

Finger Lakes Library System

Annual Report for Library Systems - 2019 (Public Library Systems 2019)

1. General System Information

System/Director Information

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

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

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

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

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

1.1	SEDCODE	610600700008
1.2	Institution ID	800000036373
1.3	System Name	Finger Lakes Library System
1.4	Beginning Reporting Year	01/01/2019
1.5	Ending Reporting Year	12/31/2019
1.6	Street Address	1300 Dryden Rd.
1.7	City	Ithaca
1.8	Zip Code	14850
1.9	Four-Digit Zip Code Extension (enter N/A if unknown)	5613
1.10	Mailing Address	1300 Dryden Rd.
1.11	City	Ithaca
1.12	Zip Code	14850
1.13	Four-Digit Zip Code Extension (enter N/A if unknown)	5613
1.14	Library System Telephone Number (enter 10 digits only and hit the Tab key)	(607) 273-4074
1.15	Fax Number (enter 10 digits only)	(607) 272-7475
1.16	System Home Page URL	www.flls.org
1.17	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	Glogowski

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

Contracts/Unusual Circumstances

1. Name of Contracting Municipality or District N/A
2. Is this a written contract? (Enter Y for Yes, N for No) N/A
3. Population of the geographic area served by this contract N/A
4. Dollar amount of contract N/A
5. Indicate "Full" or "Partial" range of services provided by this contract (Select one) N/A
- 1.49 For the reporting year, has the system experienced any unusual circumstance(s) that affected the statistics and/or information reported (e.g. natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? Indicate Y for Yes, N for No. If Yes, please annotate using the State note. N

THESE QUESTIONS ARE FOR NYC PUBLIC LIBRARY SYSTEMS ONLY. PLEASE PROCEED TO THE NEXT 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 Position FTE 1
- 2.5 Public Library System Director per CR 90.3(f) - Vacant Position FTE 0
- 2.10 Librarians - Filled Position(s) FTE 2.5
- 2.11 Librarians - Vacant Position(s) FTE 0
- 2.12 Outreach Coordinator (certified) per CR 90.3 (1)(2) (iii) - Filled Position FTE 1
- 2.13 Outreach Coordinator (certified) per CR 90.3 (1)(2) (iii) - Vacant Position FTE 0
- 2.14 **Total Certified Librarians - Filled Position(s) FTE (total questions 2.4 + 2.10 + 2.12)** 4.50
- 2.15 **Total Certified Librarians - Vacant Position(s) FTE (total questions 2.5 + 2.11 + 2.13)** 0.00
- 2.16 Total Other Professional Staff - Filled Position(s) FTE 5
- 2.17 Total Other Professional Staff - Vacant Position(s) FTE 0
- 2.18 Total Other Staff - Filled Position(s) FTE 4.49
- 2.19 Total Other Staff - Vacant Position(s) FTE 0
- 2.20 **Total Paid Staff - Filled Position(s) FTE (total questions 2.14 + 2.16 + 2.18)** 13.99
- 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 \$94,860

3. System Membership, Outlets and Governance

PUBLIC SERVICE OUTLETS

- 3.9 Number of member libraries. 33

	Do not include branches.	
3.15	Main Library/System Headquarters	1
3.16	Indicate the year the system building was initially constructed	1964
3.17	Indicate the year the system building underwent a major renovation costing \$25,000 or more	2014
3.18	Square footage of the system building	6,580
3.19	Branches of the Library System	0
3.20	Bookmobiles	0
3.21	Reading Centers	0
3.22	Other Outlets	15
3.23	Total Public Service Outlets (total questions 3.15 through 3.19)	16
3.24	Name of Central Library/Co-Central Libraries	Tompkins County Public Library

BOARD/COUNCIL MEETINGS

3.25	Total number of public library system/3Rs board meetings or school library system council meetings held during reporting year	11
3.26	Current number of <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 State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

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

Public Library Systems - enter information for the period January 1, 2020, through December 31, 2020.

President/Council Chair

3.29	Status	Filled
3.30	First Name	Steven
3.31	Last Name	Moolin
3.32	Institutional Affiliation	Aurora Free Library
3.33	Professional Title	N/A
3.34	Mailing Address	71 Asbury Rd
3.35	City	Lansing
3.36	Zip Code (enter five digits only)	14882
3.37	Telephone for the Board President (enter 10 digits only)	(315) 481-5203

and hit the Tab key)

- 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) 2024
or N/A
- 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 01/03/2020
(mm/dd/yyyy)
- 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 bibliostat@btol.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) 2023
or N/A
13. Is this trustee serving a full
term? If No, add a State Note
(for example, this trustee was
appointed to complete the
remainder of a term of a
trustee who resigned their
position). Yes
14. The date the trustee took the
Oath of Office (mm/dd/yyyy) 01/05/2019
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 Susan
3. Last Name Martene
4. Institutional Affiliation N/A
5. Professional Title N/A
6. Mailing Address 10 Tuxill Square
7. City Auburn
8. Zip Code (enter five digits 13021

- only)
9. Term Begins - Month January
10. Term Begins - Year (yyyy) 2018
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) or N/A 2020
13. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). No
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/12/2018
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/31/2018
16. Is this a brand new trustee? N
1. Status Filled
2. First Name Patricia
3. Last Name Schaffer
4. Institutional Affiliation N/A
5. Professional Title N/A
6. Mailing Address 51 South Main St
7. City Newark Valley
8. Zip Code (enter five digits only) 13811
9. Term Begins - Month January
10. Term Begins - Year (yyyy) 2018
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) or N/A 2022
13. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). No
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/25/2018
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/25/2018
16. Is this a brand new trustee? N
1. 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) 2020
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) or N/A 2020
13. Is this trustee serving a full Yes

- term? If No, add a State Note
(for example, this trustee was
appointed to complete the
remainder of a term of a
trustee who resigned their
position).
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/07/2020
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/23/2020
16. Is this a brand new trustee? Y
1. Status Filled
2. First Name Martin
3. Last Name Toombs
4. Institutional Affiliation N/A
5. Professional Title N/A
6. Mailing Address 84 Bridge St
7. City Seneca Falls
8. Zip Code (enter five digits only) 13148
9. Term Begins - Month September
10. Term Begins - Year (yyyy) 2016
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) or N/A 2020
13. Is this trustee serving a full term? If No, add a State Note
(for example, this trustee was
appointed to complete the
remainder of a term of a
trustee who resigned their
position). No
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/19/2017
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/26/2017
16. Is this a brand new trustee? N
1. Status Filled
2. First Name Elizabeth
3. Last Name Hudson
4. Institutional Affiliation N/A
5. Professional Title N/A
6. Mailing Address 1059 Danby Rd, Apt 2
7. City Ithaca
8. Zip Code (enter five digits only) 14850
9. Term Begins - Month January
10. Term Begins - Year (yyyy) 2016
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) or N/A 2020
13. Is this trustee serving a full term? If No, add a State Note
(for example, this trustee was
appointed to complete the
remainder of a term of a
trustee who resigned their
position). Yes
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/04/2016

15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/26/2016
16. Is this a brand new trustee? N
1. Status Filled
2. First Name Kay
3. Last Name Zaharis
4. Institutional Affiliation Cortland Free Library
5. Professional Title Retired Director
6. Mailing Address 73 Church St
7. City Cortland
8. Zip Code (enter five digits only) 13045
9. Term Begins - Month January
10. Term Begins - Year (yyyy) 2016
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) or N/A 2020
13. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). Yes
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 12/30/2015
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/26/2016
16. Is this a brand new trustee? N
1. Status Filled
2. First Name Gary
3. Last Name Seymour
4. Institutional Affiliation N/A
5. Professional Title N/A
6. Mailing Address 9 East Ave
7. City Cortland
8. Zip Code (enter five digits only) 13045
9. Term Begins - Month January
10. Term Begins - Year (yyyy) 2016
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) or N/A 2020
13. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). Yes
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/13/2016
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/26/2016
16. Is this a brand new trustee? N
1. Status Filled
2. First Name Deborah
3. Last Name Lewis

- | | | |
|-----|--|------------------|
| 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 |
| 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? | 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, 2020, through December 31, 2020. For each vacant position, select "Vacant" in question 1 and enter N/A in questions 2-5 of the repeating group. You may 1) enter the data for the Coordinated Outreach Council Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available in the survey by

clicking [here](#). Complete this form and email it to bibliostat@btol.com. The number of council members must be 5 to 11 (no less than five and no more than 11).

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

1.	Status	Filled
2.	First Name	Brenda
3.	Last Name	Wiemann
4.	Institutional Affiliation	Cayuga County Office For the Aging
5.	Professional Title	Coordinator of Aging Services
1.	Status	Filled
2.	First Name	Elizabeth
3.	Last Name	Helmetsie
4.	Institutional Affiliation	Spencer Free Library
5.	Professional Title	Director
1.	Status	Filled
2.	First Name	Gail
3.	Last Name	Bundy
4.	Institutional Affiliation	Cortland County Community Action Program
5.	Professional Title	Family Development Advocate
1.	Status	Filled
2.	First Name	Kaitlyn
3.	Last Name	Laskowski
4.	Institutional Affiliation	Seneca County Jail
5.	Professional Title	Senior Mental Health Clinical Therapist
1.	Status	Filled
2.	First Name	Brenda
3.	Last Name	Walsh
4.	Institutional Affiliation	Auburn Correctional Facility
5.	Professional Title	Head Librarian
1.	Status	Filled
2.	First Name	Jeffrey
3.	Last Name	Boles
4.	Institutional Affiliation	Finger Lakes Independence Center
5.	Professional Title	Education Outreach Coordinator
1.	Status	Filled
2.	First Name	Shannon
3.	Last Name	Alvord
4.	Institutional Affiliation	Tompkins Learning Partners
5.	Professional Title	ABE Coordinator/Trainer
1.	Status	Filled
2.	First Name	Jenny
3.	Last Name	Shonk
4.	Institutional Affiliation	Finger Lakes Library System
5.	Professional Title	Continuing Education & Outreach Librarian

4. Public Library System Transactions and Collections

Borrowers/Visits/Circulation/Holdings

4.1 Number of registered system borrowers 1,691

4.2 System Visits 462

CIRCULATION

4.3 Total Cataloged Book Circulation 6,515

4.4 Total Circulation of Other 1,310

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

GENERAL SYSTEM HOLDINGS

4.11	Total Cataloged Book Holdings	26,441
4.12	Uncataloged Book Holdings	39
4.13	Total Print Serial Holdings	144
4.14	All Other Print Materials Holdings	0
4.15	Total Print Materials (Total questions 4.11, 4.12, 4.13 and 4.14)	26,624
4.16	Electronic Books	13,591
4.17	Local Electronic Collections	8
4.18	Total Number of NOVELNY Databases	16
4.19	Total Electronic Collections (Total questions 4.16 + 4.17)	13,599
4.20	Audio - Downloadable Units	6,385
4.21	Video - Downloadable Units	0
4.22	Other Electronic Materials (Include items that are not included in the above categories, such as e-serials; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)	0
4.23	Total Electronic Materials (Total questions 4.18, 4.19, 4.20, 4.21 and 4.22)	20,000

Holdings Continued

Non-Electronic Materials

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

ROTATING COLLECTIONS/BOOK LOANS

4.29	Does the system have rotating collections/bulk loans? (Enter Y for Yes, N for No)	Y
4.30	Number of collections	22
4.31	Average number of items per collection	384

5. System Services

ILS

TECHNOLOGY AND RESOURCE SHARING

INTEGRATED LIBRARY SYSTEM (ILS)

- 5.1 Does the system provide an integrated library automation system (ILS) for its member libraries? (Enter Y for Yes, N for No) Y
- 5.2 Indicate which modules of the system's ILS have been implemented (check all that apply):
- | | | |
|----|--------------------------------|-----|
| a. | Circulation | Yes |
| 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 Management | Yes |
- 5.3 Identify ILS system vendor Innovative Interfaces Inc.
- 5.4 How many member libraries fully participate in the ILS? 33
- 5.5 % of member libraries participating (calculated field) 100.00%
- 5.6 How many member libraries participate in some ILS modules? 33
- 5.7 Indicate features of the system's ILS (check all that apply):
- | | | |
|----|---|-----|
| a. | ILS shared with other library systems | No |
| b. | ILS software permits patron-initiated ILL | Yes |
| c. | ILL feature implemented and used | Yes |
- 5.8 Number of titles in the ILS bibliographic database 490,563
- 5.9 Number of new titles added by the system in the reporting year 7,266
- 5.10 Number of Central Library Aid titles added in the reporting year 1,007
- 5.11 Number of new titles added by the members in the reporting year 30,904
- 5.12 Total new titles (total questions 5.9 through 5.11) 39,177

Catalog

UNION CATALOG OF RESOURCES

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

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

- | | | |
|----|--------------------------|-----|
| a. | Print | No |
| b. | Disc | No |
| c. | Online (virtual catalog) | Yes |

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

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

5.16 Number of titles in the system's union catalog 490,544

5.17 Number of holdings in the system's union catalog 1,000,802

5.18 Number of new titles added in the last year 40,855

5.19 Number of holdings added in the last year 78,859

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

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

b. Non-library catalogs are included (if checked, please name non-library catalogs using the State note) No

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

UNION LIST OF SERIALS

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

5.22 How many libraries participate in (or submit records for) the union list of serials? 35

COMBINED SYSTEM UNION CATALOG AND UNION LIST OF SERIALS

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

Website/Interlibrary Loan/Delivery/Continuing Education

VISITS TO THE SYSTEM'S WEB SITE

5.24 Annual number of visits to the system's web site 33,158

SYSTEM INTERLIBRARY LOAN ACTIVITY

5.25 Total items provided (loaned) 2,475

5.26 Total items received (borrowed) 5,254

5.27 Total requests provided (loaned) unfilled 4,097

5.28 Total requests received (borrowed) unfilled 559

5.29 Total interlibrary loan activity (total questions 5.25 through 5.28) 12,385

DELIVERY

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

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

- | | | |
|----|--|-----|
| a. | System courier (on the System's payroll) | Yes |
| b. | Other system's courier | No |
| d. | Contracted service (paid by System - not on payroll) | No |
| e. | U.S. Mail | Yes |
| f. | Commercial carrier (e.g., UPS, DHL, etc.) | Yes |
| g. | Other (specify using the State note) | No |

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

CONTINUING EDUCATION/STAFF DEVELOPMENT**Workshops/Meetings/Training Sessions****Resource sharing (ILL, collection development, etc.)**

5.32 Number of sessions 1
5.33 Number of participants 1

Continuing Education Cont.**Technology**

5.34 Number of sessions 43
5.35 Number of participants 138

Digitization

5.36 Number of sessions 0
5.37 Number of participants 0

Leadership

5.38 Number of sessions 4
5.39 Number of participants 6

Management & Supervisory

5.40 Number of sessions 8
5.41 Number of participants 129

Planning and Evaluation

5.42 Number of sessions 5
5.43 Number of participants 37

Awareness and Advocacy

5.44 Number of sessions 2
5.45 Number of participants 47

Trustee/Council Training

5.46 Number of sessions 11
5.47 Number of participants 81

Special Client Populations

5.48 Number of sessions 0
5.49 Number of participants 0

Children's Services/Birth to Kindergarten

5.50 Number of sessions 1
5.51 Number of participants 12

Children's Services/Elementary Grade Levels

5.52 Number of sessions 5
5.53 Number of participants 72

Young Adult Services/Middle and High School Grade Levels

- 5.54 Number of sessions 0
 5.55 Number of participants 0

General Adult Services

- 5.56 Number of sessions 4
 5.57 Number of participants 196

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

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

5.59 **Grand Total Sessions** (total questions 5.32, 5.34, 5.36, 5.38, 5.40, 5.42, 5.44, 5.46, 5.48, 5.50, 5.52, 5.54, 5.56 and total of question #2 of Repeating Group #5) 85

5.60 **Grand Total Participants** (total questions 5.33, 5.35, 5.37, 5.39, 5.41, 5.43, 5.45, 5.47, 5.49, 5.51, 5.53, 5.55, 5.57 and total of question #3 of Repeating Group #5) 724

5.61 Do library system staff and/or trustees reach outside of the library system building to promote system programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library System? Y

Coordinated Services/Consulting/Reference**COORDINATED SERVICES**

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

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

- a. Coordinated purchase of print materials No
 b. Coordinated purchase of non-print materials Yes
 c. Negotiated pricing for licensed electronic collection purchases (not purchasing) No
 d. Cataloging Yes
 e. Materials processing Yes
 f. Coordinated purchase of office supplies Yes
 g. Coordinated computer services/purchases Yes
 h. Virtual reference Yes

- i. Other (describe using the State note) No
- j. N/A No

CONSULTING AND TECHNICAL ASSISTANCE SERVICES

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

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

- 1. Topic Tax Cap

2. Number of contacts (all types) 8

1. Topic Advocacy

2. Number of contacts (all types) 27

1. Topic Trustee Training

2. Number of contacts (all types) 99

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

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

REFERENCE SERVICES

5.78 Total Reference Transactions 105

Special Clients/Fees

SERVICES TO SPECIAL CLIENTS

(Direct and Contractual)

5.79 Indicate services the system provides to special clients (check all that apply):

a. Services for patrons with disabilities Yes

b. Services for patrons who are educationally disadvantaged Yes

c. Services for patrons who are aged Yes

d. Services for patrons who are geographically isolated Yes

e. Services for patrons who are members of ethnic or minority groups in need of special library services Yes

f. Services to patrons who are in institutions Yes

g. Services for unemployed and underemployed individuals Yes

i. N/A No

5.80 Number of BOOKS BY MAIL loans N/A

5.81 Number of member libraries with Job/Education Information Centers or collections 18

5.82 Number of State Correctional Facilities libraries served 4

5.83 Number of County Jails libraries served 5

5.84 Number of institutions served other than jails or correctional facilities 7

5.85 Does the system provide other special client services not listed above? If yes, complete one record for each service provided. If no, enter N/A in questions 1 and 2 of one repeating group. N

1. Service provided N/A

2. Number of N/A

facilities/institutions served

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

6. Operating Funds Receipts

Local Public Funds

LOCAL PUBLIC FUNDS

- 6.1 Does the system receive county funding? Enter Y for Yes, N for No. If yes, please complete one record for each county. If No, enter N/A on questions 1 through 4 of one repeating group. Y
- 1. County Name Tioga
- 2. Amount \$6,000
- 3. Subject to Public Vote (Enter Y for Yes, N for No, or N/A) N
- 4. Written Contract (Enter Y for Yes, N for No, or N/A) Y

- 1. County Name Tompkins
- 2. Amount \$17,851
- 3. Subject to Public Vote (Enter Y for Yes, N for No, or N/A) N
- 4. Written Contract (Enter Y for Yes, N for No, or N/A) Y

- 6.2 **Total County Funding** \$23,851
- 6.3 All Other Local Public Funds \$0
- 6.4 **Total Local Public Funds** \$23,851
(total questions 6.2 and 6.3)

STATE AID RECEIPTS - arranged in alphabetical order

- 6.5 Adult Literacy Library Services Grants \$4,730
- 6.6 Central Library Development Aid \$99,322
- 6.7 Central Book Aid \$67,633
- 6.8 Conservation/Preservation Grants \$0
- 6.9 Construction for Public Libraries Aid \$6,578
- 6.10 Coordinated Outreach Services Aid \$79,693
- 6.11 Correctional Facilities Library Aid \$37,125
- 6.12 County Jails Library Aid \$3,224
- 6.14 Family Literacy Grants \$8,512
- 6.18 Local Library Services Aid - Kept at System \$1,419
- 6.19 Local Library Services Aid - Distributed to Members \$97,598

6.20	Total LLSA (total questions 6.18 and 6.19)	\$99,017
6.21	Local Services Support Aid	\$87,758
6.22	Local Consolidated Systems Aid	\$0
6.26	Public Library System Basic Aid	\$847,984
6.27	Public Library System Supplementary Operational Aid	\$129,616

State Aid

6.36	Special Legislative Grants and Member Items	\$29,000
6.37	The New York Public Library - The Research Libraries	\$0
6.38	The New York Public Library, Andrew Heiskell Library for the Blind and Physically Handicapped Aid	\$0
6.39	The New York Public Library, City University of New York	\$0
6.40	The New York Public Library, Schomburg Center for Research in Black Culture Library Aid	\$0
6.41	The New York Public Library, Science, Industry and Business Library	\$0
6.42	Does the system receive state funding from other sources? Enter Y for Yes, N for No. (Report Special Legislative Grants and Member Items on Q 6.36).	N

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

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

6.43	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)	\$1,500,192

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.

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

1. Contracting Agency Durland Alternatives Library
2. Contracted Service 1st Use Marc Creation & Barcodes
3. Total Contract Amount \$676

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

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

- 6.50 **Total Contracts** (total question #3 of Repeating Group #11 above) \$341,852

MISCELLANEOUS RECEIPTS

- 6.51 Gifts, Endowments, Fundraising, Foundations (include Gates Grants here; specify project number(s) and dollar amount using the state note) \$70,517
- 6.53 Income from Investments \$3,127

Miscellaneous

Proceeds from Sale of Property

- 6.54 Real Property \$0
- 6.55 Equipment \$1,014
- 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 \$3,892

1. Receipt category E-rates
2. Amount \$16,135

1. Receipt category Member Library E-Content
2. Amount \$18,305

1. Receipt category Member Library Hoopla Content
2. Amount \$7,700

1.	Receipt category	Member Library Movie License Fees
2.	Amount	\$4,922

6.57	Total Other Miscellaneous Receipts (total question #2 of Repeating Group #12 above)	\$50,954
6.58	Total Miscellaneous Receipts (total questions 6.51 through 6.55 and question 6.57)	\$125,612
6.59	TOTAL OPERATING FUND RECEIPTS - Total Local Public Funds, Total State Aid, Total Federal Aid, Total Contracts, and Total Miscellaneous Receipts (total questions 6.4, 6.44, 6.48, 6.50, and 6.58)	\$1,991,507
6.60	BUDGET LOANS	\$0

Transfers/Grand Total**TRANSFERS**

6.61	Transfers from Capital Fund (Same as question 9.6)	\$0
6.62	Transfers from Other Funds	\$0
6.63	Total Transfers (total questions 6.61 and 6.62)	\$0
6.64	CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2019. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2018.)	\$1,358,104
6.67	GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS, AND BALANCE/ROLLOVER (Public Library Systems - total questions 6.59, 6.60, 6.63 and 6.64 - must agree with question 7.83)	\$3,349,611

7. Operating Fund Disbursements**Staff/Collection/Grants/Capital****STAFF EXPENDITURES**

Salaries

7.1	System Director and Librarians	\$248,049
7.2	Other Staff	\$403,681
7.3	Total Salary and Wages Expenditures (total questions 7.1 and 7.2)	\$651,730
7.4	Employee Benefits Expenditures	\$248,765

7.5 **Total Staff Expenditures** \$900,495
(total questions 7.3 and 7.4)

COLLECTION EXPENDITURES

7.6 Print Materials Expenditures \$31,339
7.7 Electronic Materials Expenditures \$160,278
7.8 Other Materials Expenditures \$8,352
7.9 **Total Collection Expenditures** (total questions 7.6 through 7.8) \$199,969

GRANTS TO MEMBER LIBRARIES

Cash Grants Paid From

7.10 Local Library Services Aid (LLSA) \$97,600
7.11 Central Library Aid (CLDA/CBA) \$99,322
7.15 Other State Aid/Grants (e.g., Construction, Special Legislative or Member Grants) \$24,000
7.16 Federal Aid \$0
7.17 Other cash grants paid from system funds \$19,208
7.18 **Total Cash Grants** (total questions 7.10 through 7.17) \$240,130
7.19 Book/Library Materials Grants \$0
7.20 Other Non-Cash Grants \$14,709
7.21 **Total Grants to Member Libraries** (total questions 7.18 through 7.20) \$254,839

CAPITAL EXPENDITURES FROM OPERATING FUNDS

7.22 Bookmobile \$0
7.23 Other Vehicles \$57,761
7.24 Computer Equipment \$2,549
7.25 Furniture/Furnishings \$0
7.26 Other Capital Expenditures \$0
7.27 **Total Capital Expenditures from Operating Fund** (total questions 7.22 through 7.26) \$60,310

Capital Cont./Operation and Maintenance/Miscellaneous

TOTAL CAPITAL EXPENDITURES BY SOURCE OF FUNDS

7.28 From Local Public Funds (71PF) \$0
7.29 From Other Funds (71OF) \$60,310
7.30 **Total Capital Expenditures by Source** (total questions 7.28 and 7.29; same as question 7.27) \$60,310

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs To Buildings and Building Equipment by Source of Funds

7.31 From Local Public Funds (72PF) \$0
7.32 From Other Funds (72OF) \$0
7.33 **Total Repairs to Buildings and Building Equipment** (total questions 7.31 and 7.32) \$0
7.34 Other Building & \$49,272

Maintenance Expenses

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

MISCELLANEOUS EXPENSES

- 7.36 Total Operation & Maintenance of Bookmobiles and Other Vehicles \$15,268
- 7.37 Office and Library Supplies \$15,600
- 7.38 Equipment \$8,119
- 7.39 Telecommunications \$57,287
- 7.40 Binding Expenses \$0
- 7.41 Postage and Freight \$17,605
- 7.42 Publicity and Printing \$1,397
- 7.43 Travel \$10,239
- 7.44 Fees for Consultants and Professionals - Please include a State Note with the consultants' or vendors' names and a brief description of the service(s) provided. \$28,548
- 7.45 Membership Dues - Please include a State Note listing Professional Organization Memberships for which dues are being paid. \$3,894
- 7.46 Does the system have other miscellaneous expenses in categories not listed in questions 7.36 through 7.45? 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 \$35,978

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

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

- 1. Expense category Prof Develmt
- 2. Amount \$16,355

- 1. Expense category OCLC
- 2. Amount \$15,622

- 1. Expense category Cataloging
- 2. Amount \$11,337

- 1. Expense category Platform Lic
- 2. Amount \$16,375

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

- 1. Expense category Software
- 2. Amount \$3,346

1.	Expense category	Van Repairs
2.	Amount	\$2,649

1.	Expense category	Various
2.	Amount	\$4,758

Miscellaneous Cont./Contracts/Debt Service

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

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

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

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

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

1.	Contracting Agency (specify using the State note)	Mbr Libraries
2.	Contracted Service (specify using the State note)	Supplies
3.	Total Contract Amount	\$57,291

7.50 **Total Contracts** (total question #3 of Repeating Group #14 above) \$57,291

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

7.51	From Local Public Funds (73PF)	\$0
7.52	From Other Funds (73OF)	\$62,550
7.53	Total Capital Purposes Loans (total questions 7.51 and 7.52)	\$62,550

Transfers

Other Loans

7.54	Other Loans	\$0
7.55	Total Debt Service (total questions 7.53 and 7.54)	\$62,550
7.56	TOTAL TOTAL DISBURSEMENTS - Total Staff Expenditures, Total Collection Expenditures, Total Grants to Member Libraries, Total Capital Expenditures, Total Operation and Maintenance of Buildings, Total Miscellaneous Expenses, Total Contracts, and Total Debt Service (total questions 7.5, 7.9, 7.21, 7.27, 7.35, 7.48, 7.50, and 7.55)	\$1,942,338

TRANSFERS

Transfers to the Capital Fund

7.57	From Local Public Funds (76PF)	\$0
7.58	From Other Funds (76OF)	\$0
7.59	Total Transfers to Capital Fund (total questions 7.57 and 7.58; same as question 8.2)	\$0
7.60	Total Transfers to Other Funds	\$0
7.61	Total Transfers (total questions 7.59 and 7.60)	\$0
7.62	TOTAL DISBURSEMENTS AND TRANSFERS (total questions 7.56 and 7.61)	\$1,942,338

Cash Balance/Grand Total/Audit/Bank Balance

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

FISCAL AUDIT

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

7.84	Last audit performed (mm/dd/yyyy)	7/17/2019
7.85	Time period covered by this audit (mm/dd/yyyy - mm/dd/yyyy)	01/01/2018 - 12/31/2018
7.86	Indicate type of audit (select one from drop-down):	Private Accounting Firm

ACCOUNT INFORMATION

Complete one record for each financial account

1.	Name of bank or financial institution	N/A
2.	Amount of funds on deposit	N/A

7.87	Total Bank Balance (total question #2 of Repeating Group #15)	\$0
7.88	Does the system have a Capital Fund? Enter Y for Yes, N for No. If yes, please complete the Capital Fund Report. If no, stop here.	N

8. Capital Fund Receipts

State Aid and Grants for Capital Projects

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

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

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, 2019.** (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2018.) \$0

Grand Total

8.10 **TOTAL RECEIPTS AND CASH BALANCE** (total questions 8.8 and 8.9) \$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, 2019, for Public Library Systems)	\$0

Grand Total

9.10	TOTAL DISBURSEMENTS AND CASH BALANCE (total questions 9.8 and 9.9)	\$0
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12. Projected Annual Budget For Library Systems**Public Library Systems Budget for January 1, 2020 - December 31, 2020****PROJECTED OPERATING FUND - RECEIPTS**

12.1	Total Operating Fund Receipts (include Local Aid, State Aid, Federal Aid, Contracts and Miscellaneous Receipts)	\$1,954,475
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, 2020 must be the same as the December 31, 2019, closing balance reported on Q7.63 of the 2019 annual report)	\$1,407,273
12.5	Grand Total Operating Fund Receipts, Budget Loans, Transfers and Ending Balance (total questions 12.1 through 12.4)	\$3,361,748

PROJECTED OPERATING FUND - DISBURSEMENTS

12.6	Total Operating Fund Disbursements (include Staff Expenditures, Collection Expenditures, Grants to Member Libraries, Capital	\$1,907,586
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	Expenditures from Operating Funds, Operation and Maintenance of Buildings, Miscellaneous Expenses, Contracts with Libraries and Library Systems in New York State and Debt Service)	
12.7	Total Transfers	\$0
12.8	Cash Balance/Ending Balance in Operating Fund at the end of the fiscal year (For Public Library Systems, balance as of December 31, 2020)	\$1,454,162
12.9	Grand Total Operating Fund Disbursements, Transfers and Ending Balance (total questions 12.6 through 12.8)	\$3,361,748

PROJECTED CAPITAL FUND - RECEIPTS

12.10	Capital Fund Receipts (include Revenues from Local Sources, Transfer from Operating Fund, State Aid for Capital Projects and All Other Aid for Capital Projects)	\$0
12.11	Nonrevenue Receipts	\$0
12.12	Cash Balance in Capital Fund at the end of the previous fiscal year (For Public Library Systems, opening balance on January 1, 2020, must be the same as the December 31, 2019, closing balance reported on Q9.9 of the 2019 annual report)	\$0
12.13	Grand Total Capital Fund Receipts and Balance (total questions 12.10 through 12.12)	\$0

PROJECTED CAPITAL FUND - DISBURSEMENTS

12.14	Capital Fund Disbursements (include Project Expenditures, Transfer to Operating Fund and Nonproject Expenditures)	\$0
12.15	Cash Balance in Capital Fund at the end of the current fiscal year (For Public Library Systems, December 31, 2020)	\$0
12.16	Grand Total Capital Fund Disbursement, Transfers, and Balance (Sum of questions 12.14 and 12.15)	\$0

13. State Formula Aid Disbursements

Public Library Systems Basic Aid

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

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

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

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

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) 3.26

13.1.2 Total Expenditure for Professional Salaries \$211,835

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

13.1.3 Total Full-Time Equivalents (FTE) 7.43

13.1.4 Total Expenditure for Other Staff Salaries \$293,305

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

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

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

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

1. Expenditure Category Other (specify using the State note)
2. Provider of Services Tompkins Trust Company
3. Expenditure \$62,550

1. Expenditure Category Telecommunications
2. Provider of Services First Light Fiber
3. Expenditure \$9,662

1. Expenditure Category Telecommunications
2. Provider of Services Verizon Wireless

3.	Expenditure	\$445
1.	Expenditure Category	Telecommunications
2.	Provider of Services	Ring Central
3.	Expenditure	\$312
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 the State note)
2.	Provider of Services	Pitney Bowes & U.S. Bank Equipment Finance
3.	Expenditure	\$4,915
1.	Expenditure Category	Other (specify using the State note)
2.	Provider of Services	Selective & Acadia Ins. Companies
3.	Expenditure	\$13,161
1.	Expenditure Category	Building and maintenance expenses
2.	Provider of Services	Town of Dryden
3.	Expenditure	\$1,595
1.	Expenditure Category	Building and maintenance expenses
2.	Provider of Services	NYSEG
3.	Expenditure	\$9,885
1.	Expenditure Category	Building and maintenance expenses
2.	Provider of Services	Cintas Corp
3.	Expenditure	\$1,987
1.	Expenditure Category	Building and maintenance expenses
2.	Provider of Services	Casella Waste Systems
3.	Expenditure	\$1,269
1.	Expenditure Category	Building and maintenance expenses
2.	Provider of Services	BH Cleaning Services
3.	Expenditure	\$8,876
1.	Expenditure Category	Building and maintenance expenses
2.	Provider of Services	Greenscene Lawn & Garden, Mr. Outside
3.	Expenditure	\$6,335
1.	Expenditure Category	Building and maintenance expenses
2.	Provider of Services	Robert L. Kisler Service Corp
3.	Expenditure	\$1,623
1.	Expenditure Category	Building and maintenance expenses
2.	Provider of Services	Energy Tec & Hales Contracting
3.	Expenditure	\$1,255
1.	Expenditure Category	Building and maintenance expenses
2.	Provider of Services	Pro - Seal
3.	Expenditure	\$1,000

1.	Expenditure Category	Building and maintenance expenses
2.	Provider of Services	Various
3.	Expenditure	\$1,480
1.	Expenditure Category	Library systems vendor contract for automation (e.g, integrated library system, virtual union catalog)
2.	Provider of Services	OCLC
3.	Expenditure	\$14,926
1.	Expenditure Category	Library systems vendor contract for automation (e.g, integrated library system, virtual union catalog)
2.	Provider of Services	Backstage Library Works
3.	Expenditure	\$11,337
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	Overdrive & Hoopla
3.	Expenditure	\$54,554
1.	Expenditure Category	Commercial electronic content vendor contracts
2.	Provider of Services	R.B. Digital / Zinio
3.	Expenditure	\$6,875
1.	Expenditure Category	Commercial electronic content vendor contracts
2.	Provider of Services	Tumbleweed Press
3.	Expenditure	\$3,500
1.	Expenditure Category	Commercial electronic content vendor contracts
2.	Provider of Services	EBSCO
3.	Expenditure	\$17,565
1.	Expenditure Category	Consultant fees/professional fees
2.	Provider of Services	Scriabba Walker& Company LLP
3.	Expenditure	\$10,500
1.	Expenditure Category	Consultant fees/professional fees
2.	Provider of Services	ADP & Paychex
3.	Expenditure	\$5,456
1.	Expenditure Category	Consultant fees/professional fees
2.	Provider of Services	Barclay Damon LLP; Whiteman, Osterman, & Hanna, LLP
3.	Expenditure	\$9,950
1.	Expenditure Category	Consultant fees/professional fees
2.	Provider of Services	Sharon Campenella
3.	Expenditure	\$985
1.	Expenditure Category	Consultant fees/professional fees
2.	Provider of Services	Various
3.	Expenditure	\$1,656
1.	Expenditure Category	Other (specify using the State note)
2.	Provider of Services	Various (See Note)
3.	Expenditure	\$5,913

1. Expenditure Category Other (specify using the State note)
 2. Provider of Services Various
 3. Expenditure \$8,980

1. Expenditure Category Institutional membership dues
 2. Provider of Services ARSL, NYLA, PULISDO, SCRLC
 3. Expenditure \$3,794

1. Expenditure Category Other (specify using the State note)
 2. Provider of Services Various - See Note
 3. Expenditure \$2,345

1. Expenditure Category Printing
 2. Provider of Services Cornell Print Services
 3. Expenditure \$1,300

1. Expenditure Category Other (specify using the State note)
 2. Provider of Services Various
 3. Expenditure \$1,008

1. Expenditure Category Other (specify using the State note)
 2. Provider of Services Excellus BC/BS, UNUM Insurance
 3. Expenditure \$35,978

13.1.7 **Total Expenditure - Purchased Services** \$334,612

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 \$17,165

1. Expenditure Category Office/library supplies and postage
 2. Expenditure \$6,033

1. Expenditure Category Office/library supplies and postage
 2. Expenditure \$9,675

1. Expenditure Category Other (specify using the State note)
 2. Expenditure \$582

1. Expenditure Category Other (specify using the State note)
 2. Expenditure \$682

1. Expenditure Category Other (specify using the State note)
 2. Expenditure \$4,613

13.1.9 **Total Expenditure - Supplies and Materials** \$38,750

13.1.10 **Travel Expenditures:** Did Y

the system expend funds for travel? Enter Y for Yes, N for No.

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

1.	Type of Travel	System Staff Travel
2.	Expenditure	\$10,679

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

13.1.11 **Total Expenditures - Travel** \$19,683

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

Y

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

1.	Type of Item	2019 Ford Transit Cargo Van
2.	Quantity	1
3.	Unit Cost	\$25,174
4.	Expenditure	\$25,174

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

13.1.13 **Total Expenditure - Equipment and Furnishings** \$52,761

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

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

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

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

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

13.1.17 **Total Expenditure (total 13.1.2, 13.1.4, 13.1.5, 13.1.7, 13.1.9, 13.1.11, 13.1.13, 13.1.14, and 13.1.16)** \$1,138,520

13.1.18 **Cash Balance at the Opening of the Fiscal Year**
NOTE: The opening balance must be the same as the closing balance of the previous year. \$48,300

13.1.19 **Total Allocation from 2019 - 2020 State Aid:** \$1,164,375

13.1.20 **Total Available Before Expenditures (total 13.1.18 + 13.1.19)** \$1,212,675

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

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

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

Central Book Aid

CENTRAL BOOK AID (CBA)

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

Reference: Commissioners Regulations 90.4

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

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

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

13.2.1 **Purchased Services:** Did the library system expend CBA funds for purchased services Y

for CBA library materials?
Enter Y for Yes, N for No.

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

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

1. Expenditure Category Commercial electronic content vendor contracts
2. Provider of Services Mango Languages
3. Expenditure \$14,700

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

13.2.2 Total Expenditure - Purchased Services 31,363

13.2.3 Supplies and Materials: Did the library system expend CBA funds for adult non-fiction and foreign language library materials with a unit cost less than \$5,000? Enter Y for Yes, N for No. 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 \$10,572

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

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

13.2.4 Total Expenditure - Supplies and Materials \$36,873

13.2.5 Grants to Central/Co-Central Libraries: Did the system expend funds for grants to central/co-central libraries? Enter Y for Yes, N for No. 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)	\$68,236
13.2.8	Cash Balance at the Opening of the Current Fiscal Year NOTE: The opening balance must be the same as the closing balance of the previous year.	\$6,149
13.2.9	Total Allocation from 2019 - 2020 State Aid	\$67,633
13.2.10	Total Available Before Expenditures (total 13.2.8 + 13.2.9)	\$73,782
13.2.11	Cash Balance at the End of the Current Fiscal Year (total 13.2.9 + 13.2.8 - 13.2.7)	\$5,546
13.2.12	Final Narrative: Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.	Central Book Aid funds are used to purchase non-fiction print, audiobooks, DVD's, and e-book materials by our central library, and to pay for system wide subscriptions to the Mango Languages and Heritage Quest databases.

Central Library Development Aid

CENTRAL LIBRARY DEVELOPMENT AID (CLDA)

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

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

13.3.1	Total Full-Time Equivalents (FTE)	0.00
13.3.2	Total Expenditure for Professional Salaries	\$0

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

13.3.3	Total Full-Time Equivalents (FTE)	0
13.3.4	Total Expenditures for Other Staff Salaries	\$0

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

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

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

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

1. Expenditure Category N/A

- 2. Provider of Services N/A
- 3. Expenditure N/A

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

13.3.8 **Supplies and Materials:** Did the system expend funds for supply items, postage, adult nonfiction and foreign language library materials, or equipment and furnishings with a unit cost less than \$5,000? Enter Y for Yes, N for No. 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 and 2 of one repeating group.

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

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

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

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

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

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

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

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

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

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

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

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

- 1. Recipient Tompkins County Public Library
- 2. Allocation \$99,322
- 3. Project Description (no more than 300 words) Pass through of CLDA money to Central Library. Please see final narrative below.

13.3.15 **Total Expenditure - Grants to** \$99,322

Central/Co-Central Libraries

13.3.16	Total Expenditure (total 13.3.2, 13.3.4, 13.3.5, 13.3.7, 13.3.9, 13.3.11, 13.3.13, and 13.3.15)	\$99,322
13.3.17	Cash Balance at the Opening of the Fiscal Year NOTE: The opening balance must be the same as the closing balance of the previous year.	0
13.3.18	Total Allocation from 2019 - 2020 State Aid:	\$99,322
13.3.19	Total Available Before Expenditures (total 13.3.17 + 13.3.18)	\$99,322
13.3.20	Cash Balance at the end of the Current Fiscal Year (total 13.3.18 + 13.3.17 - 13.3.16)	0.00
13.3.21	Final Narrative: Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.	Central Library Development Aid is used by our central library to support a portion of the Polaris Integrated Library System, and to underwrite staff costs involved in selecting, acquiring, processing, circulating, and weeding the CBA collection.

Coordinated Outreach Library Services Aid

COORDINATED OUTREACH LIBRARY SERVICES AID

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

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

13.4.1	Total Full-Time Equivalents (FTE)	.45
13.4.2	Total Expenditure for Professional Salaries	\$22,022

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

13.4.3	Total Full-Time Equivalents (FTE)	.60
13.4.4	Total Expenditure for Other Staff Salaries	\$19,609

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

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

Y

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

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

1.	Expenditure Category	Commercial electronic content vendor contracts
2.	Provider of Services	Brainfuse
3.	Expenditure	\$1,570

13.4.7 **Total Expenditure - Purchased Services**

\$1,570

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

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

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

1. Expenditure Category Office/library supplies and postage
2. Expenditure \$348

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

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

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

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

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

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

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

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

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

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

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

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

1. Recipient Berkshire Free Library
2. Allocation \$1,125
3. Description of Project Family Craft Series - Come spend time learning lifelong crafts at the Berkshire Free Library. Bring your family or friends, be creative. The lessons are free. Enrollment is open to all ages.

1.	Recipient	Candor Free Library
2.	Allocation	\$746
3.	Description of Project	Community Fine Arts - Under the guidance of the instructor, students will create fine art pieces with materials that are unusual, high-quality and versatile. All levels of students are welcome. Each project will be taught at a grade school level, but all students will be gently encouraged to use their skills to go beyond the initial bounds of the project if they so choose.
1.	Recipient	Cortland Free Library
2.	Allocation	\$1,650
3.	Description of Project	Adult Outreach Program - is a mobile library which services residents in three local assisted living centers. Once a month a staff member gathers books, books on CD, and magazines and travels to a center where residents check out reading materials offered in regular print, large print and audio form.
1.	Recipient	Southworth Library Association
2.	Allocation	\$1,250
3.	Description of Project	Senior Art Classes at the Library - Art Classes for Lifelong Learners at the Library: Exploration and instruction in fine arts with Donna Atwood. We will explore a variety of painting techniques in classes designed to encourage beginning and experienced artists to gain new skills and create their own artwork. A final art exhibit of finished works by the participants and other community members will be the culmination of the project.
1.	Recipient	Groton Public Library
2.	Allocation	\$1,215
3.	Description of Project	Adult Wellness Series - Each monthly class, in this yearlong experiential program, will consist of a combination of all of her knowledge, with the focus on wellness, and how to create health, vitality and balance within the human being.
1.	Recipient	Tompkins County Public Library
2.	Allocation	\$1,450
3.	Description of Project	Literacy Inside and Out: Services to Incarcerated and Newly-Released Adults - in keeping with its mission to serve the community; TCPL will be partnering with TST BOCES, the Tompkins County Jail, and the Multicultural Resource Center, the library will help expand the jail's book collection, lead multiple literary sessions in the jail, and grow our collection of books and resources pertaining to re-entry assistance. The goal of this program is to increase information resources available to both currently and formerly incarcerated individuals in our community, as well as making the library a more welcoming space for people and families affected by incarceration.
1.	Recipient	Peck Memorial Library
2.	Allocation	\$990
3.	Description of Project	A Universe of Stories: Summer Reading 2019 - Peck Memorial Library will be hosting a dynamic summer reading program this year to encourage families to read and learn about our world. We will be having Tom Knight: puppeteer, Merry Go Round Theater, SPIF with Zoe Ponterio, Donna Fritz: licensed wildlife rehabilitator, Life Size Space Travel with Lindsay Sprague, Joey Hamilton: space fun, and the Physics Bus. We like to expose the children and young adults to a variety of space filled programs.
1.	Recipient	Powers Library
2.	Allocation	\$960
3.	Description of Project	Mobile Hotspots - It is so important to have access to receiving and sending information. Public libraries play a strong role in providing services to its community that gives people the ability to function in society. The internet is the dominant means of communication today and so many are still not able to connect with that virtual world
1.	Recipient	Tappan-Spaulding Memorial Library
2.	Allocation	\$1,200
3.	Description of Project	S.T.E.A.M. NIGHT- is an enrichment program offered by the Tappan-Spaulding Memorial Library to engage children grades 1-4 in activities related to Science, Technology, Engineering, the Arts and Mathematics. Partnering with Cornell Cooperative Extension Tioga County 4-H enables us to provide well designed educational programs that families enjoy. We will continue to offer a local monthly event that gives our children the opportunity to experiment and explore S.T.E.A.M. subjects in a fun hands-on manner.

1.	Recipient	Newfield Public Library
2.	Allocation	\$1,000
3.	Description of Project	Year with fresh new supplies by taking part in our craft supply swap in January 2020. Craft & Skill Workshops for Adults - We will learn exciting new craft skills together during monthly workshops for adults, beginning September 2019 and continuing through May 2020. Come learn a new hobby, passion project or potential side hustle skill as we embark on a new topic each month. In addition, start out the New
1.	Recipient	George P. & Susan Platt Cady Library
2.	Allocation	\$800
3.	Description of Project	Enjoying Books! A Hands Free Endeavor - is meant to provide access to existing materials on tape, to provide an opportunity to engage with literature for young patrons, and to provide current, interesting titles to our senior and disabled patrons. Our intention with this program is to breathe new life into our dismal audiobook collection. Nothing should limit a patron's access to materials of their choice.
1.	Recipient	Edith B. Ford Memorial Library
2.	Allocation	\$1,100
3.	Description of Project	Learning Life for Young Adults - will create a learning environment outside the pages of a book and immerse participants in various skills required to lead a healthy and happy adult life. This "Show Me How" perspective will encourage learning and library involvement, two things that we see lacking in the young people of our community. We want to make the library for "me", no matter who that "me" may be. Libraries are not only about books, they are the hearts of communities and the centers of learning.
1.	Recipient	Seneca Falls Library
2.	Allocation	\$2,000
3.	Description of Project	Adult New Readers Initiative - is a project that will entail creating a small collection of adult friendly ESL, literacy and learning materials. The Library will partner with the Literacy Volunteers for one-on-one literacy services for adult learners and second language speakers to provide as many learning opportunities as possible. This program will provide high quality materials, supportive services and a safe comfortable space for students to meet and learn.
13.4.15	Total Expenditure - Grants to Member Libraries	\$16,386
13.4.16	Total Expenditure (total 13.4.2, 13.4.4, 13.4.5, 13.4.7, 13.4.9, 13.4.11, 13.4.13, and 13.4.15)	\$78,322
13.4.17	Cash Balance at the Opening of the Fiscal Year NOTE: The opening balance must be the same as the closing balance of the previous year.	\$5,211
13.4.18	Total Allocation from 2019 - 2020 State Aid:	\$79,693
13.4.19	Total Available Before Expenditures (total 13.4.17 + 13.4.18)	\$84,904
13.4.20	Cash Balance at the End of the Current Fiscal Year (total 13.4.18 + 13.4.17 - 13.4.16)	\$6,582
13.4.21	Final Narrative: Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.	FLLS works with local nursing homes, to provide book discussion kits and other materials as needed by them. We continue to serve as a liaison to the Talking Book and Braille Library. We have held two meetings of the Coordinated Outreach Advisory Council; and administer a mini-grant program for members; funding 14 member libraries for various outreach programs. We also cover the travel expenses of the Outreach Coordinator when attending local and state outreach related meetings and conferences.

Services to County Jails Aid

SERVICE TO COUNTY JAILS (INTERINSTITUTIONAL) AID

Statutory Reference: Education Law § 285(2)

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

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

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

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

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

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

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

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

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

1.	Expenditure Category	Books and other print materials
2.	Expenditure	\$3,133

13.5.4 **Total Expenditure - Supplies and Materials** \$3,133

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

13.5.6 **Cash Balance at the Opening of the Fiscal Year:**
NOTE: The opening balance must be the same as the closing balance from the previous year. \$326

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

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

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

13.5.10 **Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds. FLLS purchases and distributes popular paperback books and magazines for each of our five county jails. We also get magazine donations from our member libraries; which we distribute.

State Correctional Aid

THE FOLLOWING QUESTIONS ARE FOR SYSTEMS WITH STATE CORRECTIONAL FACILITIES ONLY

STATE CORRECTIONAL FACILITIES AID

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

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

13.6.1 Total Full-Time Equivalents (FTE) .14

13.6.2 Total Expenditure for Professional Salaries \$6,851

13.6.3-13.6.4 **Other Staff Salaries:** Indicate total FTE and salaries for all other system employees.

13.6.3 Total Full-Time Equivalents (FTE) .09

13.6.4 Total Expenditure for Other Staff Salaries \$3,014

13.6.5 **Employee Benefits:** Indicate the total expenditures for all system employee benefits. \$4,081

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

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

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

1. Expenditure Category Commercial electronic content vendor contracts
 2. Provider of Services OCLC
 3. Expenditure \$695

13.6.7 **Total Expenditure - Purchased Services** 695

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

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

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

1. Expenditure Category Office/library supplies and postage
 2. Expenditure \$878

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

1. Expenditure Category Books and other print materials
 2. Expenditure \$13,866

13.6.9 **Total Expenditure - Supplies and Materials** \$15,220

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

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

1. Type of Travel N/A
2. Expenditure \$826

13.6.11 **Total Expenditure - Travel** \$826

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

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

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

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

13.6.14 **Total Expenditure (total 13.6.2, 13.6.4, 13.6.5, 13.6.7, 13.6.9, 13.6.11, and 13.6.13)** \$30,687

13.6.15 **Cash Balance at the Opening of the Fiscal Year:** NOTE: The opening balance must be the same as the closing balance of the previous year. \$1,344

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

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

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

13.6.19 **Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds
Funds in this section were used to fill Interlibrary Loan requests from our four correctional facilities: deliver materials to and from the facilities, cover a portion of staff salaries involved in advising the correctional facility librarians and staff, answering reference questions from inmates, and purchasing materials and equipment. We also cover travel expenses for the Outreach Coordinator when making visits to facilities, and host at least one annual meeting with the correctional facility librarians at FLLS

14. Summary of Library System Accomplishments

Using the goals from Section 4 in the approved 2017-2021 System Plan of Service, **BRIEFLY** describe the final results of each element for Year 3 (2019).

14.1 Element 1: Resource Sharing - Results Professional staff visited member libraries to assist with weeding, collection development and space planning; Continued to maintain a database of FLLS and all member library holdings to enhance cooperative system sharing; FLLS Cataloger continues to perform original cataloging when titles cannot be found in OCLC WorldCat database; Provide cataloging support of cataloging non-traditional items such as cake pans, umbrellas, tools, board games, museum passes, and NY State Park passes for our member libraries; Maintained a subscription to OverDrive and purchased materials in order to provide libraries and their patrons access to downloadable audio and e-books; Maintained a subscription

to RBDigital and purchased materials to provide libraries and their patrons access to downloadable magazines. Continued to provide a subscription to hoopla to provide libraries and their patrons access to streaming videos, television shows, music, graphic novels, e-books and e-audiobooks (note: FLLS discontinued hoopla starting January 1, 2020). Purchased subscriptions to Library Journal, School Library Journal, Voice of Youth Advocates, Horn Book, and Video Librarian to circulate among member libraries; Established and added to our collections of non-traditional materials and new formats including launchpads, playaways, playaway views, playaway bookpicks, storytime kits, book group kits, maker and STEAM kits, video games, graphic novels, and Blu-ray discs; Sent out bi-weekly bulletins via e-mail with collection recommendations, system updates and professional development opportunities. Professional staff participated in NYLA, NYLA-YSS, PULISDO, NYALS, ARSL, Library Journal Directors' Summit and IUG annual conferences and reported back to member libraries via email and in system meetings in person on what was learned. DELIVERY AND INTERLIBRARY LOAN: Delivered materials daily, Monday through Friday, to all member libraries; Central Library provided a core non-fiction collection for Interlibrary Loan; Requests from member libraries, correctional facilities, and patrons for out of system ILL requests were processed on a daily basis using OCLC WorldShare ILL platform; FLLS is a supplier for out-of-system ILL requests. FLLS maintains a book drop at our headquarters for member library and patrons returns that is frequently used. INTEGRATED LIBRARY SYSTEM and TECHNOLOGY: Use a credit card payment option in the web based catalog (PowerPAC) to enable patrons to pay fines and make donations online; continued to renew subscription to Survey Monkey for member library usage; continue to modify our updated FLLS web site including calendar software and a blog. FLLS provides hosted web services to our member libraries; Offer transferring domain name registration to FLLS members so that member libraries do not need to worry about expiring domain names; Provides LibData PC print and time management software to 12 of our member libraries; 27 member libraries utilize Meraki security appliance and wireless networks so that FLLS can be proactive to supporting our libraries with technology needs.

14.2 Element 2: Special Client Groups - Results

14.2 Element 2: Special Client Groups - Results ADULT LITERACY: Administered the New York State Adult Literacy Library Services Grant by continuing the subscription to JobNow by Brainfuse to help with career assessment, resume review, live job interview coaching, and job hunt help. The JobNow database includes 12 Microsoft Office lessons, 3 certifications in computer programming languages (C++, Java, SQL), and 14 online research lessons (finding sources, Google search tips) in addition to resume writing, jobseeking, and other jobseeking skills. These resources were utilized over 1,640 times from July 2018-June 2019. Our Outreach Coordinator provided training to member library staff at a workshop at the Finger Lakes Library System and at the Ulysses Philomathic Library in Trumansburg. There were 9 total attendees at the sessions. The library staff who attended the trainings left the training equipped to provide assistance to patrons how when accessing the JobNow database. 22 table tents and 450 bookmarks were sent out to member libraries. FLLS also featured JobNow in a blog post located on a carousel on the main page of our website, as well as on Facebook and Instagram. COORDINATED OUTREACH: FLLS held two meetings of the Coordinated Outreach Advisory Council; Continued mini-grant program for members: member libraries were awarded grants for the grant cycle which has continued to be competitive due to increased marketing and grant writing educational opportunities. CORRECTIONAL FACILITIES: Continued to provide interlibrary loan service, reference assistance, deposit collections, system workshops and consultant services to correctional facilities in our service area. Purchased and distributed materials for correctional facilities through money allotted in system grant. An annual correctional facilities meeting is held in June to review and assess services to our correctional facilities and to provide valuable networking opportunities. Our Outreach Coordinator organized the 3rd annual Correctional Facility Librarian Fall CE day at the Pioneer Library System that brought together central and western NY correctional and outreach librarians for a day of networking and sharing of best practices for programming, collection development, resource sharing, and management. Visits were offered to any interested correctional facility for extra system help. Reference services to the correctional facilities was heavily promoted and utilization of that service increased. YOUTH SERVICES: Continued to administer the New York State Family Literacy Library Services Grant and coordinated "Summer Reading at New York State Libraries" for our member libraries. The Member Services Librarian visited member libraries to assist with youth collections and programming. Held kickoff Summer Reading Meeting in March to educate member libraries and provide resources. Facilitated grants for youth projects at member libraries funded by a private source through the Community Foundation of Tompkins County. Increased collection of resources such as puppets, storytime kits, maker and STEAM kits, die cuts, videogames, and graphic novels as well as their promotion. Held various workshops for member library staff on topics related to children's and youth services. A Youth Services Advisory group for our member libraries continues to meet at least quarterly and the Youth Services Consultant at FLLS facilitates that group. The meetings rotate between our member libraries so that youth staff can tour different libraries in our system. Topics of discussion over the past year included summer reading programming and presenters, grant opportunities, reaching out to homeschoolers and bookmobiles. The Youth Services Consultant passes along timely youth services resources to member libraries as needed.

14.3 Element 3: Professional Development and Continuing Education - Results

Coordinated and/or facilitated the following workshops for member Libraries: Summer Reading Program Kick-Off Meeting, multiple Trustee Orientation meetings, New Director Trainings, OverDrive Classes, Inspiring Sensory Play, Sexual Harassment Prevention Training (multiple sessions), Learning Circles, Census Workshops (multiple) NYS Construction Grant Sessions, POLARIS trainings, Item

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

- 14.5 Element 5: Consulting and Development Services - Results
Results System librarians and other professional staff visited member libraries and attended member library board meetings on a regular basis and responded to specific questions and provided assistance where needed about issues concerning services, programs, collection development, funding, school ballot referendums, charters, space planning, weeding, management and leadership, construction, annual reports, advocacy, trustee and director orientations, personnel concerns, policies, reference, laws and regulations, and other topics related to library management and governance. The FLLS web site was also updated to include professional resources for directors and trustees, such as statistical spreadsheets, links to online toolkits and resources, and instructional materials. All of our member libraries were visited either by the Member Services Librarian, Outreach Librarian, System Director, or State Programs Coordinator during the year.
- 14.6 Element 6: Coordinated Services - Results
Results Continued to maintain the online union catalog of member and FLLS holdings; continued with the coordinated purchasing of e-content materials; provided an opportunity for a group purchase of computers for the member libraries of which 54 computers and 6 Chrome devices (5 Chromebox and 1 Chromebooks) were purchased by 19 different libraries. These computers were staged, configured, and installed by FLLS staff.
- 14.7 Element 7: Awareness and Advocacy - Results
Results FLLS continued to create an in-depth annual Advocacy Guide and Legislative Guide which includes contact information and legislative priorities of the state legislators that represent the libraries in our system, tips for communicating with legislators, sample letters, and state legislative and funding updates; Coordinates and participates in the annual Lobby Day activities in Albany by providing a bus and a 15 seat passenger van for members to attend, arranging meetings with legislators, and coordinating a postcard campaign; keeps member libraries up to date on funding and legislation through e-mail communications and updates to the FLLS web site; system director, professional staff, and trustees meet locally with state and local representatives throughout the year. Advocacy efforts were increased on FLLS' social media platforms.
- 14.8 Element 8: Communication among Member Libraries and/or Branch Libraries - Results
Results FLLS administers multiple listservs for directors, trustees, youth services staff, technology staff, and offers listservs for each of the five counties in our service area; Provides an annual directory of members containing the hours of the libraries and contact information of staff and trustees; Posts regular updates to the FLLS web site, Facebook, Twitter and Instagram. FLLS encourages the regular meeting between county library managers and directors and FLLS routinely attend these meetings. FLLS creates and distributes a bi-weekly bulletin for our member libraries, trustees and community partners. FLLS creates and distributes a quarterly newsletter for trustees that is sent out electronically.
- 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; System Director is an Executive Committee member of NYALS (New York Alliance of Library Systems); System Director is on the Board of the South Central Regional Library Council and is the Treasurer of that Board; FLLS staff visited and hosted neighboring library systems to share knowledge and ideas; Staff from public library systems presented FLLS workshops for our staff and member libraries; shared policy templates, toolkits and other resources with neighboring systems; FLLS staff members held the following positions: PULISDO Secretary, NYALS Executive Committee, SCRLC Treasurer, TST BOCES School Librarian Consortium member, and CORT Treasurer. FLLS hosted the biennial PULISDO Conference in August 2019 and worked with North Country Library System, Monroe County Library System, and Southern Adirondack Library System to coordinate speakers and topics for the conference.
- 14.10 Element 10: Construction - Results
Results FLLS provides assistance to members in completing construction grant applications through site visits, providing system guidelines, specialized instructions, assistance in filling out forms, recommendations, and updates to the Public Library Construction Grant program from the Division of Library Development.
- 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 N/A

15. Current system URL's

15.1 System Home Page URL <http://www.flls.org/>
 15.2 URL of Current List of Members <http://www.flls.org/member-libraries/>
 15.3 URL of Current Governing Bylaws <http://www.flls.org/wp-content/uploads/2012/11/BYLAWS2.pdf>
 15.4 URL of Evaluation Form <https://www.surveymonkey.com/r/C3VGJKY>
 15.5 URL of Evaluation Results https://www.surveymonkey.com/analyze/eLhzunlgzIAmbN1Aqi1OpjI0yIp_2BIEEYk20jACiPARI_3D?tab_clicked=1
 15.6 URL of Central Library Plan http://www.flls.org/wp-content/uploads/2017/07/Central_Library_Plan2017.pdf
 15.7 URL of Direct Access Plan http://www.flls.org/wp-content/uploads/2017/07/Direct_Access_Plan2017.pdf

16. Assurance and Contact Information

CONTACT INFORMATION

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

ASSURANCE

16.4 The Library System operated under its approved Plan of Service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that this "Annual Report" was reviewed and accepted by the System Board/Council on (date - mm/dd/yyyy) 02/19/2020

APPROVAL (for New York State Library use only/not a required field)

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

Suggested Improvements

Library System Finger Lakes Library System

Name of Person Completing Form Kristi Downham

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

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

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