

# Finger Lakes Library System

## Annual Report for Library Systems - 2017 (Public Library Systems 2017)

### 1. General System Information

Please note: Bibliostat Collect is best viewed using Internet Explorer 6.0 or higher or Firefox 1.5 or higher. When using Internet Compatibility View needs to be enabled (this can be found under the Tools menu).

Please note: No version of the Google Chrome browser can be used to access Collect at this time. Use of this browser can result in a locked screen. The Microsoft Edge browser cannot be used.

Please use the note field to explain answers when necessary. This note field can also be used for local notes.

1.1	SEDCODE	610600700008
1.2	Institution ID	800000036373
1.3	System Name	Finger Lakes Library System
1.4	Beginning Reporting Year	1/1/2017
1.5	Ending Reporting Year	12/31/2017
1.6	Street Address	1300 Dryden Rd.
1.7	City	Ithaca
1.8	Zip Code	14850
1.9	Four-Digit Zip Code Extension (enter N/A if unknown)	5613
1.10	Mailing Address	1300 Dryden Rd.
1.11	City	Ithaca
1.12	Zip Code	14850
1.13	Four-Digit Zip Code Extension (enter N/A if unknown)	5613
1.14	Library System Telephone Number (enter 10 digits only and hit the Tab key)	(607) 273-4074
1.15	Fax Number (enter 10 digits only)	(607) 272-7475
1.16	System Home Page URL	www.flls.org
1.17	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.pdf">http://www.flls.org/wp-content/uploads/2017/08/2017-2020-5-Year-Plan-of-Service.p</a>
1.18	Population Chartered to Serve (2010 Census)	317,302
1.19	Area Chartered to Serve (square miles)	2507
1.20	Federal Employer Identification Number	150613223
1.21	County	Tompkins
1.22	County (Counties) Served	Cayuga, Cortland, Seneca, Tioga, Tompkins
1.23	School District	Ithaca City School District
1.24	Title of System Director: (drop-down): Mr., Mrs., Ms., Miss, Dr.	Ms.

1.25	First Name of System Director	Sarah
1.26	Last Name of System Director	Glogowski
1.27	NYS Public Librarian Certification Number of the Director of Public Library System, and Reference and Research Library Resources System.	19222
1.32	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
1.33	E-Mail Address of the System Director	sglogowski@flls.org
1.34	Fax Number of the System Director (enter 10 digits only and hit the Tab key)	N/A
1.35	Name of Outreach Coordinator	Jenny Shonk
1.48	Is the library system a member of the New York State and Local Retirement System?	Y
1.49	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

1.50 For the reporting year, has the system experienced any unusual circumstance(s) that affected the statistics and/or information reported (e.g. natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? Indicate Y for Yes, N for No. If Yes, please annotate using the State note.

N

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

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

1.52 President/CEO Phone Number

1.53 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

2.5

2.11 Librarians - Vacant Position(s) FTE

0

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 + 2.10 + 2.12)

4.50

2.15 Total Certified Librarians - Vacant Position(s) FTE (total questions 2.5 + 2.11 + 2.13)

0.00

2.16 Total Other Professional Staff - Filled Position(s) FTE

5

2.17	Total Other Professional Staff - Vacant Position(s) FTE	0
2.18	Total Other Staff - Filled Position(s) FTE	5.21
2.19	Total Other Staff - Vacant Position(s) FTE	0
2.20	<b>Total Paid Staff - Filled Position(s) FTE (total questions 2.14 + 2.16 + 2.18)</b>	14.71
2.21	<b>Total Paid Staff - Vacant Position(s) FTE (total questions 2.15 + 2.17 + 2.19)</b>	0.00

#### SALARY INFORMATION

2.22	Entry-Level Librarian (certified) FTE	0
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. Do not include branches.	33
3.15	Main Library/System Headquarters	1
3.16	Indicate the year the system building was initially constructed	1964
3.17	Indicate the year the system building underwent a major renovation costing \$25,000 or more	
3.18	Square footage of the system building	6,580
3.19	Branches of the Library System	0
3.20	Bookmobiles	0
3.21	Reading Centers	0
3.22	Other Outlets	15
3.23	<b>Total Public Service Outlets (total questions 3.15 through 3.19)</b>	16
3.24	Name of Central Library/Co-Central Libraries	Tompkins County Public Library

#### BOARD/COUNCIL MEETINGS

3.25	Total number of public library system/3Rs board meetings or school library system council meetings held during reporting year	10
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- 3.26 Current number of voting positions on system board/council. Please add a note if this has changed from the previous year report. 11
- 3.27 Term length for system board/council members. Please add a note if this has changed from the previous year report. 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. See individual instructions for these questions for any further requirements.**

- 3.28 Board/Council Selection - Enter Board/Council Selection Code (select one; drop-down). If O is selected, please use the State note to explain how members were named to the Board/Council. E

**SYSTEM BOARD/COUNCIL**

Public Library Systems - enter information for the period January 1, 2018, through December 31, 2018.

President/Council Chair

- 3.29 Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Ms.
- 3.30 First Name Deborah
- 3.31 Last Name Lewis
- 3.32 Institutional Affiliation N/A
- 3.33 Professional Title N/A
- 3.34 Mailing Address 12 Evergreen St
- 3.35 City Union Springs
- 3.36 Zip Code (enter five digits only) 13160
- 3.37 Telephone for the Board President (enter 10 digits only and hit the Tab key) (315) 889-5296
- 3.38 E-mail Address djlewis44@gmail.com
- 3.39 Term Begins - Month January
- 3.40 Term Begins - Year (yyyy) 2017
- 3.41 Term Expires - Month or N/A December
- 3.42 Term Expires - Year (YYYY) or N/A 2021

- 3.43 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
- 3.44 The date the board president took the Oath of Office (mm/dd/yyyy) 01/23/2017
- 3.45 The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/26/2017
- 3.46 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 questions 2-16 of the repeating group. You may 1) enter the data for the Board/Council Members directly into the survey as usual or 2) save this section to be uploaded into Collect. If you choose to send your data for uploading, you must enter the data into the spreadsheet clicking [here](#). Complete this form and email it to [bibliostat@btol.com](mailto:bibliostat@btol.com). The number of Council members must be 5 to 11 (no less than 5).

1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Ms.
2. First Name Susan
3. Last Name Marteney
4. Institutional Affiliation N/A
5. Professional Title N/A
6. Mailing Address 10 Tuxill Square
7. City Auburn
8. Zip Code (enter five digits only) 13021
9. Term Begins - Month January
10. Term Begins - Year (yyyy) 2018
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). No
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 1/12/2018
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 1/31/2018
16. Is this a brand new trustee? Y

1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Ms. Other (specify using the State note), Vacant
2. First Name Barbara
3. Last Name Melvin
4. Institutional Affiliation N/A
5. Professional Title N/A
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) 3/28/2014
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 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) 2018
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) or N/A 2022

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) 1/24/2018
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 1/31/2018
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 N/A
5. Professional Title N/A
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) 2018
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) or N/A 2022
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) 1/25/2018
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 1/25/2018
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 N/A
5. Professional Title N/A



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	N/A
5.	Professional Title	N/A
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, Ms. Other (specify using the State note), Vacant
2. First Name Elizabeth
3. Last Name Hudson
4. Institutional Affiliation N/A
5. Professional Title N/A
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, Other (specify using the State note), Vacant Mr.
2. First Name Gary
3. Last Name Seymour
4. Institutional Affiliation N/A
5. Professional Title N/A
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 Sally
3. Last Name Eller
4. Institutional Affiliation N/A
5. Professional Title N/A

6. Mailing Address 6503 Blue Heron Point
7. City Ovid
8. Zip Code (enter five digits only) 14521
9. Term Begins - Month January
10. Term Begins - Year (yyyy) 2015
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) or N/A 2019
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) 01/8/2016
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

**COORDINATED OUTREACH COUNCIL**

- 3.47 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, 2018, through vacant position, select "Vacant" in question 1 and enter N/A in questions 2-5 of the repeating group. You may 1) enter the data for Council Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into Col for uploading, you must enter the data into the spreadsheet form available in the survey by clicking [here](#). Complete this form at 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. See individual instructions for these questions for any further requirements.**

1. Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Ms.
2. First Name Nicole
3. Last Name Sedorus
4. Institutional Affiliation Cayuga County Office for the Aging
5. Professional Title Aging Services Specialist
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 Helmetsie
4. Institutional Affiliation Spencer Library

- |    |   |  |
|----|---|--|
| 5. | Professional Title  | Director                                 |
| 1. | Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant | Ms.                                      |
| 2. | First Name  | 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, Other (specify using the State note), Vacant | Ms.                                      |
| 2. | First Name  | Tania                                    |
| 3. | Last Name   | Doversprike                              |
| 4. | Institutional Affiliation   | Seneca County Law Enforcement Center     |
| 5. | Professional Title  | Substance Abuse Counselor                |
| 1. | Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant | Ms.                                      |
| 2. | First Name  | Brenda                                   |
| 3. | Last Name   | Walsh                                    |
| 4. | Institutional Affiliation   | Auburn Correctional Facility             |
| 5. | Professional Title  | Senior 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  | Advocacy Specialist                      |
| 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                  |

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

- |     |                                       |       |
|-----|---------------------------------------|-------|
| 4.1 | Number of registered system borrowers | 1,421 |
| 4.2 | System Visits                         | 368   |

## CIRCULATION

4.3	Total Cataloged Book Circulation	6,442
4.4	Total Circulation of Other Materials	1,234
4.5	<b>Physical Item Circulation (Total questions 4.3 &amp; 4.4)</b>	7,676
4.6	Use of Electronic Material	0
4.7	Successful Retrieval of Electronic Information	101,881
4.8	<b>Electronic Content Use (Total Questions 4.6 &amp; 4.7)</b>	101,881
4.9	<b>Total Circulation of Materials (Total Questions 4.5 &amp; 4.6)</b>	7,676
4.10	<b>Total Collection Use (Total Questions 4.7 &amp; 4.9)</b>	109,557

## GENERAL SYSTEM HOLDINGS

4.11	Total Cataloged Book Holdings	26,223
4.12	Uncataloged Book Holdings	0
4.13	Total Print Serial Holdings	110
4.14	All Other Print Materials Holdings	0
4.15	<b>Total Print Materials (Total questions 4.11, 4.12, 4.13 and 4.14)</b>	26,333
4.16	Electronic Books	9,895
4.17	Local Electronic Collections	8
4.18	Total Number of NOVELNY Databases	16
4.19	<b>Total Electronic Collections ( Total questions 4.16 + 4.17 )</b>	9,903
4.20	Audio - Downloadable Units	4,412
4.21	Video - Downloadable Units	0
4.22	Other Electronic Materials (Include items that are not included in the above categories, such as e-serials; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)	0
4.23	<b>Total Electronic Materials (Total questions 4.18, 4.19, 4.20, 4.21 and 4.22)</b>	14,331
Non-Electronic Materials		
4.24	Audio - Physical Units	2,652
4.25	Video - Physical Units	7,013
4.26	Other Non-Electronic Materials	1,828

4.27 **Total Other Materials**  
Holdings (Total questions 11,493  
4.24 through 4.26)

4.28 **Grand Total Holdings (Total**  
questions 4.15, 4.23 and 4.27) 52,157

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

4.29 Does the system have rotating  
collections/bulk loans? (Enter Y  
Y for Yes, N for No)

4.30 Number of collections 25

4.31 Average number of items per  
collection 415

### **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 Y  
libraries? (Enter Y for Yes, N  
for No)

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

5.4 How many member libraries  
fully participate in the ILS? 33

5.5 **% of member libraries**  
**participating (calculated field)** 100.00%

5.6 How many member libraries  
participate in some ILS 33  
modules?

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	493,269
5.9	Number of new titles added by the system in the reporting year	46,503
5.10	Number of Central Library Aid titles added in the reporting year	1,011
5.11	Number of new titles added by the members in the reporting year	29,058
5.12	<b>Total new titles (total questions 5.9 through 5.11)</b>	<b>76,572</b>

## 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 in print or (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? 35

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 494,422

5.17 Number of holdings in the system's union catalog 1,024,136

5.18 Number of new titles added in the last year 46,610

5.19 Number of holdings added in the last year 91,525

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? 35

### 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 83,106

### SYSTEM INTERLIBRARY LOAN ACTIVITY

- 5.25 Total items provided (loaned) 2,134
- 5.26 Total items received (borrowed) 4,639
- 5.27 Total requests provided (loaned) unfilled 2,748
- 5.28 Total requests received (borrowed) unfilled 384
- 5.29 Total interlibrary loan activity (total questions 5.25 through 5.28) 9,905

### 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 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 2
- 5.33 Number of participants 4

#### Technology

- 5.34 Number of sessions 40

5.35 Number of participants 371

**Digitization**

5.36 Number of sessions 0

5.37 Number of participants 0

**Leadership**

5.38 Number of sessions 3

5.39 Number of participants 60

**Management & Supervisory**

5.40 Number of sessions 5

5.41 Number of participants 24

**Planning and Evaluation**

5.42 Number of sessions 1

5.43 Number of participants 42

**Awareness and Advocacy**

5.44 Number of sessions 2

5.45 Number of participants 26

**Trustee/Council Training**

5.46 Number of sessions 2

5.47 Number of participants 10

**Special Client Populations**

5.48 Number of sessions 2

5.49 Number of participants 14

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

5.50 Number of sessions 2

5.51 Number of participants 25

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

5.52 Number of sessions 2

5.53 Number of participants 13

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

5.54 Number of sessions 2

5.55 Number of participants 203

**General Adult Services**

5.56 Number of sessions 2

5.57 Number of participants 15

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 Grant Writing  
2. Number of sessions 2  
3. Number of participants 24

1. Topic NYS Retirement System Employee Workshop  
2. Number of sessions 1  
3. Number of participants 17

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)	68
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)	848
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 these questions for any further requirements.**

a.	Coordinated purchase of print materials	No
b.	Coordinated purchase of non-print materials	Yes
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 and/or branches on grants, and state and federal funding	255
5.64	Number of contacts - Consulting with member libraries and/or branches on funding and governance	133

- 5.65 Number of contacts - Consulting with member libraries and/or branches on charter and registration work 36
- 5.66 Number of contacts - Consulting with member libraries and/or branches on automation and technology 948
- 5.67 Number of contacts - Consulting with member libraries and/or branches on youth services 184
- 5.68 Number of contacts - Consulting with member libraries and/or branches on adult services 58
- 5.69 Number of contacts - Consulting with member libraries and/or branches on physical plant needs 135
- 5.70 Number of contacts - Consulting with member libraries and/or branches on personnel and management issues 310
- 5.71 Number of contacts - Consulting with state and county correctional facilities 51
- 5.72 Number of contacts - Providing information to local, county, and state legislators and their staffs 117
- 5.73 Number of contacts - Providing system and member library information to the media 12
- 5.74 Number of contacts - Providing website development and maintenance for member libraries 55
- 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) 338
- 1. Topic NYS Tax Cap
- 2. Number of contacts (all types) 16
- 1. Topic Trustee Questions
- 2. Number of contacts (all types) 64
- Advocacy

- |      |   |       |
|------|---|-------|
| 1.   | Topic   |       |
| 2.   | Number of contacts (all types)  | 38    |
| 5.76 | <b>Total other contacts</b> (total of question #2 of Repeating Group #6)        | 456   |
| 5.77 | <b>Total number of contacts</b> (total of questions 5.63 through 5.74 and 5.76) | 2,750 |

**REFERENCE SERVICES**

- |      |                              |     |
|------|------------------------------|-----|
| 5.78 | Total Reference Transactions | 651 |
|------|------------------------------|-----|

**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 |
| 5.81 | Number of member libraries with Job/Education Information Centers or collections   | 18  |
| 5.82 | Number of State Correctional Facilities libraries served   | 4   |
| 5.83 | Number of County Jails libraries served  | 5   |
| 5.84 | Number of institutions served other than jails or correctional facilities  | 7   |
| 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   |
| 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. | N   |
| 5.87 | Description of fees  | N/A |

## 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   | \$7,150  |
| 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   | \$24,657 |
| 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 | <b>Total County Funding</b>  | \$37,807 |
| 6.3 | All Other Local Public Funds   | \$0      |
| 6.4 | <b>Total Local Public Funds</b><br>(total questions 6.2 and 6.3)   | \$37,807 |

### STATE AID RECEIPTS - arranged in alphabetical order

- |     |  |          |
|-----|--|----------|
| 6.5 | Adult Literacy Library Services Grants | \$4,680  |
| 6.6 | Central Library Development Aid        | \$98,298 |
| 6.7 | Central Book Aid                       | \$66,936 |
| 6.8 | Conservation/Preservation Grants       | \$0      |
| 6.9 | Construction for Public Libraries Aid  | \$0      |

6.10	Coordinated Outreach Services Aid	\$78,872
6.11	Correctional Facilities Library Aid	\$40,691
6.12	County Jails Library Aid	\$3,287
6.14	Family Literacy Grants	\$8,426
6.18	Local Library Services Aid - Kept at System	\$0
6.19	Local Library Services Aid - Distributed to Members	\$97,997
6.20	<b>Total LLSA (total questions 6.18 and 6.19)</b>	\$97,997
6.21	Local Services Support Aid	\$86,853
6.22	Local Consolidated Systems Aid	\$0
6.26	Public Library System Basic Aid	\$839,245
6.27	Public Library System Supplementary Operational Aid	\$128,280
6.36	Special Legislative Grants and Member Items	\$166,500
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) \$1,620,065

**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 group

1. Contracting Agency Member Libraries  
2. Contracted Service Equipment & Supplies  
3. Total Contract Amount \$66,524

1. Contracting Agency Member Libraries  
2. Contracted Service Tech Services  
3. Total Contract Amount \$259,575

1. Contracting Agency Tompkins County Public Library  
2. Contracted Service Delivery to Reading Centers  
3. Total Contract Amount \$285

6.50 **Total Contracts** (total question #3 of Repeating Group #11 above) \$326,384

**MISCELLANEOUS RECEIPTS**

6.51 Gifts, Endowments, Fundraising, Foundations (include Gates Grants here; specify project number(s) and dollar amount using the state note) \$65,288

6.53 Income from Investments \$6,895  
Proceeds from Sale of Property

6.54 Real Property \$0

6.55 Equipment \$0



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

Complete one record for each income category. If the system does not have other miscellaneous receipts, enter N/A on question

1.	Receipt category	Member Libraries E-Content
2.	Amount	\$19,317
1.	Receipt category	E-Rate Program
2.	Amount	\$11,457
1.	Receipt category	Movie License Renewal
2.	Amount	\$4,531
1.	Receipt category	Fees & Replacement Charges
2.	Amount	\$838
1.	Receipt category	Member Libraries Hoopla Content
2.	Amount	\$1,400
1.	Receipt category	SCRLC Resource Sharing Subsidy Grant
2.	Amount	\$1,130
1.	Receipt category	Prior Year Cancelled Project Refund
2.	Amount	\$3,256
1.	Receipt category	Payment for Potential Termination Fee
2.	Amount	\$2,074
1.	Receipt category	Receipts that total less than \$1000
2.	Amount	\$433

6.57 **Total Other Miscellaneous Receipts** (total question #2 of Repeating Group #12 above) \$44,436

6.58 **Total Miscellaneous Receipts** (total questions 6.51 through 6.55 and question 6.57) \$116,619

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) \$2,100,875

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, 2017. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2017.)	\$1,067,658
6.67	GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS, AND BALANCE/ROLLOVER (Public Library Systems - total questions 6.59, 6.60, 6.63 and 6.64 - must agree with question 7.83)	\$3,168,533

## 7. Operating Fund Disbursements

### STAFF EXPENDITURES

#### Salaries

7.1	System Director and Librarians	\$238,461
7.2	Other Staff	\$406,776
7.3	<b>Total Salary and Wages Expenditures (total questions 7.1 and 7.2)</b>	\$645,237
7.4	Employee Benefits Expenditures	\$259,150
7.5	<b>Total Staff Expenditures (total questions 7.3 and 7.4)</b>	\$904,387

### COLLECTION EXPENDITURES

7.6	Print Materials Expenditures	\$22,416
7.7	Electronic Materials Expenditures	\$78,879
7.8	Other Materials Expenditures	\$3,571
7.9	<b>Total Collection Expenditures (total questions 7.6 through 7.8)</b>	\$104,866

### GRANTS TO MEMBER LIBRARIES

#### Cash Grants Paid From

7.10	Local Library Services Aid (LLSA)	\$107,792
7.11	Central Library Aid (CLDA/CBA)	\$164,567
7.15	Other State Aid/Grants (e.g., Construction, Special Legislative or Member Grants)	\$129,000
7.16	Federal Aid	\$0
7.17	Other cash grants paid from system funds	\$15,140

7.18	<b>Total Cash Grants (total questions 7.10 through 7.17)</b>	\$416,499
7.19	Book/Library Materials Grants	\$7,593
7.20	Other Non-Cash Grants	\$500
7.21	<b>Total Grants to Member Libraries (total questions 7.18 through 7.20)</b>	\$424,592

#### **CAPITAL EXPENDITURES FROM OPERATING FUNDS**

7.22	Bookmobile	\$0
7.23	Other Vehicles	\$24,573
7.24	Computer Equipment	\$45,835
7.25	Furniture/Furnishings	\$1,177
7.26	Other Capital Expenditures	\$4,700
7.27	<b>Total Capital Expenditures from Operating Fund (total questions 7.22 through 7.26)</b>	\$76,285

#### **TOTAL CAPITAL EXPENDITURES BY SOURCE OF FUNDS**

7.28	From Local Public Funds (71PF)	\$0
7.29	From Other Funds (71OF)	\$76,285
7.30	<b>Total Capital Expenditures by Source (total questions 7.28 and 7.29; same as question 7.27)</b>	\$76,285

#### **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 (total questions 7.31 and 7.32)</b>	\$0
7.34	Other Building & Maintenance Expenses	\$45,321
7.35	<b>Total Operation and Maintenance of Buildings (total questions 7.33 and 7.34)</b>	\$45,321

#### **MISCELLANEOUS EXPENSES**

7.36	Total Operation & Maintenance of Bookmobiles and Other Vehicles	\$20,065
7.37	Office and Library Supplies	\$13,770
7.38	Telecommunications	\$29,163
7.39	Binding Expenses	\$0
7.40	Postage and Freight	\$15,037
7.41	Publicity and Printing	\$5,253
7.42	Travel	\$9,677

- 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. \$20,700
- 7.44 Membership Dues - Please include a State Note listing Professional Organization Memberships for which dues are being paid. \$3,577
- 7.46 Does the system have other miscellaneous expenses in categories not listed in questions 7.36 through 7.44? Enter Y for Yes, N for No. Y

Complete one record for each expense category. If the system does not have other miscellaneous expenses, enter N/A on quest

- |    |                  |              |
|----|------------------|--------------|
| 1. | Expense category | Bank Charges |
| 2. | Amount           | \$161        |
| 1. | Expense category | Backstage Li |
| 2. | Amount           | \$14,067     |
| 1. | Expense category | Equipment Ex |
| 2. | Amount           | \$3,385      |
| 1. | Expense category | Equipment Le |
| 2. | Amount           | \$6,170      |
| 1. | Expense category | ILS: License |
| 2. | Amount           | \$11,754     |
| 1. | Expense category | ILS: Mainten |
| 2. | Amount           | \$81,506     |
| 1. | Expense category | Maint/Repair |
| 2. | Amount           | \$1,749      |
| 1. | Expense category | Movie Licens |
| 2. | Amount           | \$4,267      |
| 1. | Expense category | OCLC         |
| 2. | Amount           | \$15,938     |
| 1. | Expense category | Overdrive Li |
| 2. | Amount           | \$15,500     |
| 1. | Expense category | Prof Develop |
| 2. | Amount           | \$7,885      |
| 1. | Expense category | Retiree Bene |
| 2. | Amount           | \$32,803     |
| 1. | Expense category | Software     |
| 2. | Amount           | \$8,658      |
| 1. | Expense category | Travel Expen |
| 2. | Amount           | \$6,463      |
| 1. | Expense category | Zinio/RB Dig |
| 2. | Amount           | \$6,875      |

7.47 **Total Other Miscellaneous Expenses (total question #2 of Repeating Group #13)** \$217,181

7.48 **Total Miscellaneous Expenses** (total questions 7.36 through 7.45 and 7.47) \$334,423

**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 Equip

3. Total Contract Amount \$71,755

7.50 **Total Contracts** (total question #3 of Repeating Group #14 above) \$71,755

**DEBT SERVICE**

Capital Purposes Loans (Principal and Interest)

7.51 From Local Public Funds (73PF) \$0

7.52 From Other Funds (73OF) \$62,550

7.53 **Total Capital Purposes Loans** (total questions 7.51 and 7.52) \$62,550

7.54 Other Loans \$0

7.55 **Total Debt Service** (total questions 7.53 and 7.54) \$62,550

7.56 **TOTAL TOTAL DISBURSEMENTS - Total Staff Expenditures, Total Collection Expenditures, Total Grants to Member Libraries, Total Capital Expenditures, Total Operation and Maintenance of Buildings, Total Miscellaneous Expenses, Total Contracts, and Total Debt Service** (total questions 7.5, 7.9, 7.21, 7.27, 7.35, 7.48, 7.50, and 7.55) \$2,024,179

**TRANSFERS**

Transfers to the Capital Fund

7.57 From Local Public Funds (76PF) \$0

7.58 From Other Funds (76OF) \$0

7.59 **Total Transfers to Capital Fund** (total questions 7.57 and 7.58; same as question 8.2) \$0

7.60	<b>Total Transfers to Other Funds</b>	\$0
7.61	<b>Total Transfers</b> (total questions 7.59 and 7.60)	\$0
7.62	<b>TOTAL DISBURSEMENTS AND TRANSFERS</b> (total questions 7.56 and 7.61)	\$2,024,179
7.63	<b>CLOSING CASH BALANCE at the End of the Current Fiscal Reporting Year</b> (For Public Library Systems - December 31, 2017)	\$1,144,354
7.83	<b>GRAND TOTAL DISBURSEMENTS, TRANSFERS, &amp; ENDING BALANCE</b> (total questions 7.62 and 7.63)	\$3,168,533

#### 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. See individual instructions for these questions for any further requirements.

7.84	Last audit performed (mm/dd/yyyy)	06/14/2017
7.85	Time period covered by this audit (mm/dd/yyyy - mm/dd/yyyy)	01/01/2016 - 12/31/2016
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
-----	-------------------------------------	-----

## 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 **Total Aid and/or Grants**  
(total question #2 of Repeating Group #16 above) \$0
- 8.6 **TOTAL RECEIPTS - Revenues from Local Sources, Interfund Revenue, State Aid for Capital Projects, and Total Federal Aid** (total questions 8.1, 8.2, 8.3, and 8.5) \$0
- 8.7 **NONREVENUE RECEIPTS** \$0
- 8.8 **TOTAL RECEIPTS - Total Receipts and Nonrevenue Receipts** (total questions 8.6 and 8.7) \$0
- 8.9 CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2017. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2016.) \$0
- 8.10 **TOTAL RECEIPTS AND CASH BALANCE** (total questions 8.8 and 8.9) \$0

## 9. Capital Fund Disbursements

### PROJECT EXPENDITURES

- 9.1 Total Construction \$0
- 9.2 Incidental Construction \$0
- 9.3 Books and Library Materials \$0
- 9.4 Total Other Disbursements \$0
- 9.5 **Total Project Expenditures**  
(total questions 9.1 through 9.4) \$0
- 9.6 **TRANSFER TO OPERATING FUND**  
(Same as question 6.61) \$0

9.7	<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 (December 31, 2017, for Public Library Systems)</b>	\$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, 2018 - December 31, 2018

### PROJECTED OPERATING FUND - RECEIPTS

12.1	Total Operating Fund Receipts (include Local Aid, State Aid, Federal Aid, Contracts and Miscellaneous Receipts)	\$2,039,997
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, 2018, must be the same as the December 31, 2017, closing balance reported on Q7.63 of the 2017 annual report)	\$1,144,354
12.5	<b>Grand Total Operating Fund Receipts, Budget Loans, Transfers and Ending Balance</b> (total questions 12.1 through 12.4)	\$3,184,351

### 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)	\$2,045,628
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, 2018)	\$1,138,723
12.9	<b>Grand Total Operating Fund Disbursements, Transfers and Ending Balance (total questions 12.6 through 12.8)</b>	\$3,184,351

**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, 2018, must be the same as the December 31, 2017, closing balance reported on Q9.9 of the 2017 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, 2018)	\$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, SUPPLEMENTAL AID and either LOCAL LIBRARY SERVICES AID ;  
SUPPORT AID or LOCAL CONSOLIDATED SERVICES AID (Brooklyn, New York Public and Queens Borough only)**

**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 LLIA.

**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).

**BECPL Special Aid:** Education Law § 273(1)(l)  
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) 3.38

13.1.2 Total Expenditure for Professional Salaries \$217,969

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) 7.69

13.1.4 Total Expenditure for Other Staff Salaries \$284,831

13.1.5 **Employees Benefits:** Indicate the total expenditures for all system employee fringe benefits. \$201,650

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. 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 | Other (specify using the State note)   |
| 2. | Provider of Services | Tompkins Trust Company   |
| 3. | Expenditure          | \$62,551   |
| 1. | Expenditure Category | Telecommunications   |
| 2. | Provider of Services | Finger Lakes Technologies Group  |
| 3. | Expenditure          | \$2,573  |
| 1. | Expenditure Category | Telecommunications   |
| 2. | Provider of Services | Verizon Wireless   |
| 3. | Expenditure          | \$442  |
| 1. | Expenditure Category | Telecommunications   |
| 2. | Provider of Services | Ring Central   |
| 3. | Expenditure          | \$321  |
| 1. | Expenditure Category | Telecommunications   |
| 2. | Provider of Services | Spectrum Business / Time Warner Cable  |
| 3. | Expenditure          | \$2,231  |
| 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 | Pitney Bowes, De Lage Landen Financial Services, Usherwood Office Technologies |

3.	Expenditure	\$6,698
1.	Expenditure Category	Other (specify using the State note)
2.	Provider of Services	Selective & Acadia Ins. Co.
3.	Expenditure	\$11,630
1.	Expenditure Category	Building and maintenance expenses
2.	Provider of Services	Town of Dryden
3.	Expenditure	\$1,473
1.	Expenditure Category	Building and maintenance expenses
2.	Provider of Services	NYSEG
3.	Expenditure	\$11,872
1.	Expenditure Category	Building and maintenance expenses
2.	Provider of Services	Cintas Corp
3.	Expenditure	\$1,481
1.	Expenditure Category	Building and maintenance expenses
2.	Provider of Services	Casella Waste Systems
3.	Expenditure	\$1,047
1.	Expenditure Category	Building and maintenance expenses
2.	Provider of Services	BH Cleaning Services
3.	Expenditure	\$6,885
1.	Expenditure Category	Building and maintenance expenses
2.	Provider of Services	P.A.C.S. Security & Sentinel Systems
3.	Expenditure	\$2,358
1.	Expenditure Category	Building and maintenance expenses
2.	Provider of Services	Robert L. Kisler Service Corp.
3.	Expenditure	\$423
1.	Expenditure Category	Building and maintenance expenses
2.	Provider of Services	GreenScene Lawn and Garden
3.	Expenditure	\$6,166
1.	Expenditure Category	Library systems vendor contract for automation (e.g, integrated library system, virtual
2.	Provider of Services	OCLC
3.	Expenditure	\$14,951
1.	Expenditure Category	Library systems vendor contract for automation (e.g, integrated library system, virtual
2.	Provider of Services	Backstage Library Works
3.	Expenditure	\$14,067
1.	Expenditure Category	Commercial electronic content vendor contracts
2.	Provider of Services	OverDrive
3.	Expenditure	\$15,500
1.	Expenditure Category	Commercial electronic content vendor contracts
2.	Provider of Services	R.B. Digital / Zinio
3.	Expenditure	\$6,875
1.	Expenditure Category	Consultant fees/professional fees
2.	Provider of Services	Scriabba Walker & Co
3.	Expenditure	\$9,990
1.	Expenditure Category	Consultant fees/professional fees
2.	Provider of Services	ADP & Paychex
3.	Expenditure	\$4,448
1.	Expenditure Category	Consultant fees/professional fees
2.	Provider of Services	Sharon Campenella

3.	Expenditure	\$790
1.	Expenditure Category	Consultant fees/professional fees
2.	Provider of Services	Various (See Note)
3.	Expenditure	\$1,405
1.	Expenditure Category	Other (specify using the State note)
2.	Provider of Services	Various (See Note)
3.	Expenditure	\$11,088
1.	Expenditure Category	Other (specify using the State note)
2.	Provider of Services	Various
3.	Expenditure	\$4,520
1.	Expenditure Category	Institutional membership dues
2.	Provider of Services	NYLA, LTA, Pulisdo, SCRLC
3.	Expenditure	\$3,577
1.	Expenditure Category	Consultant fees/professional fees
2.	Provider of Services	Whiteman, Osterman, & Hanna
3.	Expenditure	\$158
1.	Expenditure Category	Other (specify using the State note)
2.	Provider of Services	PCM / PCMG
3.	Expenditure	\$4,879
1.	Expenditure Category	Other (specify using the State note)
2.	Provider of Services	Various
3.	Expenditure	\$476
1.	Expenditure Category	Printing
2.	Provider of Services	Staples & Cornell Print Services
3.	Expenditure	\$1,470
1.	Expenditure Category	Other (specify using the State note)
2.	Provider of Services	Meeting One
3.	Expenditure	\$1,400
1.	Expenditure Category	Other (specify using the State note)
2.	Provider of Services	Plymouth Rocket
3.	Expenditure	\$900
1.	Expenditure Category	Other (specify using the State note)
2.	Provider of Services	Various
3.	Expenditure	\$1,274
1.	Expenditure Category	Other (specify using the State note)
2.	Provider of Services	Excellus BC/BS, UNUM Insurance
3.	Expenditure	\$32,803

13.1.7 **Total Expenditure - Purchased Services** \$249,862

13.1.8 **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"

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          | \$13,389                             |
| 1. | Expenditure Category | Office/library supplies and postage  |
| 2. | Expenditure          | \$1,826                              |
| 1. | Expenditure Category | Office/library supplies and postage  |
| 2. | Expenditure          | \$1,374                              |
| 1. | Expenditure Category | Office/library supplies and postage  |
| 2. | Expenditure          | \$3,611                              |
| 1. | Expenditure Category | Other (specify using the State note) |
| 2. | Expenditure          | \$731                                |
| 1. | Expenditure Category | Other (specify using the State note) |
| 2. | Expenditure          | \$13,528                             |

13.1.9 **Total Expenditure - Supplies and Materials** \$34,459

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    | \$11,499            |
| 1. | Type of Travel | Other               |
| 2. | Expenditure    | \$9,382             |

13.1.11 **Total Expenditures - Travel** \$20,881

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 | 2017 Ford Transit Van |
| 2. | Quantity     | 1                     |
| 3. | Unit Cost    | \$24,573              |
| 4. | Expenditure  | \$24,573              |
| 1. | Type of Item | Computer Server       |
| 2. | Quantity     | 1                     |
| 3. | Unit Cost    | \$20,153              |
| 4. | Expenditure  | \$20,153              |

13.1.13 **Total Expenditure - Equipment and Furnishings** \$44,726

13.1.14 **Local Library Services Aid Expenditures:** Indicate the total expenditures to member libraries for Local Library Services Aid. \$107,792

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)** \$1,162,170

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. \$9,795

13.1.19 **Total Allocation from 2017 - 2018 State Aid:** \$1,152,375

13.1.20 **Total Available Before Expenditures (total 13.1.18 + 13.1.19)** \$1,162,170

13.1.21 **Cash Balance at the End of the Current Fiscal Year (total 13.1.19 + 13.1.18 - 13.1.17)** \$0

13.1.22 **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 by covering salary and benefit expenses of professional and other system staff that pro member libraries: RESOURCE SHARING- Coordinated collection development, purc collections and borrowing by member libraries, providing subscriptions to review sour holdings, cataloging, daily delivery Monday through Friday to member libraries, Interl telecommunications infrastructure, operate and maintain Polaris circulation system, an implemented. PROFESSIONAL DEVELOPMENT and CONTINUING EDUCATION conferences, and workshops locally as well as at the state and national level in order to abreast of current trends and developments, and facilitate the continuing education of Hold workshops for members in the areas of technology, digital literacy, youth service advocacy, electronic resources, best practices and trends, sustainable funding options, education and minimum standards compliance. CONSULTING AND DEVELOPMEN provide assistance to member libraries via telephone, e-mail, and through library visits technology, best practices, governance, policies, laws and regulations, funding and bu grants, annual reports, advocacy, youth services, reference, etc. AWARENESS AND annual Advocacy Guide which includes contact information and legislative priorities c the libraries in our system, tips for communicating with legislators, sample letters, and updates; Coordinates and participates in the annual Lobby Day activities in Albany by attend, arranging meetings with legislators, and coordinating a postcard campaign; Ke funding and legislation through e-mail communications and updates the FLLS website

professional staff meet locally with state and local representatives throughout year; FL Regional Library Council to coordinate advocacy efforts; State legislators are invited to and speak. FLLS took part in the National Library Legislative Day in Washington, D.C. of library advocacy on a national level. COMMUNICATIONS AMONG MEMBER LIBRARIANS listservs for directors, trustees, youth services staff, technology staff, and offers listserv an annual directory of members containing hours of libraries and contact information (updates to the FLLS web site, Facebook, Twitter and Instagram. FLLS encourages all directors meetings, which FLLS staff attend. COOPERATIVE EFFORTS WITH OTHER LIBRARIES of policy templates, toolkits, and other resources with neighboring systems. FLLS hosts for workshops for our member libraries. FLLS staff members held the following positions: Polaris User Group Treasurer, BOCES School Library Council member, YSS Conference Co-Chair. CONSTRUCTION- Provides assistance to members in completing construction grant providing system guidelines, specialized instructions, assistance in filling out forms, re Public Library Construction Grant program from the Division of Library Development

**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. See the 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 vendor contract, 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 | Pro Quest LLC                                  |
| 3. | Expenditure          | \$15,140                                       |

13.2.2 **Total Expenditure - Purchased Services** \$29,140

**Supplies and Materials**



13.2.3 : 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. 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. 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 library materials - print        |
| 2. | Quantity             | N/A   |
| 3. | Unit Cost            | N/A   |
| 4. | Expenditure          | \$12,055  |
| 1. | Expenditure Category | Adult non-fiction and foreign language materials - non-print            |
| 2. | Quantity             |   |
| 3. | Unit Cost            |   |
| 4. | Expenditure          | \$17,063  |
| 1. | Expenditure Category | Adult non-fiction and foreign language materials - electronic databases |
| 2. | Quantity             |   |
| 3. | Unit Cost            |   |
| 4. | Expenditure          | \$7,976   |

13.2.4 **Total Expenditure - Supplies and Materials** \$37,094

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)** \$66,234

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. \$10,156

13.2.9 **Total Allocation from 2017 - 2018 State Aid** \$66,936

13.2.10 **Total Available Before Expenditures (total 13.2.8 + 13.2.9)** \$77,092

13.2.11 **Cash Balance at the End of the Current Fiscal Year (total 13.2.9 + 13.2.8 - 13.2.7)** \$10,858

13.2.12 **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 library and to pay for system wide subscriptions to the Mango Languages and Heritage

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. 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

**Supplies and Materials**

13.3.8 : 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.

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. 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.

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.

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.

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 \$98,298
- 3. Project Description (no more than 300 words) Pass through of CLDA money to Central Library. See final narrative below.

13.3.15 **Total Expenditure - Grants to Central/Co-Central Libraries** \$98,298

- 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)** \$98,298
- 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 2017 - 2018 State Aid:** \$98,298
- 13.3.19 **Total Available Before Expenditures (total 13.3.17 + 13.3.18)** \$98,298
- 13.3.20 **Cash Balance at the end of the Current Fiscal Year (total 13.3.18 + 13.3.17 - 13.3.16)** \$0
- 13.3.21 **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 System, materials receiving activity, and to underwrite staff costs involved in selecting maintaining, circulating, repairing, and weeding the CBA collection.

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) 0.45

13.4.2 Total Expenditure for Professional Salaries \$19,524

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 \$18,004

13.4.5 **Employee Benefits:** Indicate the total expenditures for all system employee benefits. \$16,408

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. 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 Commercial electronic content vendor contracts
2. Provider of Services Brainfuse

- 3. Expenditure \$1,619
- 13.4.7 **Total Expenditure - Purchased Services** \$1,619
- 13.4.8 **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. See the 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 \$939
- 1. Expenditure Category Non-print resources (electronic content)
- 2. Expenditure \$5,071

13.4.9 **Total Expenditure - Supplies and Materials** \$6,010

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. N

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

- 1. Type of Travel N/A
- 2. Expenditure N/A

13.4.11 **Total Expenditure - Travel** \$0

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 Candor Free Library

2.	Allocation	\$425
3.	Description of Project	Craft and Activity Corner
1.	Recipient	Lang Memorial Library
2.	Allocation	\$1,500
3.	Description of Project	Staying Connected with Stories
1.	Recipient	Cortland Free Library
2.	Allocation	\$1,589
3.	Description of Project	Read It! See It!
1.	Recipient	Southworth Library
2.	Allocation	\$930
3.	Description of Project	Book Club with Residents at William George Agency
1.	Recipient	Groton Public Library
2.	Allocation	\$530
3.	Description of Project	GrotonCon Summer Reading Kickoff 2017
1.	Recipient	Lodi Whittier Library
2.	Allocation	\$2,000
3.	Description of Project	After School Story Time
1.	Recipient	Peck Memorial Library
2.	Allocation	\$800
3.	Description of Project	Brave New World
1.	Recipient	Tappan-Spaulding Memorial Library
2.	Allocation	\$800
3.	Description of Project	STEM Learning in the Library
1.	Recipient	Edith B. Ford Memorial Library
2.	Allocation	\$2,465
3.	Description of Project	Uploading Knowledge
1.	Recipient	
2.	Allocation	
3.	Description of Project	
1.	Recipient	Tompkins County Public Library
2.	Allocation	\$350
3.	Description of Project	Next Chapter Book Club
1.	Recipient	Springport Free Library
2.	Allocation	\$1,500
3.	Description of Project	Books for the Visually Impaired
13.4.15	<b>Total Expenditure - Grants to Member Libraries</b>	\$14,889
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>	\$76,454
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 2017 - 2018 State Aid:</b>	\$78,872

13.4.19 **Total Available Before**  
Expenditures (total 13.4.17 + \$78,872  
13.4.18)

13.4.20 **Cash Balance at the End of**  
**the Current Fiscal Year** \$2,418  
**(total 13.4.18 + 13.4.17 -**  
**13.4.16)**

13.4.21 **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 works with local nursing homes to provide book discussion kits and other mater to serve as liaison to the Talking Book and Braille Library; Held two meetings of the Council; Administered a mini-grant program for members funding 12 member librarie Covered the travel expenses of the Outreach Coordinator when attending local and sta conferences.

#### 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 the State. Examples of appropriate spending include books and magazine / newspaper subscriptions which are acceptable to the as well as programs such as Job Information and other topics directly relevant to the county jail inmate's needs (Purchased Serv

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. 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. 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 \$2,637

13.5.4 **Total Expenditure - Supplies and Materials** \$2,637

13.5.5 **Total Expenditure (total 13.5.2, and 13.5.4)** \$2,637

- 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. \$879
- 13.5.7 **Total Allocation from 2017 - 2018 State Aid** \$3,287
- 13.5.8 **Total Available Before Expenditures (total 13.5.6 + 13.5.7)** \$4,166
- 13.5.9 **Cash Balance at the End of the Current Fiscal Year (total 13.5.7 + 13.5.6 - 13.5.5)** \$1,529
- 13.5.10 **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 j:

**THE FOLLOWING QUESTIONS ARE FOR SYSTEMS WITH STATE CORRECTIONAL FACI**

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) 0.17

13.6.2 Total Expenditure for Professional Salaries \$7,476

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) 0.27

13.6.4 Total Expenditure for Other Staff Salaries \$7,777

13.6.5 **Employee Benefits:** Indicate the total expenditures for all system employee benefits. \$5,855

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. See the 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                          | Commercial electronic content vendor contracts |
| 2.     | Provider of Services                          | OCLC   |
| 3.     | Expenditure                                   | \$988  |
| 1.     | Expenditure Category                          | Other (specify using the State note)           |
| 2.     | Provider of Services                          | NYLA   |
| 3.     | Expenditure                                   | \$783  |
| 13.6.7 | <b>Total Expenditure - Purchased Services</b> | \$1,771  |

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. 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                              | Office/library supplies and postage  |
| 2.     | Expenditure                                       | \$1,808                              |
| 1.     | Expenditure Category                              | Other (specify using the State note) |
| 2.     | Expenditure                                       | \$571                                |
| 1.     | Expenditure Category                              | Books and other print materials      |
| 2.     | Expenditure                                       | \$13,936                             |
| 13.6.9 | <b>Total Expenditure - Supplies and Materials</b> | \$16,315                             |

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                       | \$1,302 |
| 13.6.11 | <b>Total Expenditure - Travel</b> | \$1,302 |

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 | <b>Total Expenditure - Equipment and Furnishings</b> | \$0 |

13.6.14	<b>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)</b>	\$40,496
13.6.15	<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.	\$5,920
13.6.16	<b>Total Allocation from 2017 - 2018 State Aid:</b>	\$40,691
13.6.17	<b>Total Available Before Expenditures (total 13.6.15 + 13.6.16)</b>	\$46,611
13.6.18	<b>Cash Balance at the End of the Current Fiscal Year (total 13.6.16 + 13.6.15 - 13.6.14)</b>	\$6,115
13.6.19	<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	Funds in this section were used to fill Interlibrary Loan requests from our five correctional facilities; cover a portion of staff salaries involved in advising correctional facilities; answer reference questions from inmates, arranging delivery, filling ILL requests, and cover travel expenses for the Outreach Coordinator when making visits to facilities; Hire and train with the correctional facility librarians at FLLS.

## 14. Summary of Library System Accomplishments

Using the goals from Section 4 in the approved 2017-2021 System Plan of Service, **BRIEFLY** describe the final results of each goal.

14.1	Element 1: Resource Sharing - Results	Professional staff visited member libraries to assist with weeding, collection development, and to maintain a database of FLLS and all member library holdings to enhance cooperative collection development; subscription to OverDrive and purchased materials in order to provide libraries and the audio and e-books; Maintained a subscription to RBDigital and purchased materials to access to downloadable magazines. Continued to provide a subscription to hoopla to provide access to streaming videos, television shows, music, graphic novels, e-books and e-audio; Library Journal, School Library Journal, Voice of Youth Advocates, Horn Book, and Graphic Video Librarian to circulate among member libraries; Established and added to our collection and new formats including launchpads, playaways, playaway views, playaway bookpocket maker and STEAM kits, video games, graphic novels, and Blu-ray discs; Sent out weekly collection recommendations, system updates and professional development opportunities in NYLA, NYLA-YSS, LTA, PULISDO, ARSL, OverDrive Conference, Library Journal annual conferences and reported back to member libraries via email on what was learned; INTERLIBRARY LOAN: Delivered materials daily, Monday through Friday, to all member libraries; provided a core non-fiction collection for Interlibrary Loan; Requests from member library patrons for out of system ILL requests were processed on a daily basis using OCLC WorldShare supplier for out-of-system ILL requests. INTEGRATED LIBRARY SYSTEM and TEACHING TOOL payment option in the web based catalog (PowerPAC) to enable patrons to pay fines and a continued to renew subscription to Survey Monkey for member library usage; continued to update site including calendar software and a blog.
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ADULT LITERACY: Administered the New York State Adult Literacy Library Service

- 14.2 Element 2: Special Client Groups - Results development and technology skills sessions in Seneca County at the Seneca Falls Libr: Seneca County Workforce Development. In December 2017, we discontinued Learnin JobNow by Brainfuse to help with career assessment, resume review, live job interview COORDINATED OUTREACH: FLLS held two meetings of the Coordinated Outrea mini-grant program for members: member libraries were awarded grants for the grant this year due to increased system promotion. CORRECTIONAL FACILITIES: Contin service, reference assistance, deposit collections, system workshops and consultant ser service area. ILL was added to the Willard Drug Treatment Center in 2017. Purchased correctional facilities through money allotted in system grant. An annual correctional f review and assess services to our correctional facilities and to provide valuable networ hosted our first correctional facility guest speaker at the correctional facility meeting v to Entrepreneur: Thinking Outside the Box" by Julianna Truesdale. She spoke about w addiction issues with re-entry services and new ideas. Our Outreach Coordinator atten Fall CE day at the Pioneer Library System that brought together central and western N librarians for a day of resource sharing, networking and programming sharing. Visits v correctional facility for extra system help. YOUTH SERVICES: Continued to adminis Literacy Library Service Grant and coordinated "Summer Reading at New York State The Member Services Librarian visited member libraries to assist with collections and Summer Reading Meeting to educate member libraries and provide resources. Facilita member libraries funded by a private source through the Community Foundation of Tc collection of resources such as puppets, storytime kits, maker and STEAM kits, die cu as well as their promotion. Distributed weekly youth news via listserv to inform memt opportunities. Held various workshops for member library staff on topics related to ch
- 14.3 Element 3: Professional Development and Continuing Education - Results Coordinated and/or facilitated the following workshops for member Libraries: : Summ Meeting, Trustee Orientation meetings, OverDrive Classes, hoopla Classes, NYS Con trainings, Annual Report sessions, WordPress Classes, Advocacy training, changes in Adult Programming on a Budget, Fake News Workshop, Ready to Read Yoga Storytir Retirement, Grant Writing Workshop and Community Library Collaborations Worksh following conferences/workshops: NYLA annual conference, PULISDO conference, I Services Section of NYLA Conference, PULISDO section of NYLA Conference, LTA Conference, OverDrive Conference, Rural Library Round Table Rural Resources Sym at Binghamton University, ARSL Conference and various workshops offered by the S Council. In 2017, FLLS co-hosted YSS Annual Conference in downtown Ithaca for th also co-sponsored the May 2017 LTA Conference in Binghamton and the Social Justic Central Regional Library hosted at Binghamton University.
- 14.5 Element 5: Consulting and Development Services - Results System librarians and other professional staff visited member libraries and attended m regular basis and responded to specific questions and provided assistance where neede programs, collection development, funding, school ballot referendums, charters, space and leadership, construction, annual reports, advocacy, trustee and director orientation reference, laws and regulations, and other topics related to library management and go also updated to include professional resources for directors and trustees, such as statist 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 Reference Service Ask US 24/7; provided an opportunity for a group purchase of com which 80 computers/desktops/laptops/Chrome devices) were purchased by 20 differen staged, configured, and installed by FLLS staff.
- 14.7 Element 7: Awareness and Advocacy - Results FLLS creates an in-depth annual Advocacy Guide and Legislative Guide which includ legislative priorities of the state legislators that represent the libraries in our system, tip legislators, sample letters, and state legislative and funding updates; Coordinates and p Day activities in Albany by providing a bus for members to attend, arranging meetings a postcard campaign; keeps member libraries up to date on funding and legislation thru updates to the FLLS web site; system director, professional staff, and trustees meet loc representatives throughout the year; State legislators are invited to attend the FLLS an were increased on FLLS' social media platforms. In 2017, the Executive Director atten Library Legislative Day in Washington, D.C. to promote library advocacy on a nationa

14.8	Element 8: Communication among Member Libraries and/or Branch Libraries - Results	FLLS administers listservs for directors, trustees, youth services staff, technology staff five counties; Provides an annual directory of members containing the hours of the library staff and trustees; Posts regular updates to the FLLS web site, Facebook, Twitter and I regular meeting between county library managers and directors and FLLS routinely at
14.9	Element 9: Cooperative Efforts with Other Library Systems - Results	System Director is a member of the Public Library System Directors Organization (PULISDO subcommittee on shared communication efforts; System Director is a member of the Alliance of Library Systems); FLLS staff visited and hosted neighboring library systems. Staff from two public library systems presented FLLS workshops for our staff and members. AskUS 24/7 Virtual Reference services; shared policy templates, toolkits and other resources. FLLS staff members held the following positions: SCRLC Board President, TST BOC member, Polaris Users Group Treasurer, CORT Treasurer, NYLA-YSS Conference Co-Chair, Conference in Ithaca, of which we were a sponsor and partner.
14.10	Element 10: Construction - Results	FLLS provides assistance to members in completing construction grant applications through guidelines, specialized instructions, assistance in filling out forms, recommendations, and reviewing. Construction Grant program from the Division of Library Development.
14.11	Element 11: Central Library - Results	Central Book Aid funds are used to purchase non-fiction print, audiobook, DVD, and digital content for the library and to pay for system wide subscriptions to the Mango Languages and Heritage Development Aid was used by our central library to support a portion of the Polaris In receiving activity, and to underwrite staff costs involved in selecting, acquiring, processing, 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 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/">http://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/GG527WV">https://www.surveymonkey.com/r/GG527WV</a>
15.5	URL of Evaluation Results	<a href="https://www.surveymonkey.com/analyze/udyyYrl2tJUnYotT6U6uc_2Fkrk6tuyVDba">https://www.surveymonkey.com/analyze/udyyYrl2tJUnYotT6U6uc_2Fkrk6tuyVDba</a>
15.6	URL of Central Library Plan	<a href="http://www.flls.org/wp-content/uploads/2017/07/Central_Library_Plan2017.pdf">http://www.flls.org/wp-content/uploads/2017/07/Central_Library_Plan2017.pdf</a>
15.7	URL of Direct Access Plan	<a href="http://www.flls.org/wp-content/uploads/2017/07/Direct_Access_Plan2017.pdf">http://www.flls.org/wp-content/uploads/2017/07/Direct_Access_Plan2017.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" was reviewed and accepted by the System Board/Council on (date - mm/dd/yyyy) 02/21/2018

**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). 06/15/2018

## **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*. When providing feedback, if applicable please indicate the question number each comment/suggestion refers to.  
Thank You!