Finger Lakes Library System
Annual Report for Library Systems - 2020 (Public Library Systems 2020)

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	01/01/2020
1.5	Ending Reporting Year	12/31/2020
1.6	Street Address	1300 Dryden Rd.
1.7	City	Ithaca
1.8	Zip Code	14850
1.9	Four-Digit Zip Code Extension (enter N/A if unknown)	5613

1.10	Mailing Address	1300 Dryden Rd.
1.11	City	Ithaca
1.12	Zip Code	14850
1.13	Four-Digit Zip Code Extension (enter N/A if unknown)	5613
1.14	Library System Telephone Number (enter 10 digits only and hit the Tab key)	(607) 273-4074
1.15	Fax Number (enter 10 digits only)	(607) 272-7475
1.16	System Home Page URL	www.flls.org
1.17	URL of the system's complete Plan of Service	http://www.flls.org/wp-content/uploads/2017/08/2017-2020-5-Year-Plan-of-Service.pdf
1.18	Population Chartered to Serve (2010 Census)	317,302
1.19	Area Chartered to Serve (square miles)	2507
1.20	Federal Employer Identification Number	150613223
1.21	County	Tompkins
1.22	County (Counties) Served	Cayuga, Cortland, Seneca, Tioga, Tompkins
1.23	School District	Ithaca City School District
1.24	First Name of System Director	Sarah
1.25	Last Name of System Director	Glogowski

| 1.26 | NYS Public Librarian Certification Number of the Director of Public Library System, and Reference and Research Library Resources System. | 19222 |

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

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

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

| 1.34 | Name of Outreach Coordinator | Jenny Shonk |

Contracts/Unusual Circumstances

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

| 1. | Name of Contracting Municipality or District | N/A |

| 2. | Is this a written contract? (Enter Y for Yes, N for No) | N/A |

3.	Population of the geographic area served by this contract	N/A

4.	Dollar amount of contract	N/A

5.	Indicate "Full" or "Partial" range of services provided by this contract (Select one)	N/A

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

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.	35

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

(enter to two decimal places; enter decimal point)

2.4	Public Library System Director per CR 90.3(f) - Filled	1

Position FTE

2.5	Public Library System Director per CR 90.3(f) - Vacant Position FTE	0
2.10	Librarians - Filled Position(s) FTE	2.5
2.11	Librarians - Vacant Position(s) FTE	0
2.12	Outreach Coordinator (certified) per CR 90.3 (1)(2) (iii) - Filled Position FTE	1
2.13	Outreach Coordinator (certified) per CR 90.3 (1)(2) (iii) - Vacant Position FTE	0
2.14	Total Certified Librarians - Filled Position(s) FTE (total questions 2.4 + 2.10 + 2.12)	4.50
2.15	Total Certified Librarians - Vacant Position(s) FTE (total questions 2.5 + 2.11 + 2.13)	0.00
2.16	Total Other Professional Staff - Filled Position(s) FTE	5
2.17	Total Other Professional Staff - Vacant Position(s) FTE	0
2.18	Total Other Staff - Filled Position(s) FTE	1.29
2.19	Total Other Staff - Vacant Position(s) FTE	0
2.20	Total Paid Staff - Filled Position(s) FTE (total questions 2.14 + 2.16 + 2.18)	10.79

2.21	Total Paid Staff - Vacant Position(s) FTE (total questions 2.15 + 2.17 + 2.19)	0.00

SALARY INFORMATION

2.22	Entry-Level Librarian (certified) FTE	0
2.23	Entry-Level Librarian (certified) Current Annual Salary	$42,497
2.24	System Director FTE	1
2.25	System Director Current Annual Salary	$91,688

3. System Membership, Outlets and Governance

PUBLIC SERVICE OUTLETS

3.9	Number of member libraries. Do not include branches.	33
3.15	Main Library/System Headquarters	1
3.16	Indicate the year the system building was initially constructed	1964
3.17	Indicate the year the system building underwent a major renovation costing $25,000 or more	2014
3.18	Square footage of the system building	6,580
3.19	Branches of the Library System	0
3.20	Bookmobiles	0

3.21	Reading Centers	0

3.22	Other Outlets	15

3.23	Total Public Service Outlets (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	12

3.26	Current number of <u>voting</u> 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 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, 2021, through December 31, 2021.

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 and hit the Tab key)	(315) 481-5203
3.38	E-mail Address	trusteemoolin@gmail.com
3.39	Term Begins - Month	January
3.40	Term Begins - Year (yyyy)	2020
3.41	Term Expires - Month or N/A	December
3.42	Term Expires - Year (YYYY) or N/A	2024
3.43	Is this trustee serving a full term? If No, add a State Note if this trustee's term is not a full term (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes

3.44	The date the board president took the Oath of Office (mm/dd/yyyy)	01/03/2020

3.45	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/09/2020

3.46	Is this a brand new trustee?	N

Board/Council Member - complete one record for each Board/Council Member. For each vacant position, select "Vacant" in question 1, and enter N/A in questions 2-16 of the repeating group. You may 1) enter the data for the Board/Council Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into 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 collectconnect@baker-taylor.com. The number of Council members must be 5 to 11 (no less than five and no more than 11).

1.	Status	Filled

2.	First Name	Sue

3.	Last Name	Smith-Heavenrich

4.	Institutional Affiliation	N/A

5.	Professional Title	N/A

6.	Mailing Address	115 Hubbard Hill Rd

7.	City	Candor

8.	Zip Code (enter five digits only)	13743

9.	Term Begins - Month	January

10.	Term Begins - Year (yyyy)	2019

11.	Term Expires - Month or N/A	December

12.	Term Expires - Year (YYYY)	2022

12.	Term Expires – Year (YYYY) or N/A	2023
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/05/2019
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/09/2019
16.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name	Patricia
3.	Last Name	Shaffer
4.	Institutional Affiliation	N/A
5.	Professional Title	N/A
6.	Mailing Address	51 S. Main St
7.	City	Newark Valley
8.	Zip Code (enter five digits only)	13811
9.	Term Begins - Month	January
10.	Term Begins - Year (yyyy)	2018
11.	Term Expires - Month or N/A	December

12.	Term Expires - Year (YYYY) or N/A	2022
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/25/2019
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/25/2018
16.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name	Deborah
3.	Last Name	Lewis
4.	Institutional Affiliation	N/A
5.	Professional Title	N/A
6.	Mailing Address	12 Evergreen St
7.	City	Union Springs
8.	Zip Code (enter five digits only)	13160
9.	Term Begins - Month	January
10.	Term Begins - Year (yyyy)	2017
11	Term Expires - Month or N/A	December

11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2021
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/23/2017
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/26/2017
16.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name	Michelle
3.	Last Name	Bogard
4.	Institutional Affiliation	N/A
5.	Professional Title	N/A
6.	Mailing Address	1688 N. Miller Rd
7.	City	Lodi
8.	Zip Code (enter five digits only)	14860
9.	Term Begins - Month	January
10.	Term Begins - Year (yyyy)	2020

11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2024
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)	01/09/2020
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?	N
1.	Status	Filled
2.	First Name	Cynthia
3.	Last Name	Mannino
4.	Institutional Affiliation	N/A
5.	Professional Title	N/A
6.	Mailing Address	124 Tamarack Lane
7.	City	Trumansburg
8.	Zip Code (enter five digits only)	14886
9.	Term Begins - Month	January
10.	Term Begins - Year (yyyy)	2021

11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2025
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/03/2021
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	03/18/2021
16.	Is this a brand new trustee?	N
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	January

10.	Term Begins - Year (yyyy)	2021
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2025
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)	01/12/2021
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	03/18/2021
16.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name	Cindy
3.	Last Name	Buerkle
4.	Institutional Affiliation	N/A
5.	Professional Title	N/A
6.	Mailing Address	3607 Baker Schoolhouse Rd
7.	City	Cincinnatus
8.	Zip Code (enter five digits only)	13040
9.	Term Begins - Month	January

9.	Term Begins - Month	January
10.	Term Begins - Year (yyyy)	2021
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2025
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)	01/15/2021
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	03/18/2021
16.	Is this a brand new trustee?	Y
1.	Status	Filled
2.	First Name	Elizabeth
3.	Last Name	Hudson
4.	Institutional Affiliation	N/A
5.	Professional Title	N/A
6.	Mailing Address	137 Crescent Pl
7.	City	Ithaca
8.	Zip Code (enter five digits only)	14850

9.	Term Begins - Month	January
10.	Term Begins - Year (yyyy)	2021
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2025
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	03/15/2021
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	03/18/2021
16.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name	Elaine
3.	Last Name	Meyers
4.	Institutional Affiliation	N/A
5.	Professional Title	N/A
6.	Mailing Address	1462 Atwater Rd
7.	City	King Ferry
8.	Zip Code (enter five digits	

8.	Zip Code (enter five digits only)	13081
9.	Term Begins - Month	January
10.	Term Begins - Year (yyyy)	2021
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2025
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)	01/14/2021
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	03/18/2021
16.	Is this a brand new trustee?	Y
1.	Status	Filled
2.	First Name	Martsje
3.	Last Name	van der Schaaf
4.	Institutional Affiliation	N/A
5.	Professional Title	N/A
6.	Mailing Address	6242 US Rte 11
7.	City	Homer

8.	Zip Code (enter five digits only)	13077

9.	Term Begins - Month	January

10.	Term Begins - Year (yyyy)	2021

11.	Term Expires - Month or N/A	December

12.	Term Expires - Year (YYYY) or N/A	2025

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)	01/29/2021

15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	03/18/2021

16.	Is this a brand new trustee?	Y

COORDINATED OUTREACH COUNCIL

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

Coordinated Outreach Council Members - complete one record for each Council Member for the period January 1, 2021, through December 31, 2021. 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 clicking here. Complete this form and email it to collectconnect@baker-taylor.com. The number of council members must be 5 to 11 (no less than five and no more than 11).

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

1.	Status	Filled
2.	First Name	Melinda
3.	Last Name	Appleby
4.	Institutional Affiliation	Williard Drug Treatment Campus
5.	Professional Title	Senior Librarian
1.	Status	Filled
2.	First Name	Jeffrey
3.	Last Name	Boles
4.	Institutional Affiliation	Finger Lakes Independence Center
5.	Professional Title	Advocacy Specialist
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	Tania
3.	Last Name	Doverspike
4.	Institutional Affiliation	Seneca County Law Enforcement Center

5.	Professional Title	Substance Abuse Counselor
1.	Status	Filled
2.	First Name	Elizabeth
3.	Last Name	Helmetsie
4.	Institutional Affiliation	Spencer Library
5.	Professional Title	Director
1.	Status	Filled
2.	First Name	Georgianna
3.	Last Name	Horvath
4.	Institutional Affiliation	Literacy Volunteers of Broome/Tioga County
5.	Professional Title	Program Coordinator
1.	Status	Filled
2.	First Name	Martille
3.	Last Name	Norton
4.	Institutional Affiliation	Tompkins Learning Partners
5.	Professional Title	Adult Basic Education Coordinator
1.	Status	Filled
2.	First Name	Nicole
3.	Last Name	Sedorus

4.	Institutional Affiliation	Cayuga County Office for the Aging
5.	Professional Title	Aging Services Specialist
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
1.	Status	Filled
2.	First Name	Brenda
3.	Last Name	Walsh
4.	Institutional Affiliation	Auburn Correctional Facility
5.	Professional Title	Senior Librarian

4. Public Library System Transactions and Collection: Borrowers/Visits/Circulation/ Holdings

Borrowers/Visits/Circulation/Holdings

4.1	Number of registered system borrowers	1,697
4.2	System Visits	70

CIRCULATION

4.3	Total Cataloged Book Circulation	2,465

4.4	Total Circulation of Other Materials	417
4.5	Physical Item Circulation (Total questions 4.3 & 4.4)	2,882
4.6	Use of Electronic Material	1
4.7	Successful Retrieval of Electronic Information	47,766
4.8	Electronic Content Use (Total Questions 4.6 & 4.7)	47,767
4.9	Total Circulation of Materials (Total Questions 4.5 & 4.6)	2,883
4.10	Total Collection Use (Total Questions 4.7 & 4.9)	50,649

GENERAL SYSTEM HOLDINGS

4.11	Total Cataloged Book Holdings	26,343
4.12	Uncataloged Book Holdings	35
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)	26,522
4.16	Electronic Books	25,223
4.17	Local Electronic Collections	8
4.18	Total Number of NOVELNY Databases	15

4.19	Total Electronic Collections (Total questions 4.16 + 4.17)	25,231
4.20	Audio - Downloadable Units	8,152
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)	33,398

Holdings Continued

Non-Electronic Materials

4.24	Audio - Physical Units	2,320
4.25	Video - Physical Units	6,329
4.26	Other Non-Electronic Materials	1,370
4.27	Total Other Materials Holdings (Total questions 4.24 through 4.26)	10,019
4.28	Grand Total Holdings (Total questions 4.15, 4.23 and 4.27)	69,939

ROTATING COLLECTIONS/BOOK LOANS

4.29	Does the system have rotating collections/bulk loans? (Enter Y for Yes, N for	Y

No)

| 4.30 | Number of collections | 22 |
| 4.31 | Average number of items per collection | 374 |

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
b.	Public Access Catalog	Yes
c.	Cataloging	Yes
d.	Acquisitions	Yes
e.	Inventory	Yes
f.	Serials Control	No
g.	Media Booking	No
h.	Community Information	No
i.	Electronic Resource Management	No
j.	Digital Collections	Yes

	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	499,957
5.9	Number of new titles added by the system in the reporting year	9,125
5.10	Number of Central Library Aid titles added in the reporting year	828
5.11	Number of new titles added by the members in the reporting year	25,683
5.12	Total new titles (total questions 5.9 through 5.11)	35,636

UNION CATALOG OF RESOURCES

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

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

a.   Print   No

b.   Disc   No

c.   Online (virtual catalog)   Yes

5.14   How many libraries participate in (or submit records for) the union catalog?   35

5.15   Is the system's union catalog shared with any other library system(s)? (Enter Y for Yes, N for No)   N

5.16   Number of titles in the system's union catalog   499,957

5.17   Number of holdings in the system's union catalog   1,006,906

5.18   Number of new titles added in the last year   35,944

5.19   Number of holdings added in the last year   59,521

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

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

b.   Non-library catalogs are

	included (if checked, please name non-library catalogs	No
	using the State note)	
c.	Patron-initiated ILL available and used through this catalog	Yes

UNION LIST OF SERIALS

5.21	Does the system have a union list of serials? (Enter Y for Yes, N for No. If No, enter zero (0) on question 5.22.)	Y
5.22	How many libraries participate in (or submit records for) the union list of serials?	35

COMBINED SYSTEM UNION CATALOG AND UNION LIST OF SERIALS

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

Website/Interlibrary Loan/Delivery/Continuing Educ

VISITS TO THE SYSTEM'S WEB SITE

5.24	Annual number of visits to the system's web site	57,003

SYSTEM INTERLIBRARY LOAN ACTIVITY

5.25	Total items provided (loaned)	486
5.26	Total items received (borrowed)	1,252
5.27	Total requests provided (loaned) unfilled	1,099
5.28	Total requests received (borrowed) unfilled	362
5.29	Total interlibrary loan activity (total questions 5.25 through	3,100

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 note)	No
5.31	Number of stops (pick-up and delivery sites per week)	80

CONTINUING EDUCATION/STAFF DEVELOPMENT
Workshops/Meetings/Training Sessions

Resource sharing (ILL, collection development, etc.)

5.32	Number of sessions	0
5.33	Number of participants	0

Continuing Education Cont.

Technology

5.34	Number of sessions	25
5.35	Number of participants	196

Digitization

5.36	Number of sessions	0
5.37	Number of participants	0

Leadership

5.38	Number of sessions	7
5.39	Number of participants	97

Management & Supervisory

5.40	Number of sessions	6
5.41	Number of participants	52

Planning and Evaluation

5.42	Number of sessions	18
5.43	Number of participants	479

Awareness and Advocacy

5.44	Number of sessions	1
5.45	Number of participants	36

Trustee/Council Training

5.46	Number of sessions	7
5.47	Number of participants	234

Special Client Populations

5.48	Number of sessions	2
5.49	Number of participants	21

Children's Services/Birth to Kindergarten

5.50	Number of sessions	0
5.51	Number of participants	0

5.51   Number of participants   0

Children's Services/Elementary Grade Levels

5.52   Number of sessions   2

5.53   Number of participants   53

Young Adult Services/Middle and High School Grade Levels

5.54   Number of sessions   16

5.55   Number of participants   237

General Adult Services

5.56   Number of sessions   2

5.57   Number of participants   54

5.58   **Other:** Does the system
        provide other
        Workshops/Meetings/Training
        Sessions not listed above?
        Enter Y for Yes, N for No. If   Y

        Yes, complete one record for
        each topic; if No, enter N/A for
        questions 1, 2 and 3 of one
        repeating group.

1.   Topic   Annual Report

2.   Number of sessions   1

3.   Number of participants   10

1.   Topic   Construction Grant

2.   Number of sessions   4

3.   Number of participants   4

5.59   **Grand Total Sessions** (total

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) 91

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) 1,473

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 Y

tables and/or other similar educational activities sponsored by the Library System?

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 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	234
5.64	Number of contacts - Consulting with member libraries and/or branches on funding and governance	124
5.65	Number of contacts - Consulting with member libraries and/or branches on charter and registration work	4
5.66	Number of contacts - Consulting with member libraries and/or branches on automation and technology	1,002
5.67	Number of contacts - Consulting with member libraries and/or branches on youth services	134
5.68	Number of contacts - Consulting with member	57

libraries and/or branches on adult services

5.69   Number of contacts - Consulting with member libraries and/or branches on physical plant needs   38

5.70   Number of contacts - Consulting with member libraries and/or branches on personnel and management issues   1,045

5.71   Number of contacts - Consulting with state and county correctional facilities   39

5.72   Number of contacts - Providing information to local, county, and state legislators and their staffs   147

5.73   Number of contacts - Providing system and member library information to the media   25

5.74   Number of contacts - Providing website development and maintenance for member libraries   24

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) 364

1.   Topic   Trustee Training

2.   Number of contacts (all types) 302

1.   Topic   COVID-19

2.   Number of contacts (all types) 1,291

5.76   **Total other contacts** (total
         of question #2 of Repeating   1,957
         Group #6)

5.77   **Total number of contacts**
         (total of questions 5.63   4,830
         through 5.74 and 5.76)

REFERENCE SERVICES
5.78   Total Reference Transactions 113

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 Yes
            educationally disadvantaged

c.   Services for patrons who are Yes
            aged

d.   Services for patrons who are Yes
            geographically isolated

e.	Services for patrons who are members of ethnic or minority groups in need of special library services	Yes
f.	Services to patrons who are in institutions	Yes
g.	Services for unemployed and underemployed individuals	Yes
i.	N/A	No
5.80	Number of BOOKS BY MAIL loans	N/A
5.81	Number of member libraries with Job/Education Information Centers or collections	18
5.82	Number of State Correctional Facilities libraries served	4
5.83	Number of County Jails libraries served	5
5.84	Number of institutions served other than jails or correctional facilities	7
5.85	Does the system provide other special client services not listed above? If yes, complete one record for each service provided. If no, enter N/A in questions 1 and 2 of one repeating group.	N
1.	Service provided	N/A
2.	Number of facilities/institutions served	N/A

5.86	Does the system charge fees for any program or service? Enter Y for Yes; N for No. If yes, briefly describe using the text box below; if no, enter N/A in Question 5.87.	N
5.87	Description of fees	N/A

5A. COVID

NOTE: This section of the survey (5A) collects data on the impact of the COVID-19 pandemic . Report all information in Part 5A from March 7, 2020 to December 31, 2020.

CV1	Was the library system headquarters building physically closed to the public/member library staff for any period of time due to the Coronavirus (COVID-19) pandemic?	Yes
CV2	Did the library system add or increase access to electronic collection materials due to the Coronavirus (COVID-19) pandemic?	Yes
CV3	Did the library system allow users to complete registration for system library cards online without having to come to the system during the Coronavirus (COVID-19) pandemic?	Yes
CV4	Did the library system provide live, virtual programs or training via the Internet during the Coronavirus (COVID-19) pandemic?	Yes
CV5	Did the library system create and provide recordings of program or training content via the Internet during the	Yes

Coronavirus (COVID-19)
pandemic?

CV6   Enter the Number of Weeks
        System Headquarters
        Building Closed Due to
        COVID-19. This is the number
        of weeks during the year that
        due to the Coronavirus
        (COVID-19) pandemic, the
        library system headquarters   17
        building was physically
        closed, and the
        public/member library staff
        could not enter, when it
        otherwise would have been
        open.

CV7   Enter the Number of Weeks a
        system headquarters building
        Had Limited Occupancy Due
        to COVID-19. This is the
        number of weeks during the
        year that a system
        headquarters building   26

        implemented limited public
        occupancy practices for in
        person services at the
        building in response to the
        Coronavirus (COVID-19)
        pandemic.

Number of library system staff permanently laid off during 2020
        Number of Librarians   0

        Number of Other Staff   4

Number of library system staff furloughed during 2020
        Number of Librarians   0

        Number of Other Staff   0

        Number of Weeks Furloughed 0

6. Operating Funds Receipts

LOCAL PUBLIC FUNDS

6.1 Does the system receive county funding? Enter Y for Yes, N for No. If yes, please complete one record for each county. If No, enter N/A on questions 1 through 4 of one repeating group. Y

1. County Name   Tioga County

2. Amount $6,000

3. Subject to Public Vote (Enter Y for Yes, N for No, or N/A) N

4. Written Contract (Enter Y for Yes, N for No, or N/A) Y

1. County Name   Seneca County

2. Amount $17,150

3. Subject to Public Vote (Enter Y for Yes, N for No, or N/A) N

4. Written Contract (Enter Y for Yes, N for No, or N/A) Y

1. County Name   Tompkins County

2. Amount $15,931

3. Subject to Public Vote (Enter Y for Yes, N for No, or N/A) N

4. Written Contract (Enter Y for Yes, N for No, or N/A) Y

Yes, N for No, or N/A)

6.2	Total County Funding	$39,081
6.3	All Other Local Public Funds	$0
6.4	**Total Local Public Funds** (total questions 6.2 and 6.3)	$39,081

STATE AID RECEIPTS - arranged in alphabetical order

6.5	Adult Literacy Library Services Grants	$3,695
6.6	Central Library Development Aid	$77,410
6.7	Central Book Aid	$52,712
6.8	Conservation/Preservation Grants	$0
6.9	Construction for Public Libraries Aid	$54,393
6.10	Coordinated Outreach Services Aid	$62,111
6.11	Correctional Facilities Library Aid	$27,530
6.12	County Jails Library Aid	$2,653
6.14	Family Literacy Grants	$6,653
6.18	Local Library Services Aid - Kept at System	$995
6.19	Local Library Services Aid - Distributed to Members	$68,460
6.20	Total LLSA (total questions

6.20	Total LLSA (total questions 6.18 and 6.19)	$69,455
6.21	Local Services Support Aid	$61,557
6.22	Local Consolidated Systems Aid	$0
6.26	Public Library System Basic Aid	$660,906
6.27	Public Library System Supplementary Operational Aid	$101,020

State Aid

6.36	Special Legislative Grants and Member Items	$0
6.37	The New York Public Library - The Research Libraries	$0
6.38	The New York Public Library, Andrew Heiskell Library for the Blind and Physically Handicapped Aid	$0
6.39	The New York Public Library, City University of New York	$0
6.40	The New York Public Library, Schomburg Center for Research in Black Culture Library Aid	$0
6.41	The New York Public Library, Science, Industry and Business Library	$0
6.42	Does the system receive state funding from other sources? Enter Y for Yes, N for No. (Report Special Legislative	N

(Report Special Legislative Grants and Member Items on Q 6.36).

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

1.	Funding Source	N/A
2.	Amount	N/A

6.43	Total Other State Aid (total question #2 of Repeating Group #9 above)	$0
6.44	**Total State Aid Receipts** (total questions 6.5 through 6.14, questions 6.20 through 6.22, questions 6.26 through 6.27, questions 6.36 through 6.41, and question 6.43)	$1,180,095

FEDERAL AID

6.45	Library Services and Technology Act (LSTA)	$0
6.46	Does the system receive any other Federal Aid (specify Act and Title) e.g., NEH, NEA, etc.? Enter Y for Yes, N for No.	N

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

1.	Funding Source	N/A
2.	Amount	N/A

Federal Aid/Contracts

6.47	Total Other Federal Aid (total questions #2 of Repeating Group #10 above)	$0

| 6.48 | **Total Federal Aid** (total questions 6.45 and 6.47) | $0 |

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

| 6.49 | Does the system contract with libraries, library systems or other institutions in New York State? Enter Y for Yes, N for No. | Y |

Complete one record for each contract. If the system does not contract, enter N/A on questions 1, 2 and 3 of one repeating group.

1.	Contracting Agency	Member Libraries
2.	Contracted Service	Technology Services
3.	Total Contract Amount	$285,200

1.	Contracting Agency	Member Libraries
2.	Contracted Service	Library Equipment and Supplies
3.	Total Contract Amount	$26,290

| 6.50 | **Total Contracts** (total question #3 of Repeating Group #11 above) | $311,490 |

MISCELLANEOUS RECEIPTS

| 6.51 | Gifts, Endowments, Fundraising, Foundations (include Gates Grants here; specify project number(s) and dollar amount using the state note) | $19 |
| 6.53 | Income from Investments | $2,030 |

Miscellaneous

Proceeds from Sale of Property

6.54	Real Property	$0
6.55	Equipment	$0
6.56	Does the system have other miscellaneous receipts in categories not listed in questions 6.51 through 6.55? Enter Y for Yes, N for No.	Y

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

1.	Receipt category	Various with no category > $2,500
2.	Amount	$993
1.	Receipt category	Member Libraries Covid Supplies & Misc Charges
2.	Amount	$12,119
1.	Receipt category	E-Rates
2.	Amount	$8,151
1.	Receipt category	Member Libraries E-Content
2.	Amount	$28,845
1.	Receipt category	Insurance Recoveries
2.	Amount	$3,666
1.	Receipt category	Member Libraries Movie License Fees

2.	Amount	$4,463
1.	Receipt category	Dell Refund for Pr Yrs Overpayment
2.	Amount	$2,771
6.57	Total Other Miscellaneous Receipts (total question #2 of Repeating Group #12 above)	$61,008
6.58	**Total Miscellaneous Receipts** (total questions 6.51 through 6.55 and question 6.57)	$63,057
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)	$1,593,723
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, 2020. (Same as
closing cash balance at the $1,407,273
end of previous fiscal
reporting year: Public Library
Systems - December 31,
2019.)

6.67   GRAND TOTAL RECEIPTS,
        BUDGET LOANS,
        TRANSFERS, AND
        BALANCE/ROLLOVER
        (Public Library Systems - total $3,000,996
        questions 6.59, 6.60, 6.63 and
        6.64 - must agree with
        question 7.83)

7. Operating Fund Disbursements

Staff/Collection/Grants/Capital

STAFF EXPENDITURES
Salaries

7.1	System Director and Librarians	$248,161
7.2	Other Staff	$402,036
7.3	Total Salary and Wages Expenditures (total questions 7.1 and 7.2)	$650,197
7.4	Employee Benefits Expenditures	$253,079
7.5	**Total Staff Expenditures** (total questions 7.3 and 7.4)	$903,276

COLLECTION EXPENDITURES

7.6	Print Materials Expenditures	$9,783
7.7	Electronic Materials Expenditures	$74,996

| 7.8 | Other Materials Expenditures | $2,221 |

| 7.9 | **Total Collection Expenditures** (total questions 7.6 through 7.8) | $87,000 |

GRANTS TO MEMBER LIBRARIES

Cash Grants Paid From

7.10	Local Library Services Aid (LLSA)	$68,460
7.11	Central Library Aid (CLDA/CBA)	$77,410
7.15	Other State Aid/Grants (e.g., Construction, Special Legislative or Member Grants)	$0
7.16	Federal Aid	$0
7.17	Other cash grants paid from system funds	$8,641
7.18	Total Cash Grants (total questions 7.10 through 7.17)	$154,511
7.19	Book/Library Materials Grants	$0
7.20	Other Non-Cash Grants	$8,512
7.21	**Total Grants to Member Libraries** (total questions 7.18 through 7.20)	$163,023

CAPITAL EXPENDITURES FROM OPERATING FUNDS

7.22	Bookmobile	$0
7.23	Other Vehicles	$0
7.24	Computer Equipment	$5,102

| 7.25 | Furniture/Furnishings | $0 |

| 7.26 | Other Capital Expenditures | $109,078 |

| 7.27 | **Total Capital Expenditures from Operating Fund** (total questions 7.22 through 7.26) | $114,180 |

Capital Cont./Operation and Maintenance/Miscellane

TOTAL CAPITAL EXPENDITURES BY SOURCE OF FUNDS

| 7.28 | From Local Public Funds (71PF) | $0 |

| 7.29 | From Other Funds (71OF) | $114,180 |

| 7.30 | **Total Capital Expenditures by Source** (total questions 7.28 and 7.29; same as question 7.27) | $114,180 |

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs To Buildings and Building Equipment by Source of Funds

| 7.31 | From Local Public Funds (72PF) | $0 |

| 7.32 | From Other Funds (72OF) | $0 |

| 7.33 | **Total Repairs to Buildings and Building Equipment** (total questions 7.31 and 7.32) | $0 |

| 7.34 | Other Building & Maintenance Expenses | $34,747 |

| 7.35 | **Total Operation and Maintenance of Buildings** (total questions 7.33 and 7.34) | $34,747 |

MISCELLANEOUS EXPENSES

7.36	Total Operation & Maintenance of Bookmobiles and Other Vehicles	$8,432
7.37	Office and Library Supplies	$18,455
7.38	Equipment	$6,797
7.39	Telecommunications	$39,524
7.40	Binding Expenses	$0
7.41	Postage and Freight	$7,345
7.42	Publicity and Printing	$918
7.43	Travel	$3,437
7.44	Fees for Consultants and Professionals - Please include a Note with the consultants' or vendors' names and a brief description of the service(s) provided.	$19,251
7.45	Membership Dues - Please include a State Note listing Professional Organization Memberships for which dues are being paid.	$1,661
7.46	Does the system have other miscellaneous expenses in categories not listed in questions 7.36 through 7.45? Enter Y for Yes, N for No.	Y

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

1.	Expense category	Retirees Ins
2	Amount	$37,970

2.   Amount   ~~$37,070~~

1.   Expense category   ILS Mtce Fee

2.   Amount $74,034

1.   Expense category   Movie Lic'se

2.   Amount $3,690

1.   Expense category   Prof Develmt

2.   Amount $3,475

1.   Expense category   OCLC

2.   Amount $20,360

1.   Expense category   Cataloging

2.   Amount $6,068

1.   Expense category   Platform Lic

2.   Amount $9,500

1.   Expense category   Software

2.   Amount $5,612

1.   Expense category   Van Repairs

2.   Amount $3,858

1.   Expense category   Various

2.   Amount $2,063

Miscellaneous Cont./Contracts/Debt Service

7.47   Total Other Miscellaneous
        Expenses (total question #2 of $166,630
        Repeating Group #13)

7.48   **Total Miscellaneous
        Expenses** (total questions $272,450
        7.36 through 7.45 and 7.47)

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

7.49   Does the system contract with
        libraries and/or library
        systems in New York State?   Y
        Enter Y for Yes, N for No.

Complete one record for each contract. If the system does not contract, enter N/A on questions 1, 2, and 3 of one repeating group.

1.   Contracting Agency (specify   Mbr Libraries
        using the State note)

2.   Contracted Service (specify
        using the State note)   Supplies

3.   Total Contract Amount $29,418

7.50   **Total Contracts** (total
        question #3 of Repeating $29,418
        Group #14 above)

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

7.51   From Local Public Funds $0
        (73PF)

(73PF)

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)**	$1,666,644

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)	$1,666,644

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, 2020)**	$1,334,352
7.83	**GRAND TOTAL DISBURSEMENTS, TRANSFERS, & ENDING BALANCE** (total questions 7.62 and 7.63)	$3,000,996

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)	11/06/2020
7.85	Time period covered by this audit (mm/dd/yyyy - mm/dd/yyyy)	01/01/2019 - 12/31/2019
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

8.1	**Total Revenue From Local Sources**	$0

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

STATE AID FOR CAPITAL PROJECTS

8.3	State Aid Received for Construction	$0

ALL OTHER AID AND/OR GRANTS FOR CAPITAL PROJECTS

8.4	Does the system receive any other aid and/or grants for capital projects. Enter Y for Yes, N for No. If yes, complete one record for each award. If no, enter N/A on questions 1 and 2 of one repeating group.	N

1. Contracting Agency N/A

2. Amount N/A

Totals/Cash Balance

8.5 **Total Aid and/or Grants** (total question #2 of Repeating Group #16 above) $0

8.6 **TOTAL RECEIPTS - Revenues from Local Sources, Interfund Revenue, State Aid for Capital Projects, and All Other Aid and/or Grants for Capital Projects** (total questions 8.1, 8.2, 8.3, and 8.5) $0

8.7 **NONREVENUE RECEIPTS** $0

8.8 **TOTAL RECEIPTS - Total Receipts and Nonrevenue Receipts** (total questions 8.6 and 8.7) $0

8.9 CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2020. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2019.) $0

Grand Total

8.10 **TOTAL RECEIPTS AND CASH BALANCE** (total $0

9. Capital Fund Disbursements

Project Expenditures/Cash Balance

PROJECT EXPENDITURES

9.1	Total Construction	$0
9.2	Incidental Construction	$0
9.3	Books and Library Materials	$0
9.4	Total Other Disbursements	$0
9.5	**Total Project Expenditures** (total questions 9.1 through 9.4)	$0
9.6	**TRANSFER TO OPERATING FUND** (Same as question 6.61)	$0
9.7	**TOTAL NONPROJECT EXPENDITURES**	$0
9.8	**TOTAL DISBURSEMENTS - Total Project Expenditures, Transfer to Operating Fund, and Total Nonproject Expenditures** (total questions 9.5 through 9.7)	$0
9.9	**CLOSING CASH BALANCE IN CAPITAL FUND at the End of the Current Fiscal Year (December 31, 2020, for Public Library Systems)**	$0

Grand Total

9.10   **TOTAL DISBURSEMENTS
        AND CASH BALANCE** $0
        (total questions 9.8 and 9.9)

12. Projected Annual Budget For Library Systems
Public Library Systems Budget for January 1, 2021 - December 31, 2021

PROJECTED OPERATING FUND - RECEIPTS

12.1   Total Operating Fund
        Receipts (include Local Aid,
        State Aid, Federal Aid, $1,503,250
        Contracts and Miscellaneous
        Receipts)

12.2   Budget Loans $0

12.3   Total Transfers $0

12.4   Cash Balance/Ending
        Balance in Operating Fund at
        the end of the previous fiscal
        year
        (For Public Library Systems,
        opening balance on January $1,334,352
        1, 2021 must be the same as
        the December 31, 2020,
        closing balance reported on
        Q7.63 of the 2020 annual
        report)

12.5   Grand Total Operating Fund
        Receipts, Budget Loans,
        Transfers and Ending $2,837,602
        Balance (total questions 12.1
        through 12.4)

PROJECTED OPERATING FUND - DISBURSEMENTS

12.6   Total Operating Fund
        Disbursements (include Staff
        Expenditures, Collection
        Expenditures, Grants to
        Member Libraries, Capital

	Expenditures from Operating Funds, Operation and Maintenance of Buildings, Miscellaneous Expenses, Contracts with Libraries and Library Systems in New York State and Debt Service)	$1,493,320
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, 2021)	$1,344,282
12.9	Grand Total Operating Fund Disbursements, Transfers and Ending Balance (total questions 12.6 through 12.8)	$2,837,602

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, 2021, must be the same as the December 31, 2020, closing balance reported on Q9.9 of the 2020 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 $0
         and Nonproject Expenditures

12.15   Cash Balance in Capital Fund
         at the end of the current fiscal
         year $0
         (For Public Library Systems,
         December 31, 2021)

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

13. State Formula Aid Disbursements

Public Library Systems Basic Aid

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

Statutory Reference (Basic Aid):	Education Law § 272, 273(1)(a, c, d, e, n) Commissioners Regulations 90.3
Statutory Reference (LLSA):	Education Law § 272, 273(5) Commissioners Regulations 90.3 and 90.9 The formula is $0.31 per capita of a member library's chartered services area with a minimum of $1,500 per library with formula equity to 1991 LLIA.
Statutory Reference (LSSA):	Education Law § 272, 273(1)(f)(6) Commissioners Regulations 90.3 and 90.10 The formula is $0.31 per capita for system population living outside the chartered service areas of member libraries plus 2/3 members LLSA.
Statutory Reference (LCSA):	Education Law § 272, 273(1)(f)(7) Commissioners Regulations 90.3 The formula is $0.31 per capita plus 2/3 of per capita total with formula equity to 1991 LLIA.

Statutory Reference (Supplemental):	Education Law § 273(12)(a) The formula is a base grant of $39,000 and an amount equal to 10.94% of the amount of Basic Aid provided under Education Law § 273(1)(a, c, d, e, and n).
BECPL Special Aid:	Education Law § 273(1)(l) Annual sum of $50,000 for a continuity of service project. (Included in Basic Aid Payment)
Brooklyn Special Aid:	Education Law § 273(1)(k) Annual sum of $350,000 for business library. (Included in Basic Aid Payment)
Nassau Special Aid:	Education Law § 273(1)(m)

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

13.1.1	Total Full-Time Equivalents (FTE)	3.28
13.1.2	Total Expenditure for Professional Salaries	$212,910

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)	5.86
13.1.4	Total Expenditure for Other Staff Salaries	$253,376

13.1.5	**Employees Benefits:** Indicate the total expenditures for all system employee fringe benefits.	$180,630
13.1.6	**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 applicable category; if no, enter N/A for questions 1, 2 and 3 of one repeating group.

1.	Expenditure Category	Other (specify using Note field)

2.	Provider of Services	Tompkins Trust Company

3.	Expenditure	$62,550

1.	Expenditure Category	Telecommunications

2.	Provider of Services	First Light Fiber

3.	Expenditure	$7,253

1.	Expenditure Category	Telecommunications

2.	Provider of Services	Verizon Wireless

3.	Expenditure	$321

1.	Expenditure Category	Telecommunications

2.	Provider of Services	Ring Central

3.	Expenditure	$321

1.	Expenditure Category	Telecommunications

2.	Provider of Services	All Mode Communications

3.	Expenditure	$1,140

1.	Expenditure Category	Telecommunications

2.	Provider of Services	Zoom Video Communications

3.	Expenditure	$1,000
1.	Expenditure Category	Other (specify using Note field)
2.	Provider of Services	U.S. Bank Equipment Finance
3.	Expenditure	$4,332
1.	Expenditure Category	Other (specify using Note field)
2.	Provider of Services	Selective and Acadia Ins. Companies
3.	Expenditure	$12,180
1.	Expenditure Category	Building and maintenance expenses
2.	Provider of Services	Town of Dryden
3.	Expenditure	$639
1.	Expenditure Category	Building and maintenance expenses
2.	Provider of Services	NYSEG
3.	Expenditure	$7,455
1.	Expenditure Category	Building and maintenance expenses
2.	Provider of Services	Cintas Corp
3.	Expenditure	$483
1.	Expenditure Category	Building and maintenance expenses

2.	Provider of Services	Casella Waste Management
3.	Expenditure	$1,381

1.	Expenditure Category	Building and maintenance expenses
2.	Provider of Services	BH Cleaning Services
3.	Expenditure	$4,208

1.	Expenditure Category	Building and maintenance expenses
2.	Provider of Services	GreenScene Lawn & Garden, Mr Outside
3.	Expenditure	$6,484

1.	Expenditure Category	Building and maintenance expenses
2.	Provider of Services	Robert L. Kisler Service Corp.
3.	Expenditure	$557

1.	Expenditure Category	Building and maintenance expenses
2.	Provider of Services	Various
3.	Expenditure	$1,214

1.	Expenditure Category	Library systems vendor contract for automation (e.g, integrated library system, virtual union catalog)
2.	Provider of Services	OCLC
3.	Expenditure	$18,731

1. Expenditure Category   Library systems vendor contract for automation (e.g, integrated library system, virtual union catalog)

2. Provider of Services   Backstage Library Works

3. Expenditure $6,068

1. Expenditure Category   Commercial electronic content vendor contracts

2. Provider of Services   Overdrive

3. Expenditure $9,500

1. Expenditure Category   Commercial electronic content vendor contracts

2. Provider of Services   Hoopla

3. Expenditure $4,179

1. Expenditure Category   Commercial electronic content vendor contracts

2. Provider of Services   Brainfuse

3. Expenditure $2,960

1. Expenditure Category   Commercial electronic content vendor contracts

2. Provider of Services   Tumbleweed Press

3. Expenditure $3,500

1. Expenditure Category   Consultant fees/professional fees

2.	Provider of Services	Port, Kashdin, & McSherry
3.	Expenditure	$7,000
1.	Expenditure Category	Consultant fees/professional fees
2.	Provider of Services	ADP
3.	Expenditure	$4,910
1.	Expenditure Category	Consultant fees/professional fees
2.	Provider of Services	Barclay Damon LLP
3.	Expenditure	$5,850
1.	Expenditure Category	Consultant fees/professional fees
2.	Provider of Services	Sharon Campannela
3.	Expenditure	$800
1.	Expenditure Category	Consultant fees/professional fees
2.	Provider of Services	Family & Children's Services
3.	Expenditure	$691
1.	Expenditure Category	Other (specify using Note field)
2.	Provider of Services	Various (Seen Note)
3.	Expenditure	$4,595

1. Expenditure Category   Other (specify using Note field)

2. Provider of Services   Winks Body Shop

3. Expenditure $3,858

1. Expenditure Category   Other (specify using Note field)

2. Provider of Services   Various

3. Expenditure $1,512

1. Expenditure Category   Institutional membership dues

2. Provider of Services   NYLA, PULISDO, SCRLC

3. Expenditure $1,561

1. Expenditure Category   Other (specify using Note field)

2. Provider of Services   Various

3. Expenditure $2,518

1. Expenditure Category   Printing

2. Provider of Services   Central NY Media & Misc.

3. Expenditure $919

1. Expenditure Category   Other (specify using Note field)

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

3. Expenditure $37,970

3.	Expenditure	$37,676

1.	Expenditure Category	Other (specify using Note field)

2.	Provider of Services	Various

3.	Expenditure	$996

13.1.7	**Total Expenditure - Purchased Services**	$229,636

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

Note: For questions which include a choice of "Other" in a drop-down menu, please add a 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	$7,127

1.	Expenditure Category	Office/library supplies and postage

2.	Expenditure	$5,536

1.	Expenditure Category	Other (specify using Note field)

2.	Expenditure	$2,466

13.1.9 **Total Expenditure - Supplies and Materials** $15,129

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

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

1.   Type of Travel   System Staff Travel

2.   Expenditure $3,179

1.   Type of Travel   Other (specify using Note field)

2.   Expenditure $3,773

13.1.11 **Total Expenditures - Travel** $6,952

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.   N

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

2.   Quantity

3.   Unit Cost

4.   Expenditure

13.1.13 Total Expenditure - Equipment and Furnishings $0

13.1.14 **Local Library Services Aid Expenditures:** Indicate the total expenditures to member libraries for Local Library Services Aid. $68,460

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

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

1.   Recipient   N/A

2.   Allocation   N/A

3.   Project Description (no more than 300 words)

13.1.16 Total Expenditures - Grants for Member Libraries $0

13.1.17 Total Expenditure (total 13.1.2, 13.1.4, 13.1.5, 13.1.7, 13.1.9, 13.1.11, 13.1.13, 13.1.14, and 13.1.16) $967,093

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. $74,155

13.1.19 **Total Allocation from 2020 - 2021 State Aid:** $1,134,371

13.1.20	Total Available Before Expenditures (total 13.1.18 + 13.1.19)	$1,208,526

13.1.21	**Cash Balance at the End of the Current Fiscal Year (total 13.1.19 + 13.1.18 - 13.1.17)**	$241,433

13.1.22 **Final Narrative:** Provide a brief narrative, no more than fifteen hundred (1500) words, describing the major activities carried out with these State Aid Funds.

The revenues in this section cover the core operating expenses of the organization. This allows it to attain the goals that are outlined in the Plan of Service for the funding year. FLLS and system staff provide the following services to our member libraries: RESOURCE SHARING: Coordinated collection development, purchase of materials for borrowing by member libraries, providing subscriptions to review sources, maintaining a database of holdings, cataloging, daily delivery to member libraries (M-F), Interlibrary Loans, managing the telecommunications infrastructure, operating and maintaining the Polaris circulation system, and exploring new technologies to be implemented. PROFESSIONAL DEVELOPMENT and CONTINUING EDUCATION: System staff attend meetings, conferences, and workshops locally as well as at the state and national level in order to interact with colleagues, stay abreast of current trends and developments, and facilitate the continuing education of member library staff and trustees. Hold workshops for members in the areas of technology, digital literacy, youth services, marketing / public relations, advocacy, electronic resources, best practices and trends, sustainable funding options, governance and leadership, trustee education and minimum standards compliance. CONSULTING AND DEVELOPMENT SERVICES: Professional staff provide assistance to member libraries via telephone, e-mail, and through library visits and board meetings in the areas of technology, best practices, governance, policies, laws and regulations, budgets and funding, personnel, literacy support, grants, annual reports, advocacy, youth

services, reference, etc. AWARENESS AND ADVOCACY: FLLS creates an annual Advocacy Guide which includes contact information and legislative priorities of the state legislators that represent the libraries in our system, tips for communicating with legislators, sample letters, and state legislative and funding updates. We coordinate and participate in the annual Advocacy Day activities in Albany by providing a bus for members to attend, arranging meetings with legislators, and coordinating a postcard campaign; keep

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. FLLS took part in the National Library Legislative Day in Washington, D.C. in May 2018 to raise awareness of library advocacy on a national level. However, little or no State Funds are used for direct lobbying / advocacy efforts. COMMUNICATIONS AMONG MEMBER LIBRARIES: FLLS administers listservs for directors, trustees, youth services staff, technology staff, and offers listservs for each of the five counties. Provides an annual directory of member libraries, containing hours of operations, and contact information for staff and trustees. Posts regular updates to the FLLS web site, Facebook, Twitter and Instagram. Started a Trustee newsletter in the fall of 2018. FLLS also encourages all five counties to host regular directors meetings, which FLLS staff attend. COOPERATIVE EFFORTS WITH OTHER LIBRARY SYSTEMS: Including sharing of policy templates, toolkits, and other resources with neighboring systems. We also host other public library system staff in workshops for our member libraries. CONSTRUCTION: Provides assistance to member libraries in completing construction grant applications through site visits, providing system guidelines, specialized instructions, assistance in filling out forms, recommendations, and updates to the Public Library Construction Grant program from the Division of Library Development.

Central Book Aid

CENTRAL BOOK AID (CBA)

Statutory 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
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.

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

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.

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	$15,435

1.	Expenditure Category	Commercial electronic content vendor contracts
2.	Provider of Services	Pro Quest LLC
3.	Expenditure	$17,463

13.2.2 Total Expenditure - Purchased Services

32,898

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

Y

Note: For questions which include a choice of "Other" in a drop-down menu, please add a 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	$2,156

1.	Expenditure Category	Adult non-fiction and foreign language materials - electronic databases
2.	Quantity	N/A
3.	Unit Cost	N/A
4.	Expenditure	$3,177

1.	Expenditure Category	Other (specify using Note field)
2.	Quantity	N/A
3.	Unit Cost	N/A
4.	Expenditure	$1,953

13.2.4	Total Expenditure - Supplies and Materials	$7,286
13.2.5	**Grants to Central/Co-Central Libraries**: Did the system expend funds for grants to central/co-central libraries? Enter Y for Yes, N for No.	N

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

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

13.2.6	Total Expenditure - Grants to Central/Co-Central Libraries	$0
13.2.7	Total Expenditure (total 13.2.2, 13.2.4, and 13.2.6)	$40,184
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.	$5,546
13.2.9	**Total Allocation from 2020 - 2021 State Aid**	$65,890
13.2.10	Total Available Before Expenditures (total 13.2.8 + 13.2.9)	$71,436
13.2.11	**Cash Balance at the End of the Current Fiscal Year (total 13.2.9 + 13.2.8 - 13.2.7)**	$31,252
13.2.12	**Final Narrative**: Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.	Central Book Aid funds are used to purchase non-fiction print, audiobook, DVD, and e-book materials by our central library and to pay for system wide subscriptions to the Mango Languages and Heritage Quest databases.

CENTRAL LIBRARY DEVELOPMENT AID (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)

13.3.2   Total Expenditure for Professional Salaries

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)

13.3.4   Total Expenditures for Other Staff Salaries

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

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   N 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   N 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.   N

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

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

13.3.13 Total Expenditure - Equipment and Furnishings $0

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

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

1.	Recipient	Tompkins County Public Library

2.	Allocation	$77,410

3.	Project Description (no more than 300 words)	Pass through of CLDA money to Central Library. Please see final narrative below.

13.3.15	Total Expenditure - Grants to Central/Co-Central Libraries	$77,410

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)**	$77,410

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.	0.00

13.3.18	**Total Allocation from 2020 - 2021 State Aid:**	$96,762

13.3.19	Total Available Before Expenditures (total 13.3.17 + 13.3.18)	$96,762

13.3.20	**Cash Balance at the end of the Current Fiscal Year (total 13.3.18 + 13.3.17 - 13.3.16)**	19,352.00

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.

Coordinated Outreach Library Services Aid

COORDINATED OUTREACH LIBRARY SERVICES AID

<table>
<tr><td>**Statutory Reference:**</td><td>Education Law § 273(1) (h)
Commissioners Regulations 90.3</td></tr>
</table>

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	$22,032

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)	.41
13.4.4	Total Expenditure for Other Staff Salaries	$18,129

13.4.5	**Employee Benefits:**	
	Indicate the total expenditures for all system employee benefits.	$16,147

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	$2,960

13.4.7	**Total Expenditure - Purchased Services**	$2,960

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	$342

13.4.9 Total Expenditure - Supplies and Materials   342

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	$1,066
3.	Description of Project	Caregiver Kits - Seymour Library will develop 10 Caregiver Kits for those who provide care to individuals with Alzheimer's Disease or dementia. The kits will include memory-stimulating materials and activities to engage the mind and body of those suffering from memory loss. Kits will be available to any Finger Lakes Library System, member library cardholder.

1. Recipient   Candor Free Library

2. Allocation $343

3. Description of Project   Art Splash - 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. The classes will be led by an experienced teacher with a Master of Fine Arts. The Take Home and Share project is a kit created for the Museum of Modern Art to explore the art of Jackson Pollock.

1. Recipient   Southworth Library Association

2. Allocation $1,472

3. Description of Project   Mobile Hotspots - The Mobile Hotspot Lending program would enable patrons not currently connected, to access the internet through a Verizon Mobile network. Library patrons would be able to check out the devices for a short period to use in their homes and access the internet for critical resources and information, social connection, email and other needs. It includes a monthly unlimited data plan and the ability to deactivate devices as needed.

1. Recipient   Lodi Whittier Library

2. Allocation $1,175

3. Description of Project   Establishing a Dyslexia Hub - The Lodi Whittier Library will develop and become a "Dyslexia Hub" to help all struggling readers in our community with expanded collections of audiobooks, graphic novels, hi/lo (high interest, low readability) readers, and phonics books. We will offer support materials for parents and caregivers in the form of books, DVDs, and brochures about community/local/state and national resources. These crucial resources will be free and available to all.

1.	Recipient	Groton Public Library
2.	Allocation	$600
3.	Description of Project	GPL Shut-ins Assistance Program - is a way to provide Library materials to those in our community who do not have readily available access to the Library. It will be for people who are homebound whether permanently or temporarily. We will provide them with forms to select favorite authors and genres and give them the option to place holds themselves either online or by phone. Materials will be delivered to them by local church members who have partnered with us in this program.

1.	Recipient	Peck Memorial Library
2.	Allocation	$1,025
3.	Description of Project	Virtual Programming 2020 - is a three part plan to make sure all have access to books and programs. Part One is providing new large print books and books on CD for the visually impaired/seniors in our community. Part Two is having available 3 virtual videos available for families to watch in their own free time and have them be available until September 1st. Part three is to provide craft/game bags during the 6 weeks of the summer reading program so that families will have the supplies need for the summer story time crafts on Tuesday mornings.

1.	Recipient	Newfield Public Library
2.	Allocation	$1,280
3.	Description of Project	Mobile Hotspot Lending - A significant digital divide exists in Newfield, a rural community in upstate New York. COVID-19 and NY PAUSE has shined a light on how great the need is and how critical access is for information and recreational purposes. The Newfield Public Library has made mobile hotspots available for community members to experience internet access in their home. The library is also bringing Wi-fi to densely populated areas on a scheduled basis to help Newfield residents stay connected.

1.	Recipient	Edith B. Ford Memorial Library
2.	Allocation	$1,680
3.	Description of Project	Summer Odyssey - Readers of all ages will take part in a Reading Odyssey in Ovid and Romulus. To fill the sails of their ship and reach their journey's end, they must overcome obstacles by completing activities and earning digital badges. Readers who accomplish their reading goal will receive a prize. Participants can register on the BookPoints website to track their progress, or receive activity kits and free books to work offline. The Reading Odyssey reaches rural and isolated families by placing reading and educational resources where they are accessible.

13.4.15	Total Expenditure - Grants to Member Libraries	$8,641
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)	$68,251
13.4.17	**Cash Balance at the Opening of the Fiscal Year** NOTE: The opening balance must be the same as the closing balance of the previous year.	$6,582
13.4.18	**Total Allocation from 2020 - 2021 State Aid:**	$77,639
13.4.19	Total Available Before Expenditures (total 13.4.17 + 13.4.18)	$84,221
13.4.20	**Cash Balance at the End of the Current Fiscal Year (total 13.4.18 + 13.4.17 - 13.4.16)**	$15,970

13.4.21 **Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.

FLLS works with local nursing homes, to provide book discussion kits and other materials as they need them. We continue to serve as a liaison to the Talking Book and Braille Library. We hold two meetings of the Coordinated Outreach Advisory Council, and administer a mini-grant program for members; funding 8 member libraries for various outreach programs. We also cover the travel expenses of the Outreach Coordinator when attending local and state outreach related meetings and conferences. When Covid restrictions do not prevent travel.

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.

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

Purchased Services

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.

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 $2,019

13.5.4 Total Expenditure - $2,019

Supplies and Materials

13.5.5 Total Expenditure (total 13.5.2, and 13.5.4)   2,019.00

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. $417

13.5.7 Total Allocation from 2020 - 2021 State Aid $3,317

13.5.8 Total Available Before Expenditures (total 13.5.6 + 13.5.7) $3,734

13.5.9 Cash Balance at the End of the Current Fiscal Year

(total 13.5.7 + 13.5.6 - 13.5.5) $1,715

13.5.10 **Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.

FLLS purchases and distributes popular paperback books and magazines for each of our five county jails. We also get magazine donations from our member libraries; which we distribute.

State Correctional Aid

THE FOLLOWING QUESTIONS ARE FOR SYSTEMS WITH STATE CORRECTIONAL FACILITIES ONLY

STATE CORRECTIONAL FACILITIES AID

Statutory Reference: Education Law § 285 (1)
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)   .12

13.6.2 Total Expenditure for Professional Salaries $5,875

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)   .08

13.6.4 Total Expenditure for Other Staff Salaries $4,029

13.6.5 **Employee Benefits:**
Indicate the total expenditures for all system employee $4,005

benefits.

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

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

1.	Expenditure Category	Commercial electronic content vendor contracts
2.	Provider of Services	OCLC
3.	Expenditure	$1,629

13.6.7 **Total Expenditure - Purchased Services**   1,629

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

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	$390

1.	Expenditure Category	Other (specify using Note field)

2.	Expenditure	$92

1.	Expenditure Category	Books and other print materials

2.	Expenditure	$4,522

13.6.9	**Total Expenditure - Supplies and Materials**	$5,004

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

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

1.	Type of Travel	N/A

2.	Expenditure	N/A

13.6.11	**Total Expenditure - Travel**	$0

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	N/A

2.	Quantity	N/A

3.	Unit Cost	N/A
4.	Expenditure	N/A

13.6.13	**Total Expenditure - Equipment and Furnishings**	0.00
13.6.14	Total Expenditure (total 13.6.2, 13.6.4, 13.6.5, 13.6.7, 13.6.9, 13.6.11, and 13.6.13)	$20,542
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.	$7,782
13.6.16	**Total Allocation from 2020 - 2021 State Aid:**	$34,413
13.6.17	Total Available Before Expenditures (total 13.6.15 + 13.6.16)	$42,195
13.6.18	**Cash Balance at the End of the Current Fiscal Year (total 13.6.16 + 13.6.15 - 13.6.14)**	$21,653
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 are 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. Covid restrictions limited our performance of some of these functions in 2020.

14. Summary of Library System Accomplishments

Using the goals from Section 4 in the approved 2017-2021 System Plan of Service, **<u>BRIEFLY</u>** describe the final results of <u>each element</u> for Year 4 (2020).

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. Subscriptions to Hoopla and RBDigital were terminated due to budget issues and the pandemic. Purchased subscriptions to Library Journal, School Library Journal, and Horn Book 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, PULISDO, NYALS, ARSL, Library Journal Directors' Summit and IUG annual conferences and reported back to member libraries via email on what was learned. DELIVERY AND INTERLIBRARY LOAN: Delivered materials daily, Monday through Friday, to all member libraries until March 13, 2020 when delivery ceased until June 2020 when it resumed; Central Library provided a core non-fiction collection for Interlibrary Loan; Requests from member libraries, correctional facilities, and patrons for out of system ILL were processed on a daily basis using

OCLC WorldShare ILL platform until March 13, 2020. Out-of-system ILL has been halted since March 13 due to the pandemic and a budget shortfall for 2020. FLLS maintains a book drop at our headquarters for member library and patrons returns. INTEGRATED LIBRARY SYSTEM and TECHNOLOGY: Use a credit card payment option in the web based catalog (PowerPAC) to enable patrons to pay fines and make donations online; continued to renew subscription to Survey Monkey for member library usage; continue to modify our updated FLLS web site including calendar software and a blog. FLLS provides hosted web services to our member

libraries; Offer transferring domain name registration to FLLS members so that member libraries do not need to worry about expiring domain names; Provides LibData PC print and time management software to 12 of our member libraries; 28 member libraries utilize Meraki security appliance and wireless networks so that FLLS can be proactive to supporting our libraries with technology needs. Due to the pandemic, Zoom licensing was encouraged for our member libraries for virtual programming and board meeting needs.

14.2	Element 2: Special Client Groups - Results	ADULT LITERACY: Administered the New York State Adult Literacy Library Services project by continuing the subscription to JobNow by Brainfuse to assist patrons 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. 133 unique users utilized these resources 924 times between January 2020 and December 2020. Additionally, there were 11 live tutoring sessions. Our Outreach Coordinator provided a training webinar for member library staff in March 2020 with 2 attendees. The member library staff who attended the trainings left the session equipped to help patrons access the JobNow database. FLLS also featured JobNow in a blog post located on a carousel on the main page of our website and promoted the database each month 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. Due to the pandemic, COSAC carefully weighted applications due to library closures and programming restrictions due to social distancing and State requirements for number of people in libraries. 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. Delivery to correctional facilities was halted mid-March 2020 due to the pandemic closure, but re-started in the summer of 2020. An annual correctional facilities meeting is held in June to review and assess services to our correctional facilities and to

provide valuable networking opportunities. This year our contact for the meeting was virtual. Visits were offered to any interested correctional facility for extra system help. Reference services to the correctional facilities was heavily promoted and utilization of that service increased substantially. YOUTH SERVICES: Continued to administer the New York State Family Literacy Library Services Grant and coordinated "Summer Reading at New York State Libraries" for our member libraries. The Member Services Librarian visited member libraries to assist with youth collections and programming until March and then provided consultations through the rest of 2020 virtually. Held kickoff Summer Reading Meeting virtually 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, and die cuts, as well as their promotion. Held various check-in meetings for member library staff on topics related to children's and youth services, and how to provide virtual programming and storytimes during the pandemic from March 2020 on. A Youth Services Advisory group continued for our member libraries and the Youth Services Consultant at FLLS facilitated that group. Topics of discussion over the past

year included youth programming, how to do virtual storytimes, take and make suggestions for curbside distribution, how to do outside programming during the pandemic and other pandemic related youth services issues. 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, NYS Construction Grant Sessions, POLARIS trainings, Item Maintenance trainings, Annual Report sessions, Grant Writing Workshop, pandemic related programming including member library closing procedures, how to re-opening libraries safely, and how delivery will be handled once libraries open. FLLS partnered with South Central Regional Library Council to bring Nellie Brown from Cornell University to discuss COVID procedures in public libraries. FLLS hosted Changes in Minimum Standards for both member library directors and FLLS trustees. Trustee workshops were held on Trustee Essentials during COVID. FLLS staff attended the following conferences/workshops: NYLA annual conference. NYALS Conference. IUG annual |

conference, International Library Fundraising Conference, NY State Sexual Harassment Prevention training, NYALS sponsored workshops with Stephanie Adams, human resources sessions on COVID and the workplace, SHRM meetings, SHRM Volunteer Leadership Business Meeting, Library Journal Summits and various workshops hosted through NYALS and South Central Regional Library Council. Conference attendance was minimal in 2020 due to the pandemic and budget shortfalls.

14.5	Element 5: Consulting and Development Services - Results	System librarians and other professional staff visited member libraries in person until March 13, 2020 and then virtually for the remainder of the year 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. A large number of questions due to the pandemic included library closing procedures, interpretation and analysis of Executive Orders, library re-openings and how to start curbside services. 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.
14.6	Element 6: Coordinated Services - Results	Continued to maintain the online union catalog of member and FLLS holdings; continued with the coordinated purchasing of e-content materials; provided an opportunity for a group purchase of computers for the member libraries of which 18 computers and 5 Chrome devices (3 Chromebox and 2 Chromebooks) were purchased by 13 different libraries. These computers were staged, configured, and installed by FLLS staff. This was a decrease due to COVID closures and budget concerns of our member libraries.
14.7	Element 7: Awareness and Advocacy - Results	FLLS continued to create an in-depth annual Advocacy Guide and Legislative Guide which includes contact information and legislative priorities of the state legislators that represent the libraries in our system, tips for communicating with legislators, sample letters, and state legislative and funding updates; Coordinates and participates in the annual Lobby Day activities in Albany

by providing a bus and a 15 seat passenger van for members to attend, arranging meetings with legislators, and coordinating a postcard campaign; keeps member libraries up to date on funding and legislation through e-mail communications and updates to the FLLS web site; system director, professional staff, and trustees meet locally with state and local representatives throughout the year. Advocacy efforts were increased on FLLS' social media platforms.

14.8	Element 8: Communication among Member Libraries and/or Branch Libraries - Results	FLLS administers multiple listservs for directors, trustees, youth services staff, technology staff, and offers listservs for each of the five counties in our service area; Provides an annual directory of members containing the hours of the libraries and contact information of staff and trustees; Posts regular updates to the FLLS web site, Facebook, Twitter and Instagram. FLLS encourages the regular meeting between county library managers and directors and FLLS routinely attends these meetings. FLLS creates and distributes a bi-weekly bulletin for our member libraries, trustees and community partners. Much of our system communication this year was about the pandemic and Executive Orders. This was communication to our members through emails, newsletters, and virtual meetings. This was for both directors and staff as well as trustees.
14.9	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 until October 2020 and PULISDO Chair from November 2020 on; System Director is a member of NYALS (New York Alliance of Library Systems) and a member of NYALS Steering Committee as one of three PULISDO representatives; System Director is on the Board of the South Central Regional Library Council and is the Treasurer of that Board; FLLS staff collaborated with other neighboring public library systems about library closures, re-opening and re-starting delivery services; 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 and PULISDO Chair, SCRLC Treasurer, and CORT Treasurer.
14.10	Element 10: Construction - Results	FLLS provides assistance to members in completing construction grant applications through site visits, providing system guidelines, specialized instructions, assistance in filling out forms, recommendations, and

updates to the Public Library Construction Grant program
from the Division of Library Development.

14.11	Element 11: Central Library - Results	Results Central Book Aid funds are used to purchase non-fiction print, audiobook, DVD, and e-book materials
		by our central library and to pay for system wide subscriptions to the Mango Languages and HeritageQuest databases. Central Library Development Aid was used by our central library to support a portion of the Polaris Integrated Library System, materials receiving activity, and to underwrite staff costs involved in selecting, acquiring, processing, maintaining, circulating, repairing, and weeding of the CBA collection.
14.12	Element 12: Direct Access - Results	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	We purchased cleaning supplies and PPE when supplies were hard to get for our member libraries. PPE - gloves, masks for adults and children, thermometers and thermometer covers. Cleaning Supplies - disinfectant spray, alcohol wipes, disinfectant wipes, hand sanitizer and hand sanitizer stands Re-opening supplies - social distancing tape (gaffer tape), signs, sneeze guard supplies Curbside/Contactless Pickup Supplies - plastic and paper bags

15. Current system URL's

15.1	System Home Page URL	http://www.flls.org/
15.2	URL of Current List of Members	http://www.flls.org/member-libraries/
15.3	URL of Current Governing Bylaws	http://www.flls.org/wp-content/uploads/2012/11/BYLAWS2.pdf
15.4	URL of Evaluation Form	https://www.surveymonkey.com/r/N5GPR78
15.5	URL of Evaluation Results	https://www.surveymonkey.com/results/SM-LVNG7PT89/
15.6	URL of Central Library Plan	http://www.flls.org/wp-content/uploads/2017/07/Central_Library_Plan2017.pdf

| 15.7 | URL of Direct Access Plan | http://www.flls.org/wp-content/uploads/2017/07/Direct_Access_Plan2017.pdf |

16. Assurance and Contact Information
CONTACT INFORMATION

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

ASSURANCE

| 16.4 | The Library System operated under its approved Plan of Service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that this "Annual Report" was reviewed and accepted by the System Board/Council on (date - mm/dd/yyyy) | 03/17/2021 |

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). | 5/11/2021 |

Suggested Improvements

| Library System | Finger Lakes Library System |
| Name of Person Completing Form | Kristi Downham |

Phone Number and Extension
(enter area code, telephone   6072734074 228
number and extension only):

Please share with us your
suggestions for improving the
Annual Report. When
providing feedback, if
applicable please indicate the
question number each
comment/suggestion refers
to. Thank You!