Finger Lakes Library System
Annual Report for Library Systems - 2019 (Public Library Systems 2019)

1. General System Information

System/Director 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 CollectConnect, 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 CollectConnect 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.

To avoid loss of data, only one person at a time should be logged into a member library report. Multiple people logged into the same report will cause data to be lost.

Libraries should not have reports from two different years open at the same time.

1.1 SEDCODE: 610600700008
1.2 Institution ID: 800000036373
1.3 System Name: Finger Lakes Library System
1.4 Beginning Reporting Year: 01/01/2019
1.5 Ending Reporting Year: 12/31/2019
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
1.18 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 First Name of System Director: Sarah
1.25 Last Name of System Director: Glogowski
1.26 NYS Public Librarian Certification Number of the Director of Public Library System, and Reference and Research Library Resources System.
   19222

1.31 Telephone Number of the System Director, including area code and extension (enter digits only, field will automatically format with extension)
   (607) 273-4074 Ext.222

1.32 E-Mail Address of the System Director
   sglogowski@fls.org

1.33 Fax Number of the System Director (enter 10 digits only and hit the Tab key)
   N/A

1.34 Name of Outreach Coordinator
   Jenny Shonk

1.47 Is the library system a member of the New York State and Local Retirement System?
   Y

1.48 Does the reporting system have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one repeating group for each contract. If no, enter N/A on questions 1 through 5 of one repeating group.
   N

<table>
<thead>
<tr>
<th>Contracts/Unusual Circumstances</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Name of Contracting Municipality or District</td>
</tr>
<tr>
<td>2. Is this a written contract? (Enter Y for Yes, N for No)</td>
</tr>
<tr>
<td>3. Population of the geographic area served by this contract</td>
</tr>
<tr>
<td>4. Dollar amount of contract</td>
</tr>
<tr>
<td>5. Indicate &quot;Full&quot; or &quot;Partial&quot; range of services provided by this contract (Select one)</td>
</tr>
</tbody>
</table>

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

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

1.50 President/CEO Name. If there is no President/CEO please enter "N/A"
1.51 President/CEO Phone Number
1.52 President/CEO Email

2. Personnel Information

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

<table>
<thead>
<tr>
<th>BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS</th>
<th>(enter to two decimal places; enter decimal point)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.4 Public Library System Director per CR 90.3(f)</td>
<td>1</td>
</tr>
<tr>
<td>2.5 Public Library System Director per CR 90.3(f)</td>
<td>0</td>
</tr>
<tr>
<td>2.10 Librarians - Filled Position(s) FTE</td>
<td>2.5</td>
</tr>
<tr>
<td>2.11 Librarians - Vacant Position(s) FTE</td>
<td>0</td>
</tr>
<tr>
<td>2.12 Outreach Coordinator (certified) per CR 90.3 (1)(2)</td>
<td>1</td>
</tr>
<tr>
<td>2.13 Outreach Coordinator (certified) per CR 90.3 (1)(2)</td>
<td>0</td>
</tr>
<tr>
<td>2.14 Total Certified Librarians - Filled Position(s) FTE (total questions 2.4 + 2.10 + 2.12)</td>
<td>4.50</td>
</tr>
<tr>
<td>2.15 Total Certified Librarians - Vacant Position(s) FTE (total questions 2.5 + 2.11 + 2.13)</td>
<td>0.00</td>
</tr>
<tr>
<td>2.16 Total Other Professional Staff - Filled Position(s) FTE</td>
<td>5</td>
</tr>
<tr>
<td>2.17 Total Other Professional Staff - Vacant Position(s) FTE</td>
<td>0</td>
</tr>
<tr>
<td>2.18 Total Other Staff - Filled Position(s) FTE</td>
<td>4.49</td>
</tr>
<tr>
<td>2.19 Total Other Staff - Vacant Position(s) FTE</td>
<td>0</td>
</tr>
<tr>
<td>2.20 Total Paid Staff - Filled Position(s) FTE (total questions 2.14 + 2.16 + 2.18)</td>
<td>13.99</td>
</tr>
<tr>
<td>2.21 Total Paid Staff - Vacant Position(s) FTE (total questions 2.15 + 2.17 + 2.19)</td>
<td>0.00</td>
</tr>
</tbody>
</table>

SALARY INFORMATION

| 2.22 Entry-Level Librarian (certified) FTE | 0 |
| 2.23 Entry-Level Librarian (certified) Current Annual Salary | $42,497 |
| 2.24 System Director FTE | 1 |
| 2.25 System Director Current Annual Salary | $94,860 |

3. System Membership, Outlets and Governance

3.9 Number of member libraries. 33
Do not include branches.

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 (total questions 3.15 through 3.19)
16

3.24 Name of Central Library/Co-Central Libraries
Tompkins County Public Library

BOARD/COUNCIL MEETINGS

3.25 Total number of public library system/3Rs board meetings or school library system council meetings held during reporting year
11

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, 2020, through December 31, 2020.

President/Council Chair

3.29 Status
Filled

3.30 First Name
Steven

3.31 Last Name
Moolin

3.32 Institutional Affiliation
Aurora Free Library

3.33 Professional Title
N/A

3.34 Mailing Address
71 Asbury Rd

3.35 City
Lansing

3.36 Zip Code (enter five digits only)
14882

3.37 Telephone for the Board President (enter 10 digits only)
(315) 481-5203
<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-mail Address</td>
<td><a href="mailto:trustemoolin@gmail.com">trustemoolin@gmail.com</a></td>
</tr>
<tr>
<td>Term Begins - Month</td>
<td>January</td>
</tr>
<tr>
<td>Term Begins - Year (yyyy)</td>
<td>2020</td>
</tr>
<tr>
<td>Term Expires - Month or N/A</td>
<td>December</td>
</tr>
<tr>
<td>Term Expires - Year (YYYY) or N/A</td>
<td>2024</td>
</tr>
<tr>
<td>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).</td>
<td>Yes</td>
</tr>
<tr>
<td>The date the board president took the Oath of Office (mm/dd/yyyy)</td>
<td>01/03/2020</td>
</tr>
<tr>
<td>The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)</td>
<td>01/09/2020</td>
</tr>
<tr>
<td>Is this a brand new trustee?</td>
<td>N</td>
</tr>
</tbody>
</table>

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 CollectConnect. 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).

<table>
<thead>
<tr>
<th>Status</th>
<th>Filled</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Sue</td>
</tr>
<tr>
<td>Last Name</td>
<td>Smith-Heavenrich</td>
</tr>
<tr>
<td>Institutional Affiliation</td>
<td>N/A</td>
</tr>
<tr>
<td>Professional Title</td>
<td>N/A</td>
</tr>
<tr>
<td>Mailing Address</td>
<td>115 Hubbard Hill Rd</td>
</tr>
<tr>
<td>City</td>
<td>Candor</td>
</tr>
<tr>
<td>Zip Code (enter five digits only)</td>
<td>13743</td>
</tr>
<tr>
<td>Term Begins - Month</td>
<td>January</td>
</tr>
<tr>
<td>Term Begins - Year (yyyy)</td>
<td>2019</td>
</tr>
<tr>
<td>Term Expires - Month or N/A</td>
<td>December</td>
</tr>
<tr>
<td>Term Expires - Year (YYYY) or N/A</td>
<td>2023</td>
</tr>
<tr>
<td>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).</td>
<td>Yes</td>
</tr>
<tr>
<td>The date the trustee took the Oath of Office (mm/dd/yyyy)</td>
<td>01/05/2019</td>
</tr>
<tr>
<td>The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)</td>
<td>01/09/2019</td>
</tr>
<tr>
<td>Is this a brand new trustee?</td>
<td>N</td>
</tr>
<tr>
<td>Status</td>
<td>Filled</td>
</tr>
<tr>
<td>First Name</td>
<td>Susan</td>
</tr>
<tr>
<td>Last Name</td>
<td>Marteney</td>
</tr>
<tr>
<td>Institutional Affiliation</td>
<td>N/A</td>
</tr>
<tr>
<td>Professional Title</td>
<td>N/A</td>
</tr>
<tr>
<td>Mailing Address</td>
<td>10 Tuxill Square</td>
</tr>
<tr>
<td>City</td>
<td>Auburn</td>
</tr>
<tr>
<td>Zip Code (enter five digits only)</td>
<td>13021</td>
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<tr>
<td>9.</td>
<td>Term Begins - Month</td>
</tr>
<tr>
<td>10.</td>
<td>Term Begins - Year (yyyy)</td>
</tr>
<tr>
<td>11.</td>
<td>Term Expires - Month or N/A</td>
</tr>
<tr>
<td>12.</td>
<td>Term Expires - Year (YYYY) or N/A</td>
</tr>
<tr>
<td>13.</td>
<td>Is this trustee serving a full term? If No, add a State Note</td>
</tr>
<tr>
<td>14.</td>
<td>The date the trustee took the Oath of Office (mm/dd/yyyy)</td>
</tr>
<tr>
<td>15.</td>
<td>The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)</td>
</tr>
<tr>
<td>16.</td>
<td>Is this a brand new trustee?</td>
</tr>
</tbody>
</table>

1. Status
2. First Name
3. Last Name
4. Institutional Affiliation
5. Professional Title
6. Mailing Address
7. City
8. Zip Code (enter five digits only)
9. Term Begins - Month
10. Term Begins - Year (yyyy)
11. Term Expires - Month or N/A
12. Term Expires - Year (YYYY) or N/A
13. Is this trustee serving a full term? If No, add a State Note
14. The date the trustee took the Oath of Office (mm/dd/yyyy)
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)
16. Is this a brand new trustee?

1. Status
2. First Name
3. Last Name
4. Institutional Affiliation
5. Professional Title
6. Mailing Address
7. City
8. Zip Code (enter five digits only)
9. Term Begins - Month
10. Term Begins - Year (yyyy)
11. Term Expires - Month or N/A
12. Term Expires - Year (YYYY) or N/A
13. Is this trustee serving a full term? If No, add a State Note

1. Status
2. First Name
3. Last Name
4. Institutional Affiliation
5. Professional Title
6. Mailing Address
7. City
8. Zip Code (enter five digits only)
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).

14. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/07/2020
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/23/2020
16. Is this a brand new trustee? Y

1. Status Filled
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. Status Filled
2. First Name Elizabeth
3. Last Name Hudson
4. Institutional Affiliation N/A
5. Professional Title N/A
6. Mailing Address 1059 Danby Rd, Apt 2
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
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Status</td>
</tr>
<tr>
<td>2.</td>
<td>First Name</td>
</tr>
<tr>
<td>3.</td>
<td>Last Name</td>
</tr>
<tr>
<td>4.</td>
<td>Institutional Affiliation</td>
</tr>
<tr>
<td>5.</td>
<td>Professional Title</td>
</tr>
<tr>
<td>6.</td>
<td>Mailing Address</td>
</tr>
<tr>
<td>7.</td>
<td>City</td>
</tr>
<tr>
<td>8.</td>
<td>Zip Code (enter five digits only)</td>
</tr>
<tr>
<td>9.</td>
<td>Term Begins - Month</td>
</tr>
<tr>
<td>10.</td>
<td>Term Begins - Year (yyyy)</td>
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<tr>
<td>11.</td>
<td>Term Expires - Month or N/A</td>
</tr>
<tr>
<td>12.</td>
<td>Term Expires - Year (YYYY) or N/A</td>
</tr>
<tr>
<td>13.</td>
<td>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).</td>
</tr>
<tr>
<td>14.</td>
<td>The date the trustee took the Oath of Office (mm/dd/yyyy)</td>
</tr>
<tr>
<td>15.</td>
<td>The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)</td>
</tr>
<tr>
<td>16.</td>
<td>Is this a brand new trustee?</td>
</tr>
</tbody>
</table>

1. **Status**: Filled
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. **Status**: Filled
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)**: 01/13/2016
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. **Status**: Filled
2. **First Name**: Deborah
3. **Last Name**: Lewis
<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. Institutional Affiliation</td>
<td>N/A</td>
</tr>
<tr>
<td>5. Professional Title</td>
<td>N/A</td>
</tr>
<tr>
<td>6. Mailing Address</td>
<td>12 Evergreen St.</td>
</tr>
<tr>
<td>7. City</td>
<td>Union Springs</td>
</tr>
<tr>
<td>8. Zip Code (enter five digits only)</td>
<td>13160</td>
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<tr>
<td>9. Term Begins - Month</td>
<td>January</td>
</tr>
<tr>
<td>10. Term Begins - Year (yyyy)</td>
<td>2017</td>
</tr>
<tr>
<td>11. Term Expires - Month or N/A</td>
<td>December</td>
</tr>
<tr>
<td>12. Term Expires - Year (YYYY) or N/A</td>
<td>2021</td>
</tr>
<tr>
<td>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).</td>
<td>Yes</td>
</tr>
<tr>
<td>14. The date the trustee took the Oath of Office (mm/dd/yyyy)</td>
<td>01/23/2017</td>
</tr>
<tr>
<td>15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)</td>
<td>01/26/2017</td>
</tr>
<tr>
<td>16. Is this a brand new trustee?</td>
<td>N</td>
</tr>
<tr>
<td>1. Status</td>
<td>Filled</td>
</tr>
<tr>
<td>2. First Name</td>
<td>Michelle</td>
</tr>
<tr>
<td>3. Last Name</td>
<td>Bogard</td>
</tr>
<tr>
<td>4. Institutional Affiliation</td>
<td>N/A</td>
</tr>
<tr>
<td>5. Professional Title</td>
<td>N/A</td>
</tr>
<tr>
<td>6. Mailing Address</td>
<td>1688 N Miller Rd</td>
</tr>
<tr>
<td>7. City</td>
<td>Lodi</td>
</tr>
<tr>
<td>8. Zip Code (enter five digits only)</td>
<td>14860</td>
</tr>
<tr>
<td>9. Term Begins - Month</td>
<td>January</td>
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<tr>
<td>10. Term Begins - Year (yyyy)</td>
<td>2020</td>
</tr>
<tr>
<td>11. Term Expires - Month or N/A</td>
<td>December</td>
</tr>
<tr>
<td>12. Term Expires - Year (YYYY) or N/A</td>
<td>2024</td>
</tr>
<tr>
<td>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).</td>
<td>Yes</td>
</tr>
<tr>
<td>14. The date the trustee took the Oath of Office (mm/dd/yyyy)</td>
<td>01/09/2020</td>
</tr>
<tr>
<td>15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)</td>
<td>01/23/2020</td>
</tr>
<tr>
<td>16. Is this a brand new trustee?</td>
<td>Y</td>
</tr>
</tbody>
</table>

**COORDINATED OUTREACH COUNCIL**

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

Reported yes.

Coordinated Outreach Council Members - complete one record for each Council Member for the period January 1, 2020, through December 31, 2020. 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 CollectConnect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available in the survey by visiting the link below.

1. Status: Filled
2. First Name: Brenda
3. Last Name: Wiemann
4. Institutional Affiliation: Cayuga County Office For the Aging
5. Professional Title: Coordinator of Aging Services

1. Status: Filled
2. First Name: Elizabeth
3. Last Name: Helmetsie
4. Institutional Affiliation: Spencer Free Library
5. Professional Title: Director

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

1. Status: Filled
2. First Name: Kaitlyn
3. Last Name: Laskowski
4. Institutional Affiliation: Seneca County Jail
5. Professional Title: Senior Mental Health Clinical Therapist

1. Status: Filled
2. First Name: Brenda
3. Last Name: Walsh
4. Institutional Affiliation: Auburn Correctional Facility
5. Professional Title: Head Librarian

1. Status: Filled
2. First Name: Jeffrey
3. Last Name: Boles
4. Institutional Affiliation: Finger Lakes Independence Center
5. Professional Title: Education Outreach Coordinator

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

1. Status: Filled
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

**Borrowers/Visits/Circulation/Holdings**

<table>
<thead>
<tr>
<th>4.1</th>
<th>Number of registered system borrowers</th>
<th>1,691</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.2</td>
<td>System Visits</td>
<td>462</td>
</tr>
</tbody>
</table>

**CIRCULATION**

<table>
<thead>
<tr>
<th>4.3</th>
<th>Total Cataloged Book Circulation</th>
<th>6,515</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.4</td>
<td>Total Circulation of Other</td>
<td>1,310</td>
</tr>
</tbody>
</table>

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.
Materials
4.5 Physical Item Circulation (Total questions 4.3 & 4.4) 7,825
4.6 Use of Electronic Material 3
4.7 Successful Retrieval of Electronic Information 45,085
4.8 Electronic Content Use (Total Questions 4.6 & 4.7) 45,088
4.9 Total Circulation of Materials (Total Questions 4.5 & 4.6) 7,828
4.10 Total Collection Use (Total Questions 4.7 & 4.9) 52,913

GENERAL SYSTEM HOLDINGS
4.11 Total Cataloged Book Holdings 26,441
4.12 Uncataloged Book Holdings 39
4.13 Total Print Serial Holdings 144
4.14 All Other Print Materials Holdings 0
4.15 Total Print Materials (Total questions 4.11, 4.12, 4.13 and 4.14) 26,624
4.16 Electronic Books 13,591
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) 13,599
4.20 Audio - Downloadable Units 6,385
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) 20,000

Holdings Continued
Non-Electronic Materials
4.24 Audio - Physical Units 2,361
4.25 Video - Physical Units 6,408
4.26 Other Non-Electronic Materials 1,363
4.27 Total Other Materials Holdings (Total questions 4.24 through 4.26) 10,132
4.28 Grand Total Holdings (Total questions 4.15, 4.23 and 4.27) 56,756

ROTATING COLLECTIONS/BOOK LOANS
4.29 Does the system have rotating collections/bulk loans? (Enter Y for Yes, N for No) Y
4.30 Number of collections 22
4.31 Average number of items per collection 384
5. System Services

ILS

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
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 No
j. Digital Collections Management Yes

5.3 Identify ILS system vendor

Innovative Interfaces Inc.

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

490,563

5.9 Number of new titles added by the system in the reporting year

7,266

5.10 Number of Central Library Aid titles added in the reporting year

1,007

5.11 Number of new titles added by the members in the reporting year

30,904

5.12 Total new titles (total questions 5.9 through 5.11)

39,177

Catalog

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):

<table>
<thead>
<tr>
<th>Format</th>
<th>Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Print</td>
<td>No</td>
</tr>
<tr>
<td>b. Disc</td>
<td>No</td>
</tr>
<tr>
<td>c. Online (virtual catalog)</td>
<td>Yes</td>
</tr>
</tbody>
</table>

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

490,544

5.17 Number of holdings in the system's union catalog

1,000,802

5.18 Number of new titles added in the last year

40,855

5.19 Number of holdings added in the last year

78,859

5.20 If the union catalog is online (virtual catalog) Indicate the features of the system's virtual catalog (check all that apply):

<table>
<thead>
<tr>
<th>Feature Description</th>
<th>Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Non-member catalogs are included (if checked, please name non-member catalogs using the State note)</td>
<td>Yes</td>
</tr>
<tr>
<td>b. Non-library catalogs are included (if checked, please name non-library catalogs using the State note)</td>
<td>No</td>
</tr>
<tr>
<td>c. Patron-initiated ILL available and used through this catalog</td>
<td>Yes</td>
</tr>
</tbody>
</table>

UNION LIST OF SERIALS

5.21 Does the system have a union list of serials? (Enter Y for Yes, N for No. If No, enter zero (0) on question 5.22.)

Y

5.22 How many libraries participate in (or submit records for) the union list of serials?

35

COMBINED SYSTEM UNION CATALOG AND UNION LIST OF SERIALS

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

Y

Website/Interlibrary Loan/Delivery/Continuing Education

VISITS TO THE SYSTEM'S WEB SITE

5.24 Annual number of visits to the system's web site

33,158

SYSTEM INTERLIBRARY LOAN ACTIVITY

5.25 Total items provided (loaned)

2,475

5.26 Total items received (borrowed)

5,254

5.27 Total requests provided (loaned) unfilled

4,097

5.28 Total requests received (borrowed) unfilled

559

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

12,385
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 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 1
5.33 Number of participants 1

Continuing Education Cont.

Technology
5.34 Number of sessions 43
5.35 Number of participants 138

Digitization
5.36 Number of sessions 0
5.37 Number of participants 0

Leadership
5.38 Number of sessions 4
5.39 Number of participants 6

Management & Supervisory
5.40 Number of sessions 8
5.41 Number of participants 129

Planning and Evaluation
5.42 Number of sessions 5
5.43 Number of participants 37

Awareness and Advocacy
5.44 Number of sessions 2
5.45 Number of participants 47

Trustee/Council Training
5.46 Number of sessions 11
5.47 Number of participants 81

Special Client Populations
5.48 Number of sessions 0
5.49 Number of participants 0

Children's Services/Birth to Kindergarten
5.50 Number of sessions 1
5.51 Number of participants 12

Children's Services/Elementary Grade Levels
5.52 Number of sessions 5
5.53 Number of participants 72

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 4
5.57 Number of participants 196
5.58 **Other**: Does the system provide other Workshops/Meetings/Training Sessions not listed above? Enter Y for Yes, N for No. If Yes, complete one record for each topic; if No, enter N/A for questions 1, 2 and 3 of one repeating group.

1. Topic Grant Writing
2. Number of sessions 1
3. Number of participants 5

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) 85

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) 724

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/Consulting/Reference**

**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 Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.*

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

CONSULTING AND TECHNICAL ASSISTANCE SERVICES

5.63 Number of contacts - Consulting with member libraries and/or branches on grants, and state and federal funding  255
5.64 Number of contacts - Consulting with member libraries and/or branches on funding and governance  142
5.65 Number of contacts - Consulting with member libraries and/or branches on charter and registration work  10
5.66 Number of contacts - Consulting with member libraries and/or branches on automation and technology  925
5.67 Number of contacts - Consulting with member libraries and/or branches on youth services  83
5.68 Number of contacts - Consulting with member libraries and/or branches on adult services  127
5.69 Number of contacts - Consulting with member libraries and/or branches on physical plant needs  56
5.70 Number of contacts - Consulting with member libraries and/or branches on personnel and management issues  721
5.71 Number of contacts - Consulting with state and county correctional facilities  60
5.72 Number of contacts - Providing information to local, county, and state legislators and their staffs  105
5.73 Number of contacts - Providing system and member library information to the media  10
5.74 Number of contacts - Providing website development and maintenance for member libraries  3
5.75 Does the system provide other Consulting and Technical Assistance Services not listed above? Enter Y for Yes, N for No. If Yes, complete one record for each topic. If No, enter N/A for questions 1 and 2 of one repeating group.  Y

1. Topic  Annual Reports
2. Number of contacts (all types)  347

1. Topic  Tax Cap
2. Number of contacts (all types) 8

1. Topic Advocacy
   Number of contacts (all types) 27

1. Topic Trustee Training
   Number of contacts (all types) 99

5.76 Total other contacts (total of question #2 of Repeating Group #6) 481

5.77 Total number of contacts (total of questions 5.63 through 5.74 and 5.76) 2,978

REFERENCE SERVICES
5.78 Total Reference Transactions 105

Special Clients/Fees

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.

1. Service provided N/A
2. Number of N/A
facilities/institutions served

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.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td></td>
</tr>
</tbody>
</table>

5.87 Description of fees N/A

6. Operating Funds Receipts

Local Public Funds

**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.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Y</td>
<td>Tioga</td>
</tr>
<tr>
<td></td>
<td>$6,000</td>
</tr>
<tr>
<td>N</td>
<td></td>
</tr>
<tr>
<td>Y</td>
<td>Tompkins</td>
</tr>
<tr>
<td></td>
<td>$17,851</td>
</tr>
</tbody>
</table>

6.2 Total County Funding $23,851

6.3 All Other Local Public Funds $0

6.4 **Total Local Public Funds** (total questions 6.2 and 6.3) $23,851

**STATE AID RECEIPTS - arranged in alphabetical order**

6.5 Adult Literacy Library Services Grants $4,730

6.6 Central Library Development Aid $99,322

6.7 Central Book Aid $67,633

6.8 Conservation/Preservation Grants $0

6.9 Construction for Public Libraries Aid $6,578

6.10 Coordinated Outreach Services Aid $79,693

6.11 Correctional Facilities Library Aid $37,125

6.12 County Jails Library Aid $3,224

6.14 Family Literacy Grants $8,512

6.18 Local Library Services Aid - Kept at System $1,419

6.19 Local Library Services Aid - Distributed to Members $97,598
### State Aid

<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.20</td>
<td>Total LLSA (total questions 6.18 and 6.19)</td>
<td>$99,017</td>
</tr>
<tr>
<td>6.21</td>
<td>Local Services Support Aid</td>
<td>$87,758</td>
</tr>
<tr>
<td>6.22</td>
<td>Local Consolidated Systems Aid</td>
<td>$0</td>
</tr>
<tr>
<td>6.26</td>
<td>Public Library System Basic Aid</td>
<td>$847,984</td>
</tr>
<tr>
<td>6.27</td>
<td>Public Library System Supplementary Operational Aid</td>
<td>$129,616</td>
</tr>
</tbody>
</table>

### Federal Aid

<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.45</td>
<td>Library Services and Technology Act (LSTA)</td>
<td>$0</td>
</tr>
<tr>
<td>6.46</td>
<td>Does the system receive any other Federal Aid (specify Act and Title) e.g., NEH, NEA, etc.? Enter Y for Yes, N for No.</td>
<td>N</td>
</tr>
</tbody>
</table>

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 |

### Total State Aid Receipts

<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.44</td>
<td>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)</td>
<td>$1,500,192</td>
</tr>
</tbody>
</table>

**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 |
### Total Other Federal Aid (total questions #2 of Repeating Group #10 above)

**Total Federal Aid (total questions 6.45 and 6.47)**

$0

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

Does the system contract with libraries, library systems or other institutions in New York Y 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**: Durland Alternatives Library
   1. **Contracted Service**: 1st Use Marc Creation & Barcodes
   2. **Total Contract Amount**: $676

1. **Contracting Agency**: Member Libraries
   1. **Contracted Service**: Technology Services
   2. **Total Contract Amount**: $283,957

1. **Contracting Agency**: Member Libraries
   1. **Contracted Service**: Library Equipment & Supplies
   2. **Total Contract Amount**: $57,219

**Total Contracts** (total question #3 of Repeating Group #11 above)

$341,852

### MISCELLANEOUS RECEIPTS

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

Income from Investments

Miscellaneous

Proceeds from Sale of Property

Real Property

Equipment

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.

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**: Various with no Category > $2,500
   1. **Amount**: $3,892

1. **Receipt category**: E-rates
   1. **Amount**: $16,135

1. **Receipt category**: Member Library E-Content
   1. **Amount**: $18,305

1. **Receipt category**: Member Library Hoopla Content
   1. **Amount**: $7,700
1. **Receipt category**  
   Member Library Movie License Fees  

2. **Amount**  
   $4,922

6.57 Total Other Miscellaneous Receipts (total question #2 of Repeating Group #12 above)  
   $50,954

6.58 **Total Miscellaneous Receipts** (total questions 6.51 through 6.55 and question 6.57)  
   $125,612

6.59 **TOTAL OPERATING FUND RECEIPTS - Total Local Public Funds, Total State Aid, Total Federal Aid, Total Contracts, and Total Miscellaneous Receipts** (total questions 6.4, 6.44, 6.48, 6.50, and 6.58)  
   $1,991,507

6.60 **BUDGET LOANS**  
   $0

**Transfers/Grand Total**

**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, 2019. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2018.)  
   $1,358,104

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)  
   $3,349,611

**7. Operating Fund Disbursements**

**Staff/Collection/Grants/Capital**

**STAFF EXPENDITURES**

**Salaries**

7.1 System Director and Librarians  
   $248,049

7.2 Other Staff  
   $403,681

7.3 **Total Salary and Wages Expenditures** (total questions 7.1 and 7.2)  
   $651,730

7.4 Employee Benefits Expenditures  
   $248,765
7.5 **Total Staff Expenditures**  
(total questions 7.3 and 7.4)  
$900,495

### COLLECTION EXPENDITURES

7.6 Print Materials Expenditures  
$31,339

7.7 Electronic Materials Expenditures  
$160,278

7.8 Other Materials Expenditures  
$8,352

7.9 **Total Collection Expenditures**  
(total questions 7.6 through 7.8)  
$199,969

### GRANTS TO MEMBER LIBRARIES

Cash Grants Paid From

7.10 Local Library Services Aid (LLSA)  
$97,600

7.11 Central Library Aid (CLDA/CBA)  
$99,322

7.15 Other State Aid/Grants (e.g., Construction, Special Legislative or Member Grants)  
$24,000

7.16 Federal Aid  
$0

7.17 Other cash grants paid from system funds  
$19,208

7.18 **Total Cash Grants**  
(total questions 7.10 through 7.17)  
$240,130

7.19 Book/Library Materials Grants  
$0

7.20 Other Non-Cash Grants  
$14,709

7.21 **Total Grants to Member Libraries**  
(total questions 7.18 through 7.20)  
$254,839

### CAPITAL EXPENDITURES FROM OPERATING FUNDS

7.22 Bookmobile  
$0

7.23 Other Vehicles  
$57,761

7.24 Computer Equipment  
$2,549

7.25 Furniture/Furnishings  
$0

7.26 Other Capital Expenditures  
$0

7.27 **Total Capital Expenditures from Operating Fund**  
(total questions 7.22 through 7.26)  
$60,310

### TOTAL CAPITAL EXPENDITURES BY SOURCE OF FUNDS

7.28 From Local Public Funds (71PF)  
$0

7.29 From Other Funds (71OF)  
$60,310

7.30 **Total Capital Expenditures by Source**  
(total questions 7.28 and 7.29; same as question 7.27)  
$60,310

### 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 &  
$49,272
Maintenance Expenses

7.35 **Total Operation and Maintenance of Buildings** $49,272
(total questions 7.33 and 7.34)

**MISCELLANEOUS EXPENSES**

7.36 Total Operation & Maintenance of Bookmobiles and Other Vehicles $15,268
7.37 Office and Library Supplies $15,600
7.38 Equipment $8,119
7.39 Telecommunications $57,287
7.40 Binding Expenses $0
7.41 Postage and Freight $17,605
7.42 Publicity and Printing $1,397
7.43 Travel $10,239
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. $28,548
7.45 Membership Dues - Please include a State Note listing Professional Organization Memberships for which dues are being paid. $3,894
7.46 Does the system have other miscellaneous expenses in categories not listed in questions 7.36 through 7.45? Y

Enter Y for Yes, N for No.

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 Retirees Ins
   Amount $35,978

1. Expense category ILS Mtce Fee
   Amount $80,576

1. Expense category Movie Lic'se
   Amount $5,409

1. Expense category Prof Develmt
   Amount $16,355

1. Expense category OCLC
   Amount $15,622

1. Expense category Cataloging
   Amount $11,337

1. Expense category Platform Lic
   Amount $16,375

1. Expense category ILS Lic Acq
   Amount $7,250

1. Expense category Software
   Amount $3,346
### Miscellaneous Cont./Contracts/Debt Service

1. **Expense category**  
   - Van Repairs

2. **Amount**  
   - $2,649

1. **Expense category**  
   - Various

2. **Amount**  
   - $4,758

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

7.47 **Total Other Miscellaneous Expenses** (total question #2 of Repeating Group #13)  
   - $199,655

7.48 **Total Miscellaneous Expenses** (total questions 7.36 through 7.45 and 7.47)  
   - $357,612

### 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

### Transfers

**Other Loans**

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)  
   - $1,942,338

**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) $1,942,338

Cash Balance/Grand Total/Audit/Bank Balance

7.63 **CLOSING CASH BALANCE at the End of the Current Fiscal Reporting Year** (For Public Library Systems - December 31, 2019) $1,407,273
7.83 **GRAND TOTAL DISBURSEMENTS, TRANSFERS, & ENDING BALANCE** (total questions 7.62 and 7.63) $3,349,611

**FISCAL AUDIT**

Note: For questions which include a choice of "Other" in a drop-down menu, please add a 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) 7/17/2019
7.85 Time period covered by this audit (mm/dd/yyyy - mm/dd/yyyy) 01/01/2018 - 12/31/2018
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**

State Aid and Grants for Capital Projects
<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.1</td>
<td>Total Revenue From Local Sources</td>
<td>$0</td>
</tr>
<tr>
<td>8.2</td>
<td>Transfer From Operating Fund</td>
<td>$0</td>
</tr>
<tr>
<td></td>
<td>(same as question 7.59)</td>
<td></td>
</tr>
<tr>
<td>8.3</td>
<td>State Aid Received for Construction</td>
<td>$0</td>
</tr>
<tr>
<td></td>
<td><strong>STATE AID FOR CAPITAL PROJECTS</strong></td>
<td></td>
</tr>
<tr>
<td>8.4</td>
<td>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.</td>
<td>N</td>
</tr>
<tr>
<td>1.</td>
<td>Contracting Agency</td>
<td>N/A</td>
</tr>
<tr>
<td>2.</td>
<td>Amount</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td><strong>ALL OTHER AID AND/OR GRANTS FOR CAPITAL PROJECTS</strong></td>
<td></td>
</tr>
<tr>
<td>8.5</td>
<td>Total Aid and/or Grants (total question #2 of Repeating Group #16 above)</td>
<td>$0</td>
</tr>
<tr>
<td>8.6</td>
<td>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)</td>
<td>$0</td>
</tr>
<tr>
<td>8.7</td>
<td>NONREVENUE RECEIPTS</td>
<td>$0</td>
</tr>
<tr>
<td>8.8</td>
<td>TOTAL RECEIPTS - Total Receipts and Nonrevenue Receipts (total questions 8.6 and 8.7)</td>
<td>$0</td>
</tr>
<tr>
<td>8.9</td>
<td>CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2019. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2018.)</td>
<td>$0</td>
</tr>
<tr>
<td></td>
<td><strong>Grand Total</strong></td>
<td></td>
</tr>
<tr>
<td>8.10</td>
<td>TOTAL RECEIPTS AND CASH BALANCE (total questions 8.8 and 8.9)</td>
<td>$0</td>
</tr>
</tbody>
</table>

**9. Capital Fund Disbursements**

<table>
<thead>
<tr>
<th>Project Expenditures/Cash Balance</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PROJECT EXPENDITURES</strong></td>
<td></td>
</tr>
<tr>
<td>9.1</td>
<td>Total Construction</td>
</tr>
<tr>
<td>Question</td>
<td>Description</td>
</tr>
<tr>
<td>----------</td>
<td>-------------</td>
</tr>
<tr>
<td>9.2</td>
<td>Incidental Construction</td>
</tr>
<tr>
<td>9.3</td>
<td>Books and Library Materials</td>
</tr>
<tr>
<td>9.4</td>
<td>Total Other Disbursements</td>
</tr>
<tr>
<td>9.5</td>
<td><strong>Total Project Expenditures</strong> (total questions 9.1 through 9.4)</td>
</tr>
<tr>
<td>9.6</td>
<td><strong>TRANSFER TO OPERATING FUND</strong> (Same as question 6.61)</td>
</tr>
<tr>
<td>9.7</td>
<td><strong>TOTAL NONPROJECT EXPENDITURES</strong></td>
</tr>
<tr>
<td>9.8</td>
<td><strong>TOTAL DISBURSEMENTS - Total Project Expenditures, Transfer to Operating Fund, and Total Nonproject Expenditures</strong> (total questions 9.5 through 9.7)</td>
</tr>
<tr>
<td>9.9</td>
<td><strong>CLOSING CASH BALANCE IN CAPITAL FUND at the End of the Current Fiscal Year</strong> (December 31, 2019, for Public Library Systems)</td>
</tr>
</tbody>
</table>

**Grand Total**

<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.10</td>
<td><strong>TOTAL DISBURSEMENTS AND CASH BALANCE</strong> (total questions 9.8 and 9.9)</td>
<td>$0</td>
</tr>
</tbody>
</table>

### 12. Projected Annual Budget For Library Systems

Public Library Systems Budget for January 1, 2020 - December 31, 2020

**PROJECTED OPERATING FUND - RECEIPTS**

<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.1</td>
<td>Total Operating Fund Receipts (include Local Aid, State Aid, Federal Aid, Contracts and Miscellaneous Receipts)</td>
<td>$1,954,475</td>
</tr>
<tr>
<td>12.2</td>
<td>Budget Loans</td>
<td>$0</td>
</tr>
<tr>
<td>12.3</td>
<td>Total Transfers</td>
<td>$0</td>
</tr>
<tr>
<td>12.4</td>
<td>Cash Balance/Ending Balance in Operating Fund at the end of the previous fiscal year (For Public Library Systems, opening balance on January 1, 2020 must be the same as the December 31, 2019, closing balance reported on Q7.63 of the 2019 annual report)</td>
<td>$1,407,273</td>
</tr>
</tbody>
</table>

**Grand Total Operating Fund Receipts, Budget Loans, Transfers and Ending Balance** (total questions 12.1 through 12.4) | $3,361,748 |

**PROJECTED OPERATING FUND - DISBURSEMENTS**

<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.6</td>
<td>Total Operating Fund Disbursements (include Staff Expenditures, Collection Expenditures, Grants to Member Libraries, Capital)</td>
<td>$1,907,586</td>
</tr>
</tbody>
</table>
Expenditures from Operating Funds, Operation and Maintenance of Buildings, Miscellaneous Expenses, Contracts with Libraries and Library Systems in New York State and Debt Service)

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, 2020) $1,454,162

12.9 Grand Total Operating Fund Disbursements, Transfers and Ending Balance (total questions 12.6 through 12.8) $3,361,748

PROJECTED CAPITAL FUND - RECEIPTS

12.10 Capital Fund Receipts (include Revenues from Local Sources, Transfer from Operating Fund, State Aid for Capital Projects and All Other Aid for Capital Projects) $0

12.11 Nonrevenue Receipts $0

12.12 Cash Balance in Capital Fund at the end of the previous fiscal year (For Public Library Systems, opening balance on January 1, 2020, must be the same as the December 31, 2019, closing balance reported on Q9.9 of the 2019 annual report) $0

12.13 Grand Total Capital Fund Receipts and Balance (total questions 12.10 through 12.12) $0

PROJECTED CAPITAL FUND - DISBURSEMENTS

12.14 Capital Fund Disbursements (include Project Expenditures, Transfer to Operating Fund and Nonproject Expenditures) $0

12.15 Cash Balance in Capital Fund at the end of the current fiscal year (For Public Library Systems, December 31, 2020) $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.

Commissioners Regulations 90.3
The formula is $0.31 per capita plus 2/3 of per capita total with formula equity to
1991 LLIA.

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

BECPL Special Aid: Education Law § 273(1)(l)
Annual sum of $50,000 for a continuity of service project. (Included in Basic Aid Payment)

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

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


13.1.1 Total Full-Time Equivalents (FTE) 3.26
13.1.2 Total Expenditure for Professional Salaries $211,835

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) 7.43
13.1.4 Total Expenditure for Other Staff Salaries $293,305

13.1.5 Employees Benefits: Indicate the total expenditures for all system employee fringe benefits.
$187,574

13.1.6 Purchased Services: Did the system expend funds for purchased services? Y

Note: For questions which include a choice of "Other" in a drop-down menu, please add a 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 $9,662

1. Expenditure Category Telecommunications
2. Provider of Services Verizon Wireless
<table>
<thead>
<tr>
<th>#</th>
<th>Expenditure Category</th>
<th>Provider of Services</th>
<th>Expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Expenditure Category</td>
<td>Telecommunications</td>
<td>$445</td>
</tr>
<tr>
<td>2.</td>
<td>Provider of Services</td>
<td>Ring Central</td>
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</tr>
<tr>
<td>3.</td>
<td>Expenditure</td>
<td></td>
<td>$312</td>
</tr>
<tr>
<td>1.</td>
<td>Expenditure Category</td>
<td>Telecommunications</td>
<td>$1,140</td>
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<tr>
<td>2.</td>
<td>Provider of Services</td>
<td>All Mode Communications</td>
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</tr>
<tr>
<td>3.</td>
<td>Expenditure</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>Expenditure Category</td>
<td>Telecommunications</td>
<td>$1,000</td>
</tr>
<tr>
<td>2.</td>
<td>Provider of Services</td>
<td>Zoom Video Communications</td>
<td></td>
</tr>
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<td>3.</td>
<td>Expenditure</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>Expenditure Category</td>
<td>Other (specify using the State note)</td>
<td>$4,915</td>
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<tr>
<td>2.</td>
<td>Provider of Services</td>
<td>Pitney Bowes &amp; U.S. Bank Equipment Finance</td>
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<td>3.</td>
<td>Expenditure</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>Expenditure Category</td>
<td>Building and maintenance expenses</td>
<td>$13,161</td>
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<td>2.</td>
<td>Provider of Services</td>
<td>Town of Dryden</td>
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<td>Expenditure</td>
<td></td>
<td>$1,595</td>
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<tr>
<td>1.</td>
<td>Expenditure Category</td>
<td>Building and maintenance expenses</td>
<td>$9,885</td>
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<td>2.</td>
<td>Provider of Services</td>
<td>NYSEG</td>
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<td>3.</td>
<td>Expenditure</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>Expenditure Category</td>
<td>Building and maintenance expenses</td>
<td>$1,987</td>
</tr>
<tr>
<td>2.</td>
<td>Provider of Services</td>
<td>Cintas Corp</td>
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</tr>
<tr>
<td>3.</td>
<td>Expenditure</td>
<td></td>
<td>$1,269</td>
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<tr>
<td>1.</td>
<td>Expenditure Category</td>
<td>Building and maintenance expenses</td>
<td>$8,876</td>
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<td>2.</td>
<td>Provider of Services</td>
<td>BH Cleaning Services</td>
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<td>3.</td>
<td>Expenditure</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>Expenditure Category</td>
<td>Building and maintenance expenses</td>
<td>$6,335</td>
</tr>
<tr>
<td>2.</td>
<td>Provider of Services</td>
<td>Greenscene Lawn &amp; Garden, Mr. Outside</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Expenditure</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>Expenditure Category</td>
<td>Building and maintenance expenses</td>
<td>$1,623</td>
</tr>
<tr>
<td>2.</td>
<td>Provider of Services</td>
<td>Robert L. Kisler Service Corp</td>
<td></td>
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<tr>
<td>3.</td>
<td>Expenditure</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>Expenditure Category</td>
<td>Building and maintenance expenses</td>
<td>$1,255</td>
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<tr>
<td>2.</td>
<td>Provider of Services</td>
<td>Energy Tec &amp; Hales Contracting</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Expenditure</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>Expenditure Category</td>
<td>Building and maintenance expenses</td>
<td>$1,000</td>
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<tr>
<td>2.</td>
<td>Provider of Services</td>
<td>Pro - Seal</td>
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<td>Expenditure</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expenditure Category</td>
<td>Provider of Services</td>
<td>Expenditure</td>
<td></td>
</tr>
<tr>
<td>----------------------</td>
<td>----------------------</td>
<td>-------------</td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>Building and maintenance expenses</td>
<td>$1,480</td>
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<tr>
<td>2.</td>
<td>Various</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenditure Category</th>
<th>Provider of Services</th>
<th>Expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Library systems vendor contract for automation (e.g., integrated library system, virtual union catalog)</td>
<td>$14,926</td>
</tr>
<tr>
<td>2.</td>
<td>OCLC</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Expenditure Category</th>
<th>Provider of Services</th>
<th>Expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Library systems vendor contract for automation (e.g., integrated library system, virtual union catalog)</td>
<td>$11,337</td>
</tr>
<tr>
<td>2.</td>
<td>Backstage Library Works</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenditure Category</th>
<th>Provider of Services</th>
<th>Expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Commercial electronic content vendor contracts</td>
<td>$9,500</td>
</tr>
<tr>
<td>2.</td>
<td>Overdrive</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenditure Category</th>
<th>Provider of Services</th>
<th>Expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Commercial electronic content vendor contracts</td>
<td>$54,554</td>
</tr>
<tr>
<td>2.</td>
<td>Overdrive &amp; Hoopla</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenditure Category</th>
<th>Provider of Services</th>
<th>Expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Commercial electronic content vendor contracts</td>
<td>$6,875</td>
</tr>
<tr>
<td>2.</td>
<td>Tumbleweed Press</td>
<td></td>
</tr>
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<td>3.</td>
<td></td>
<td></td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Expenditure Category</th>
<th>Provider of Services</th>
<th>Expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Commercial electronic content vendor contracts</td>
<td>$17,565</td>
</tr>
<tr>
<td>2.</td>
<td>EBSCO</td>
<td></td>
</tr>
<tr>
<td>3.</td>
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</tr>
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<table>
<thead>
<tr>
<th>Expenditure Category</th>
<th>Provider of Services</th>
<th>Expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Consultant fees/professional fees</td>
<td>$10,500</td>
</tr>
<tr>
<td>2.</td>
<td>Scriabba Walker &amp; Company LLP</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenditure Category</th>
<th>Provider of Services</th>
<th>Expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Consultant fees/professional fees</td>
<td>$5,456</td>
</tr>
<tr>
<td>2.</td>
<td>ADP &amp; Paychex</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenditure Category</th>
<th>Provider of Services</th>
<th>Expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Consultant fees/professional fees</td>
<td>$9,950</td>
</tr>
<tr>
<td>2.</td>
<td>Barclay Damon LLP, Whiteman, Osterman, &amp; Hanna, LLP</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenditure Category</th>
<th>Provider of Services</th>
<th>Expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Consultant fees/professional fees</td>
<td>$985</td>
</tr>
<tr>
<td>2.</td>
<td>Sharon Campenella</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
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</table>

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<thead>
<tr>
<th>Expenditure Category</th>
<th>Provider of Services</th>
<th>Expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Consultant fees/professional fees</td>
<td>$1,656</td>
</tr>
<tr>
<td>2.</td>
<td>Various</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenditure Category</th>
<th>Provider of Services</th>
<th>Expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Other (specify using the State note)</td>
<td>$5,913</td>
</tr>
<tr>
<td>2.</td>
<td>Various (See Note)</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Expenditure Category

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

2. Provider of Services: Various

3. Expenditure: $8,980

1. Expenditure Category: Institutional membership dues

2. Provider of Services: ARSL, NYLA, PULISDO, SCRLC

3. Expenditure: $3,794

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

2. Provider of Services: Various - See Note

3. Expenditure: $2,345

1. Expenditure Category: Printing

2. Provider of Services: Cornell Print Services

3. Expenditure: $1,300

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

2. Provider of Services: Various

3. Expenditure: $1,008

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

2. Provider of Services: Excellus BC/BS, UNUM Insurance

3. Expenditure: $35,978

#### Total Expenditure - Purchased Services

$334,612

#### 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 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: $17,165

1. Expenditure Category: Office/library supplies and postage

2. Expenditure: $6,033

1. Expenditure Category: Office/library supplies and postage

2. Expenditure: $9,675

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

2. Expenditure: $582

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

2. Expenditure: $682

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

2. Expenditure: $4,613

#### Total Expenditure - Supplies and Materials

$38,750

#### Travel Expenditures

Did Y

13.1.7 Total Expenditure - Purchased Services

$334,612

13.1.8 Supplies and Materials: Did

Y

Note: For questions which include a choice of "Other" in a drop-down menu, please add a 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: $17,165

1. Expenditure Category: Office/library supplies and postage

2. Expenditure: $6,033

1. Expenditure Category: Office/library supplies and postage

2. Expenditure: $9,675

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

2. Expenditure: $582

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

2. Expenditure: $682

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

2. Expenditure: $4,613

13.1.9 Total Expenditure - Supplies and Materials

$38,750

13.1.10 Travel Expenditures: Did Y
the system expend funds for travel? Enter Y for Yes, N for No.
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 $10,679

1. Type of Travel  Other
2. Expenditure $9,004

13.1.11 **Total Expenditures - Travel** $19,683
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.
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  2019 Ford Transit Cargo Van
2. Quantity 1
3. Unit Cost $25,174
4. Expenditure $25,174

1. Type of Item  2019 Chrysler Pacifica Mini-Van
2. Quantity 1
3. Unit Cost $32,587
4. Expenditure $27,587

13.1.13 **Total Expenditure - Equipment and Furnishings** $52,761
13.1.14 **Local Library Services Aid Expenditures:** Indicate the total expenditures to member libraries for Local Library Services Aid.
13.1.15 **Grants to Member Libraries:** Did the system expend funds for grants to member 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 N/A
2. Allocation N/A
3. Project Description (no more than 300 words)

13.1.16 **Total Expenditures - Grants for Member Libraries** $0
13.1.18 **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.
$48,300
13.1.19 **Total Allocation from 2019 - 2020 State Aid:** $1,164,375
13.1.20 Total Available Before Expenditures (total 13.1.18 + 13.1.19) $1,212,675

13.1.21 Cash Balance at the End of the Current Fiscal Year (total 13.1.19 + 13.1.18 - 13.1.17) $74,155

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, template 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 each county 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.

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**Central Book Aid**

**CENTRAL BOOK AID (CBA)**

**Statutory Reference:**
- Education Law § 272, 273(1)(b)(2)
- 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](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 **Y**
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 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 $14,700

1. Expenditure Category Commercial electronic content vendor contracts
2. Provider of Services Pro Quest LLC
3. Expenditure $16,663

13.2.2 Total Expenditure - Purchased Services 31,363

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

Note: For questions which include a choice of "Other" in a drop-down menu, please add a 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 $10,572

1. Expenditure Category Adult non-fiction and foreign language materials - electronic databases
2. Quantity
3. Unit Cost
4. Expenditure $19,459

1. Expenditure Category Other (specify using the State note)
2. Quantity
3. Unit Cost
4. Expenditure $6,842

13.2.4 Total Expenditure - Supplies and Materials $36,873

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.

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) $68,236

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.
$6,149

13.2.9 Total Allocation from 2019 - 2020 State Aid $67,633

13.2.10 Total Available Before Expenditures (total 13.2.8 + 13.2.9) $73,782

13.2.11 Cash Balance at the End of the Current Fiscal Year (total 13.2.9 + 13.2.8 - 13.2.7) $5,546

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, audiobooks, DVD's, 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 Reference: Education Law § 272, 273(1)(b)(1)
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) 0.00
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 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.

Note: For questions which include a choice of "Other" in a drop-down menu, please add a 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.

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

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

13.3.11 Total Expenditures - Travel $0

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

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

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

13.3.13 Total Expenditure - Equipment and Furnishings $0

13.3.14 Grants to Central/Co-Central Libraries: Did the system expend funds for grants to central/co-central libraries? Enter Y for Yes, N for No.

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

1. Recipient Tompkins County Public Library
2. Allocation $99,322
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 $99,322
Central/Co-Central Libraries

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)** $99,322

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 2019 - 2020 State Aid:** $99,322

13.3.19 **Total Available Before Expenditures (total 13.3.17 + 13.3.18)** $99,322

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 carried out with these State Aid Funds.

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.

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**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)** .45

13.4.2 **Total Expenditure for Professional Salaries** $22,022

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)** .60

13.4.4 **Total Expenditure for Other Staff Salaries** $19,609

13.4.5 **Employee Benefits:** Indicate the total expenditures for all system employee benefits.

$18,387

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 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** $1,570

13.4.7 **Total Expenditure - Purchased Services** $1,570
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 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 $348

13.4.9 **Total Expenditure - Supplies and Materials** 348

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

N

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

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

13.4.11 **Total Expenditure - Travel** $0

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

N

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

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

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

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

Y

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

1. Recipient Seymour Public Library District
2. Allocation $900
3. Description of Project Family Engagement at Senior Facilities - The Family Engagement at Senior Facilities program will allow Seymour Library to provide multi-generational programs at two local facilities, a nursing home and a senior housing complex. The monthly programs will take place at the facilities and will consist of a storytime and an art activity. The library will also provide a supply of books for a "Family Reading Area" at each facility for residents and families to enjoy at any time.

1. Recipient Berkshire Free Library
2. Allocation $1,125
3. Description of Project Family Craft Series - Come spend time learning lifelong crafts at the Berkshire Free Library. Bring your family or friends, be creative. The lessons are free. Enrollment is open to all ages.
1. **Recipient**  Candor Free Library  
2. **Allocation**  $746  
3. **Description of Project**  Community Fine Arts - Under the guidance of the instructor, 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, but all students will be gently encouraged to use their skills to go beyond the initial bounds of the project if they so choose.

1. **Recipient**  Cortland Free Library  
2. **Allocation**  $1,650  
3. **Description of Project**  Adult Outreach Program - is a mobile library which services residents in three local assisted living centers. Once a month a staff member gathers books, books on CD, and magazines and travels to a center where residents check out reading materials offered in regular print, large print and audio form.

1. **Recipient**  Southworth Library Association  
2. **Allocation**  $1,250  
3. **Description of Project**  Senior Art Classes at the Library - Art Classes for Lifelong Learners at the Library: Exploration and instruction in fine arts with Donna Atwood. We will explore a variety of painting techniques in 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.

1. **Recipient**  Groton Public Library  
2. **Allocation**  $1,215  
3. **Description of Project**  Adult Wellness Series - Each monthly class, in this yearlong experiential program, will consist of a combination of all of her knowledge, with the focus on wellness, and how to create health, vitality and balance within the human being.

1. **Recipient**  Tompkins County Public Library  
2. **Allocation**  $1,450  
3. **Description of Project**  Literacy Inside and Out: Services to Incarcerated and Newly-Released Adults - in keeping with its mission to serve the community; TCPL will be partnering with TST BOCES, the Tompkins County Jail, and the Multicultural Resource Center, the library will help expand the jail's book collection, lead multiple literary sessions in the jail, and grow our collection of books and resources pertaining to re-entry assistance. The goal of this program is to increase information resources available to both currently and formerly incarcerated individuals in our community, as well as making the library a more welcoming space for people and families affected by incarceration.

1. **Recipient**  Peck Memorial Library  
2. **Allocation**  $990  
3. **Description of Project**  A Universe of Stories: Summer Reading 2019 - Peck Memorial Library will be hosting a dynamic summer reading program this year to encourage families to read and learn about our world. We will be having Tom Knight: puppeteer, Merry Go Round Theater, SPIF with Zoe Ponterio, Donna Fritz: licensed wildlife rehabilitator, Life Size Space Travel with Lindsay Sprague, Joey Hamilton: space fun, and the Physics Bus. We like to expose the children and young adults to a variety of space filled programs.

1. **Recipient**  Powers Library  
2. **Allocation**  $960  
3. **Description of Project**  Mobile Hotspots - It is so important to have access to receiving and sending information. Public libraries play a strong role in providing services to its community that gives people the ability to function in society. The internet is the dominant means of communication today and so many are still not able to connect with that virtual world.

1. **Recipient**  Tappan-Spaulding Memorial Library  
2. **Allocation**  $1,200  
3. **Description of Project**  S.T.E.A.M. NIGHT- is an enrichment program offered by the Tappan-Spaulding Memorial Library to engage children grades 1-4 in activities related to Science, Technology, Engineering, the Arts and Mathematics. Partnering with Cornell Cooperative Extension Tioga County 4-H enables us to provide well designed educational programs that families enjoy. We will continue to offer a local monthly event that gives our children the opportunity to experiment and explore S.T.E.A.M. subjects in a fun hands-on manner.
1. **Recipient**: Newfield Public Library  
2. **Allocation**: $1,000  
3. **Description of Project**: Year with fresh new supplies by taking part in our craft supply swap in January 2020. Craft & Skill Workshops for Adults - We will learn exciting new craft skills together during monthly workshops for adults, beginning September 2019 and continuing through May 2020. Come learn a new hobby, passion project or potential side hustle skill as we embark on a new topic each month. In addition, start out the New

1. **Recipient**: George P. & Susan Platt Cady Library  
2. **Allocation**: $800  
3. **Description of Project**: Enjoying Books! A Hands Free Endeavor - is meant to provide access to existing materials on tape, to provide an opportunity to engage with literature for young patrons, and to provide current, interesting titles to our senior and disabled patrons. Our intention with this program is to breathe new life into our dismal audiobook collection. Nothing should limit a patron's access to materials of their choice.

1. **Recipient**: Edith B. Ford Memorial Library  
2. **Allocation**: $1,100  
3. **Description of Project**: Learning Life for Young Adults - will create a learning environment outside the pages of a book and immerse participants in various skills required to lead a healthy and happy adult life. This "Show Me How" perspective will encourage learning and library involvement, two things that we see lacking in the young people of our community. We want to make the library for "me", no matter who that "me" may be. Libraries are not only about books, they are the hearts of communities and the centers of learning.

1. **Recipient**: Seneca Falls Library  
2. **Allocation**: $2,000  
3. **Description of Project**: Adult New Readers Initiative - is a project that will entail creating a small collection of adult friendly ESL, literacy and learning materials. The Library will partner with the Literacy Volunteers for one-on-one literacy services for adult learners and second language speakers to provide as many learning opportunities as possible. This program will provide high quality materials, supportive services and a safe comfortable space for students to meet and learn.

13.4.15 **Total Expenditure - Grants to Member Libraries**: $16,386  
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)**: $78,322  
13.4.17 **Cash Balance at the Opening of the Fiscal Year**: $5,211  
13.4.18 **Total Allocation from 2019 - 2020 State Aid**: $79,693  
13.4.19 **Total Available Before Expenditures (total 13.4.17 + 13.4.18)**: $84,904  
13.4.20 **Cash Balance at the End of the Current Fiscal Year (total 13.4.18 + 13.4.17 - 13.4.16)**: $6,582  
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.

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**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 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 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 $3,133

13.5.4 Total Expenditure - Supplies and Materials $3,133

13.5.5 Total Expenditure (total 13.5.2, and 13.5.4) 3,133.00

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.

$326

13.5.7 Total Allocation from 2019 - 2020 State Aid $3,224

13.5.8 Total Available Before Expenditures (total 13.5.6 + 13.5.7) $3,550

13.5.9 Cash Balance at the End of the Current Fiscal Year (total 13.5.7 + 13.5.6 - 13.5.5) $417

13.5.10 Final Narrative: Provide a brief narrative, no more than five hundred (500) words, 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. carried out with these State Aid Funds.
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) .14
13.6.2 Total Expenditure for Professional Salaries $6,851

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) .09
13.6.4 Total Expenditure for Other Staff Salaries $3,014

13.6.5 Employee Benefits: Indicate the total expenditures for all system employee benefits.

13.6.6 Purchased Services: Does the system expend funds for purchased services? Enter Y for Yes, N for No.

Note: For questions which include a choice of "Other" in a drop-down menu, please add a 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 $695

13.6.7 Total Expenditure - Purchased Services 695

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.

Note: For questions which include a choice of "Other" in a drop-down menu, please add a 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 $878

1. Expenditure Category Other (specify using the State note)
2. Expenditure $476

1. Expenditure Category Books and other print materials
2. Expenditure $13,866
13.6.9  **Total Expenditure - Supplies and Materials**  
$15,220

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

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

1. Type of Travel  
2. Expenditure  

Y  
$826

13.6.11  **Total Expenditure - Travel**  
$826

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.

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  
2. Quantity  
3. Unit Cost  
4. Expenditure  

N  
N/A  
N/A  
N/A

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

$30,687

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.

$1,344

13.6.16  **Total Allocation from 2019 - 2020 State Aid:**  
$37,125

13.6.17  **Total Available Before Expenditures (total 13.6.15 + 13.6.16)**  
$38,469

13.6.18  **Cash Balance at the End of the Current Fiscal Year (total 13.6.16 + 13.6.15 - 13.6.14)**  
$7,782

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 3 (2019).

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-audio books (note: FLLS discontinued hoopla starting January 1, 2020). 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 bookpacks, 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, PULISDO, NYALS, ARSL, Library Journal Directors' Summit and IUG annual conferences and reported back to member libraries via email and in system meetings in person 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 maintains a book drop at our headquarters for member library and patrons returns that is frequently used. Labeling and tracking of interlibrary loan material continues to be done by member libraries for extra system help. Reference services to the correctional facilities was heavily promoted and outreach librarians for a day of networking and sharing of best practices for programming, collection development, resource sharing, and management. 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 facilitate networking opportunities. Our Outreach Coordinator organized the 3rd 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. 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 in March 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 for our member libraries continues to meet at least quarterly and the Youth Services Consultant at FLLS facilitates that group. The meetings rotate between our member libraries so that youth staff can tour different libraries in our system. Topics of discussion over the past year included summer reading programming and presenters, grant opportunities, reaching out to homeschoolers and bookmobiles. The Youth Services Consultant passes along timely youth services resources to member libraries as needed.

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 includes 12 Microsoft Office lessons, 3 certifications in computer programming languages (C++, Java, SQL), and 14 online research lessons (finding sources, Google search tips) in addition to resume writing, jobseeking, and other jobseeking skills. These resources were utilized over 1,640 times from July 2018-June 2019. Our Outreach Coordinator provided training to member library staff at a workshop at the Finger Lakes Library System and at the Ulysses Philathmic Library in Trumansburg. There were 9 total attendees at the sessions. The library staff who attended the trainings left the training equipped to provide assistance to patrons how when accessing the JobNow database. 22 table tents and 450 bookmarks were sent out to member libraries. FLLS also featured JobNow in a blog post located on a carousel on the main page of our website, as well as on Facebook and Instagram. 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 facilitate networking opportunities. Our Outreach Coordinator organized the 3rd 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. 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 in March 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 for our member libraries continues to meet at least quarterly and the Youth Services Consultant at FLLS facilitates that group. The meetings rotate between our member libraries so that youth staff can tour different libraries in our system. Topics of discussion over the past year included summer reading programming and presenters, grant opportunities, reaching out to homeschoolers and bookmobiles. 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

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, Inspiring Sensory Play, Sexual Harassment Prevention Training (multiple sessions), Learning Circles, Census Workshops (multiple) NYS Construction Grant Sessions, POLARIS trainings, Item
Survey Report

Results FLLS provides assistance to members in completing construction grant applications through Construction - Results

Element 11: Central Library - Results

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.

Maintenance trainings, Annual Report sessions, Grant Writing Workshop and a regional Polaris (III) meeting for fellow systems. FLLS staff attended the following conferences/workshops: NYLA annual conference, PULISDO conference in Ithaca, NYALS Meeting, 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, Digital Inclusion Workshop at Pioneer Library System, Association of Rural and Small Libraries Conference in Burlington, Vermont (FLLS Outreach Coordinator presented a workshop on adult programming on a budget), Census Workshops at Pioneer Library System, Library Journal Directors Summit in Tulsa, Oklahoma, and various workshops offered by the South Central Regional Library Council. In 2019, Finger Lakes Library System hosted the biennial PULISDO Conference in downtown Ithaca for PULISDO members. 70 attendees met for three days in August to discuss a variety of topics including IT, member services, e-content, legal issues facing public libraries, and more.

Element 5: Consulting and Development Services - Results

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. All of our member libraries were visited either by the Member Services Librarian, Outreach Librarian, System Director, or State Programs Coordinator during the year.

Element 6: Coordinated Services - Results

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 54 computers and 6 Chrome devices (5 Chromebox and 1 Chromebooks) were purchased by 19 different libraries. These computers were staged, configured, and installed by FLLS staff.

Element 7: Awareness and Advocacy - Results

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.

Element 8: Communication among Member Libraries and/or Branch Libraries - Results

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 creates and distributes a quarterly newsletter for trustees that is sent out electronically.

Element 9: Cooperative Efforts with Other Library Systems - Results

System Director is a member of the Public Library System Directors Organization (PULISDO), System Director is Secretary of PULISDO; System Director is an Executive Committee 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, NYALS Executive Committee, SCRLC Treasurer, TST BOCES School Librarian Consortium member, and CORT Treasurer. FLLS hosted the biennial PULISDO Conference in August 2019 and worked with North Country Library System, Monroe County Library System, and Southern Adirondack Library System to coordinate speakers and topics for the conference.

Element 10: Construction - Results

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.

Element 11: Central Library - Results

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.

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/
15.4 URL of Evaluation Form https://www.surveymonkey.com/r/C3VGJKY
15.5 URL of Evaluation Results https://www.surveymonkey.com/analyze/eLhzunlgzAmbN1AqiI0pjy1p_2BIEEYk20jACiPARI_3D?tab_clicked=1

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) 02/19/2020

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).

Suggested Improvements

Library System Finger Lakes Library System
Name of Person Completing Form Kristi Downham
Phone Number and Extension (enter area code, telephone number and extension only): 6072734074 228

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!

Opening up the portal earlier and giving people more time to work on the report would be great. Not having to reload the same URL every year for the system would be helpful too.