **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

5.59	<b>Grand Total Sessions</b> (total questions 5.32, 5.34, 5.36, 5.38, 5.40, 5.42, 5.44, 5.46, 5.48, 5.50, 5.52, 5.54, 5.56 and total of question #2 of Repeating Group #5)	87
5.60	<b>Grand Total Participants</b> (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)	507
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?	Y

### COORDINATED SERVICES

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

**Note: For questions which include a choice of "Other", please add a State Note of explanation when "Other" is chosen. Also pl individual instructions for these questions for any further requirements.**

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

5.63	Number of contacts - Consulting with member libraries on grants, and state and federal funding	265
5.64	Number of contacts - Consulting with member libraries on funding and governance	77

5.65	Number of contacts - Consulting with member libraries on charter and registration work	40
5.66	Number of contacts - Consulting with member libraries on automation and technology	223
5.67	Number of contacts - Consulting with member libraries on youth services	377
5.68	Number of contacts - Consulting with member libraries on adult services	109
5.69	Number of contacts - Consulting with member libraries on physical plant needs	89
5.70	Number of contacts - Consulting with member libraries on personnel and management issues	255
5.71	Number of contacts - Consulting with state and county correctional facilities	139
5.72	Number of contacts - Providing information to local, county, and state legislators and their staffs	105
5.73	Number of contacts - Providing system and member library information to the media	853
5.74	Number of contacts - Providing website development and maintenance for member libraries	713
5.75	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	Annual Reports
2.	Number of contacts (all types)	265
1.	Topic	NYS Tax Cap
2.	Number of contacts (all types)	14
1.	Topic	Trustee Training
2.	Number of contacts (all types)	40
1.	Topic	Advocacy
2.	Number of contacts (all types)	39

**Total other contacts**

5.76	(total of question #2 of Repeating Group #6)	358
5.77	<b>Total number of contacts</b> (total of questions 5.63 through 5.74 and 5.76)	3,603

**REFERENCE SERVICES**

5.78	Total Reference Transactions	717
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**SERVICES TO SPECIAL CLIENTS**

**(Direct and Contractual)**

5.79 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

5.80	Number of BOOKS BY MAIL loans	N/A
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5.81	Number of member libraries with Job/Education Information Centers or collections	18
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5.82	Number of State Correctional Facilities libraries served	4
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5.83	Number of County Jails libraries served	5
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5.84	Number of institutions served other than jails or correctional facilities	7
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5.85	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
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1.	Service provided	N/A
2.	Number of facilities/institutions served	N/A

5.86 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 5.87. Y

5.87 Description of fees Members pay Polaris Fees. They are also strongly encouraged to participate in Overdr have 100% participation but participation is not mandated. They are strongly encourag Hoopla as well, but not everyone does. Again, participation is not mandated.

## 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 Seneca  
 2. Amount \$6,296  
 3. Subject to Public Vote (Enter Y for Yes, N for No, or N/A) N/A  
 4. Written Contract (Enter Y for Yes, N for No, or N/A) Y

1. County Name Tioga  
 2. Amount \$6,000  
 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 \$16,811  
 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** \$29,107

6.3 All Other Local Public Funds \$0

6.4 **Total Local Public Funds** \$29,107  
 (total questions 6.2 and 6.3)

### STATE AID RECEIPTS - arranged in alphabetical order

6.5 Adult Literacy Library Services Grants \$4,659

6.6 Central Library Development Aid \$98,245

6.7 Central Book Aid \$66,900

6.8 Conservation/Preservation Grants \$0

6.9 Construction for Public Libraries Aid \$31,480

6.10	Coordinated Outreach Services Aid	\$78,829
6.11	Correctional Facilities Library Aid	\$40,505
6.12	County Jails Library Aid	\$3,257
6.14	Family Literacy Grants	\$8,386
6.18	Local Library Services Aid - Kept at System	\$0
6.19	Local Library Services Aid - Distributed to Members	\$97,944
6.20	<b>Total LLSA (total questions 6.18 and 6.19)</b>	\$97,944
6.21	Local Services Support Aid	\$86,807
6.22	Local Consolidated Systems Aid	\$0
6.26	Public Library System Basic Aid	\$838,793
6.27	Public Library System Supplementary Operational Aid	\$128,211
6.36	Special Legislative Grants and Member Items	\$173,000
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 6.36).	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	<b>Total Other State Aid (total question #2 of Repeating Group #9 above)</b>	\$0
	<b>Total State Aid Receipts</b>	

6.44 (total questions 6.5 through 6.14, questions 6.20 through 6.22, questions 6.26 through 6.27, questions 6.36 through 6.41, and question 6.43) \$1,657,016

**FEDERAL AID**

6.45 Library Services and Technology Act (LSTA) \$0

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 rep

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) \$0

**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 grou

1. Contracting Agency Member Libraries  
2. Contracted Service Technology Services  
3. Total Contract Amount \$269,977  
1. Contracting Agency Tompkins County Public Library  
2. Contracted Service Delivery to Reading Centers  
3. Total Contract Amount \$240  
1. Contracting Agency Member Libraries  
2. Contracted Service Equipment & Supplies  
3. Total Contract Amount \$47,811

6.50 Total Contracts (total question #3 of Repeating Group #11 above) \$318,028

**MISCELLANEOUS RECEIPTS**

6.51 Gifts, Endowments, Fundraising, Foundations (include Gates Grants here; specify project number(s) and dollar amount using the state note) \$107,568

6.53 Income from Investments \$5,039  
Proceeds from Sale of Property

6.54 Real Property \$0

6.55 Equipment \$235

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 question one repeating group.

1.	Receipt category	Library Charges
2.	Amount	\$810
1.	Receipt category	E-Rate
2.	Amount	\$6,727
1.	Receipt category	Member Library Fines & Reimbursements
2.	Amount	\$9,865
1.	Receipt category	Member Library E-Content
2.	Amount	\$24,614
1.	Receipt category	Member Library Hoopla Content
2.	Amount	\$4,500

6.57 **Total Other Miscellaneous Receipts** (total question #2 of Repeating Group #12 above) \$46,516

6.58 **Total Miscellaneous Receipts** (total questions 6.51 through 6.55 and question 6.57) \$159,358

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) \$2,163,509

6.60 **BUDGET LOANS** \$0

**TRANSFERS**

6.61 Transfers from Capital Fund (Same as question 9.6) \$0

6.62 Transfers 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, 2016; 3Rs - July 1, 2016. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2015; 3Rs - June 30, 2016.)** \$902,534



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 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.)	\$3,066,043
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## 7. Operating Fund Disbursements

### STAFF EXPENDITURES

#### Salaries

7.1	System Director and Librarians	\$222,130
7.2	Other Staff	\$434,232
7.3	<b>Total Salary and Wages Expenditures (total questions 7.1 and 7.2)</b>	\$656,362
7.4	Employee Benefits Expenditures	\$252,775
7.5	<b>Total Staff Expenditures (total questions 7.3 and 7.4)</b>	\$909,137

### COLLECTION EXPENDITURES

7.6	Print Materials Expenditures	\$26,937
7.7	Electronic Materials Expenditures	\$77,474
7.8	Other Materials Expenditures	\$9,636
7.9	<b>Total Collection Expenditures (total questions 7.6 through 7.8)</b>	\$114,047

### GRANTS TO MEMBER LIBRARIES

#### Cash Grants Paid From

7.10	Local Library Services Aid (LLSA)	\$88,149
7.11	Central Library Aid (CLDA/CBA)	\$159,647
7.15	Other State Aid/Grants (e.g., Construction, Special Legislative or Member Grants)	\$177,794
7.16	Federal Aid	\$0
7.17	Other cash grants paid from system funds	\$8,000
7.18	<b>Total Cash Grants (total questions 7.10 through 7.17)</b>	\$433,590
7.19	Book/Library Materials Grants	\$0
7.20	Other Non-Cash Grants	\$4,144

7.21	<b>Total Grants to Member Libraries</b> (total questions 7.18 through 7.20)	\$437,734
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**CAPITAL EXPENDITURES FROM OPERATING FUNDS**

7.22	Bookmobile	\$0
7.23	Other Vehicles	\$0
7.24	Computer Equipment	\$10,428
7.25	Furniture/Furnishings	\$0
7.26	Other Capital Expenditures	\$50,713
7.27	<b>Total Capital Expenditures from Operating Fund</b> (total questions 7.22 through 7.26)	\$61,141

**TOTAL CAPITAL EXPENDITURES BY SOURCE OF FUNDS**

7.28	From Local Public Funds (71PF)	\$61,141
7.29	From Other Funds (71OF)	\$0
7.30	<b>Total Capital Expenditures by Source</b> (total questions 7.28 and 7.29; same as question 7.27)	\$61,141

**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	<b>Total Repairs to Buildings and Building Equipment</b> (total questions 7.31 and 7.32)	\$0
7.34	Other Building & Maintenance Expenses	\$39,746
7.35	<b>Total Operation and Maintenance of Buildings</b> (total questions 7.33 and 7.34)	\$39,746

**MISCELLANEOUS EXPENSES**

7.36	Total Operation & Maintenance of Bookmobiles and Other Vehicles	\$13,881
7.37	Office and Library Supplies	\$15,386
7.38	Telecommunications	\$25,679
7.39	Binding Expenses	\$0
7.40	Postage and Freight	\$12,835
7.41	Publicity and Printing	\$4,008
7.42	Travel	\$3,926
7.43	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.	\$23,935

7.44 Membership Dues - Please include a State Note listing Professional Organization Memberships for which dues are being paid. \$3,267

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 quest one repeating group.

- 1. Expense category Bank Chgs
- 2. Amount \$73
- 1. Expense category Equip Expens
- 2. Amount \$10,654
- 1. Expense category HR Expenses
- 2. Amount \$1,333
- 1. Expense category ILS: Lis Aq
- 2. Amount \$7,765
- 1. Expense category ILS: Maint
- 2. Amount \$73,166
- 1. Expense category Insurance
- 2. Amount \$4,705
- 1. Expense category Maint/Rep
- 2. Amount \$7,536
- 1. Expense category Movie Lic
- 2. Amount \$4,482
- 1. Expense category OCLC
- 2. Amount \$15,349
- 1. Expense category Overdrive Li
- 2. Amount \$12,000
- 1. Expense category Prof Dev
- 2. Amount \$9,900
- 1. Expense category Ret Benies
- 2. Amount \$36,420
- 1. Expense category Software
- 2. Amount \$4,749
- 1. Expense category Trav Exp
- 2. Amount \$1,190
- 1. Expense category Trustee Tr
- 2. Amount \$329
- 1. Expense category Zinio Licen
- 2. Amount \$6,875

7.47 **Total Other Miscellaneous Expenses** (total question #2 of Repeating Group #13) \$196,526

7.48 **Total Miscellaneous Expenses** (total questions 7.36 through 7.45 and 7.47) \$299,443

## 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? Y  
Enter Y for Yes, N for No.

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)	Member Libraries
2.	Contracted Service (specify using the State note)	Computer Pur
3.	Total Contract Amount	\$74,587
7.50	<b>Total Contracts</b> (total question #3 of Repeating Group #14 above)	\$74,587

### DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

7.51	From Local Public Funds (73PF)	\$62,550
7.52	From Other Funds (73OF)	\$0
7.53	<b>Total Capital Purposes Loans</b> (total questions 7.51 and 7.52)	\$62,550
7.54	Other Loans	\$0
7.55	<b>Total Debt Service</b> (total questions 7.53 and 7.54)	\$62,550
7.56	<b>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</b> (total questions 7.5, 7.9, 7.21, 7.27, 7.35, 7.48, 7.50, and 7.55)	\$1,998,385

### TRANSFERS

Transfers to the Capital Fund

7.57	From Local Public Funds (76PF)	\$0
7.58	From Other Funds (76OF)	\$0
7.59	<b>Total Transfers to Capital Fund</b> (total questions 7.57 and 7.58; same as question 8.2)	\$0
7.60	<b>Total Transfers to Other Funds</b>	\$0
	<b>Total Transfers</b>	

7.61	(total questions 7.59 and 7.60)	\$0
7.62	<b>TOTAL DISBURSEMENTS AND TRANSFERS</b> (total questions 7.56 and 7.61)	\$1,998,385
7.63	<b>CLOSING CASH BALANCE at the End of the Current Fiscal Reporting Year</b> (For Public Library Systems - December 31, 2016) (For 3Rs - June 30, 2017)	\$1,067,658
7.83	<b>GRAND TOTAL DISBURSEMENTS, TRANSFERS, &amp; ENDING BALANCE</b> (total questions 7.62 and 7.63)	\$3,066,043

### FISCAL AUDIT

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is selected. Also please see individual instructions for these questions for any further requirements.

7.84	Last audit performed (mm/dd/yyyy)	06/29/2016
7.85	Time period covered by this audit (mm/dd/yyyy - mm/dd/yyyy)	01/01/2015-12/31/2015
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	N/A
2.	Amount of funds on deposit	N/A
7.87	<b>Total Bank Balance</b> (total question #2 of Repeating Group #15)	\$0
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	<b>Total Revenue From Local Sources</b>	\$0
8.2	<b>Transfer From Operating Fund</b> (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.	N
1.	Contracting Agency	N/A
2.	Amount	N/A
8.5	<b>Total Aid and/or Grants</b> (total question #2 of Repeating Group #16 above)	\$0
8.6	<b>TOTAL RECEIPTS - Revenues from Local Sources, Interfund Revenue, State Aid for Capital Projects, and Total Federal Aid</b> (total questions 8.1, 8.2, 8.3, and 8.5)	\$0
8.7	<b>NONREVENUE RECEIPTS</b>	\$0
8.8	<b>TOTAL RECEIPTS - Total Receipts and Nonrevenue Receipts</b> (total questions 8.6 and 8.7)	\$0
8.9	CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2016; 3Rs - July 1, 2016. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2015; 3Rs - June 30, 2016)	\$0
8.10	<b>TOTAL RECEIPTS AND CASH BALANCE</b> (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	<b>Total Project Expenditures</b> (total questions 9.1 through 9.4)	\$0
9.6	<b>TRANSFER TO OPERATING FUND</b> (Same as question 6.61)	\$0

9.7	<b>TOTAL NONPROJECT EXPENDITURES</b>	\$0
9.8	<b>TOTAL DISBURSEMENTS - Total Project Expenditures, Transfer to Operating Fund, and Total Nonproject Expenditures</b> (total questions 9.5 through 9.7)	\$0
9.9	<b>CLOSING CASH BALANCE IN CAPITAL FUND at the End of the Current Fiscal Year</b> (December 31, 2016, for Public Library Systems; June 30, 2017, for 3Rs)	\$0
9.10	<b>TOTAL DISBURSEMENTS AND CASH BALANCE</b> (total questions 9.8 and 9.9)	\$0

## 12. Projected Annual Budget For Library Systems

Public Library Systems Budget for January 1, 2017 - December 31, 2017

### PROJECTED OPERATING FUND - RECEIPTS

12.1	Total Operating Fund Receipts (include Local Aid, State Aid, Federal Aid, Contracts and Miscellaneous Receipts)	\$2,028,773
12.2	Budget Loans	\$0
12.3	Total Transfers	\$0
12.4	Cash Balance/Ending Balance in Operating Fund at the end of the previous fiscal year (For Public Library Systems, opening balance on January 1, 2017, must be the same as the December 31, 2016, closing balance reported on Q7.63 of the 2016 annual report)	\$1,067,658
12.5	<b>Grand Total Operating Fund Receipts, Budget Loans, Transfers and Ending Balance</b> (total questions 12.1 through 12.4)	\$3,096,431

### 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)	\$2,054,362
12.7	Total Transfers	\$0
12.8	Cash Balance/Ending Balance in Operating Fund at the end of the fiscal year (For Public Library Systems, balance as of December 31, 2017)	\$1,042,069
12.9	<b>Grand Total Operating Fund Disbursements, Transfers and Ending Balance (total questions 12.6 through 12.8)</b>	\$3,096,431

#### **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
12.11	Nonrevenue Receipts	\$0
12.12	<b>Cash Balance in Capital Fund at the end of the previous fiscal year (For Public Library Systems, opening balance on January 1, 2017, must be the same as the December 31, 2016, closing balance reported on Q9.9 of the 2016 annual report)</b>	\$0
12.13	<b>Grand Total Capital Fund Receipts and Balance (total questions 12.10 through 12.12)</b>	\$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, 2017)	\$0



12.16 Grand Total Capital Fund  
Disbursement, Transfers, and \$0  
Balance (Sum of questions  
12.14 and 12.15)

### 13. State Formula Aid Disbursements

#### Public Library Systems Basic Aid

**PUBLIC LIBRARY SYSTEMS BASIC AID, SUPPLEMENTAL AID and either LOCAL LIBRARY SERVICES AID ,  
SERVICES SUPPORT AID or LOCAL CONSOLIDATED SERVICES AID (Brooklyn, New York Public and Queens )**

**Statutory Reference (Basic Aid):** Education Law § 272, 273(1)(a, c, d, e, n)  
Commissioners Regulations 90.3

**Statutory Reference (LLSA):** Education Law § 272, 273(5)  
Commissioners Regulations 90.3 and 90.9  
The formula is \$0.31 per capita of a member library's chartered services area with a minimum of \$1,500 per library with formula equity to 1991 LLIA.

**Statutory Reference (LSSA):** Education Law § 272, 273(1)(f)(6)  
Commissioners Regulations 90.3 and 90.10  
The formula is \$0.31 per capita for system population living outside the chartered service areas of member libraries plus 2/3 members LLSA.

**Statutory Reference (LCSA):** Education Law § 272, 273(1)(f)(7)  
Commissioners Regulations 90.3  
The formula is \$0.31 per capita plus 2/3 of per capita total with formula equity to 1991 LLIA.

**Statutory Reference (Supplemental):** Education Law § 273(12)(a)  
The formula is a base grant of \$39,000 and an amount equal to 10.94% of the amount of Basic Aid provided under Education Law § 273(1)(a, c, d, e, and n).

Education Law § 273(1)(l)

**BECPL Special**

**Aid:** Annual sum of \$50,000 for a continuity of service project. (Included in Basic Aid Payment)

**Brooklyn Special Aid:** Education Law § 273(1)(k) Annual sum of \$350,000 for business library. (Included in Basic Aid Payment)

**Nassau Special Aid:** Education Law § 273(1)(m)

13.1.1-13.1.2 **Professional Salaries:** Indicate total FTE and salaries for all professional system employees.

13.1.1 Total Full-Time Equivalents (FTE) 2.7

13.1.2 Total Expenditure for Professional Salaries \$178,400

13.1.3-13.1.4 **Other Staff Salaries:** Indicate total FTE and salaries for all other system employees.

13.1.3 Total Full-Time Equivalents (FTE) 8.53

13.1.4 Total Expenditure for Other Staff Salaries \$313,769

13.1.5 **Employees Benefits:** Indicate the total expenditures for all system employee fringe benefits. \$202,900

13.1.6 **Purchased Services:** Did the system expend funds for purchased services? Y  
Enter Y for Yes, N for No.

**Note:** For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is selected. Also please see individual instructions for these questions for any further requirements.

If yes, complete one record for each applicable category; if no, enter N/A for questions 1, 2 and 3 of one repeating group.

1. Expenditure Category Telecommunications

2. Provider of Services Verizon Wireless

3. Expenditure \$398

1. Expenditure Category Telecommunications

2. Provider of Services Fax service

3. Expenditure \$198

1. Expenditure Category Telecommunications

2. Provider of Services Spectrum Business/Time Warner Cable

3. Expenditure \$5,673

1. Expenditure Category Telecommunications

2. Provider of Services All Mode Communications

3. Expenditure \$1,140

1.	Expenditure Category	Other (specify using the State note)
2.	Provider of Services	Canon/Pitney Bowes
3.	Expenditure	\$8,228
1.	Expenditure Category	Other (specify using the State note)
2.	Provider of Services	Tompkins Insurance Agencies
3.	Expenditure	\$10,839
1.	Expenditure Category	Building and maintenance expenses
2.	Provider of Services	Town of Dryden
3.	Expenditure	\$906
1.	Expenditure Category	Building and maintenance expenses
2.	Provider of Services	NYSEG
3.	Expenditure	\$9,625
1.	Expenditure Category	Building and maintenance expenses
2.	Provider of Services	Cintas Mat Services
3.	Expenditure	\$1,062
1.	Expenditure Category	Building and maintenance expenses
2.	Provider of Services	Casella Waste Systems
3.	Expenditure	\$1,009
1.	Expenditure Category	Building and maintenance expenses
2.	Provider of Services	B&H Cleaning
3.	Expenditure	\$8,351
1.	Expenditure Category	Building and maintenance expenses
2.	Provider of Services	Federal Safety Equipment
3.	Expenditure	\$393
1.	Expenditure Category	Building and maintenance expenses
2.	Provider of Services	Pop a Lock
3.	Expenditure	\$575
1.	Expenditure Category	Printing
2.	Provider of Services	Cornell Print Services
3.	Expenditure	\$1,370
1.	Expenditure Category	Consultant fees/professional fees
2.	Provider of Services	White, Osterman, & Hanna, Attorneys
3.	Expenditure	\$505
1.	Expenditure Category	Building and maintenance expenses
2.	Provider of Services	Mr. Outside Lawn Service
3.	Expenditure	\$4,400

1. Expenditure Category Building and maintenance expenses  
2. Provider of Services GreenScene Lawn & GArden  
3. Expenditure \$1,366

1. Expenditure Category Building and maintenance expenses  
2. Provider of Services Curb Appeal  
3. Expenditure \$3,124

1. Expenditure Category Consultant fees/professional fees  
2. Provider of Services Constantino & Swartwout  
3. Expenditure \$2,500

1. Expenditure Category Consultant fees/professional fees  
2. Provider of Services Treasurer  
3. Expenditure \$1,302

1. Expenditure Category Commercial electronic content vendor contracts  
2. Provider of Services OCLC  
3. Expenditure \$15,349

1. Expenditure Category Commercial electronic content vendor contracts  
2. Provider of Services Overdrive  
3. Expenditure \$12,000

1. Expenditure Category Commercial electronic content vendor contracts  
2. Provider of Services Zinio  
3. Expenditure \$6,875

1. Expenditure Category Other (specify using the State note)  
2. Provider of Services Meeting One  
3. Expenditure \$1,250

1. Expenditure Category Other (specify using the State note)  
2. Provider of Services Various  
3. Expenditure \$4,764

1. Expenditure Category Other (specify using the State note)  
2. Provider of Services Various  
3. Expenditure \$3,499

1. Expenditure Category Consultant fees/professional fees  
2. Provider of Services Sciarabba Walker CPA  
3. Expenditure \$9,600

1. Expenditure Category Other (specify using the State note)  
2. Provider of Services Seminars, Conferences, & Trainings  
3. Expenditure \$4,286

1.	Expenditure Category	Other (specify using the State note)
2.	Provider of Services	Recruiting & Retention
3.	Expenditure	\$1,103

1.	Expenditure Category	Other (specify using the State note)
2.	Provider of Services	Various
3.	Expenditure	\$7,255

1.	Expenditure Category	Institutional membership dues
2.	Provider of Services	Various
3.	Expenditure	\$3,767

1.	Expenditure Category	Other (specify using the State note)
2.	Provider of Services	Various
3.	Expenditure	\$200

1.	Expenditure Category	Other (specify using the State note)
2.	Provider of Services	Various
3.	Expenditure	\$427

1.	Expenditure Category	Other (specify using the State note)
2.	Provider of Services	Member Library Personnel
3.	Expenditure	\$1,082

1.	Expenditure Category	Other (specify using the State note)
2.	Provider of Services	Various
3.	Expenditure	\$5,420

1.	Expenditure Category	Other (specify using the State note)
2.	Provider of Services	Various
3.	Expenditure	\$329

1.	Expenditure Category	Other (specify using the State note)
2.	Provider of Services	BC/BS, UNUM
3.	Expenditure	\$38,234

13.1.7	<b>Total Expenditure - Purchased Services</b>	\$178,404
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13.1.8	<b>Supplies and Materials:</b> Did the system expend funds for supply items, postage, library materials, or equipment and furnishings with a unit cost less than \$5,000? Enter Y for Yes, N for No.	Y
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Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is selected.

Also please see individual instructions for these questions for any further requirements.

If yes, complete one record for each applicable category; if no, enter N/A for questions 1 and 2 of one repeating group.

1. Expenditure Category Office/library supplies and postage  
2. Expenditure \$11,346

1. Expenditure Category Office/library supplies and postage  
2. Expenditure \$1,490

1. Expenditure Category Office/library supplies and postage  
2. Expenditure \$2,636

1. Expenditure Category Office/library supplies and postage  
2. Expenditure \$2,049

1. Expenditure Category Office/library supplies and postage  
2. Expenditure \$4,605

1. Expenditure Category Other (specify using the State note)  
2. Expenditure \$784

1. Expenditure Category Other (specify using the State note)  
2. Expenditure \$407

1. Expenditure Category Office/library supplies and postage  
2. Expenditure \$5,365

1. Expenditure Category Other (specify using the State note)  
2. Expenditure \$3,857

13.1.9 **Total Expenditure -  
Supplies and Materials** \$32,539

13.1.10 **Travel Expenditures:** Did  
the system expend funds for  
travel? Enter Y for Yes, N for  
No. Y

If yes, complete one record for each applicable category; if no enter N/A for questions 1 and 2 of one repeating group.

1. Type of Travel System Staff Travel  
2. Expenditure \$5,648

1. Type of Travel Other  
2. Expenditure \$7,642

13.1.11 **Total Expenditures - Travel** \$13,290

13.1.12 **Equipment and Furnishings:** Did the system expend funds for equipment and furnishings with a unit cost of \$5,000 or more and having a useful life of more than one year. Enter Y for Yes, N for No.

Y

If yes, complete one record for each applicable category; if no enter N/A for questions 1, 2, 3, and 4 of one repeating group.

1.	Type of Item	Airzone Heaters
2.	Quantity	1
3.	Unit Cost	\$8,980
4.	Expenditure	\$8,980

1.	Type of Item	Lamp Post
2.	Quantity	1
3.	Unit Cost	\$6,500
4.	Expenditure	\$6,500

1.	Type of Item	Computer Disk to Disk Back Up
2.	Quantity	1
3.	Unit Cost	\$6,623
4.	Expenditure	\$6,623

13.1.13 **Total Expenditure - Equipment and Furnishings** \$22,103

13.1.14 **Local Library Services Aid Expenditures:** Indicate the total expenditures to member libraries for Local Library Services Aid. \$88,149

13.1.15 **Grants to Member Libraries:** Did the system expend funds for grants to member libraries? Enter Y for Yes, N for no.

N

If yes, complete one record for each grant; if no, enter N/A for questions 1, 2, and 3 of one repeating group.

1.	Recipient	N/A
2.	Allocation	N/A
3.	Project Description (no more than 300 words)	

13.1.16 **Total Expenditures - Grants for Member Libraries** \$0

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)** \$1,029,554

- 13.1.18 **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. \$0
- 13.1.19 **Total Allocation from 2016 - 2017 State Aid:** \$1,151,766
- 13.1.20 **Cash Balance at the End of the Current Fiscal Year** \$59,650
- 13.1.21 **Final Narrative:** Provide a brief narrative, no more than fifteen hundred (1500) words, describing the major activities carried out with these State Aid Funds. The expenditures in this section allowed FLLS to attain goals that are outlined in the P Service for the funding year by covering salary and benefit expenses of professional and system staff that provide the following services to our member libraries: **RESOURCE** Coordinated collection development, purchase of materials for rotating collections and member libraries, providing subscriptions to review sources, maintain database of holdings, cataloging, daily delivery Monday through Friday to member libraries, Interlibrary Loan, telecommunications infrastructure, operate and maintain Polaris circulation system, emerging technologies to be implemented. **PROFESSIONAL DEVELOPMENT and CONTINUING EDUCATION-** System staff attend meetings, conferences, and workshops locally as well as state and national level in order to interact with colleagues, stay abreast of current trends and developments, and facilitate the continuing education of member library staff and trustees through workshops for members in the areas of technology, digital literacy, youth services, marketing, public relation, advocacy, electronic resources, best practices and trends, sustainable funding options, governance and leadership, trustee education and minimum standards compliance. **CONSULTING AND DEVELOPMENT SERVICES-** Professional staff provide assistance to member libraries via telephone, e-mail, and through library visits and board meetings in areas of technology, best practices, governance, policies, laws and regulations, funding and budgeting, personnel, literacy support, grants, annual reports, advocacy, youth services, reference services, and **AWARENESS AND ADVOCACY-** FLLS creates an annual Advocacy Guide which includes contact information and legislative priorities of the state legislators that represent the library system, tips for communicating with legislators, sample letters, and state legislative action updates; Coordinates and participates in the annual Lobby Day activities in Albany by bus for members to attend, arranging meetings with legislators, and coordinating a postcard campaign; Keeps member libraries up to date on funding and legislation through e-mail communications and updates the FLLS website; System director and other professional staff meet locally with state and local representatives throughout year; FLLS works with South Carolina Regional Library Council to coordinate advocacy efforts; State legislators are invited to FLLS annual meeting. **COMMUNICATIONS AMONG MEMBER LIBRARIES-** FLLS listservs for directors, trustees, youth services staff, technology staff, and offers listservs to five counties; Provides an annual directory of members containing hours of libraries and contact information of staff and trustees; Posts regular updates to the FLLS web site and Facelist. FLLS encourages all five counties to host regular directors meetings, which FLLS staff facilitate. **COOPERATIVE EFFORTS WITH OTHER LIBRARY SYSTEMS-** Sharing of policy, best practices, toolkits, and other resources with neighboring systems. FLLS hosts other public library staff for workshops for our member libraries. FLLS staff members held the following positions: Board President, Polaris User Group Treasurer, BOCES School Library Council member, and Conference Chair. **CONSTRUCTION-** Provides assistance to members in completing grant applications through site visits, providing system guidelines, specialized instructional assistance in filling out forms, recommendations, and updates to the Public Library Capital Grant program from the Division of Library Development.

## Central Book Aid

CENTRAL BOOK AID (CBA)



**Statutory** Education Law § 272, 273(1)(b)(2)

**Reference:** Commissioners Regulations 90.4

Central Book Aid is a flat sum of \$71,500 to each public library system. Please see the Central Library Program Guidelines at <http://www.nysl.nysed.gov/libdev/clda/index.html> for more information.

Include in this category library expenditures for CBA library materials. CBA funds may only be expended for adult non-fiction and foreign language library materials, including electronic content.

**Yes must be answered at least once in Questions 13.2.1 - 13.2.5**

13.2.1 **Purchased Services:** Did the library system expend CBA funds for purchased services for CBA library materials? Enter Y for Yes, N for No.

**Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is selected. Also please see individual instructions for these questions for any further requirements.**

List services purchased with CBA funds in separate repeating groups, itemizing by vendor contract. If yes, complete one record for each applicable category; if no, enter N/A for questions 1, 2, and 3 of one repeating group.

1.	Expenditure Category	Commercial electronic content vendor contracts
2.	Provider of Services	Mango Languages
3.	Expenditure	\$14,000

1.	Expenditure Category	Commercial electronic content vendor contracts
2.	Provider of Services	Various
3.	Expenditure	\$14,990

13.2.2 **Total Expenditure - Purchased Services** \$28,990

13.2.3 **Supplies and Materials:** Did the library system expend CBA funds for adult non-fiction and foreign language library materials with a unit cost less than \$5,000? Enter Y for Yes, N for No.

**Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is selected. Also please see individual instructions for these questions for any further requirements.**

If yes, complete one record for each applicable category; if no, enter N/A for questions 1, 2, 3, and 4 of one repeating group.

1.	Expenditure Category	Adult non-fiction and foreign language materials - non-print
2.	Quantity	N/A
3.	Unit Cost	N/A
4.	Expenditure	\$8,291

Adult non-fiction and foreign language materials - non-print

1.	Expenditure Category	
2.	Quantity	N/A
3.	Unit Cost	N/A
4.	Expenditure	\$5,105

1.	Expenditure Category	Adult non-fiction and foreign language library materials - print
2.	Quantity	N/A
3.	Unit Cost	N/A
4.	Expenditure	\$10,892

1.	Expenditure Category	Adult non-fiction and foreign language materials - electronic databases
2.	Quantity	N/A
3.	Unit Cost	N/A
4.	Expenditure	\$8,124

13.2.4 **Total Expenditure - Supplies and Materials** \$32,412

13.2.5 **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. N

If yes, complete one record for each grant; if no, enter N/A for questions 1,2, and 3 of one repeating group.

1.	Recipient	N/A
2.	Allocation	N/A
3.	Project Description (no more than 300 words)	

13.2.6 **Total Expenditure - Grants to Central/Co-Central Libraries** \$0

13.2.7 **Total Expenditure (total 13.2.2, 13.2.4, and 13.2.6)** \$61,402

13.2.8 **Cash Balance at the Opening of the Current Fiscal Year**  
NOTE: The opening balance must be the same as the closing balance of the previous year. \$4,658

13.2.9 **Total Allocation from 2016 - 2017 State Aid** \$66,900

13.2.10 **Cash Balance at the End of the Current Fiscal Year** \$10,156

13.2.11 **Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds. Central Book Aid funds are used to purchase non-fiction print, audiobook, DVD, and materials by our central library and to pay for system wide subscriptions to the Mango and HeritageQuest databases.

**Central Library Development Aid**

CENTRAL LIBRARY DEVELOPMENT AID (CLDA)

**Statutory** Education Law § 272, 273(1)(b)(1)

**Reference:** Commissioners Regulations 90.4

The formula is \$0.32 per capita or \$105,000 whichever is greater. Please see the Central Library Program Guidelines at <http://www.nysl.nysed.gov/libdev/clda/index.html> for more information.

Note: CLDA funds which are expended for library materials must be used for adult non-fiction and foreign language, including electronic content.

13.3.1-13.3.2 **Professional Salaries:** Indicate total FTE and salaries for all professional system employees (paid from CLDA f

13.3.1 Total Full-Time Equivalents (FTE) 0

13.3.2 Total Expenditure for Professional Salaries \$0

13.3.3-13.3.4 **Other Staff Salaries:** Indicate total FTE and salaries for all other system employees (paid from CLDA funds).

13.3.3 Total Full-Time Equivalents (FTE) 0

13.3.4 Total Expenditures for Other Staff Salaries \$0

13.3.5 **Employee Benefits:** Indicate the total expenditures for all system employee benefits (paid from CLDA funds). \$0

13.3.6 **Purchased Services:** Did the system expend funds for purchased services? Enter Y for Yes, N for No. N

**Note:** For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is selected. Also please see individual instructions for these questions for any further requirements.

If yes, complete one record for each applicable category; if no, enter N/A for questions 1, 2, and 3 of one repeating group.

1. Expenditure Category N/A
2. Provider of Services N/A
3. Expenditure N/A

13.3.7 **Total Expenditure - Purchased Services** \$0

13.3.8 **Supplies and Materials:** Did the system expend funds for supply items, postage, adult nonfiction and foreign language library materials, or equipment and furnishings with a unit cost less than \$5,000? Enter Y for Yes, N for No. N

**Note:** For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is selected.

Also please see individual instructions for these questions for any further requirements.

If yes, complete one record for each applicable category; if no, enter N/A for questions 1 and 2 of one repeating group.

1. Expenditure Category N/A
2. Expenditure N/A

13.3.9 **Total Expenditure - Supplies and Materials** \$0

13.3.10 **Travel Expenditures:** Did the system expend funds for travel? Enter Y for Yes, N for No. N

If yes, complete one record for each type of travel; if no, enter N/A for questions 1 and 2 of one repeating group.

1. Type of travel N/A
2. Expenditure N/A

13.3.11 **Total Expenditures - Travel** \$0

13.3.12 **Equipment and Furnishings:** Did the system expend funds for equipment and furnishings with a unit cost of \$5,000 or more and having a useful life of more than one year. Enter Y for Yes, N for No. N

If yes, complete one record for each type of item purchased; if no, enter N/A for questions 1, 2, 3 and 4 of one repeating group

1. Type of item N/A
2. Quantity N/A
3. Unit cost N/A
4. Expenditure N/A

13.3.13 **Total Expenditure - Equipment and Furnishings** \$0

13.3.14 **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. Y

If yes, complete one record for each grant; if no, enter N/A for questions 1, 2, and 3 of one repeating group.

1. Recipient Tompkins County Public Library
2. Allocation \$98,245
3. Project Description (no more than 300 words)

13.3.15 **Total Expenditure - Grants to Central/Co-Central Libraries** \$98,245

13.3.16 **Total Expenditure (total 13.3.2, 13.3.4, 13.3.5, 13.3.7, 13.3.9, 13.3.11, 13.3.13, and 13.3.15)** \$98,245

- 13.3.17 **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. \$0
- 13.3.18 **Total Allocation from 2016 - 2017 State Aid:** \$98,245
- 13.3.19 **Cash Balance at the end of the Current Fiscal Year** \$0
- 13.3.20 **Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds. Central Library Development Aid was used by our central library to support a portion Integrated Library System, materials receiving activity, and to underwrite staff costs in selecting, acquiring, processing, maintaining, circulating, repairing, and weeding the C collection.

**Coordinated Outreach Library Services Aid**

COORDINATED OUTREACH LIBRARY SERVICES AID

**Statutory Reference:** Education Law § 273(1)(h)  
Commissioners Regulations  
90.3

13.4.1-13.4.2 **Professional Salaries:** Indicate total FTE and salaries for all professional system employees.

13.4.1 Total Full-Time Equivalents (FTE) 48

13.4.2 Total Expenditure for Professional Salaries \$24,188

13.4.3-13.4.4 **Other Staff Salaries:** Indicate total FTE and salaries for all other system employees.

13.4.3 Total Full-Time Equivalents (FTE) 0.6

13.4.4 Total Expenditure for Other Staff Salaries \$17,628

13.4.5 **Employee Benefits:** Indicate the total expenditures for all system employee benefits. \$17,511

13.4.6 **Purchased Services:** Did the system expend funds for purchased services? Enter Y for Yes, N for No. Y

**Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is selected. Also please see individual instructions for these questions for any further requirements.**

If yes, complete one record for each allowable expenditure; if no, enter N/A for questions 1, 2, and 3 of one repeating group.

1. Expenditure Category Other (specify using the State note)
2. Provider of Services Upper Hudson Library System
3. Expenditure \$140

13.4.7 **Total Expenditure - Purchased Services Supplies and Materials:** \$140

13.4.8 Did the system expend funds for supply items, postage, library materials, or equipment and furnishings with a unit cost less than \$5,000? Enter Y for Yes, N for No. Y

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is selected. Also please see individual instructions for these questions for any further requirements.

If yes, complete one record for each applicable category; if no, enter N/A for questions 1 and 2 of one repeating group.

1. Expenditure Category Office/library supplies and postage  
2. Expenditure \$924

1. Expenditure Category Non-print resources (electronic content)  
2. Expenditure \$9,365

13.4.9 **Total Expenditure - Supplies and Materials** \$10,289

13.4.10 **Travel Expenditures:** Did the system expend funds for travel? Enter Y for Yes, N for No. Indicate the total expenditures for system employee travel only in this category. Y

If yes, complete one record for each type of travel; if no, enter N/A for questions 1 and 2.

1. Type of Travel System staff  
2. Expenditure \$279

13.4.11 **Total Expenditure - Travel** \$279

13.4.12 **Equipment and Furnishings:** Did the system expend funds for equipment and furnishings with a unit cost of \$5,000 or more and having a useful life of more than one year. Enter Y for Yes, N for No. N

If yes, complete one record for each type of item purchased; if no, enter N/A for questions 1, 2, 3, and 4 of one repeating group.

1. Type of item N/A  
2. Quantity N/A  
3. Unit Cost N/A  
4. Expenditure N/A

13.4.13 **Total Expenditure - Equipment and Furnishings** \$0

13.4.14 Did the system expend funds on grants to member libraries? Enter Y for Yes, N for No. Y

If yes, complete one record for each grant; if no, enter N/A for questions 1, 2, and 3 of one repeating group.

1.	Recipient	Southworth Library
2.	Allocation	\$1,070
3.	Description of Project	Often people who come in need assistance on the computers, or finding information on and we do not have to time to help them. In an effort to better provide for them we have participated with FLLS and the Tompkins Learning Partners (TLP) for a 3 year NYS A grant program to provide basic computer training in a self-paced model. The model has been effective for users, but does not always address a wider range of needs or specific questions needed. The volunteers are from TLP which also limits our availability to help them. We want to be able to continue providing computer support to our patrons when this grant cycle ends (Spring 2016) and expand it to include updated operating systems and other skill sets such as the use of Word, Excel and other more specific software programs or apps. We want to be able to take our program to the local low income housing development, Poet's Landing to provide computer training and support onsite for those who have transportation issues that prevent them from making it over to the library. The computer tutoring would be self-paced, as before, set up at a time that works for both the tutors and those they are helping and would be facilitated with volunteers from our library.

1.	Recipient	Groton Public Library
2.	Allocation	\$2,924
3.	Description of Project	The goal of the Library Elementary Assistance Program (LEAP) is to provide a boost in literacy and STEAM (Science, Technology, Engineering, Art and Math) skills for third grade elementary students by providing a fun, educational weekly program that will get students excited about learning while filling gaps in the curriculum and programming offered by the school. This program will also serve as a bridge to our successful middle school program, GPL Teen Center and our Summer Reading programs by getting kids involved in after school activities at the library, thus building the foundation for life-long love of learning through the Library.

1.	Recipient	Interlaken Public Library
2.	Allocation	\$400
3.	Description of Project	Our goal is to provide quality, professional entertainment for our Summer Reading Program. We want to raise awareness of our Summer Reading Program, while generating excitement around reading, and encouraging higher attendance and engagement. Showing the public the library is a great place to visit.

1.	Recipient	Lodi Whittier Library
2.	Allocation	\$400
3.	Description of Project	Our goal is to provide quality, professional entertainment for our Summer Reading Program participants-raising awareness of our SRP, generating excitement around reading, and higher attendance and engagement

1.	Recipient	Edith B. Ford Memorial Library
2.	Allocation	\$2,000
3.	Description of Project	Our goal is to provide quality, professional entertainment for our Summer Reading Program participants-raising awareness of our SRP, generating excitement around reading, and higher attendance and engagement

1.	Recipient	Seneca Falls Library
2.	Allocation	\$1,000
3.	Description of Project	To continue providing computer and technological help to patrons that have expressed a desire for one-on-one computer assistance. We have been able to establish a tech savvy presence here at the Ford Memorial Library. Patrons come here specifically seeking computer assistance. Through this grant we are always able to meet the learning needs of our patrons. Not only are we building job skills for our community, we have been able to help edit resumes and have seen this resulting in more people holding jobs in the community.

1.	Recipient	Springport Free Library
2.	Allocation	\$1,000
3.	Description of Project	The primary goal of the project is to create a program where teens can provide their ex the newest technological devices to elderly patrons who need help learning how to use would help elders to learn new skills that will help them keep in contact with family, f their jobs if they are still working, and keep them current with technology they use in t lives. Teens would benefit by fulfilling their mandatory volunteer hours and help them valuable social skills by interacting with a population in their community that they mig otherwise have many opportunities to interact with outside of their families.
13.4.15	<b>Total Expenditure - Grants to Member Libraries</b>	\$8,794
13.4.16	<b>Total Expenditure (total 13.4.2, 13.4.4, 13.4.5, 13.4.7, 13.4.9, 13.4.11, 13.4.13, and 13.4.15)</b>	\$78,829
13.4.17	<b>Cash Balance at the Opening of the Fiscal Year</b> NOTE: The opening balance must be the same as the closing balance of the previous year.	\$0
13.4.18	<b>Total Allocation from 2016 - 2017 State Aid:</b>	\$78,829
13.4.19	<b>Cash Balance at the End of the Current Fiscal Year</b>	\$0
13.4.20	<b>Final Narrative:</b> Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.	FLLS works with local nursing homes to provide book discussion kits and other mater for them; Continued to serve as liaison to the Talking Book and Braille Library; Held 1 of the Coordinated Outreach Advisory Council; Administered a mini-grant program fo funding 7 member libraries for various outreach programs; Covered the travel expense Outreach Coordinator when attending local and state outreach related meetings and co

**Services to County Jails Aid**

SERVICE TO COUNTY JAILS (INTERINSTITUTIONAL) AID

**Statutory Reference:** Education Law § 285(2)

The intent of the Services to County Jails Program is to provide basic reading materials for those individuals who are incarcerated in county jails across the State. Examples of appropriate spending include books and magazine / newspaper subscriptions which acceptable to the institution (Supplies & Materials), as well as programs such as Job Information and other topics directly relevant to county jail inmate's needs (Purchased Services).

13.5.1 **Purchased Services:** Did the system expend funds for purchased services? Enter Y for Yes, N for No. N

**Note:** For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is selected. Also please see individual instructions for these questions for any further requirements.

If yes, complete one record for each allowable expenditure; if no, enter N/A for questions 1, 2, and 3 of one repeating group.

1.	Expenditure Category	N/A
2.	Provider of Services	N/A
3.	Expenditure	N/A



13.5.2 **Total Expenditure - Purchased Services** \$0

13.5.3 **Supplies and Materials:** Did the system expend funds for supply items, postage, library materials, or equipment and furnishings with a unit cost less than \$5,000? Enter Y for Yes, N for No. Y

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is selected. Also please see individual instructions for these questions for any further requirements.

If yes, complete one record for each type of item purchased; if no, enter N/A for questions 1 and 2 of one repeating group.

1. Expenditure Category Books and other print materials  
2. Expenditure \$3,284

13.5.4 **Total Expenditure - Supplies and Materials** \$3,284

13.5.5 **Total Expenditure (total 13.5.2, and 13.5.4)** \$3,284

13.5.6 **Cash Balance at the Opening of the Fiscal Year:** NOTE: The opening balance must be the same as the closing balance from the previous year. \$906

13.5.7 **Total Allocation from 2016 - 2017 State Aid** \$3,257

13.5.8 **Cash Balance at the End of the Current Fiscal Year** \$879

13.5.9 **Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds. FLLS purchases and distributes popular paperback books for each of our five county jails.

**State Correctional Aid**

**THE FOLLOWING QUESTIONS ARE FOR SYSTEMS WITH STATE CORRECTIONAL FACILITIES OR STATE CORRECTIONAL INSTITUTIONS**

STATE CORRECTIONAL FACILITIES AID

**Statutory** Education Law § 285 (1)  
**Reference:** Commissioners Regulations 90.14  
The amount provided in Education Law is \$9.25 per inmate. Please see the State Corrections Program Guidelines at [www.nysl.nysed.gov/libdev/outreach/corrgdln.htm](http://www.nysl.nysed.gov/libdev/outreach/corrgdln.htm) for more information.

13.6.1-13.6.2 **Professional Salaries:** Indicate total FTE and salaries for all system professional employees.

- 13.6.1 Total Full-Time Equivalents (FTE) 0.12
- 13.6.2 Total Expenditure for Professional Salaries \$10,562
- 13.6.3-13.6.4 **Other Staff Salaries:** Indicate total FTE and salaries for all other system employees.
- 13.6.3 Total Full-Time Equivalents (FTE) 0.28
- 13.6.4 Total Expenditure for Other Staff Salaries \$7,840
- 13.6.5 **Employee Benefits:** Indicate the total expenditures for all system employee benefits. \$6,536
- 13.6.6 **Purchased Services:** Does the system expend funds for purchased services? Enter Y for Yes, N for No. Y

**Note:** For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is selected. Also please see individual instructions for these questions for any further requirements.

If yes, complete one record for each applicable category; if no, enter N/A for questions 1, 2 and 3 of one repeating group.

1. Expenditure Category Library systems vendor contract for automation (e.g, integrated library system, virtual catalog)
2. Provider of Services OCLC
3. Expenditure \$749

1. Expenditure Category Other (specify using the State note)
2. Provider of Services Bennie Visher
3. Expenditure \$234

13.6.7 **Total Expenditure - Purchased Services** \$983

- 13.6.8 **Supplies and Materials:** Did the system expend funds for supply items, postage, library materials, or equipment and furnishings with a unit cost less than \$5,000? Enter Y for Yes, N for No. Y

**Note:** For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is selected. Also please see individual instructions for these questions for any further requirements.

If yes, complete one record for each type of item purchased; if no, enter N/A for questions 1 and 2 of one repeating group.

1. Expenditure Category Books and other print materials
2. Expenditure \$14,007

1. Expenditure Category Office/library supplies and postage
2. Expenditure \$154

1. Expenditure Category Other (specify using the State note)
2. Expenditure \$412

13.6.9 **Total Expenditure - Supplies and Materials** \$14,573

13.6.10 **Travel Expenditures:** Did the system expend funds for travel? Enter Y for Yes, N for No. Y

If yes, complete one record for each type of item purchased; if no, enter N/A for questions 1 and 2 of one repeating group.

1. Type of Travel Other  
2. Expenditure \$234

13.6.11 **Total Expenditure - Travel** \$234

13.6.12 **Equipment and Furnishings:** Did the system expend funds for equipment and furnishings with a unit cost of \$5,000 or more and having a useful life of more than one year. Enter Y for Yes, N for No. N

If yes, complete one record for each type of item purchased; if no, enter N/A for questions 1, 2, 3, and 4 of one repeating group

1. Type of item N/A  
2. Quantity N/A  
3. Unit Cost N/A  
4. Expenditure N/A

13.6.13 **Total Expenditure - Equipment and Furnishings** \$0

13.6.14 **Total Expenditure (total 13.6.2, 13.6.4, 13.6.5, 13.6.7, 13.6.9, 13.6.11, and 13.6.13)** \$40,728

13.6.15 **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. \$6,143

13.6.16 **Total Allocation from 2016 - 2017 State Aid:** \$40,505

13.6.17 **Cash Balance at the End of the Fiscal Year:** \$5,925

13.6.18 **Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds  
Funds in this section were used to fill Interlibrary Loan requests from our five correctional facilities; cover a portion of staff salaries involved in delivering materials to and from the facilities; cover a portion of staff salaries involved in correctional facility librarians and staff, answering reference questions from inmates, delivery, filling ILL requests, purchasing materials and equipment, cover travel expenses of Outreach Coordinator when making visits to facilities; Hosts at least one meeting annually with correctional facility librarians at FLLS. Visits occurred to each of our correctional facilities.

## 14. 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 goal for Year 5 (2016)

Professional staff visited member libraries to assist with weeding and collection development

14.1 Element 1: Resource Sharing  
- Results

Continued to maintain a database of FLLS and all member library holdings to enhance system sharing; Maintained a subscription to Overdrive and purchased materials in our libraries and their patrons access to downloadable audio and e-books; Maintained a subscription to Zinio and purchased materials to provide libraries and their patrons access to downloadable magazines. Started a subscription to hoopla to provide libraries and their patrons access to streaming videos, television shows, music, graphic novels, e-books and e-audiobooks. Maintained subscriptions to Library Journal, School Library Journal, Voice of Youth Advocates, First Step Book Review, Game Informer, Library Sparks, and Video Librarian to circulate among member libraries. Established and added to our collections of non-traditional materials and new formats including audiobooks, launchpads, playaways, playaway views, playaway bookpicks, storytime kits, book groups, video games, graphic novels, and Blu-ray discs; Sent out weekly bulletins via e-mail with recommendations, system updates and professional development opportunities. Professionals participated in NYLA, NYLA-YSS, LTA, PULISDO, ARSL and IUG annual conferences and reported back to member libraries via email on what was learned. In September 2016, member libraries moved to a One Card, Many Libraries service. This service allows libraries from all five of our counties to use their current library cards to borrow materials from Finger Lakes Library System's 33 member libraries. This service provides a more unified library experience and offers users free access to the wealth of materials and resources from all System libraries. DELIVERY AND INTERLIBRARY LOAN: Delivered materials daily through Friday, to all member libraries; Central Library provided a core non-fiction collection; Interlibrary Loan; Requests from member libraries, correctional facilities, and patrons for system ILL requests were processed on a daily basis using OCLC WorldShare ILL platform as the supplier for out-of-system ILL requests. INTEGRATED LIBRARY SYSTEM and TECHNOLOGY: Use a credit card payment option in the web based catalog (PowerPatron) to allow patrons to pay fines and make donations online; continued to renew subscription to Summon for member library usage; continue to modify our updated FLLS web site including catalog software and a blog.

14.2 Element 2: Special Client  
Groups - Results

ADULT LITERACY: Administered the New York State Adult Literacy Library Service providing workforce development and technology skills sessions in Seneca County at Seneca Falls Library through a collaboration with Seneca County Workforce Development. COORDINATED OUTREACH: FLLS held two meetings of the Coordinated Outreach Council; Continued mini-grant program for members: 7 member libraries were awarded grants during the grant cycle. These grants included: Southworth Library Association - Project: Internet Technology Instruction - Awarded: \$1070; Groton Public Library - Project: Groton LEAD Elementary Assistance Program - Awarded: \$2924; Interlaken Public Library - Project: Get Set, Read At the Interlaken Library - Awarded: \$400; Lodi Whittier Library - Project: Performers for Geographically Isolated - Awarded: \$400; Edith B. Ford Memorial Library - Project: Personal Computer Assistance - Awarded: \$2000; Seneca Falls Library - Project: Tech Lab - Awarded: \$1000; Springport Free Library (Union Springs) - Project: Large Print for Seniors - Awarded: \$1000 Total Awards = \$8794. All projects that applied were funded by FLLS also continued to organize and promote the annual Outreach Award to recognize outstanding activities by member libraries. CORRECTIONAL FACILITIES: Continued to provide interlibrary loan service, reference assistance, deposit collections, system workshops and consultations to correctional facilities in our service area. Purchased and distributed materials for correctional facilities through money allotted in system grant. An annual correctional facilities meeting was held in June to review and assess services to our correctional facilities. Visits were made to all correctional facilities in our service area. YOUTH SERVICES: Continued to administer the New York State Family Literacy Library Service Grant. "Summer Reading at New York State" Education and Outreach Librarian visited member libraries to assist with collections and programming. Held kickoff Summer Reading Meeting to educate member libraries and patrons on resources. Facilitated grants for youth projects at member libraries funded by a private foundation through the Community Foundation of Tompkins County. Increased collection of resources including puppets, storytime kits, die cuts, videogames, and graphic novels as well as their promotion. Distributed weekly youth news via listserv to inform member libraries about resources and opportunities. Held various workshops for member library staff on topics related to children and youth services.

Coordinated and/or facilitated the following workshops for member Libraries: : Summer

- 14.3 Element 3: Professional Development and Continuing Education - Results Program Kick-Off Meeting, Trustee Orientation meetings, OverDrive Classes, hoopla Minecraft Workshop, NYS Construction Grant Sessions, POLARIS trainings, Annual sessions, Mobile Hotspots, WordPress Classes, Advocacy Everyday Workshop, Comm Workshop on Dealing with Difficult People, FLSA Workshop, and Customer Service FLLS staff attended the following conferences/workshops: NYLA annual conference, PULISDO/NYALS conference, Polaris Users Group annual conference, Youth Service NYLA Conference, PULISDO section of NYLA Conference, HATS Trustee Training Conference, ARSL Conference and various workshops offered by the South Central R Library Council.
- 14.5 Element 5: Consulting and Development Services - Results System librarians and other professional staff visited member libraries and attended m board meetings on a regular basis and responded to specific questions and provided as where needed about issues concerning services, programs, collection development, fur charters, space planning, weeding, management and leadership, construction, annual r advocacy, trustee and director orientations, personnel concerns, policies, reference, lav regulations, and other topics related to library management and governance. The FLLS also updated to include professional resources for directors and trustees, such as statist spreadsheets, links to online toolkits and resources, and instructional materials.
- 14.6 Element 6: Coordinated Services - Results Continued to maintain the online union catalog of member and FLLS holdings; Contin participation in the Virtual Reference Service Ask US 24/7; provided an opportunity fo purchase of computers for the member libraries of which 42 computers/desktops/lapto purchased by 14 different libraries. These computers were staged, configured, and inst FLLS staff.
- 14.7 Element 7: Awareness and Advocacy - Results FLLS creates an annual Advocacy Guide which includes contact information and legis priorities of the state legislators that represent the libraries in our system, tips for com with legislators, sample letters, and state legislative and funding updates; Coordinates participates in the annual Lobby Day activities in Albany by providing a bus for memt arranging meetings with legislators, and coordinating a postcard campaign; keeps men up to date on funding and legislation through e-mail communications and updates to th site; system director and other professional staff meet locally with state and local repre throughout the year; State legislators are invited to attend the FLLS annual meeting. H Advocacy Everyday workshop for our member libraries with NYLA to show the impo continued, year-long advocacy efforts.
- 14.8 Element 8: Communication among Member Libraries and/or Branch Libraries - Results FLLS administers listservs for directors, trustees, youth services staff, technology staff listservs for each of the five counties; Provides an annual directory of members contain of the libraries and contact information of staff and trustees; Posts regular updates to th site and Facebook page. FLLS encourages the regular meeting between county library directors and FLLS routinely attend these meetings.
- 14.9 Element 9: Cooperative Efforts with Other Library Systems - Results System Director is a member of the Public Library System Directors Organization (PU is also a member of the PULISDO subcommittee on shared communication efforts; Sy is a member of NYALS (New York Alliance of Library Systems); FLLS staff visited a neighboring library systems to share knowledge and ideas; Staff from two public libra presented FLLS workshops for our staff and member libraries; Participated in AskUS Reference services; shared policy templates, toolkits and other resources with neighbo FLLS staff members held the following positions: SCRLC Board President, TST BOC Librarian Consortium member, Polaris Users Group Treasurer,, NYLA-YSS Conferen FLLS began the process of planning the 2017 YSS Conference in Ithaca, of which we and partner.
- 14.10 Element 10: Construction - Results FLLS provides assistance to members in completing construction grant applications th visits, providing system guidelines, specialized instructions, assistance in filling out fo recommendations, and updates to the Public Library Construction Grant program from of Library Development.

Central Book Aid funds are used to purchase non-fiction print, audiobook, DVD, and

14.11	Element 11: Central Library - Results	materials by our central library and to pay for system wide subscriptions to the Mango and HeritageQuest databases. Central Library Development Aid was used by our center to support a portion of the Polaris Integrated Library System, materials receiving activity underwrite staff costs involved in selecting, acquiring, processing, maintaining, circulating, repairing, and weeding of the CBA collection.
14.12	Element 12: Direct Access - Results	All FLLS member libraries are in compliance with Commissioner's Results Regulation. FLLS has a current, board approved Free Direct Access Plan.
14.13	Element 13: Other Goal(s) - Results	N/A

## 15. Current system URL's

15.1	System Home Page URL	<a href="http://www.flls.org">www.flls.org</a>
15.2	URL of Current List of Members	<a href="http://www.flls.org/member-libraries/">http://www.flls.org/member-libraries/</a>
15.3	URL of Current Governing Bylaws	<a href="http://www.flls.org/wp-content/uploads/2012/11/BYLAWS2.pdf">http://www.flls.org/wp-content/uploads/2012/11/BYLAWS2.pdf</a>
15.4	URL of Evaluation Form	<a href="https://www.surveymonkey.com/r/S28WLLQ">https://www.surveymonkey.com/r/S28WLLQ</a>
15.5	URL of Evaluation Results	<a href="https://www.surveymonkey.com/results/SM-F87T73LP/">https://www.surveymonkey.com/results/SM-F87T73LP/</a>
15.6	URL of Central Library Plan	<a href="http://www.flls.org/wp-content/uploads/2013/02/CENTRALFINGER-LAKES-LIBRARY">http://www.flls.org/wp-content/uploads/2013/02/CENTRALFINGER-LAKES-LIBRARY</a>
15.7	URL of Direct Access Plan	<a href="http://www.flls.org/wp-content/uploads/2013/02/FLLSDirectAccessPlan.pdf">http://www.flls.org/wp-content/uploads/2013/02/FLLSDirectAccessPlan.pdf</a>

## 16. Assurance and Contact Information

### CONTACT INFORMATION

16.1	Contact name (person completing report)	Kristi Downham
16.2	Contact telephone number (enter 10 digits only and hit the Tab key)	(607) 273-4074
16.3	Contact e-mail address	kdownham@flls.org

### ASSURANCE

16.4	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" and "Projected Annual Budget" were reviewed and accepted by the System Board/Council on (date - mm/dd/yyyy).	02/15/2017
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### APPROVAL (for New York State Library use only/not a required field)

16.5	The Library System's Annual Report and Projected Annual Budget were reviewed and approved by the New York State Library on (date - mm/dd/yyyy).
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## 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!