

Finger Lakes Library System

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

1. General System Information

Please note: Bibliostat CollectConnect is now compatible with major browsers including Google Chrome, Mozilla Firefox, Safari and Internet Explorer.

Please be advised Bibliostat CollectConnect is now using a new interface. If you have accessed or if you believe you may have accessed the old Bibliostat Collect, please click the new link [here](#) and you will be taken to the new interface. Please be sure you exit and close the old Bibliostat Collect before you begin your survey.

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 | 01/01/2018 |
| 1.5 | Ending Reporting Year | 12/31/2018 |
| 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 | http://www.flls.org/wp-content/uploads/2017/08/2017-2020-5-Year-Plan-of-Service.pdf |
| 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 | 19222 |

Director of Public Library System, and Reference and Research Library Resources System.

- 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@fls.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 QUESTION.

- 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 0

Director per CR 90.3(f) -
Vacant Position FTE

| | | |
|------|---|-------|
| 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 | 3.86 |
| 2.19 | Total Other Staff - Vacant Position(s) FTE | 0 |
| 2.20 | Total Paid Staff - Filled Position(s) FTE (total questions 2.14 + 2.16 + 2.18) | 13.36 |
| 2.21 | Total Paid Staff - Vacant Position(s) FTE (total questions 2.15 + 2.17 + 2.19) | 0.00 |

SALARY INFORMATION

| | | |
|------|---|----------|
| 2.22 | Entry-Level Librarian (certified) FTE | 0.35 |
| 2.23 | Entry-Level Librarian (certified) Current Annual Salary | \$42,497 |
| 2.24 | System Director FTE | 1 |
| 2.25 | System Director Current Annual Salary | \$93,000 |

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 | 2014 |
| 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 | Total Public Service Outlets | 16 |

(total questions 3.15 through 3.19)

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

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 chosen. Also please 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, 2019, through December 31, 2019.

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) 414-6838 |
| 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 | 01/26/2017 |

was filed with town or county
clerk (mm/dd/yyyy)

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 question 1, and enter N/A 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) send Baker and Taylor the data for this section to be uploaded into Collect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available in the survey by clicking [here](#). Complete this form and email it to bibliostat@btol.com. The number of Council members must be 5 to 11 (no less than five and no more than 11).

1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Ms. Other (specify using the State note), Vacant
2. First Name Susan
3. Last Name 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 No

(for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).

14. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/14/2018
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/31/2018
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 Martin
3. Last Name Schlabach
4. Institutional Affiliation N/A
5. Professional Title N/A
6. Mailing Address 8407 Powell Road
7. City Interlaken
8. Zip Code (enter five digits only) 14847
9. Term Begins - Month January
10. Term Begins - Year (yyyy) 2019
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). No
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/05/2019
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/09/2019
16. Is this a brand new trustee? Y
1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Mr.
2. First Name Gregg
3. Last Name Kiehl
4. Institutional Affiliation TC3 Community Library
5. Professional Title Director
6. Mailing Address 2532 Holler Rd
7. City Cortland
8. Zip Code (enter five digits only) 13045
9. Term Begins - Month January
10. Term Begins - Year (yyyy) 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) 01/24/2018
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/31/2018
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) 2022
or N/A
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) 01/25/2018
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/25/2018
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 Sue
3. Last Name Smith-Heavenrich
4. Institutional Affiliation N/A
5. Professional Title N/A
6. Mailing Address 115 Hubbard Hill Road
7. City Candor
8. Zip Code (enter five digits only) 13743

9. Term Begins - Month January
10. Term Begins - Year (yyyy) 2019
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) 2023
or N/A
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) 01/04/2019
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/09/2019
16. Is this a brand new trustee? Y
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 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) 01/19/2017
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/26/2017
16. Is this a brand new trustee? N
1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Ms.
2. First Name Elizabeth
3. Last Name Hudson
4. Institutional Affiliation 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, Other (specify using the State note), Vacant Ms.
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 | Mr. |

- | | | |
|-----|--|--------------|
| 2. | First Name | Steve |
| 3. | Last Name | Moolin |
| 4. | Institutional Affiliation | N/A |
| 5. | Professional Title | N/A |
| 6. | Mailing Address | 71 Asbury Rd |
| 7. | City | Lansing |
| 8. | Zip Code (enter five digits only) | 14882 |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (yyyy) | 2019 |
| 11. | Term Expires - Month or N/A | December |
| 12. | Term Expires - Year (YYYY) or N/A | 2023 |
| 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) | 01/03/2019 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 01/09/2019 |
| 16. | Is this a brand new trustee? | Y |

COORDINATED OUTREACH COUNCIL

3.47 Has the Coordinated Outreach Y

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

Coordinated Outreach Council Members - complete one record for each Council Member for the period January 1, 2019, through December 31, 2019. For each 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 the Coordinated Outreach Council Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into Collect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available in the survey by clicking [here](#). Complete this form and email it to bibliostat@btol.com. 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 chosen. Also please see individual instructions for these questions for any further requirements.

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

Ms., Miss, Dr., The
Honorable, The Reverend,
Other (specify using the State
note), Vacant

2. First Name Gail
3. Last Name Bundy
4. Institutional Affiliation Cortland County Community Action Program
5. Professional Title Family Development Advocate

1. Title (drop down): Mr., Mrs.,
Ms., Miss, Dr., The
Honorable, The Reverend, Ms.
Other (specify using the State
note), Vacant

2. First Name Tania
3. Last Name Doverspike
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, Ms.
Other (specify using the State
note), Vacant

2. First Name Brenda
3. Last Name Walsh
4. Institutional Affiliation Auburn Correctional Facility
5. Professional Title Senior Librarian

1. Title (drop down): Mr., Mrs., Mr.
Ms., Miss, Dr., The
Honorable, The Reverend,

Other (specify using the State note), Vacant

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, Ms. Other (specify using the State note), Vacant

2. First Name Shannon
3. Last Name Alvord
4. Institutional Affiliation Tompkins Learning Partners
5. Professional Title ABE Coordinator/Trainer

1. Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Ms. Other (specify using the State note), Vacant

2. First Name Jenny
3. Last Name Shonk
4. Institutional Affiliation Finger Lakes Library System
5. Professional Title Continuing Education & Outreach Librarian

4. Public Library System Transactions and Collections

- 4.1 Number of registered system borrowers 1,600

4.2 System Visits 378

CIRCULATION

4.3 Total Cataloged Book Circulation 6,262

4.4 Total Circulation of Other Materials 1,369

4.5 **Physical Item Circulation (Total questions 4.3 & 4.4)** 7,631

4.6 Use of Electronic Material 1

4.7 Successful Retrieval of Electronic Information 48,499

4.8 **Electronic Content Use (Total Questions 4.6 & 4.7)** 48,500

4.9 **Total Circulation of Materials (Total Questions 4.5 & 4.6)** 7,632

4.10 **Total Collection Use (Total Questions 4.7 & 4.9)** 56,131

GENERAL SYSTEM HOLDINGS

4.11 Total Cataloged Book Holdings 26,464

4.12 Uncataloged Book Holdings 34

4.13 Total Print Serial Holdings 141

4.14 All Other Print Materials Holdings 0

4.15 **Total Print Materials (Total questions 4.11, 4.12, 4.13 and 4.14)** 26,639

4.16 Electronic Books 11,305

| | | |
|--------------------------|---|--------|
| 4.17 | Local Electronic Collections | 8 |
| 4.18 | Total Number of NOVELNY Databases | 16 |
| 4.19 | Total Electronic Collections (Total questions 4.16 + 4.17) | 11,313 |
| 4.20 | Audio - Downloadable Units | 5,342 |
| 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 | Total Electronic Materials (Total questions 4.18, 4.19, 4.20, 4.21 and 4.22) | 16,671 |
| Non-Electronic Materials | | |
| 4.24 | Audio - Physical Units | 2,628 |
| 4.25 | Video - Physical Units | 6,995 |
| 4.26 | Other Non-Electronic Materials | 1,477 |
| 4.27 | Total Other Materials Holdings (Total questions 4.24 through 4.26) | 11,100 |
| 4.28 | Grand Total Holdings (Total questions 4.15, 4.23 and 4.27) | 54,410 |

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 | 23 |
| 4.31 | Average number of items per collection | 431 |

5. System Services

TECHNOLOGY AND RESOURCE SHARING

INTEGRATED LIBRARY SYSTEM (ILS)

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

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

| | | |
|-----|--------------------------------|---------|
| a. | Circulation | Yes |
| b. | Public Access Catalog | Yes |
| c. | Cataloging | Yes |
| d. | Acquisitions | Yes |
| e. | Inventory | 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 modules? 33
- 5.7 Indicate features of the system's ILS (check all that apply):
- a. ILS shared with other library systems No
- b. ILS software permits patron-initiated ILL Yes
- c. ILL feature implemented and used Yes
- 5.8 Number of titles in the ILS bibliographic database 490,197
- 5.9 Number of new titles added by the system in the reporting year 32,244
- 5.10 Number of Central Library Aid titles added in the reporting year 962
- 5.11 Number of new titles added by the members in the reporting year 28,923
- 5.12 Total new titles (total questions 5.9 through 5.11) 62,129

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 either print, disc, or online (virtual) format.

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

- a. Print No

- b. Disc No
- c. Online (virtual catalog) Yes
- 5.14 How many libraries participate in (or submit records for) the union catalog? 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 490,548
- 5.17 Number of holdings in the system's union catalog 999,418
- 5.18 Number of new titles added in the last year 54,330
- 5.19 Number of holdings added in the last year 70,882

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.)

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 93,550

SYSTEM INTERLIBRARY LOAN ACTIVITY

5.25 Total items provided (loaned) 1,930

5.26 Total items received (borrowed) 5,540

5.27 Total requests provided (loaned) unfilled 3,161

5.28 Total requests received (borrowed) unfilled 437

5.29 Total interlibrary loan activity (total questions 5.25 through 5.28) 11,068

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

a. System courier (on the System's payroll) Yes

b. Other system's courier No

| | | |
|------|---|-----|
| d. | Contracted service (paid by System - not on payroll) | No |
| e. | U.S. Mail | Yes |
| f. | Commercial carrier (e.g., UPS, DHL, etc.) | Yes |
| g. | Other (specify using the State note) | No |
| 5.31 | Number of stops (pick-up and delivery sites per week) | 135 |

CONTINUING EDUCATION/STAFF DEVELOPMENT Workshops/Meetings/Training Sessions

Resource sharing (ILL, collection development, etc.)

| | | |
|------|------------------------|----|
| 5.32 | Number of sessions | 4 |
| 5.33 | Number of participants | 25 |

Technology

| | | |
|------|------------------------|-----|
| 5.34 | Number of sessions | 36 |
| 5.35 | Number of participants | 191 |

Digitization

| | | |
|------|------------------------|---|
| 5.36 | Number of sessions | 0 |
| 5.37 | Number of participants | 0 |

Leadership

| | | |
|------|------------------------|----|
| 5.38 | Number of sessions | 7 |
| 5.39 | Number of participants | 36 |

Management & Supervisory

| | | |
|------|------------------------|----|
| 5.40 | Number of sessions | 3 |
| 5.41 | Number of participants | 19 |

Planning and Evaluation

5.42 Number of sessions 3

5.43 Number of participants 15

Awareness and Advocacy

5.44 Number of sessions 3

5.45 Number of participants 185

Trustee/Council Training

5.46 Number of sessions 11

5.47 Number of participants 98

Special Client Populations

5.48 Number of sessions 2

5.49 Number of participants 18

Children's Services/Birth to Kindergarten

5.50 Number of sessions 0

5.51 Number of participants 0

Children's Services/Elementary Grade Levels

5.52 Number of sessions 1

5.53 Number of participants 60

Young Adult Services/Middle and High School Grade Levels

5.54 Number of sessions 0

5.55 Number of participants 0

General Adult Services

5.56 Number of sessions 2

5.57 Number of participants 130

5.58 **Other:** Does the system Y

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 | 1 |
| 3. | Number of participants | 10 |
| 5.59 | Grand Total Sessions (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) | 73 |
| 5.60 | Grand Total Participants (total questions 5.33, 5.35, 5.37, 5.39, 5.41, 5.43, 5.45, 5.47, 5.49, 5.51, 5.53, 5.55, 5.57 and total of question #3 of Repeating Group #5) | 787 |
| 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 please see individual instructions for these questions for any further requirements.

a. Coordinated purchase of print No

materials

- | | | |
|----|--|-----|
| 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 | 228 |
| 5.64 | Number of contacts - Consulting with member libraries and/or branches on funding and governance | 144 |
| 5.65 | Number of contacts - Consulting with member libraries and/or branches on charter and registration work | 20 |
| 5.66 | Number of contacts - Consulting with member | 735 |

libraries and/or branches on automation and technology

| | | |
|------|--|-----|
| 5.67 | Number of contacts - Consulting with member libraries and/or branches on youth services | 125 |
| 5.68 | Number of contacts - Consulting with member libraries and/or branches on adult services | 36 |
| 5.69 | Number of contacts - Consulting with member libraries and/or branches on physical plant needs | 58 |
| 5.70 | Number of contacts - Consulting with member libraries and/or branches on personnel and management issues | 532 |
| 5.71 | Number of contacts - Consulting with state and county correctional facilities | 95 |
| 5.72 | Number of contacts - Providing information to local, county, and state legislators and their staffs | 129 |
| 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 | 35 |
| 5.75 | Does the system provide other Y 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.

1. Topic Annual Reports

2. Number of contacts (all types) 360

1. Topic Tax Cap

2. Number of contacts (all types) 16

1. Topic Advocacy

2. Number of contacts (all types) 37

1. Topic Trustee Questions

2. Number of contacts (all types) 74

5.76 **Total other contacts** (total of question #2 of Repeating Group #6) 487

5.77 **Total number of contacts** (total of questions 5.63 through 5.74 and 5.76) 2,636

REFERENCE SERVICES

5.78 Total Reference Transactions 64

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
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 | \$17,500 |
| 3. | Subject to Public Vote (Enter Y for Yes, N for No, or N/A) | N |
| 4. | Written Contract (Enter Y for Yes, N for No, or N/A) | Y |
| 6.2 | Total County Funding | \$30,650 |
| 6.3 | All Other Local Public Funds | \$0 |
| 6.4 | Total Local Public Funds (total questions 6.2 and 6.3) | \$30,650 |

STATE AID RECEIPTS - arranged in alphabetical order

| | | |
|------|---|----------|
| 6.5 | Adult Literacy Library Services Grants | \$4,723 |
| 6.6 | Central Library Development Aid | \$99,272 |
| 6.7 | Central Book Aid | \$67,599 |
| 6.8 | Conservation/Preservation Grants | \$0 |
| 6.9 | Construction for Public Libraries Aid | \$793 |
| 6.10 | Coordinated Outreach Services Aid | \$79,653 |
| 6.11 | Correctional Facilities Library Aid | \$40,946 |
| 6.12 | County Jails Library Aid | \$3,121 |
| 6.14 | Family Literacy Grants | \$8,501 |
| 6.18 | Local Library Services Aid - Kept at System | \$0 |

| | | |
|------|---|-----------|
| 6.19 | Local Library Services Aid - Distributed to Members | \$98,968 |
| 6.20 | Total LLSA (total questions 6.18 and 6.19) | \$98,968 |
| 6.21 | Local Services Support Aid | \$87,714 |
| 6.22 | Local Consolidated Systems Aid | \$0 |
| 6.26 | Public Library System Basic Aid | \$847,559 |
| 6.27 | Public Library System Supplementary Operational Aid | \$129,551 |
| 6.36 | Special Legislative Grants and Member Items | \$249,100 |
| 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 | N |

Grants and Member Items on
Q 6.36).

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

- | | | |
|------|---|-------------|
| 1. | Funding Source | N/A |
| 2. | Amount | N/A |
| 6.43 | Total Other State Aid (total question #2 of Repeating Group #9 above) | \$0 |
| 6.44 | Total State Aid Receipts (total questions 6.5 through 6.14, questions 6.20 through 6.22, questions 6.26 through 6.27, questions 6.36 through 6.41, and question 6.43) | \$1,717,500 |

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 repeating group

- | | | |
|------|---|-----|
| 1. | Funding Source | N/A |
| 2. | Amount | N/A |
| 6.47 | Total Other Federal Aid (total questions #2 of Repeating Group #10 above) | \$0 |
| 6.48 | Total Federal Aid (total questions 6.45 and 6.47) | \$0 |

CONTRACTS WITH LIBRARIES, LIBRARY SYSTEMS AND/OR OTHER INSTITUTIONS IN NEW YORK STATE

6.49 Does the system contract with Y libraries, library systems or other institutions in New York State? 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 | Member Libraries |
| 2. | Contracted Service | Equipment & Supplies |
| 3. | Total Contract Amount | \$75,114 |
| 1. | Contracting Agency | Member Libraries |
| 2. | Contracted Service | Computer Technical Services |
| 3. | Total Contract Amount | \$294,081 |

| | | |
|------|---|-----------|
| 6.50 | Total Contracts (total question #3 of Repeating Group #11 above) | \$369,195 |
|------|---|-----------|

MISCELLANEOUS RECEIPTS

| | | |
|------|---|----------|
| 6.51 | Gifts, Endowments, Fundraising, Foundations (include Gates Grants here; specify project number(s) and dollar amount using the state note) | \$67,526 |
|------|---|----------|

| | | |
|------|-------------------------|---------|
| 6.53 | Income from Investments | \$7,812 |
|------|-------------------------|---------|

Proceeds from Sale of Property

| | | |
|------|---------------|-----|
| 6.54 | Real Property | \$0 |
|------|---------------|-----|

| | | |
|------|-----------|-----|
| 6.55 | Equipment | \$0 |
|------|-----------|-----|

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

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

- | | | |
|------|--|---|
| 1. | Receipt category | Member Libraries E-Content |
| 2. | Amount | \$18,651 |
| 1. | Receipt category | E-Rate Program |
| 2. | Amount | \$11,310 |
| 1. | Receipt category | Movie License Renewal |
| 2. | Amount | \$4,780 |
| 1. | Receipt category | Purchase of Launchpads |
| 2. | Amount | \$2,110 |
| 1. | Receipt category | Fees & Lost / Damaged Item Charges |
| 2. | Amount | \$767 |
| 1. | Receipt category | Member Libraries Hoopla Content |
| 2. | Amount | \$1,500 |
| 1. | Receipt category | Refund of Pr Yrs W/Comp Overpayment |
| 2. | Amount | \$2,714 |
| 1. | Receipt category | Job Training from Tompkins Cty Cham of Commerce |
| 2. | Amount | \$3,365 |
| 1. | Receipt category | Other Receipts of < \$250 Each |
| 2. | Amount | \$469 |
| 6.57 | Total Other Miscellaneous Receipts (total question #2 of Repeating Group #12 above) | |
| | | \$45,666 |

| | | |
|------------------|---|-------------|
| 6.58 | Total Miscellaneous Receipts (total questions 6.51 through 6.55 and question 6.57) | \$121,004 |
| 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) | \$2,238,349 |
| 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, 2018. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2017.) | \$1,144,354 |
| 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) | \$3,382,703 |

7. Operating Fund Disbursements

STAFF EXPENDITURES

Salaries

| | | |
|-----|--|-----------|
| 7.1 | System Director and Librarians | \$226,103 |
| 7.2 | Other Staff | \$393,582 |
| 7.3 | Total Salary and Wages Expenditures (total questions 7.1 and 7.2) | \$619,685 |
| 7.4 | Employee Benefits Expenditures | \$245,570 |
| 7.5 | Total Staff Expenditures (total questions 7.3 and 7.4) | \$865,255 |

COLLECTION EXPENDITURES

| | | |
|-----|--|-----------|
| 7.6 | Print Materials Expenditures | \$33,807 |
| 7.7 | Electronic Materials Expenditures | \$137,592 |
| 7.8 | Other Materials Expenditures | \$11,996 |
| 7.9 | Total Collection Expenditures (total questions 7.6 through 7.8) | \$183,395 |

GRANTS TO MEMBER LIBRARIES

Cash Grants Paid From

| | | |
|------|---|-----------|
| 7.10 | Local Library Services Aid (LLSA) | \$98,968 |
| 7.11 | Central Library Aid (CLDA/CBA) | \$99,272 |
| 7.15 | Other State Aid/Grants (e.g., Construction, Special Legislative or Member Grants) | \$240,100 |
| 7.16 | Federal Aid | \$0 |

| | | |
|------|---|-----------|
| 7.17 | Other cash grants paid from system funds | \$25,056 |
| 7.18 | Total Cash Grants (total questions 7.10 through 7.17) | \$463,396 |
| 7.19 | Book/Library Materials Grants | \$0 |
| 7.20 | Other Non-Cash Grants | \$0 |
| 7.21 | Total Grants to Member Libraries (total questions 7.18 through 7.20) | \$463,396 |

CAPITAL EXPENDITURES FROM OPERATING FUNDS

| | | |
|------|---|----------|
| 7.22 | Bookmobile | \$0 |
| 7.23 | Other Vehicles | \$0 |
| 7.24 | Computer Equipment | \$0 |
| 7.25 | Furniture/Furnishings | \$0 |
| 7.26 | Other Capital Expenditures | \$14,618 |
| 7.27 | Total Capital Expenditures from Operating Fund (total questions 7.22 through 7.26) | \$14,618 |

TOTAL CAPITAL EXPENDITURES BY SOURCE OF FUNDS

| | | |
|------|--|----------|
| 7.28 | From Local Public Funds (71PF) | \$0 |
| 7.29 | From Other Funds (71OF) | \$14,618 |
| 7.30 | Total Capital Expenditures by Source (total questions 7.28 and 7.29; same as question 7.27) | \$14,618 |

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs To Buildings and Building Equipment by Source of Funds

| | | |
|------|---|----------|
| 7.31 | From Local Public Funds (72PF) | \$0 |
| 7.32 | From Other Funds (72OF) | \$0 |
| 7.33 | Total Repairs to Buildings and Building Equipment (total questions 7.31 and 7.32) | \$0 |
| 7.34 | Other Building & Maintenance Expenses | \$43,095 |
| 7.35 | Total Operation and Maintenance of Buildings (total questions 7.33 and 7.34) | \$43,095 |

MISCELLANEOUS EXPENSES

| | | |
|------|---|----------|
| 7.36 | Total Operation & Maintenance of Bookmobiles and Other Vehicles | \$13,038 |
| 7.37 | Office and Library Supplies | \$9,254 |
| 7.38 | Equipment | \$8,059 |
| 7.39 | Telecommunications | \$33,469 |
| 7.40 | Binding Expenses | \$0 |
| 7.41 | Postage and Freight | \$16,408 |
| 7.42 | Publicity and Printing | \$5,703 |
| 7.43 | Travel | \$7,156 |
| 7.44 | Fees for Consultants and Professionals - Please include a State Note with the consultants' or vendors' names and a brief description of the service(s) provided. | \$18,052 |
| 7.45 | Membership Dues - Please | \$3,650 |

include a State Note listing Professional Organization Memberships for which dues are being paid.

- 7.46 Does the system have other miscellaneous expenses in categories not listed in questions 7.36 through 7.45? Enter Y for Yes, N for No. Y

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

1. Expense category Bkstage L.W.

2. Amount \$11,764

1. Expense category Equipment

2. Amount \$1,532

1. Expense category F. G. Media

2. Amount \$4,080

1. Expense category ILS Licenses

2. Amount \$4,287

1. Expense category ILS Mtce

2. Amount \$89,032

1. Expense category Movie Licens

2. Amount \$5,298

1. Expense category OCLC

2. Amount \$15,182

1. Expense category Overdrive

| | | |
|----|------------------|--------------|
| 2. | Amount | \$9,500 |
| 1. | Expense category | Prof Devel |
| 2. | Amount | \$8,139 |
| 1. | Expense category | Retiree Bene |
| 2. | Amount | \$40,588 |
| 1. | Expense category | Software |
| 2. | Amount | \$4,887 |
| 1. | Expense category | Travel |
| 2. | Amount | \$2,840 |
| 1. | Expense category | RB Digital |
| 2. | Amount | \$6,875 |
| 1. | Expense category | Other |
| 2. | Amount | \$1,756 |

7.47 **Total Other Miscellaneous Expenses** (total question #2 of Repeating Group #13) \$205,760

7.48 **Total Miscellaneous Expenses** (total questions 7.36 through 7.45 and 7.47) \$320,549

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 Member Libraries

using the State note)

| | | |
|------|---|--------------|
| 2. | Contracted Service (specify using the State note) | Computer Svc |
| 3. | Total Contract Amount | \$71,741 |
| 7.50 | Total Contracts (total question #3 of Repeating Group #14 above) | \$71,741 |

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) | \$2,024,599 |

TRANSFERS

Transfers to the Capital Fund

| | | |
|------|--|-------------|
| 7.57 | From Local Public Funds (76PF) | \$0 |
| 7.58 | From Other Funds (76OF) | \$0 |
| 7.59 | Total Transfers to Capital Fund (total questions 7.57 and 7.58; same as question 8.2) | \$0 |
| 7.60 | Total Transfers to Other Funds | \$0 |
| 7.61 | Total Transfers (total questions 7.59 and 7.60) | \$0 |
| 7.62 | TOTAL DISBURSEMENTS AND TRANSFERS (total questions 7.56 and 7.61) | \$2,024,599 |
| 7.63 | CLOSING CASH BALANCE at the End of the Current Fiscal Reporting Year (For Public Library Systems - December 31, 2018) | \$1,358,104 |
| 7.83 | GRAND TOTAL DISBURSEMENTS, TRANSFERS, & ENDING BALANCE (total questions 7.62 and 7.63) | \$3,382,703 |

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

| | | |
|------|---|-------------------------|
| 7.84 | Last audit performed (mm/dd/yyyy) | 06/20/2018 |
| 7.85 | Time period covered by this audit (mm/dd/yyyy - mm/dd/yyyy) | 01/01/2017 - 12/31/2017 |

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 **Total Bank Balance** (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 **Total Revenue From Local Sources** \$0

8.2 **Transfer From Operating Fund** (same as question 7.59) \$0

STATE AID FOR CAPITAL PROJECTS

8.3 State Aid Received for Construction \$0

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 All Other Aid and/or Grants for Capital Projects (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, 2018. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2017.) | \$0 |
| 8.10 | TOTAL RECEIPTS AND CASH BALANCE (total questions 8.8 and 8.9) | \$0 |

9. Capital Fund Disbursements

PROJECT EXPENDITURES

| | | |
|-----|-----------------------------|-----|
| 9.1 | Total Construction | \$0 |
| 9.2 | Incidental Construction | \$0 |
| 9.3 | Books and Library Materials | \$0 |

| | | |
|------|--|-----|
| 9.4 | Total Other Disbursements | \$0 |
| 9.5 | Total Project Expenditures (total questions 9.1 through 9.4) | \$0 |
| 9.6 | TRANSFER TO OPERATING FUND (Same as question 6.61) | \$0 |
| 9.7 | TOTAL NONPROJECT EXPENDITURES | \$0 |
| 9.8 | TOTAL DISBURSEMENTS - Total Project Expenditures, Transfer to Operating Fund, and Total Nonproject Expenditures (total questions 9.5 through 9.7) | \$0 |
| 9.9 | CLOSING CASH BALANCE IN CAPITAL FUND at the End of the Current Fiscal Year (December 31, 2018, for Public Library Systems) | \$0 |
| 9.10 | TOTAL DISBURSEMENTS AND CASH BALANCE (total questions 9.8 and 9.9) | \$0 |

12. Projected Annual Budget For Library Systems

Public Library Systems Budget for January 1, 2019 - December 31, 2019

PROJECTED OPERATING FUND - RECEIPTS

| | | |
|------|---|-------------|
| 12.1 | Total Operating Fund Receipts (include Local Aid, State Aid, Federal Aid, Contracts and Miscellaneous Receipts) | \$1,883,278 |
| 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, \$1,358,104 2019, must be the same as the December 31, 2018, closing balance reported on Q7.63 of the 2018 annual report)
- 12.5 **Grand Total Operating Fund Receipts, Budget Loans, Transfers and Ending Balance** \$3,241,382 (total questions 12.1 through 12.4)

PROJECTED OPERATING FUND - DISBURSEMENTS

- 12.6 Total Operating Fund Disbursements (include Staff Expenditures, Collection Expenditures, Grants to Member Libraries, Capital Expenditures from Operating Funds, Operation and Maintenance of Buildings, Miscellaneous Expenses, Contracts with Libraries and Library Systems in New York State and Debt Service) \$1,841,663
- 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, 2019) \$1,399,719
- 12.9 **Grand Total Operating Fund Disbursements, Transfers and Ending Balance** (total questions 12.6 through 12.8) \$3,241,382

PROJECTED CAPITAL FUND - RECEIPTS

- 12.10 Capital Fund Receipts \$0

(include Revenues from Local Sources, Transfer from Operating Fund, State Aid for Capital Projects and All Other Aid for Capital Projects)

- 12.11 Nonrevenue Receipts \$0
- 12.12 **Cash Balance in Capital Fund at the end of the previous fiscal year**
(For Public Library Systems, opening balance on January 1, \$0 2019, must be the same as the December 31, 2018, closing balance reported on Q9.9 of the 2018 annual report)
- 12.13 **Grand Total Capital Fund Receipts and Balance (total questions 12.10 through 12.12)** \$0

PROJECTED CAPITAL FUND - DISBURSEMENTS

- 12.14 Capital Fund Disbursements (include Project Expenditures, Transfer to Operating Fund and Nonproject Expenditures) \$0
- 12.15 Cash Balance in Capital Fund at the end of the current fiscal year (For Public Library Systems, December 31, 2019) \$0
- 12.16 **Grand Total Capital Fund Disbursement, Transfers, and Balance (Sum of questions 12.14 and 12.15)** \$0

13. State Formula Aid Disbursements

Public Library Systems Basic Aid

PUBLIC LIBRARY SYSTEMS BASIC AID, SUPPLEMENTAL AID and either LOCAL LIBRARY SERVICES AID and LOCAL SERVICES 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 LLSA.

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

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

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: Education Law § 273(1)(k)
Annual sum of \$350,000 for

Aid: business library. (Included in Basic Aid Payment)

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

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

13.1.1 Total Full-Time Equivalents (FTE) 2.89

13.1.2 Total Expenditure for Professional Salaries \$189,259

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) 7.16

13.1.4 Total Expenditure for Other Staff Salaries \$279,487

13.1.5 **Employees Benefits:** Indicate the total expenditures for all system employee fringe benefits. \$183,152

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

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

1. Expenditure Category Other (specify using the State note)

2. Provider of Services Tompkins Trust Company

3. Expenditure \$62,550

1. Expenditure Category Telecommunications

| | | |
|----|----------------------|---|
| 2. | Provider of Services | First Light Fiber |
| 3. | Expenditure | \$9,546 |
| 1. | Expenditure Category | Telecommunications |
| 2. | Provider of Services | Verizon Wireless |
| 3. | Expenditure | \$376 |
| 1. | Expenditure Category | Telecommunications |
| 2. | Provider of Services | Ring Central |
| 3. | Expenditure | \$321 |
| 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 | \$5,969 |
| 1. | Expenditure Category | Other (specify using the State note) |
| 2. | Provider of Services | Selective & Acadia Ins. Companies |
| 3. | Expenditure | \$12,603 |

1. Expenditure Category Building and maintenance expenses
 2. Provider of Services Town of Dryden
 3. Expenditure \$1,391
-
1. Expenditure Category Building and maintenance expenses
 2. Provider of Services NYSEG
 3. Expenditure \$11,802
-
1. Expenditure Category Building and maintenance expenses
 2. Provider of Services Cintas Corp
 3. Expenditure \$1,688
-
1. Expenditure Category Building and maintenance expenses
 2. Provider of Services Casella Waste Systems
 3. Expenditure \$1,190
-
1. Expenditure Category Building and maintenance expenses
 2. Provider of Services BH Cleaning Services
 3. Expenditure \$7,812
-
1. Expenditure Category Building and maintenance expenses
 2. Provider of Services ErnZ Co. Painting
 3. Expenditure \$575

- | | | |
|----|----------------------|--|
| 1. | Expenditure Category | Building and maintenance expenses |
| 2. | Provider of Services | GreenScene Lawn and Garden |
| 3. | Expenditure | \$4,857 |
| 1. | Expenditure Category | Library systems vendor contract for automation (e.g, integrated library system, virtual union catalog) |
| 2. | Provider of Services | OCLC |
| 3. | Expenditure | \$14,282 |
| 1. | Expenditure Category | Library systems vendor contract for automation (e.g, integrated library system, virtual union catalog) |
| 2. | Provider of Services | Backstage Library Works |
| 3. | Expenditure | \$11,764 |
| 1. | Expenditure Category | Commercial electronic content vendor contracts |
| 2. | Provider of Services | Overdrive |
| 3. | Expenditure | \$9,500 |
| 1. | Expenditure Category | Commercial electronic content vendor contracts |
| 2. | Provider of Services | Hoopla |
| 3. | Expenditure | \$34,355 |
| 1. | Expenditure Category | Commercial electronic content vendor contracts |
| 2. | Provider of Services | Fox Glen Media |

| | | |
|----|----------------------|--|
| 3. | Expenditure | \$4,080 |
| 1. | Expenditure Category | Commercial electronic content vendor contracts |
| 2. | Provider of Services | R.B. Digital / Zinio |
| 3. | Expenditure | \$6,875 |
| 1. | Expenditure Category | Commercial electronic content vendor contracts |
| 2. | Provider of Services | Tumbleweed Press |
| 3. | Expenditure | \$3,500 |
| 1. | Expenditure Category | Commercial electronic content vendor contracts |
| 2. | Provider of Services | EBSCO |
| 3. | Expenditure | \$17,054 |
| 1. | Expenditure Category | Consultant fees/professional fees |
| 2. | Provider of Services | Scriabba Walker & Company, LLP |
| 3. | Expenditure | \$10,250 |
| 1. | Expenditure Category | Consultant fees/professional fees |
| 2. | Provider of Services | ADP & Paychex |
| 3. | Expenditure | \$5,641 |
| 1. | Expenditure Category | Consultant fees/professional fees |

- | | | |
|----|----------------------|--------------------------------------|
| 2. | Provider of Services | Sharon Campenella |
| 3. | Expenditure | \$904 |
| 1. | Expenditure Category | Consultant fees/professional fees |
| 2. | Provider of Services | Various (See Note) |
| 3. | Expenditure | \$1,066 |
| 1. | Expenditure Category | Other (specify using the State note) |
| 2. | Provider of Services | Various (See Note) |
| 3. | Expenditure | \$3,037 |
| 1. | Expenditure Category | Other (specify using the State note) |
| 2. | Provider of Services | Various |
| 3. | Expenditure | \$5,502 |
| 1. | Expenditure Category | Institutional membership dues |
| 2. | Provider of Services | NYLA, Pulisdo, SCRLC |
| 3. | Expenditure | \$3,550 |
| 1. | Expenditure Category | Telecommunications |
| 2. | Provider of Services | Zoom Vidio Communications |
| 3. | Expenditure | \$1,000 |
| 1. | Expenditure Category | Other (specify using the State note) |

| | | |
|--------|--|--------------------------------------|
| 2. | Provider of Services | Various (See Note) |
| 3. | Expenditure | \$3,851 |
| 1. | Expenditure Category | Printing |
| 2. | Provider of Services | Cornell Print Services & Vista Print |
| 3. | Expenditure | \$1,188 |
| 1. | Expenditure Category | Other (specify using the State note) |
| 2. | Provider of Services | Various |
| 3. | Expenditure | \$1,765 |
| 1. | Expenditure Category | Other (specify using the State note) |
| 2. | Provider of Services | Excellus BC/BS, UNUM Insurance |
| 3. | Expenditure | \$40,588 |
| 13.1.7 | Total Expenditure - Purchased Services | \$301,572 |
| 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" is chosen. Also please see individual instructions for these questions for any further requirements.

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

1. Expenditure Category Office/library supplies and postage

2. Expenditure \$14,746

1. Expenditure Category Office/library supplies and postage

2. Expenditure \$4,610

1. Expenditure Category Office/library supplies and postage

2. Expenditure \$8,590

1. Expenditure Category Other (specify using the State note)

2. Expenditure \$1,304

1. Expenditure Category Other (specify using the State note)

2. Expenditure \$1,890

1. Expenditure Category Other (specify using the State note)

2. Expenditure \$1,871

13.1.9 **Total Expenditure -
Supplies and Materials** \$33,011

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

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

1. Type of Travel System Staff Travel

2. Expenditure \$5,471

1. Type of Travel Other

2. Expenditure \$9,954

13.1.11 **Total Expenditures - Travel** \$15,425

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 Insulation of Part of Building

2. Quantity 1

3. Unit Cost \$14,618

4. Expenditure \$14,618

13.1.13 **Total Expenditure -
Equipment and Furnishings** \$14,618

13.1.14 **Local Library Services Aid**

Expenditures: Indicate the
total expenditures to member
libraries for Local Library
Services Aid. \$98,968

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)** \$1,115,492
- 13.1.18 **Cash Balance at the Opening of the Fiscal Year**
NOTE: The opening balance must be the same as the closing balance of the previous year. \$0
- 13.1.19 **Total Allocation from 2018 - 2019 State Aid:** \$1,163,792
- 13.1.20 **Total Available Before Expenditures (total 13.1.18 + 13.1.19)** \$1,163,792
- 13.1.21 **Cash Balance at the End of the Current Fiscal Year (total 13.1.19 + 13.1.18 - 13.1.17)** \$48,300
- 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 revenues in this section cover the core operating expenses of the organization. This allows it to attain the goals that are outlined in the Plan of Service for the funding year. FLLS and system staff provide the following services to our member libraries: RESOURCE SHARING: Coordinated collection development, purchase of materials for borrowing by member libraries, providing subscriptions to review sources, maintaining a database of holdings, cataloging, daily delivery to member libraries (M-F), Interlibrary Loans, managing the

telecommunications infrastructure, operating and maintaining the Polaris circulation system, and exploring new technologies to be implemented. **PROFESSIONAL DEVELOPMENT and CONTINUING EDUCATION:** System staff attend meetings, conferences, and workshops locally as well as at the state and national level in order to interact with colleagues, stay abreast of current trends and developments, and facilitate the continuing education of member library staff and trustees. Hold workshops for members in the areas of technology, digital literacy, youth services, marketing / public relations, advocacy, electronic resources, best practices and trends, sustainable funding options, governance and leadership, trustee education and minimum standards compliance. **CONSULTING AND DEVELOPMENT SERVICES:** Professional staff provide assistance to member libraries via telephone, e-mail, and through library visits and board meetings in the areas of technology, best practices, governance, policies, laws and regulations, budgets and funding, personnel, literacy support, grants, annual reports, advocacy, youth services, reference, etc. **AWARENESS AND ADVOCACY:** FLLS creates an annual Advocacy Guide which includes contact information and legislative priorities of the state legislators that represent the libraries in our system, tips for communicating with legislators, sample letters, and state legislative and funding updates. We coordinate and participate in the annual Advocacy Day activities in Albany by providing a bus for members to attend, arranging meetings with legislators, and coordinating a postcard campaign; keep member libraries up to date on funding and legislation through e-mail communications and updates to the FLLS website. The System director and other professional staff meet locally with state and local representatives throughout year; FLLS works with South Central Regional Library Council to coordinate advocacy efforts. State legislators are invited to attend / speak at the FLLS annual meeting. However, little or no State Funds are used for direct lobbying / advocacy efforts. **COMMUNICATIONS AMONG MEMBER LIBRARIES:** FLLS administers listservs for directors, trustees, youth services staff, technology staff, and offers listservs for each of the five counties. Provides an annual directory of member libraries, containing hours of operations, and contact information for staff and trustees. Posts regular updates to the FLLS web site, Facebook, Twitter and Instagram. Started a Trustee newsletter in the fall of 2018. FLLS also encourages all five counties to host regular directors meetings, which FLLS staff attend. **COOPERATIVE EFFORTS WITH OTHER LIBRARY SYSTEMS:** Including sharing of policy templates, toolkits, and other resources with neighboring systems. We also host other public library system staff in workshops for our member libraries. **CONSTRUCTION:** Provides assistance to member libraries in completing construction

grant applications through site visits, providing system guidelines, specialized instructions, assistance in filling out forms, recommendations, and updates to the Public Library Construction Grant program from the Division of Library Development.

Central Book Aid

CENTRAL BOOK AID (CBA)

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

Reference: Commissioners Regulations 90.4

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

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

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

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

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

List services purchased with CBA funds in separate repeating groups, itemizing by vendor contract. If yes, complete one record for each 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 | Mango Languages |
| 3. | Expenditure | \$14,000 |
| 1. | Expenditure Category | Commercial electronic content vendor contracts |

2. Provider of Services Pro Quest LLC

3. Expenditure \$15,900

13.2.2 **Total Expenditure - Purchased Services** 29,900

13.2.3 **Supplies and Materials:** Did the library system expend CBA funds for adult non-fiction and foreign language library materials with a unit cost less than \$5,000? Enter Y for Yes, N for No. 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 chosen. Also please see individual instructions for these questions for any further requirements.

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

1. Expenditure Category Adult non-fiction and foreign language library materials - print

2. Quantity N/A

3. Unit Cost N/A

4. Expenditure \$10,851

1. Expenditure Category Adult non-fiction and foreign language materials - non-print

2. Quantity

3. Unit Cost

4. Expenditure \$23,449

1. Expenditure Category Adult non-fiction and foreign language materials - electronic databases

- | | | |
|--------|---|----------|
| 2. | Quantity | |
| 3. | Unit Cost | |
| 4. | Expenditure | \$8,108 |
| 13.2.4 | Total Expenditure - Supplies and Materials | \$42,408 |
| 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) | \$72,308 |
| 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. | \$10,858 |
| 13.2.9 | Total Allocation from 2018 - 2019 State Aid | \$67,599 |

| | | |
|---------|---|--|
| 13.2.10 | Total Available Before Expenditures (total 13.2.8 + 13.2.9) | 78,457.00 |
| 13.2.11 | Cash Balance at the End of the Current Fiscal Year (total 13.2.9 + 13.2.8 - 13.2.7) | \$6,149 |
| 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 e-book materials by our central library and to pay for system wide subscriptions to the Mango Languages and Heritage Quest databases. |

Central Library Development Aid

CENTRAL LIBRARY DEVELOPMENT AID (CLDA)

Statutory Education Law § 272, 273(1)(b)(1)
Reference: Commissioners Regulations 90.4
 The formula is \$0.32 per capita or \$105,000 whichever is greater. Please see the Central Library Program Guidelines at <http://www.nysl.nysed.gov/libdev/clda/index.html> for more information.
 Note: CLDA funds which are expended for library materials must be used for adult non-fiction and foreign language, including electronic content.

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

| | | |
|--------|-----------------------------------|-----|
| 13.3.1 | Total Full-Time Equivalents (FTE) | .00 |
|--------|-----------------------------------|-----|

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

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

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

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

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

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

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

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

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

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

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

1. Type of travel N/A

2. Expenditure N/A

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

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

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

1. Type of item N/A

2. Quantity N/A

3. Unit cost N/A

4. Expenditure N/A

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

13.3.14 **Grants to Central/Co-Central Libraries:** Did the Y

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 | \$99,272 |
| 3. | Project Description (no more than 300 words) | Pass Through of CLDA money to Central Library. Please see final narrative below. |
| | | |
| 13.3.15 | Total Expenditure - Grants to Central/Co-Central Libraries | \$99,272 |
| | | |
| 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) | \$99,272 |
| | | |
| 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 2018 - 2019 State Aid: | \$99,272 |
| | | |
| 13.3.19 | Total Available Before Expenditures (total 13.3.17 + 13.3.18) | \$99,272 |
| | | |
| 13.3.20 | Cash Balance at the end of the Current Fiscal Year (total 13.3.18 + 13.3.17 - 13.3.16) | 0.00 |
| | | |
| 13.3.21 | Final Narrative: Provide a brief narrative, no more than five hundred (500) words, describing the major activities | Central Library Development Aid is used by our central library to support a portion of the Polaris Integrated Library System, and to underwrite staff costs involved in selecting, acquiring, processing, circulating, and weeding the CBA collection. |

carried out with these State
Aid Funds.

Coordinated Outreach Library Services Aid

COORDINATED OUTREACH LIBRARY SERVICES AID

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

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

13.4.1 Total Full-Time Equivalents (FTE) 0.45

13.4.2 Total Expenditure for Professional Salaries \$20,725

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 \$19,361

13.4.5 **Employee Benefits:** Indicate the total expenditures for all system employee benefits. \$17,669

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

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

1. Expenditure Category Commercial electronic content vendor contracts

2. Provider of Services Brainfuse

- | | | |
|--------|---|--------------------------------------|
| 3. | Expenditure | \$1,577 |
| 1. | Expenditure Category | Other (specify using the State note) |
| 2. | Provider of Services | NYLA and Pulisdo |
| 3. | Expenditure | \$328 |
| 13.4.7 | Total Expenditure - Purchased Services | \$1,905 |

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

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

- | | | |
|--------|---|--|
| 1. | Expenditure Category | Office/library supplies and postage |
| 2. | Expenditure | \$677 |
| 1. | Expenditure Category | Non-print resources (electronic content) |
| 2. | Expenditure | \$1,020 |
| 13.4.9 | Total Expenditure - Supplies and Materials | 1,697 |

- 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.

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

1. Type of Travel System staff

2. Expenditure \$503

13.4.11 **Total Expenditure - Travel** \$503

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 | \$860 |
| 3. | Description of Project | Community Fine Arts - Students will create fine art pieces with materials that are unusual, high-quality and versatile. All levels of students are welcome. Each project will be taught at a grade school level. |
| 1. | Recipient | Berkshire Free Library |
| 2. | Allocation | \$1,534 |
| 3. | Description of Project | Senior Reading Room - Information about special senior events, local and national news and informative materials that will enhance your senior life is available in this room. |
| 1. | Recipient | Stewart B. Lang Memorial Library |
| 2. | Allocation | \$700 |
| 3. | Description of Project | Building a Community of Readers - In an effort to increase literacy across many age groups and promote community generosity and engagement, we are installing little library boxes in and around Cato and Ira, NY. These little lending libraries will provide geographically isolated residents of this area with access to reading materials as well give them a chance to give back to the community. |
| 1. | Recipient | Cortland Free Library |
| 2. | Allocation | \$2,250 |
| 3. | Description of Project | Mail It Outreach Project - Strives to provide library services to our patrons who are unable to visit us. The Mail-It Outreach Program will provide monthly book meetings and the ability to check out books for residents at Walden Place, Crown Park Rehabilitation and Nursing Center, and the Cortland Park Rehabilitation and Nursing Center. The Mail-It Outreach Program also provides "mail order book service" to our homebound patrons in Cortland County. |
| 1. | Recipient | Southworth Library Association |

- | | | |
|----|------------------------|--|
| 2. | Allocation | \$887 |
| 3. | Description of Project | <p>Art Classes for Lifelong Learners - Exploration and instruction in fine arts with Donna Atwood will explore watercolor, acrylic painting, ink on tile and folk art in 6 classes designed to encourage beginning and experienced artists to gain new skills and create their own artwork. A final art exhibit of finished works by the participants and other community members will be the culmination of the project.</p> |
| 1. | Recipient | Groton Public Library |
| 2. | Allocation | \$2,374 |
| 3. | Description of Project | <p>STEAM @ GPL - The Groton Public Library will purchase a 3D Printer to expand its capacity for engaging our youth with cutting edge technology. By providing 3D Printer access and instruction to the youth of Groton, these otherwise educationally disadvantaged and geographically isolated youth will be able to broaden their horizons, explore new technology, and imaginatively design projects that they can then print.</p> |
| 1. | Recipient | Philips Free Library |
| 2. | Allocation | \$1,200 |
| 3. | Description of Project | <p>Summer Reading on the Road - Summer Reading at the Truxton Community Center brings the Phillips Free Library summer reading program to children of the Truxton community. With regular story times, STEM activities and fun games, learning and reading throughout the summer will be available to children in this rural community within our service area.</p> |
| 1. | Recipient | Peck Memorial Library |
| 2. | Allocation | \$1,095 |
| 3. | Description of Project | <p>Libraries Rock 2018 - Peck Memorial Library will be having a dynamic summer reading program that includes a</p> |

variety of programs and activities to engage young and young adult readers. Programs will include Animal Adventure, the Physics Bus, and the Game Truck. The summer reading program is developed to encourage reading during the summer months.

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|----|------------------------|--|
| 1. | Recipient | Tappan-Spaulling Memorial Library |
| 2. | Allocation | \$1,300 |
| 3. | Description of Project | STEAM Night - STEAM NIGHT is an enrichment program, to engage children grades 1-4. We will offer a monthly program where a STEAM topic will be explored through literature and a hands on activity. We will blend basic principles of science with the creativity of the arts to develop projects that help build problem solving skills, inventive thinking and a desire to read in our local children. |
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- | | | |
|----|------------------------|--|
| 1. | Recipient | Edith B. Ford Memorial Library |
| 2. | Allocation | \$1,800 |
| 3. | Description of Project | Libraries Speak: Digital & Audiobooks for All - is here to embrace the digital media realm by creating learning paths and providing access to digital media. The project will also help patrons overcome the hurdles of media by providing tools and materials for other speaking book resources in libraries. |
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- | | | |
|----|------------------------|---|
| 1. | Recipient | Tompkins County Public Library |
| 2. | Allocation | \$1,000 |
| 3. | Description of Project | Ask A Professional Series - are a series of workshops, aimed at providing digital and information literacy skills to seniors living in Tompkins County. The goal of this program is to provide seniors with the skills necessary to successfully perform information inquiries on their own and to know which professionals to reach out to when questions arise during their research. |

- 13.4.15 **Total Expenditure - Grants to Member Libraries** \$15,000
- 13.4.16 **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)** \$76,860
- 13.4.17 **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. \$2,418
- 13.4.18 **Total Allocation from 2018 - 2019 State Aid:** \$79,653
- 13.4.19 **Total Available Before Expenditures (total 13.4.17 + 13.4.18)** \$82,071
- 13.4.20 **Cash Balance at the End of the Current Fiscal Year (total 13.4.18 + 13.4.17 - 13.4.16)** \$5,211
- 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 materials as needed by them. We continue to serve as a liaison to the Talking Book and Braille Library. We have held two meetings of the Coordinated Outreach Advisory Council; and administer a mini-grant program for members, funding 11 member libraries for various outreach programs; We also cover the travel expenses of the Outreach Coordinator when attending local and state outreach related meetings and conferences.

Services to County Jails Aid

SERVICE TO COUNTY JAILS (INTERINSTITUTIONAL) AID

Statutory Reference: Education Law § 285(2)

The intent of the Services to County Jails Program is to provide basic reading materials for those individuals who are incarcerated short term in county jails across the State. Examples of appropriate

spending include books and magazine / newspaper subscriptions which are acceptable to the institution (Supplies & Materials), as well as programs such as Job Information and other topics directly relevant to the county jail inmate's needs (Purchased Services).

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

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

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

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

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

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

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

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

| | | |
|----|----------------------|---------------------------------|
| 1. | Expenditure Category | Books and other print materials |
| 2. | Expenditure | \$4,324 |

13.5.4 **Total Expenditure - Supplies and Materials** \$4,324

- 13.5.5 **Total Expenditure (total 13.5.2, and 13.5.4)** 4,324.00
- 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. \$1,529
- 13.5.7 **Total Allocation from 2018 - 2019 State Aid** \$3,121
- 13.5.8 **Total Available Before Expenditures (total 13.5.6 + 13.5.7)** \$4,650
- 13.5.9 **Cash Balance at the End of the Current Fiscal Year (total 13.5.7 + 13.5.6 - 13.5.5)** \$326
- 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 and magazines for each of our five county jails. We also get magazine donations from our member libraries; which we distribute.

State Correctional Aid

THE FOLLOWING QUESTIONS ARE FOR SYSTEMS WITH STATE CORRECTIONAL FACILITIES ONLY

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

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) | .20 |
| 13.6.2 | Total Expenditure for Professional Salaries | \$9,211 |
| 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) | .27 |
| 13.6.4 | Total Expenditure for Other Staff Salaries | \$8,712 |
| 13.6.5 | Employee Benefits: Indicate the total expenditures for all system employee benefits. | \$7,908 |
| 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 chosen. Also please see individual instructions for these questions for any further requirements.

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

| | | |
|----|----------------------|--|
| 1. | Expenditure Category | Commercial electronic content vendor contracts |
| 2. | Provider of Services | OCLC |
| 3. | Expenditure | \$901 |
| 1. | Expenditure Category | Other (specify using the State note) |
| 2. | Provider of Services | NYLA |
| 3. | Expenditure | \$1,077 |
| 1. | Expenditure Category | Other (specify using the State note) |

- | | | |
|----|----------------------|-------------|
| 2. | Provider of Services | Karima Amin |
| 3. | Expenditure | \$200 |

13.6.7 **Total Expenditure - Purchased Services** 2,178

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

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

| | | |
|----|----------------------|-------------------------------------|
| 1. | Expenditure Category | Office/library supplies and postage |
|----|----------------------|-------------------------------------|

| | | |
|----|-------------|-------|
| 2. | Expenditure | \$537 |
|----|-------------|-------|

| | | |
|----|----------------------|--------------------------------------|
| 1. | Expenditure Category | Other (specify using the State note) |
|----|----------------------|--------------------------------------|

| | | |
|----|-------------|---------|
| 2. | Expenditure | \$2,141 |
|----|-------------|---------|

| | | |
|----|----------------------|---------------------------------|
| 1. | Expenditure Category | Books and other print materials |
|----|----------------------|---------------------------------|

| | | |
|----|-------------|----------|
| 2. | Expenditure | \$14,098 |
|----|-------------|----------|

13.6.9 **Total Expenditure - Supplies and Materials** \$16,776

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 \$932

13.6.11 **Total Expenditure - Travel** \$932

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

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

1. Type of item N/A

2. Quantity N/A

3. Unit Cost N/A

4. Expenditure N/A

13.6.13 **Total Expenditure - Equipment and Furnishings** 0.00

13.6.14 **Total Expenditure (total 13.6.2, 13.6.4, 13.6.5, 13.6.7, 13.6.9, 13.6.11, and 13.6.13)** \$45,717

13.6.15 **Cash Balance at the Opening of the Fiscal Year:**
NOTE: The opening balance must be the same as the closing balance of the previous year. \$6,115

13.6.16 **Total Allocation from 2018 -** \$40,946

2019 State Aid:

- 13.6.17 **Total Available Before Expenditures (total 13.6.15 + 13.6.16)** \$47,061
- 13.6.18 **Cash Balance at the End of the Current Fiscal Year (total 13.6.16 + 13.6.15 - 13.6.14)** \$1,344
- 13.6.19 **Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds
- Funds in this section were used to fill Interlibrary Loan requests from our four correctional facilities: deliver materials to and from the facilities, cover a portion of staff salaries involved in advising the correctional facility librarians and staff, answering reference questions from inmates, and purchasing materials and equipment. We also cover travel expenses for the Outreach Coordinator when making visits to facilities, and host at least one annual meeting 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 element for Year 1 (2017).

- 14.1 Element 1: Resource Sharing - Results
- 14.1 Element 1: Resource Sharing - Results Professional staff visited member libraries to assist with weeding, collection development and space planning; Continued to maintain a database of FLLS and all member library holdings to enhance cooperative system sharing; FLLS Cataloger continues to perform original cataloging when titles cannot be found in OCLC WorldCat database; Provide cataloging support of cataloging non-traditional items such as cake pans, umbrellas, tools, board games, museum passes, and NY State Park passes for our member libraries; Maintained a subscription to OverDrive and purchased materials in order to provide libraries and their patrons access to downloadable audio and e-books; Maintained a subscription to RBDigital and purchased materials to provide libraries and their patrons access to downloadable magazines. Continued to provide a subscription to hoopla to provide libraries and their patrons access to streaming videos, television shows, music, graphic novels, e-books and e-audiobooks. Purchased subscriptions to Library Journal, School Library Journal, Voice of Youth Advocates, Horn Book, and Video Librarian to circulate among member libraries; Established and added to our collections of non-traditional materials and new formats including launchpads, playaways, playaway views, playaway bookpicks,

storytime kits, book group kits, maker and STEAM kits, video games, graphic novels, and Blu-ray discs; Sent out bi-weekly bulletins via e-mail with collection recommendations, system updates and professional development opportunities. Professional staff participated in NYLA, NYLA-YSS, LTA, PULISDO, NYALS, ARSL, Library Journal Directors' Summit and IUG annual conferences and reported back to member libraries via email on what was learned. DELIVERY AND INTERLIBRARY LOAN: Delivered materials daily, Monday through Friday, to all member libraries; Central Library provided a core non-fiction collection for Interlibrary Loan; Requests from member libraries, correctional facilities, and patrons for out of system ILL requests were processed on a daily basis using OCLC WorldShare ILL platform; FLLS is a supplier for out-of-system ILL requests. FLLS installed a book drop at our headquarters for member library and patrons returns. INTEGRATED LIBRARY SYSTEM and TECHNOLOGY: Use a credit card payment option in the web based catalog (PowerPAC) to enable patrons to pay fines and make donations online; continued to renew subscription to Survey Monkey for member library usage; continue to modify our updated FLLS web site including calendar software and a blog. FLLS provides hosted web services to our member libraries; Offer transferring domain name registration to FLLS members so that member libraries do not need to worry about expiring domain names; Provides LibData PC print and time management software to 12 of our member libraries; 27 member libraries utilize Meraki security appliance and wireless networks so that FLLS can be proactive to supporting our libraries with technology needs.

14.2 Element 2: Special Client Groups - Results

14.2 Element 2: Special Client Groups - Results ADULT LITERACY: Administered the New York State Adult Literacy Library Services Grant by continuing the subscription to JobNow by Brainfuse to help with career assessment, resume review, live job interview coaching, and job hunt help. The JobNow database has been much more popular than the Learning Express database that it replaced. Learning Express had 81 total sessions and 70 resources utilized in 2017. By comparison, JobNow had 252 unique sessions (including 20 live tutoring sessions) with 1,986 resources utilized in 2018. That is a 211% increase in unique sessions and 2737% increase in resources utilized. The increase popularity can be attributed to continual promotion of the database and the better quality resources located on JobNow. Our Outreach Coordinator provided training to workforce development specialists at career centers in Seneca and Tompkins counties, at the system, and at 5 member libraries. COORDINATED OUTREACH: FLLS held two meetings

of the Coordinated Outreach Advisory Council; Continued mini-grant program for members: member libraries were awarded grants for the grant cycle which has continued to be competitive due to increased marketing and grant writing educational opportunities. CORRECTIONAL FACILITIES: Continued to provide interlibrary loan service, reference assistance, deposit collections, system workshops and consultant services to correctional facilities in our service area. Purchased and distributed materials for correctional facilities through money allotted in system grant. An annual correctional facilities meeting is held in June to review and assess services to our correctional facilities and to provide valuable networking opportunities. Our Outreach Coordinator organized the 2nd annual Correctional Facility Librarian Fall CE day at the Pioneer Library System that brought together central and western NY correctional and outreach librarians for a day of networking and sharing of best practices for programming, collection development, resource sharing, and management. Visits were offered to any interested correctional facility for extra system help. Reference services to the correctional facilities was heavily promoted and utilization of that service increased substantially. YOUTH SERVICES: Continued to administer the New York State Family Literacy Library Services Grant and coordinated "Summer Reading at New York State Libraries" for our member libraries. The Member Services Librarian visited member libraries to assist with youth collections and programming. Held kickoff Summer Reading Meeting to educate member libraries and provide resources. Facilitated grants for youth projects at member libraries funded by a private source through the Community Foundation of Tompkins County. Increased collection of resources such as puppets, storytime kits, maker and STEAM kits, die cuts, videogames, and graphic novels as well as their promotion. Held various workshops for member library staff on topics related to children's and youth services. A Youth Services Advisory group was formed for our member libraries and the Youth Services Consultant at FLLS facilitated that group. Topics of discussion over the past year included youth programming, child safety issues, the 3 Apples Award, space planning for youth services areas, story time ideas, and pest management. The Youth Services Consultant passes along timely youth services resources to member libraries as needed.

14.3 Element 3: Professional Development and Continuing Education - Results

14.3 Element 3: Professional Development and Continuing Education - Results Coordinated and/or facilitated the following workshops for member Libraries: Summer Reading Program Kick-Off Meeting, multiple Trustee Orientation meetings, New Director Trainings, OverDrive Classes, hoopla Classes, NYS Construction

Grant Sessions, POLARIS trainings, Item Maintenance trainings, Video Marketing is for Libraries Workshop, Childhood Hunger in Tompkins County Libraries, Collection Development Workshop, Annual Report sessions, Grant Writing Workshop, Readers' Advisory and Novelist Workshop. FLLS staff attended the following conferences/workshops: Public Library Association Conference in Philadelphia, NYLA annual conference, PULISDO conference, NYALS Conference, IUG annual conference, Youth Services Section of NYLA Conference, PULISDO section of NYLA Conference, NYALS section of NYLA Conference, Rural Library Round Table Rural Resources Symposium, South Central Regional Library Council Social Justice Summit Follow Up Conference, Space Planning Workshop at CLRC, Starting a Friends Group Workshop by CLRC, NY Stat Sexual Harassment Prevention training, MarcEdit Workshop, Digital Inclusion Workshop at Pioneer Library System, ALA Advocacy Bootcamp, RIPL Conference at MidYork Library System, SLJ Teen Live, Romulus Central School District Maker Space Night, Library Journal Directors Summit in San Diego, and various workshops offered by the South Central Regional Library Council. In 2017, FLLS co-hosted YSS Annual Conference in downtown Ithaca for the first time in over 30 years. FLLS also co-sponsored the South Central Regional Library Council's Legislative Advocacy Breakfast with Four County Library System and the Southern Tier Library System.

14.5 Element 5: Consulting and Development Services - Results

14.5 Element 5: Consulting and Development Services - Results System librarians and other professional staff visited member libraries and attended member library board meetings on a regular basis and responded to specific questions and provided assistance where needed about issues concerning services, programs, collection development, funding, school ballot referendums, charters, space planning, weeding, management and leadership, construction, annual reports, advocacy, trustee and director orientations, personnel concerns, policies, reference, laws and regulations, and other topics related to library management and governance. The FLLS web site was also updated to include professional resources for directors and trustees, such as statistical spreadsheets, links to online toolkits and resources, and instructional materials. With our new Member Services Librarian starting mid-year, a concentrated effort on visiting all member libraries and their directors was done by the Member Services Librarian, in addition to regular visits by the System Director and Outreach Consultant.

14.6 Element 6: Coordinated Services - Results

14.6 Element 6: Coordinated Services - Results Continued to maintain the online union catalog of member and FLLS

holdings; continued with the coordinated purchasing of e-content materials; provided an opportunity for a group purchase of computers for the member libraries of which 53 computers and 11 Chrome devices (9 Chromebox and 2 Chromebooks) were purchased by 24 different libraries. These computers were staged, configured, and installed by FLLS staff.

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|------|---|---|
| 14.7 | Element 7: Awareness and Advocacy - Results | <p>14.7 Element 7: Awareness and Advocacy - Results FLLS continued to create an in-depth annual Advocacy Guide and Legislative Guide which includes contact information and legislative priorities of the state legislators that represent the libraries in our system, tips for communicating with legislators, sample letters, and state legislative and funding updates; Coordinates and participates in the annual Lobby Day activities in Albany by providing a bus and a 15 seat passenger van for members to attend, arranging meetings with legislators, and coordinating a postcard campaign; keeps member libraries up to date on funding and legislation through e-mail communications and updates to the FLLS web site; system director, professional staff, and trustees meet locally with state and local representatives throughout the year. Advocacy efforts were increased on FLLS' social media platforms. FLLS co-hosted a Legislative Advocacy Breakfast for local legislators in the Finger Lakes, Southern Tier and Four County Library System service area with the South Central Regional Library Council. The breakfast took place at the Tompkins County Public Library in Ithaca.</p> |
| 14.8 | Element 8: Communication among Member Libraries and/or Branch Libraries - Results | <p>14.8 Element 8: Communication among Member Libraries and/or Branch Libraries- Results FLLS administers multiple listservs for directors, trustees, youth services staff, technology staff, and offers listservs for each of the five counties in our service area; Provides an annual directory of members containing the hours of the libraries and contact information of staff and trustees; Posts regular updates to the FLLS web site, Facebook, Twitter and Instagram. FLLS encourages the regular meeting between county library managers and directors and FLLS routinely attend these meetings. FLLS creates and distributes a bi-weekly bulletin for our member libraries, trustees and community partners. FLLS started a monthly trustee newsletter for member library trustees in 2018.</p> |
| 14.9 | Element 9: Cooperative Efforts with Other Library Systems - Results | <p>14.9 Element 9: Cooperative Efforts with Other Library Systems - Results System Director is a member of the Public Library System Directors Organization (PULISDO) and is also a member of the PULISDO subcommittee on the 2020 Census; System Director is Secretary of</p> |

PULISDO; System Director is a member of NYALS (New York Alliance of Library Systems); System Director is on the Board of the South Central Regional Library Council and is the Treasurer of that Board; FLLS staff visited and hosted neighboring library systems to share knowledge and ideas; Staff from public library systems presented FLLS workshops for our staff and member libraries; shared policy templates, toolkits and other resources with neighboring systems; FLLS staff members held the following positions: PULISDO Secretary, SCRLC Treasurer, TST BOCES School Librarian Consortium member, and CORT Treasurer.

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|-------|---------------------------------------|--|
| 14.10 | Element 10: Construction - Results | 14.10 Element 10: Construction - Results FLLS provides assistance to members in completing construction grant applications through site visits, providing system guidelines, specialized instructions, assistance in filling out forms, recommendations, and updates to the Public Library Construction Grant program from the Division of Library Development. |
| 14.11 | Element 11: Central Library - Results | 14.11 Element 11: Central Library - Results Central Book Aid funds are used to purchase non-fiction print, audiobook, DVD, and e-book materials by our central library and to pay for system wide subscriptions to the Mango Languages and HeritageQuest databases. Central Library Development Aid was used by our central library to support a portion of the Polaris Integrated Library System, materials receiving activity, and to underwrite staff costs involved in selecting, acquiring, processing, maintaining, circulating, repairing, and weeding of the CBA collection. |
| 14.12 | Element 12: Direct Access - Results | 14.12 Element 12: Direct Access - Results All FLLS member libraries are in compliance with Commissioner's Results Regulation 90.3 and FLLS has a current, board approved Free Direct Access Plan. |
| 14.13 | Element 13: Other Goal(s) - Results | N/A |

15. Current system URL's

- | | | |
|------|--------------------------------|---|
| 15.1 | System Home Page URL | http://www.flls.org/ |
| 15.2 | URL of Current List of Members | http://www.flls.org/member-libraries/ |

- 15.3 URL of Current Governing Bylaws <http://www.flls.org/wp-content/uploads/2012/11/BYLAWS2.pdf>
- 15.4 URL of Evaluation Form <https://www.surveymonkey.com/r/BGBZ7WV>
- 15.5 URL of Evaluation Results <https://www.surveymonkey.com/results/SM-SQJ99FSRV/>
- 15.6 URL of Central Library Plan http://www.flls.org/wp-content/uploads/2017/07/Central_Library_Plan2017.pdf
- 15.7 URL of Direct Access Plan http://www.flls.org/wp-content/uploads/2017/07/Direct_Access_Plan2017.pdf

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) 02/20/2019

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). 06/07/2019

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!