

Finger Lakes Library System

Annual Report for Library Systems - 2021 (Public Library Systems 2021)

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	01/01/2021
1.5	Ending Reporting Year	12/31/2021
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	https://www.flls.org/wp-content/uploads/2022/03/FLLS-2022-2026-Plan-of-Service.pdf
Note: This is our updated plan.		
1.18	Population Chartered to Serve (2010 Census)	317,302
1.19	Area Chartered to Serve (square miles)	2507
1.20	Federal Employer Identification Number	150613223
1.21	County	Tompkins
1.22	County (Counties) Served	Cayuga, Cortland, Seneca, Tioga, Tompkins
1.23	School District	Ithaca City School District

1.24	First Name of System Director	Sarah
1.25	Last Name of System Director	Glogowski
1.26	NYS Public Librarian Certification Number of the Director of Public Library System, and Reference and Research Library Resources System.	19222
1.31	Telephone Number of the System Director, including area code and extension (enter digits only, field will automatically format with extension)	(607) 273-4074 Ext.222
1.32	E-Mail Address of the System Director	sglogowski@flls.org
1.33	Fax Number of the System Director (enter 10 digits only and hit the Tab key)	N/A
1.34	Name of Outreach Coordinator	Jenny Shonk

Contracts/Unusual Circumstances

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

1. Name of Contracting Municipality or District N/A
2. Is this a written contract? (Enter Y for Yes, N for No) N/A
3. Population of the geographic area served by this contract N/A
4. Dollar amount of contract N/A
5. Indicate "Full" or "Partial" range of services provided by this contract (Select one) N/A

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

Note: The suspension of out-of-system interlibrary loan and other non-essential services continued due to the impact of pandemic-related budget cuts.

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	1.87
2.11	Librarians - Vacant Position(s) FTE	0.13
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)	3.87
2.15	Total Certified Librarians - Vacant Position(s) FTE (total questions 2.5 + 2.11 + 2.13)	0.13

2.16	Total Other Professional Staff - Filled Position(s) FTE	3.88
2.17	Total Other Professional Staff - Vacant Position(s) FTE	0
2.18	Total Other Staff - Filled Position(s) FTE	2.58
2.19	Total Other Staff - Vacant Position(s) FTE	0
2.20	Total Paid Staff - Filled Position(s) FTE (total questions 2.14 + 2.16 + 2.18)	10.33
2.21	Total Paid Staff - Vacant Position(s) FTE (total questions 2.15 + 2.17 + 2.19)	0.13
SALARY INFORMATION		
2.22	Entry-Level Librarian (certified) FTE	N/A
2.23	Entry-Level Librarian (certified) Current Annual Salary	N/A
2.24	System Director FTE	1
2.25	System Director Current Annual Salary	\$101,354

3. System Membership, Outlets and Governance

Service Outlets/Meetings/System Council

PUBLIC SERVICE OUTLETS

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

Note: FLLS does not have any other outlets. This figure may have been unknowingly carried over from previous years.

3.23	Total Public Service Outlets (total questions 3.15 through 3.19)	1
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	10
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held during reporting year

- 3.26 Current number of voting positions on system board/council. Please add a note if this has changed from the previous year report. 11
- 3.27 Term length for system board/council members. Please add a note if this has changed from the previous year report. 5 years

Note: For questions which include a choice of "Other" in a drop-down menu, please add a 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, E please use the State note to explain how members were named to the Board/Council.

SYSTEM BOARD/COUNCIL

Public Library Systems - enter information for the period January 1, 2022, through December 31, 2022.

President/Council Chair

- 3.29 Status Filled
- 3.30 First Name Martin
- 3.31 Last Name Toombs
- 3.32 Institutional Affiliation N/A
- 3.33 Professional Title N/A
- 3.34 Mailing Address 84 Bridge St

- | | | |
|------|--|-------------------|
| 3.35 | City | Seneca Falls |
| 3.36 | Zip Code (enter five digits only) | 13148 |
| 3.37 | Telephone for the Board President (enter 10 digits only and hit the Tab key) | (315) 568-9125 |
| 3.38 | E-mail Address | marty@toombs.info |
| 3.39 | Term Begins - Month | January |
| 3.40 | Term Begins - Year (yyyy) | 2021 |
| 3.41 | Term Expires - Month or N/A | December |
| 3.42 | Term Expires - Year (YYYY) or N/A | 2025 |
| 3.43 | Is this trustee serving a full term? If No, add a State Note if this trustee's term is not a full term (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). | Yes |
| 3.44 | The date the board president took the Oath of Office (mm/dd/yyyy) | 01/12/2021 |
| 3.45 | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 03/18/2021 |
| 3.46 | Is this a brand new trustee? | N |

Board/Council Member - complete one record for each Board/Council Member. For each vacant position, select "Vacant" in question 1, and enter N/A in questions 2-16 of the repeating group. You may 1) enter the data for the Board/Council Members directly into the survey as usual or 2) send Baker and Taylor the data

for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available in the survey by clicking [here](#). Complete this form and email it to collectconnect@baker-taylor.com. The number of Council members must be 5 to 11 (no less than five and no more than 11).

1. Status Filled
2. First Name Sue
3. Last Name Smith-Heavenrich
4. Institutional Affiliation N/A
5. Professional Title N/A
6. Mailing Address 115 Hubbard Hill Rd
7. City Candor
8. Zip Code (enter five digits only) 13743
9. Term Begins - Month January
10. Term Begins - Year (yyyy) 2019
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) or N/A 2023
13. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). Yes
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/05/2019

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

resigned their position).

14. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/03/2019

15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/09/2019

16. Is this a brand new trustee? 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). Yes
- 14. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/25/2018
- 15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/25/2018
- 16. Is this a brand new trustee? N

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

- | | | |
|-----|--|------------|
| 11. | Term Expires - Month or N/A | December |
| 12. | Term Expires - Year (YYYY) or N/A | 2025 |
| 13. | Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). | Yes |
| 14. | The date the trustee took the Oath of Office (mm/dd/yyyy) | 01/13/2021 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 03/18/2021 |
| 16. | Is this a brand new trustee? | N |
-
- | | | |
|----|-----------------------------------|--------|
| 1. | Status | Vacant |
| 2. | First Name | N/A |
| 3. | Last Name | N/A |
| 4. | Institutional Affiliation | N/A |
| 5. | Professional Title | N/A |
| 6. | Mailing Address | N/A |
| 7. | City | N/A |
| 8. | Zip Code (enter five digits only) | N/A |

9. Term Begins - Month
 10. Term Begins - Year (yyyy) N/A
 11. Term Expires - Month or N/A
 12. Term Expires - Year (YYYY) or N/A 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). N/A
 14. The date the trustee took the Oath of Office (mm/dd /yyyy) N/A
 15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) N/A
 16. Is this a brand new trustee?
-
1. Status Filled
 2. First Name Elizabeth
 3. Last Name Hudson
 4. Institutional Affiliation N/A
 5. Professional Title N/A
 6. Mailing Address 137 Crescent Pl

- | | | |
|-----|--|------------|
| 7. | City | Ithaca |
| 8. | Zip Code (enter five digits only) | 14850 |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (yyyy) | 2021 |
| 11. | Term Expires - Month or N/A | December |
| 12. | Term Expires - Year (YYYY) or N/A | 2025 |
| 13. | Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). | Yes |
| 14. | The date the trustee took the Oath of Office (mm/dd/yyyy) | 03/15/2021 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 03/18/2021 |
| 16. | Is this a brand new trustee? | N |
-
- | | | |
|----|---------------------------|--------|
| 1. | Status | Filled |
| 2. | First Name | Elaine |
| 3. | Last Name | Myers |
| 4. | Institutional Affiliation | N/A |

5. Professional Title N/A
 6. Mailing Address 1462 Atwater Rd
 7. City King Ferry
 8. Zip Code (enter five digits only) 13081
 9. Term Begins - Month January
 10. Term Begins - Year (yyyy) 2021
 11. Term Expires - Month or N/A December
 12. Term Expires - Year (YYYY) or N/A 2025
 13. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). Yes
 14. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/14/2021
 15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 03/08/2021
 16. Is this a brand new trustee? N
-
1. Status Filled
 2. First Name Rachel Vigue

- | | | |
|-----|--|--------------|
| 3. | Last Name | Hyde |
| 4. | Institutional Affiliation | N/A |
| 5. | Professional Title | N/A |
| 6. | Mailing Address | 21 Cayuga St |
| 7. | City | Homer |
| 8. | Zip Code (enter five digits only) | 13077 |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (yyyy) | 2022 |
| 11. | Term Expires - Month or N/A | December |
| 12. | Term Expires - Year (YYYY) or N/A | 2025 |
| 13. | Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). | No |

Note: Rachel was appointed to complete the remainder of Martsje van der Schaaf's term.

- | | | |
|-----|--|------------|
| 14. | The date the trustee took the Oath of Office (mm/dd/yyyy) | 01/25/2022 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 01/31/2022 |
| 16. | Is this a brand new trustee? | Y |

1. Status Filled
2. First Name Bonnie
3. Last Name Thomas
4. Institutional Affiliation N/A
5. Professional Title N/A
6. Mailing Address 5343 Erron Hill Rd
7. City Locke
8. Zip Code (enter five digits only) 13092
9. Term Begins - Month January
10. Term Begins - Year (yyyy) 2022
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) or N/A 2026
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) 01/05/2022

15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/31/2022
16. Is this a brand new trustee? Y
1. Status Filled
2. First Name Michelle
3. Last Name Bogard
4. Institutional Affiliation N/A
5. Professional Title N/A
6. Mailing Address 1688 N Miller Rd
7. City Lodi
8. Zip Code (enter five digits only) 14860
9. Term Begins - Month January
10. Term Begins - Year (yyyy) 2020
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) or N/A 2024
13. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). Yes

- 14. The date the trustee took the Oath of Office (mm/dd /yyyy) 01/09/2020
- 15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/23/2020
- 16. Is this a brand new trustee? N

Coordinated Outreach Council

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, 2022, through December 31, 2022. For each vacant position, select "Vacant" in question 1 and enter N/A in questions 2-5 of the repeating group. You may 1) enter the data for the Coordinated Outreach Council Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available in the survey by clicking [here](#). Complete this form and email it to collectconnect@baker-taylor.com. The number of council members must be 5 to 11 (no less than five and no more than 11).

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

- 1. Status Filled
- 2. First Name Nicole
- 3. Last Name Sedorus
- 4. Institutional Affiliation Cayuga County Office For the Aging

5. Professional Title Aging Services Specialist

1. Status Filled

2. First Name Elizabeth

3. Last Name Helmetsie

4. Institutional Affiliation Spencer 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 Tania

3. Last Name Doverspike

4. Institutional Affiliation Seneca County Law Enforcement Center

5. Professional Title Substance Abuse Counselor

1. Status Filled

2. First Name Georgianna

3. Last Name Horvath
4. Institutional Affiliation Program Coordinator
5. Professional Title Literacy Volunteers of Broome/Tioga Counties

1. Status Filled

2. First Name Jeffrey

3. Last Name Boles

4. Institutional Affiliation Finger Lakes Independence Center

5. Professional Title Advocacy Specialist

1. Status Filled

2. First Name Martille

3. Last Name Norton

4. Institutional Affiliation Tompkins Learning Partners

5. Professional Title ABE Coordinator

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 Collection: Borrowers/Visits/Circulation/ Holdings

Borrowers/Visits/Circulation/Holdings

4.1 Number of registered system borrowers 1,694

4.2 System Visits 35

CIRCULATION

4.3 Total Cataloged Book Circulation 1,622

4.4 Total Circulation of Other Materials 667

4.5 **Physical Item Circulation (Total questions 4.3 & 4.4)** 2,289

4.6 Use of Electronic Material 12

4.7 Successful Retrieval of Electronic Information 30,329

4.8 **Electronic Content Use (Total Questions 4.6 & 4.7)** 30,341

4.9 **Total Circulation of Materials (Total Questions 4.5 & 4.6)** 2,301

4.10 **Total Collection Use (Total Questions 4.7 & 4.9)** 32,630

GENERAL SYSTEM HOLDINGS

4.11 Total Cataloged Book Holdings 24,978

4.12	Uncataloged Book Holdings	20
4.13	Total Print Serial Holdings	125
4.14	All Other Print Materials Holdings	0
4.15	Total Print Materials (Total questions 4.11, 4.12, 4.13 and 4.14)	25,123
4.16	Electronic Books	26,309
4.17	Local Electronic Collections	5
4.18	Total Number of NOVELNY Databases	15
4.19	Total Electronic Collections (Total questions 4.16 + 4.17)	26,314
4.20	Audio - Downloadable Units	8,714
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)	35,043

Holdings Continued

Non-Electronic Materials

4.24	Audio - Physical Units	634
4.25	Video - Physical Units	3,885
4.26	Other Non-Electronic Materials	314
4.27	Total Other Materials Holdings (Total questions 4.24 through 4.26)	4,833
4.28	Grand Total Holdings (Total questions 4.15, 4.23 and 4.27)	64,999

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	15
4.31	Average number of items per collection	192

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
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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 No

Note: ILL is available in the ILS, but suspension of out-of-system interlibrary loan continued in 2021 so the feature was not used.

5.8 Number of titles in the ILS bibliographic database 507,074

5.9 Number of new titles added by the system in the reporting year 3,723

5.10 Number of Central Library Aid titles added in the reporting year 621

5.11 Number of new titles added by the members in the reporting year 30,455

5.12 Total new titles (total questions 5.9 through 5.11) 34,799

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 507,074
- 5.17 Number of holdings in the system's union catalog 1,009,555
- 5.18 Number of new titles added in the last year 36,323
- 5.19 Number of holdings added in the last year 68,298

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

Note: Durland Alternatives Library at Cornell University

- 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, Y

enter zero (0) on question
5.22.)

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

COMBINED SYSTEM UNION CATALOG AND UNION LIST OF SERIALS

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

Website/Interlibrary Loan/Delivery/Continuing Edu.

VISITS TO THE SYSTEM'S WEB SITE

5.24 Annual number of visits to 75,316
the system's web site

SYSTEM INTERLIBRARY LOAN ACTIVITY

5.25 Total items provided 0
(loaned)

Note: Out-of-system interlibrary loan suspension continued in 2021.

5.26 Total items received 0
(borrowed)

Note: Out-of-system interlibrary loan suspension continued in 2021.

5.27 Total requests provided 0
(loaned) unfilled

5.28 Total requests received 0
(borrowed) unfilled

5.29 **Total interlibrary loan
activity (total questions 5.25 0
through 5.28)**

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 | No |
| f. | Commercial carrier (e.g., UPS, DHL, etc.) | No |
| g. | Other (specify using the note) | No |
| 5.31 | Number of stops (pick-up and delivery sites per week) | 80 |

CONTINUING EDUCATION/STAFF DEVELOPMENT Workshops/Meetings/Training Sessions

Resource sharing (ILL, collection development, etc.)

- | | | |
|------|------------------------|---|
| 5.32 | Number of sessions | 0 |
| 5.33 | Number of participants | 0 |

Continuing Education Cont.

Technology

- | | | |
|------|------------------------|-----|
| 5.34 | Number of sessions | 40 |
| 5.35 | Number of participants | 232 |

Digitization

- | | | |
|------|--------------------|---|
| 5.36 | Number of sessions | 0 |
|------|--------------------|---|

5.37 Number of participants 0

Leadership

5.38 Number of sessions 9

5.39 Number of participants 833

Management & Supervisory

5.40 Number of sessions 13

5.41 Number of participants 112

Planning and Evaluation

5.42 Number of sessions 11

5.43 Number of participants 125

Awareness and Advocacy

5.44 Number of sessions 7

5.45 Number of participants 306

Trustee/Council Training

5.46 Number of sessions 20

5.47 Number of participants 284

Special Client Populations

5.48 Number of sessions 27

5.49 Number of participants 635

Children's Services/Birth to Kindergarten

5.50 Number of sessions 0

5.51 Number of participants 0

Children's Services/Elementary Grade Levels

5.52 Number of sessions 0

5.53 Number of participants 0

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 0

5.57 Number of participants 0

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 Plan of Service

2. Number of sessions 6

3. Number of participants 43

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) 133

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 2,570

of Repeating Group #5)

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 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 | 368 |
| 5.64 | Number of contacts - Consulting with member libraries and/or branches on funding and governance | 191 |
| 5.65 | Number of contacts - Consulting with member libraries and/or branches on charter and registration work | 7 |
| 5.66 | Number of contacts - Consulting with member libraries and/or branches on automation and technology | 874 |
| 5.67 | Number of contacts - Consulting with member libraries and/or branches on youth services | 144 |
| 5.68 | Number of contacts - Consulting with member libraries and/or branches on adult services | 66 |
| 5.69 | Number of contacts - Consulting with member libraries and/or branches on physical plant needs | 53 |

5.70 Number of contacts -
Consulting with member
libraries and/or branches on 1,074
personnel and management
issues

5.71 Number of contacts -
Consulting with state and 59
county correctional facilities

5.72 Number of contacts -
Providing information to 105
local, county, and state
legislators and their staffs

5.73 Number of contacts -
Providing system and 12
member library information
to the media

5.74 Number of contacts -
Providing website 1
development and
maintenance for member
libraries

5.75 Does the system provide
other Consulting and
Technical Assistance
Services not listed above?
Enter Y for Yes, N for No. If Y
Yes, complete one record for
each topic. If No, enter N/A
for questions 1 and 2 of one
repeating group.

1. Topic Annual Report

2. Number of contacts (all
types) 382

1. Topic COVID-19

2. Number of contacts (all types) 1,082

1. Topic Trustee Training

2. Number of contacts (all types) 253

1. Topic Tax Cap

2. Number of contacts (all types) 6

1. Topic Advocacy

2. Number of contacts (all types) 49

5.76 **Total other contacts** (total of question #2 of Repeating Group #6) 1,772

5.77 **Total number of contacts** (total of questions 5.63 through 5.74 and 5.76) 4,726

REFERENCE SERVICES

5.78 Total Reference Transactions 107

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	0
5.81	Number of member libraries with Job/Education Information Centers or collections	5
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	0
5.85	Does the system provide other special client services not listed above? If yes, complete one record for each service provided. If no, enter N/A in questions 1 and 2 of one repeating group.	N
1.	Service provided	N/A
2.	Number of facilities/institutions served	N/A
5.86	Does the system charge fees for any program or service? Enter Y for Yes; N for No. If yes, briefly describe using the text box below; if no, enter N/A in Question 5.87.	N
5.87	Description of fees	N/A

5A. COVID

NOTE: This section of the survey (5A) collects data on the impact of the COVID-19 pandemic . Report all information in Part 5A from January 1, 2021 to December 31, 2021.

CV1	Was the library system headquarters building physically closed to the public/member library staff for any period of time due to the Coronavirus (COVID-19) pandemic?	No
CV3	Did the library system allow users to complete registration for system library cards online without having to come to the system during the	Yes

Coronavirus (COVID-19)
pandemic?

CV6 Enter the Number of Weeks
System Headquarters
Building Closed Due to
COVID-19. This is the
number of weeks during the
year that due to the
Coronavirus (COVID-19)
pandemic, the library system 0
headquarters building was
physically closed, and the
public/member library staff
could not enter, when it
otherwise would have been
open.

CV7 Enter the Number of Weeks
a system headquarters
building Had Limited
Occupancy Due to
COVID-19. This is the
number of weeks during the
year that a system 26
headquarters building
implemented limited public
occupancy practices for in
person services at the
building in response to the
Coronavirus (COVID-19)
pandemic.

Note: Tompkins County requirement for businesses from January 1, 2021 to July 1, 2021.

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 Y
each county. If No, enter
N/A on questions 1 through
4 of one repeating group.

1. County Name Seneca County
2. Amount \$10,000
3. Subject to Public Vote
(Enter Y for Yes, N for No, or N/A) N/A
4. Written Contract (Enter Y for Yes, N for No, or N/A) Y

1. County Name Tompkins County
2. Amount \$21,022
3. Subject to Public Vote
(Enter Y for Yes, N for No, or N/A) N/A
4. Written Contract (Enter Y for Yes, N for No, or N/A) Y

1. County Name Tioga County
2. Amount \$5,400
3. Subject to Public Vote
(Enter Y for Yes, N for No, or N/A) N/A
4. Written Contract (Enter Y for Yes, N for No, or N/A) Y

6.2 **Total County Funding** \$36,422

6.3 All Other Local Public Funds \$0

6.4 **Total Local Public Funds** \$36,422
(total questions 6.2 and 6.3)

STATE AID RECEIPTS - arranged in alphabetical order

6.5 Adult Literacy Library \$925
Services Grants

Note: Per the System Instructions, this is the year 2 amount for the Adult Literacy Allocation. The year three amount was added to 6.10 Coordinated Outreach Services Aid Total Received \$5,532 Recorded on 6.5 \$925 Recorded on 6.10 \$4,607

6.6 Central Library Services Aid \$195,160

Note: CBA Funding \$65,881 & \$13,178 (Holdback) CLDA Funding \$96,748 & \$19,353 (Holdback)

6.8 Conservation/Preservation \$0
Grants

6.9 Construction for Public \$759
Libraries Aid

6.10 Coordinated Outreach \$106,056
Services Aid

Note: Contains Received Amount of \$93,159, Year 3 Adult Literacy Grant Funding of \$4,607, And Year 3 Family Literacy Grant Funding of \$8,292. Grand Total is \$106,058, rounded down \$2 to agree with what the State has recorded.

6.11 Correctional Facilities \$34,447
Library Aid

6.12 County Jails Library Aid \$4,676

6.14 Family Literacy Grants \$1,664

6.18 Local Library Services Aid - \$1,640
Kept at System

Note: The Kellogg Library every year refuses to accept their LLSA funding. We retain this at the system level for a year, in case they change their minds. After a year, we redistribute the amount to other member libraries in Cortland County. Kellogg \$1,631 Rounding 9 \$1,640

6.19 Local Library Services Aid - \$112,178
Distributed to Members

Note: We remit funding to the Member Libraries based upon the NYS Schedule of what they should receive. This sometimes results in a rounding difference between what we receive and what we disburse. Please see

6.18 and the related note.

6.20	Total LLSA (total questions 6.18 and 6.19)	\$113,818
6.21	Local Services Support Aid	\$100,874
6.22	Local Consolidated Systems Aid	\$0
6.26	Public Library System Basic Aid	\$991,241
6.27	Public Library System Supplementary Operational Aid	\$151,513

State Aid

6.36	Special Legislative Grants and Member Items	\$125,000
------	--	-----------

Note: In 2021, we received the following Assembly Bullet Aid for the Member Libraries Gallahan \$25,000 (Disbursed in 2021) Kelles \$50,000 (Disbursed in 2021) Friend \$25,000 (Disbursed in 2022) Manktelow \$25,000 (Disbursed in 2022) Friend and Manktelow did not provide us with a breakout of how they wanted their money allocated until in 2022. It was booked as a liability @ 12/31/2021.

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)** \$1,826,133

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. Y

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 CARES Act

2. Amount \$38,356

Federal Aid/Contracts

6.47 **Total Other Federal Aid**
(total questions #2 of Repeating Group #10 above) \$38,356

6.48 **Total Federal Aid** (total questions 6.45 and 6.47) \$38,356

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

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

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

1. Contracting Agency Member Libraries

2. Contracted Service Technical Computer Services

3. Total Contract Amount \$275,150

1. Contracting Agency Member Libraries

2. Contracted Service Library Computer Equip & Supplies

3. Total Contract Amount \$57,034

1. Contracting Agency South Central Regional Library Council

2. Contracted Service Rent of Office Space

3.	Total Contract Amount	\$5,348
6.50	Total Contracts (total question #3 of Repeating Group #11 above)	\$337,532

MISCELLANEOUS RECEIPTS

6.51	Gifts, Endowments, Fundraising, Foundations (include Gates Grants here; specify project number(s) and dollar amount using the state note)	\$14,593
6.53	Income from Investments	\$1,813

Miscellaneous

Proceeds from Sale of Property

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

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

1.	Receipt category	E-Rates
2.	Amount	\$11,452
1.	Receipt category	E-Content from Mbr Libraries
2.	Amount	\$26,270

1.	Receipt category	Other Receipts < \$2,500
2.	Amount	\$4,185

6.57	Total Other Miscellaneous Receipts (total question #2 of Repeating Group #12 above)	\$41,907
------	---	----------

6.58	Total Miscellaneous Receipts (total questions 6.51 through 6.55 and question 6.57)	\$58,313
------	---	----------

6.59	TOTAL OPERATING FUND RECEIPTS - Total Local Public Funds, Total State Aid, Total Federal Aid, Total Contracts, and Total Miscellaneous Receipts (total questions 6.4, 6.44, 6.48, 6.50, and 6.58)	\$2,296,756
------	--	-------------

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:	\$1,334,352
------	--	-------------

Public Library Systems -
January 1, 2021. (Same as
closing cash balance at the
end of previous fiscal
reporting year: Public
Library Systems - December
31, 2020.)

6.67 GRAND TOTAL
RECEIPTS, BUDGET
LOANS, TRANSFERS,
AND
BALANCE/ROLLOVER \$3,631,108
(Public Library Systems -
total questions 6.59, 6.60,
6.63 and 6.64 - must agree
with question 7.82)

7. Operating Fund Disbursements

Staff/Collection/Grants/Capital

STAFF EXPENDITURES

Salaries

7.1	System Director and Librarians	\$258,937
7.2	Other Staff	\$323,710
7.3	Total Salary and Wages Expenditures (total questions 7.1 and 7.2)	\$582,647
7.4	Employee Benefits Expenditures	\$229,780
7.5	Total Staff Expenditures (total questions 7.3 and 7.4)	\$812,427

COLLECTION EXPENDITURES

7.6 Print Materials Expenditures \$13,592

7.7	Electronic Materials Expenditures	\$104,333
7.8	Other Materials Expenditures	\$30
7.9	Total Collection Expenditures (total questions 7.6 through 7.8)	\$117,955

GRANTS TO MEMBER LIBRARIES

Cash Grants Paid From

7.10	Local Library Services Aid (LLSA)	\$112,178
------	-----------------------------------	-----------

Note: As in previous years, the Kellogg Free Library has refused to accept their share of LLSA funding. We usually hold it for a year to see if they change their mind; and if not, we redistribute it to other libraries in the county they reside in, which is Cortland County.

7.11	Central Library Services Aid (CLSA)	\$116,101
------	-------------------------------------	-----------

Note: The \$116,101 is from \$96,748 - 2021 CLDA Funding and \$19,353 - 2020 20% CLDA Holdback paid in 2021. All moneys received from the Programs Formerly Know As Family and Adult Literacy were spent under expenditure categories related to those programs.

7.15	Other State Aid/Grants (e.g., Construction, Special Legislative or Member Grants)	\$75,000
------	---	----------

Note: We received \$125,000 in Assembly Bullet Aid in 2021, at or close to year end. Because some Legislators did not tell us how they wanted their aid distributed, we could only distribute \$75,000 in 2021.

7.16	Federal Aid	\$32,699
------	-------------	----------

Note: CARES Act Funding

7.17	Other cash grants paid from system funds	\$9,708
------	--	---------

7.18	Total Cash Grants (total questions 7.10 through 7.17)	\$345,686
------	--	-----------

7.19	Book/Library Materials Grants	\$0
------	-------------------------------	-----

7.20	Other Non-Cash Grants	\$8,294
------	-----------------------	---------

7.21 **Total Grants to Member
Libraries** (total questions
7.18 through 7.20) \$353,980

CAPITAL EXPENDITURES FROM OPERATING FUNDS

7.22 Bookmobile \$0

7.23 Other Vehicles \$0

7.24 Computer Equipment \$0

7.25 Furniture/Furnishings \$0

7.26 Other Capital Expenditures \$0

7.27 **Total Capital Expenditures
from Operating Fund**
(total questions 7.22 through
7.26) \$0

Capital Cont./Operation and Maintenance/Misc.

TOTAL CAPITAL EXPENDITURES BY SOURCE OF FUNDS

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

7.29 From Other Funds (71OF) \$0

7.30 **Total Capital Expenditures
by Source** (total questions
7.28 and 7.29; same as
question 7.27) \$0

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs To Buildings and Building Equipment by Source of Funds

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

7.32 From Other Funds (72OF) \$0

7.33	Total Repairs to Buildings and Building Equipment (total questions 7.31 and 7.32)	\$0
7.34	Other Building & Maintenance Expenses	\$44,178
7.35	Total Operation and Maintenance of Buildings (total questions 7.33 and 7.34)	\$44,178

MISCELLANEOUS EXPENSES

7.36	Total Operation & Maintenance of Bookmobiles and Other Vehicles	\$10,212
7.37	Office and Library Supplies	\$7,584
7.38	Equipment	\$9,425
7.39	Telecommunications	\$35,602
7.40	Postage and Freight	\$602
7.41	Publicity and Printing	\$0
7.42	Travel	\$209
7.43	Fees for Consultants and Professionals - Please include a Note with the consultants' or vendors' names and a brief description of the service(s) provided.	\$22,557

Note: ADP \$5,111 Barclay Damon LLP \$888 The Computing Center \$8,488 Port, Kashdin, & McSherry \$7,250 Sharon Campanella \$820

7.44 Membership Dues - Please include a State Note listing Professional Organization \$3,935 Memberships for which dues are being paid.

Note: ARSL \$150 IUG (Innovative Users Group) \$110 NYLA \$600 NYALS Excelsior \$1,553 PULISDO \$400 South Central Regional Library Council \$1,122

7.45 Does the system have other miscellaneous expenses in categories not listed in questions 7.36 through 7.44? Enter Y for Yes, N for No.

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 License Fees
2. Amount \$76,590

1. Expense category Health Ins.
Note: Medical and Dental Insurance for Retirees and Former Employees

2. Amount \$21,908

1. Expense category OCLC

2. Amount \$16,499

1. Expense category Overdrive
Note: Overdrive License Platform Fee

2. Amount \$9,500

1. Expense category Staff Apprec

Note: Expenses related to a staff appreciation gift for System and Member Library employees, provided by an unknown donor via a local community foundation.

- | | | |
|----|------------------|--------------|
| 2. | Amount | \$14,027 |
| 1. | Expense category | Software |
| 2. | Amount | \$44,382 |
| 1. | Expense category | Prof Develop |
| 2. | Amount | \$4,350 |
| 1. | Expense category | Other |
| 2. | Amount | \$367 |

Miscellaneous Cont./Contracts/Debt Service

- | | | |
|------|--|-----------|
| 7.46 | Total Other Miscellaneous Expenses (total question #2 of Repeating Group #13) | \$187,623 |
| 7.47 | Total Miscellaneous Expenses (total questions 7.36 through 7.45 and 7.47) | \$277,749 |

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

- | | | |
|------|---|---|
| 7.48 | Does the system contract with libraries and/or library systems in New York State?
Enter Y for Yes, N for No. | Y |
|------|---|---|

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

- | | | |
|----|---|------------------|
| 1. | Contracting Agency (specify using the State note) | Member Libraries |
| 2. | Contracted Service (specify using the State note) | Cmptr Supprt |

Note: The system purchases computer equipment and software in bulk for the member libraries.

3. Total Contract Amount \$65,221

7.49 **Total Contracts** (total question #3 of Repeating Group #14 above) \$65,221

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

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

7.51 From Other Funds (73OF) \$488,426

Note: Mortgage Principal Payments \$39,481 Mortgage Interest Payments \$19,089 Loan Payoff \$429,856

7.52 **Total Capital Purposes Loans** (total questions 7.50 and 7.51) \$488,426

Transfers

Other Loans

7.53 Other Loans \$0

7.54 **Total Debt Service** (total questions 7.52 and 7.53) \$488,426

7.55 **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, 7.53, 7.54) \$2,159,936

**7.21, 7.27, 7.35, 7.47, 7.49,
and 7.54)**

TRANSFERS

Transfers to the Capital Fund

7.56	From Local Public Funds (76PF)	\$0
7.57	From Other Funds (76OF)	\$0
7.58	Total Transfers to Capital Fund (total questions 7.56 and 7.57; same as question 8.2)	\$0
7.59	Total Transfers to Other Funds	\$0
7.60	Total Transfers (total questions 7.58 and 7.59)	\$0
7.61	TOTAL DISBURSEMENTS AND TRANSFERS (total questions 7.55 and 7.60)	\$2,159,936

Cash Balance/Grand Total/Audit/Bank Balance

7.62	CLOSING CASH BALANCE at the End of the Current Fiscal Reporting Year (For Public Library Systems - December 31, 2021)	\$1,471,172
7.82	GRAND TOTAL DISBURSEMENTS, TRANSFERS, & ENDING BALANCE (total questions 7.61 and 7.62)	\$3,631,108

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.

- 7.83 Last audit performed (mm/dd/yyyy) 09/29/2021
- 7.84 Time period covered by this audit (mm/dd/yyyy - mm/dd/yyyy) 01/01/2020 - 12/31/2020
- 7.85 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

7.86 **Total Bank Balance** (total question #2 of Repeating Group #15) \$0

7.87 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 7.58)

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** \$0
(total question #2 of Repeating Group #16 above)

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** \$0
(total questions 8.1, 8.2, 8.3, and 8.5)

8.7 **NONREVENUE RECEIPTS** \$0

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

8.9 CASH BALANCE -
Beginning of Current Fiscal
Reporting Year: Public
Library Systems - January 1,
2021. (Same as closing cash \$0
balance at the end of
previous fiscal reporting
year: Public Library
Systems - December 31,
2020.)

Grand Total

8.10 **TOTAL RECEIPTS AND
CASH BALANCE** (total \$0
questions 8.8 and 8.9)

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 \$0
9.4)

9.6 **TRANSFER TO
OPERATING FUND** \$0

(Same as question 6.61)

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, 2021, for Public Library Systems)** \$0

Grand Total

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

12. Projected Annual Budget For Library Systems

Public Library Systems Budget for January 1, 2022 - December 31, 2022

PROJECTED OPERATING FUND - RECEIPTS

12.1 Total Operating Fund Receipts (include Local Aid, State Aid, Federal Aid, Contracts and Miscellaneous Receipts) \$1,858,687

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 \$1,471,172
on January 1, 2022 must be
the same as the December
31, 2021, closing balance
reported on Q7.62 of the
2021 annual report)

12.5 **Grand Total Operating Fund
Receipts, Budget Loans,
Transfers and Ending** \$3,329,859
**Balance (total questions
12.1 through 12.4)**

PROJECTED OPERATING FUND - DISBURSEMENTS

12.6 Total Operating Fund
Disbursements (include
Staff Expenditures,
Collection Expenditures,
Grants to Member Libraries,
Capital Expenditures from
Operating Funds, Operation \$1,858,687
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 \$1,471,172
(For Public Library
Systems, balance as of
December 31, 2022)

12.9 **Grand Total Operating Fund
Disbursements, Transfers
and Ending Balance (total** \$3,329,859
questions 12.6 through 12.8)

PROJECTED CAPITAL FUND - RECEIPTS

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

- 12.11 Nonrevenue Receipts \$0

- 12.12 Cash Balance in Capital
Fund at the end of the
previous fiscal year
(For Public Library
Systems, opening balance \$0
on January 1, 2022, must be
the same as the December
31, 2021, closing balance
reported on Q9.9 of the
2021 annual report)

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

PROJECTED CAPITAL FUND - DISBURSEMENTS

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

- 12.15 Cash Balance in Capital
Fund at the end of the
current fiscal year \$0
(For Public Library
Systems, December 31,
2022)

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

13. State Formula Aid Disbursements

Public Library Systems Basic Aid

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

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

Statutory Reference (LLSA): Education Law § 272, 273(1)(f)(1)
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)(2)
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)(3)
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(11)(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 Equivalent (FTE) 3.15

13.1.2 Total Expenditure for Professional Salaries \$221,214

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) 4.94

13.1.4 Total Expenditure for Other Staff Salaries \$232,975

13.1.5 **Employees Benefits:** Indicate the total expenditures for all system employee fringe benefits. \$176,010

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 Note field)

Note: Mortgage Payment of Principal and Interest

2. Provider of Services Tompkins Trust Company

3. Expenditure \$58,570

1. Expenditure Category Telecommunications

2. Provider of Services First Light Fiber

3. Expenditure \$5,366

1. Expenditure Category Telecommunications

2.	Provider of Services	Verizon Wireless
3.	Expenditure	\$200
1.	Expenditure Category	Telecommunications
2.	Provider of Services	Ring Central
3.	Expenditure	\$298
1.	Expenditure Category	Telecommunications
2.	Provider of Services	Clarity Connect
3.	Expenditure	\$2,245
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	\$1,234
1.	Expenditure Category	Other (specify using Note field)
	Note: Canon Copier Lease	
2.	Provider of Services	U.S. Bank Equipment Finance

3. Expenditure \$4,626

1. Expenditure Category Other (specify using Note field)

Note: Institutional, Vehicle, and Trustee Insurance

2. Provider of Services Selective & Acadia Ins. Companies

3. Expenditure \$10,883

1. Expenditure Category Building and maintenance expenses

2. Provider of Services Town of Dryden

3. Expenditure \$963

1. Expenditure Category Building and maintenance expenses

2. Provider of Services NYSEG

3. Expenditure \$9,155

1. Expenditure Category Building and maintenance expenses

2. Provider of Services Staples Business Advantage

3. Expenditure \$2,191

1. Expenditure Category Building and maintenance expenses

2. Provider of Services Casella Waste Management

3. Expenditure \$1,345

1. Expenditure Category Building and maintenance expenses
2. Provider of Services BH Cleaning Services
3. Expenditure \$3,864

1. Expenditure Category Building and maintenance expenses
2. Provider of Services GreenScene Lawn & Garden, Mr Outside
3. Expenditure \$5,997

1. Expenditure Category Building and maintenance expenses
2. Provider of Services Robert L. Kisler Service Corp
3. Expenditure \$4,843

1. Expenditure Category Building and maintenance expenses
2. Provider of Services Various

Note: Vendors < \$1,000 One time purchases, and / or numerous small \$ purchases (Lowes, Home Depot, etc.)

3. Expenditure \$2,006

1. Expenditure Category Library systems vendor contract for automation (e.g, integrated library system, virtual union catalog)
2. Provider of Services OCLC
3. Expenditure \$15,179

1. Expenditure Category Building and maintenance expenses

2. Provider of Services Staples Business Advantage

3. Expenditure \$2,191

1. Expenditure Category Building and maintenance expenses

2. Provider of Services Casella Waste Management

3. Expenditure \$1,345

1. Expenditure Category Building and maintenance expenses

2. Provider of Services BH Cleaning Services

3. Expenditure \$3,864

1. Expenditure Category Building and maintenance expenses

2. Provider of Services GreenScene Lawn & Garden, Mr Outside

3. Expenditure \$5,997

1. Expenditure Category Building and maintenance expenses

2. Provider of Services Robert L. Kisler Service Corp

3. Expenditure \$4,843

1. Expenditure Category Building and maintenance expenses

2. Provider of Services Various

Note: Vendors < \$1,000 One time purchases, and / or numerous small \$ purchases (Lowes, Home Depot, etc.)

3.	Expenditure	\$2,006
1.	Expenditure Category	Library systems vendor contract for automation (e.g, integrated library system, virtual union catalog)
2.	Provider of Services	OCLC
3.	Expenditure	\$15,179
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	South Central Regional Library Council
3.	Expenditure	\$561
1.	Expenditure Category	Commercial electronic content vendor contracts
2.	Provider of Services	Tumbleweed Press
3.	Expenditure	\$3,500
1.	Expenditure Category	Consultant fees/professional fees
2.	Provider of Services	Port, Kashdin, & McSherry
3.	Expenditure	\$7,250

1. Expenditure Category Consultant fees/professional fees
2. Provider of Services ADP
3. Expenditure \$5,111

1. Expenditure Category Consultant fees/professional fees
2. Provider of Services Barclay Damon LLP
3. Expenditure \$888

1. Expenditure Category Consultant fees/professional fees
2. Provider of Services Sharon Campanella
Note: Treasurer of FLLS
3. Expenditure \$820

1. Expenditure Category Consultant fees/professional fees
2. Provider of Services The Computing Center
3. Expenditure \$4,244

1. Expenditure Category Other (specify using Note field)
Note: Vehicle Operations & Maintenance
2. Provider of Services Various
Note: AAA Pritchard Automotive (Vehicle Maintenance and Repairs) Tire Rack
3. Expenditure \$4,340

1. Expenditure Category Other (specify using Note field)

Note: Professional Development

2. Provider of Services Various

3. Expenditure \$3,950

1. Expenditure Category Institutional membership dues

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

3. Expenditure \$3,825

1. Expenditure Category Other (specify using Note field)

Note: Software

2. Provider of Services Various < \$1,000 / Vendor

Note: CBI Malewarebytes, Faronics, GoDaddy, In Motion Hosting, Plymouth Rocket, SCRLC, Shipping Easy, Survey Monkey, Techsoup

3. Expenditure \$4,053

1. Expenditure Category Other (specify using Note field)

Note: Software

2. Provider of Services Kaseya US

3. Expenditure \$1,179

1. Expenditure Category Other (specify using Note field)

Note: Medical and Dental Insurance for Retirees and Former Employees

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

3. Expenditure \$21,908

1. Expenditure Category Other (specify using Note field)

Note: Various small \$ purchases in various accounts from various vendors

2. Provider of Services Various

3. Expenditure \$129

1. Expenditure Category Other (specify using Note field)

Note: In November of 2021 the Board of Trustees decided to payoff the FLLS Mortgage held by the Tompkins Trust Company. This is part of the full payoff.

2. Provider of Services Tompkins Trust Company

3. Expenditure \$383,254

13.1.7 **Total Expenditure - Purchased Services** \$620,042

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

Note: Postage and UPS Charges

2. Expenditure \$584

1. Expenditure Category Office/library supplies and postage

Note: Office & ILL Supplies

2. Expenditure \$5,736

1. Expenditure Category Other (specify using Note field)

Note: Various small \$ purchases in various accounts.

2. Expenditure \$782

13.1.9 **Total Expenditure -
Supplies and Materials** \$7,102

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

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

1. Type of Travel System Staff Travel

2. Expenditure \$247

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

Note: Van gasoline - for Transit vans for ILL delivery and pickup. Also for Minivan use for meetings.

2. Expenditure \$5,872

13.1.11 **Total Expenditures -
Travel** \$6,119

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. N

Enter Y for Yes, N for No.

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

- | | | |
|----|--------------|-----|
| 1. | Type of Item | N/A |
| 2. | Quantity | N/A |
| 3. | Unit Cost | N/A |
| 4. | Expenditure | N/A |

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

13.1.14 **Local Library Services Aid Expenditures:** Indicate the total expenditures to member libraries for Local Library Services Aid. \$112,178

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

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

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

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

- 13.1.17 **Total Expenditure (total 13.1.2, 13.1.4, 13.1.5, 13.1.7, 13.1.9, 13.1.11, 13.1.13, 13.1.14, and 13.1.16)** \$1,375,640
- 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. \$241,433
- 13.1.19 **Total Allocation from 2021 - 2022 State Aid:** \$1,134,207
- 13.1.20 **Total Available Before Expenditures (total 13.1.18 + 13.1.19)** \$1,375,640
- 13.1.21 **Cash Balance at the End of the Current Fiscal Year (total 13.1.19 + 13.1.18 - 13.1.17)** \$0
- 13.1.22 **Final Narrative:** Provide a brief narrative, no more than fifteen hundred (1500) words, describing the major activities carried out with these State Aid Funds. The 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 professional 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 (when meetings are held in person), 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 Library Services Aid

CENTRAL LIBRARY SERVICES AID (CLSA)

Statutory Education Law § 273(1)(b)
Reference: Commissioners Regulations
90.4

Central Library Services Aid is \$0.32 per capita with a minimum amount of \$105,000 and an additional \$71,500. Include in this category CLSA expenditures for services and library materials. CLSA funds which are expended for library materials must be used for adult non-fiction and foreign language, including electronic content. See <http://www.nysl.nysed.gov/libdev/clda/index.html> for more information.

13.2.1-13.2.2 **Professional Salaries:** Indicate total FTE and salaries for all professional system employees (paid from CLSA funds).

13.2.1 Total Full-Time Equivalents (FTE)

13.2.2 Total Expenditure for Professional Salaries

13.2.3-13.2.4 **Other Staff Salaries:** Indicate total FTE and salaries for all other system employees (paid from CLSA funds).

13.2.3 Total Full-Time Equivalents (FTE)

13.2.4 Total Expenditures for Other Staff Salaries

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

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

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

If yes, complete one record for each 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 |

13.2.7	Total Expenditure - Purchased Services	\$0
--------	---	-----

13.2.8	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.	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 | Adult non-fiction and foreign language materials - electronic databases |
| 2. | Expenditure | \$62,032 |

- | | | |
|----|----------------------|--|
| 1. | Expenditure Category | Adult non-fiction and foreign language materials - non-print |
| 2. | Expenditure | \$862 |

Note: DVDs \$30 E-books \$832

13.2.9 **Total Expenditure -
Supplies and Materials** \$62,894

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

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

1. Type of travel N/A

2. Expenditure N/A

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

13.2.12 **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

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

13.2.14 **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	\$116,101
3.	Project Description (no more than 300 words)	We pass all CLDA money through to the Central Library - They select, weed, house, and maintain our CBA collection. The money is also used to help pay for the cost of the Polaris Integrated Library System.

13.2.15 **Total Expenditure - Grants to Central/Co-Central Libraries** \$116,101

13.2.16 **Total Expenditure (total 13.2.2, 13.2.4, 13.2.5, 13.2.7, 13.2.9, 13.2.11, 13.2.13, and 13.2.15)** \$178,995

13.2.17 **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. \$50,604

Note: First, I do not see a 13.2.20 on the 2020 State Library Report, however on our 2020 State Library Report: CBA Funding 13.2.11 \$31,252 CLDA Funding 13.3.21 \$19,352 \$50,604 Which is the same amount shown on 13.2.17 above.

13.2.17a CBA Cash Balance at the Opening of the Fiscal Year \$31,252

13.2.17b CLDA Cash Balance at the Opening of the Fiscal Year 19,352.00

13.2.18 **Total Allocation from 2021 - 2022 State Aid:** \$162,629

13.2.19 **Total Available Before Expenditures (total 13.2.17 + 13.2.18)** \$213,233

13.2.20 **Cash Balance at the end of the Current Fiscal Year (total 13.2.18 + 13.2.17 - 13.2.16)** 34,238.00

13.2.21 **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 Book Aid funds are used to purchase non-fiction print, audiobook, DVD, and e-book materials by our central library and to pay for system wide subscriptions to the Mango Languages and Heritage Quest databases. Central Library Development Aid 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

Beginning with 2021 report, Year 3 Adult and Family Literacy allocations and expenses should be included in Coordinated Outreach Services Aid.

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) .32

13.4.2 Total Expenditure for Professional Salaries \$16,766

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)

- 13.4.4 Total Expenditure for Other Staff Salaries
- 13.4.5 **Employee Benefits:**
Indicate the total expenditures for all system employee benefits. \$6,191
- 13.4.6 **Purchased Services:** Did the system expend funds for purchased services? Enter Y for Yes, N for No. Y

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

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

- 1. Expenditure Category Commercial electronic content vendor contracts
- 2. Provider of Services Brainfuse
- 3. Expenditure \$2,960

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

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

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

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

repeating group.

1. Expenditure Category Office/library supplies and postage

2. Expenditure \$197

13.4.9 **Total Expenditure - Supplies and Materials** 197

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

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

1. Type of Travel N/A

2. Expenditure N/A

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

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

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

1. Type of item N/A

2. Quantity N/A

3. Unit Cost N/A

4. Expenditure N/A

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

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

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

1. Recipient Candor Free Library

2. Allocation \$460

3. Description of Project Mysteries and Escape Rooms - The funds for this project will be used to purchase Mystery Boxes such as Murder Mysteries and Treasure Hunting Kits geared towards adults and teens. Funds will also be used to purchase Escape Room Kits geared towards younger children. These will be cataloged for patrons to check out.

1. Recipient Southworth Library Association

2. Allocation \$1,000

3. Description of Project Art in the Park for Seniors - Watercolor Art Classes for Lifelong Learners: Exploration and instruction in watercolor techniques and painting with Raymond Crognale. We will explore a variety of watercolor 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 \$1,430

- | | | |
|----|------------------------|---|
| 3. | Description of Project | Restorative Series for Grownups! - This series is for caregivers and seniors, to give them the skills to restore, and revitalize themselves and others in their lives. These short classes will have easy, teachable skills that each participant will leave knowing. And each participant will receive free relatable prizes. |
| | | |
| 1. | Recipient | Lodi Whittier Library |
| 2. | Allocation | \$2,198 |
| | | |
| 3. | Description of Project | Lodi Teen Advisory Council - The "Idea Squad" is the Lodi Whittier Library's FIRST teen advisory council- providing leadership, fun, literacy, and learning for area teens while making our library a more responsive, inclusive, and vibrant institution. |
| | | |
| 1. | Recipient | Peck Memorial Library |
| 2. | Allocation | \$635 |
| | | |
| 3. | Description of Project | Tails and Tales Summer Program - will endeavor to serve the Marathon community this summer by providing various opportunities to support the youth of Marathon while social distancing. |
| | | |
| 1. | Recipient | Port Byron Library |
| 2. | Allocation | \$500 |
| | | |
| 3. | Description of Project | eReaders for Seniors - Port Byron Library will purchase five Kindle eReader devices to encourage use of the digital collections the library offers and technology literacy among the senior patron population. We will offer multiple training classes to ensure senior patrons are comfortable using the Kindle devices and instruct on how to access Overdrive materials provided by the library. |
| | | |
| 1. | Recipient | Seneca Falls Library |

2.	Allocation	\$1,500
3.	Description of Project	Caregiver Box Program - is a beginner's guide to learning about caregiving and for those with Alzheimer's and dementia. Our Alzheimer's Care boxes include information on classes, activities and mental health guides to help patrons navigate the frontiers of personalized care for their loved ones.
1.	Recipient	Tompkins County Public Library
2.	Allocation	\$1,025
3.	Description of Project	Music & Memory Kits & Book Club - will serve seniors in Tompkins County and the greater Finger Lakes Library System who are experiencing Alzheimer's disease, dementia, and cognitive decline. The program will kick off with a book club where we will read Musicophilia by Oliver Sacks M.D.. Music and Memory kits containing an mp3 player filled with music, headphones, and a caregiver's guide will be available to book club participants. After the book club is over copies of Musicophilia will be available as a book club kit. The book club kits and Music and Memory kits will be available for general circulation.
1.	Recipient	Waterloo Library and Historical Society
2.	Allocation	\$960
3.	Description of Project	Integrated Crafts - is to provide take and make craft and art kits to residents of group homes, senior and living facilities. Participants will need to register for the programs in advance due to limited space and supplies. Take and make kits may include painting, vinyl and wood projects, sewing and other creative arts and crafts.
13.4.15	Total Expenditure - Grants to Member Libraries	\$9,708
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)	\$35,822

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. \$15,970

13.4.18 **Total Allocation from 2021 - 2022 State Aid:** \$90,528

13.4.19 **Total Available Before Expenditures (total 13.4.17 + 13.4.18)** \$106,498

13.4.20 **Cash Balance at the End of the Current Fiscal Year (total 13.4.18 + 13.4.17 - 13.4.16)** \$70,676

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 9 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 incarcerated individuals' needs (Purchased Services). Salaries and benefits for system personnel providing programs and services to county jails are also appropriate expenditures.

13.5.1-13.5.2 **Professional Salaries:** Indicate total FTE and salaries for all professional system employees

13.5.1 **Total Full-Time Equivalent (FTE)**

13.5.2 Total Expenditure for Professional Salaries

13.5.3-13.5.4 **Other Staff Salaries:** Indicate total FTE and salaries for all other system employees

13.5.3 Total Full-Time Equivalent (FTE)

13.5.4 Total Expenditures for Other Staff Salaries

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

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

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

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

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

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

13.5.8 **Supplies and Materials:**
Did the system expend funds for supply items, postage, library materials, or equipment and furnishings with a unit cost less than

\$5,000? Enter Y for Yes, N for No.

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

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

- | | | |
|---------|---|--|
| 1. | Expenditure Category | Books and other print materials |
| 2. | Expenditure | \$1,535 |
| 13.5.9 | Total Expenditure - Supplies and Materials | \$1,535 |
| 13.5.10 | Total Expenditure (total 13.5.7, and 13.5.9) | 1,535.00 |
| 13.5.11 | Cash Balance at the Opening of the Fiscal Year:
NOTE: The opening balance \$1,715 must be the same as the closing balance from the previous year. | |
| 13.5.12 | Total Allocation from 2021 - 2022 State Aid | \$4,012 |
| 13.5.13 | Total Available Before Expenditures (total 13.5.11 + 13.5.12) | \$5,727 |
| 13.5.14 | Cash Balance at the End of the Current Fiscal Year (total 13.5.12 + 13.5.11 - 13.5.10) | \$4,192 |
| 13.5.15 | Final Narrative: Provide a brief narrative, no more than five hundred (500) words, | FLLS purchases and distributes popular paperback books and magazines for each of our five county jails. We also get magazine donations from our member libraries; which we distribute. |

describing the major activities carried out with these State Aid Funds.

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 incarcerated individual. 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) .25

13.6.2 Total Expenditure for Professional Salaries \$13,098

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) .02

13.6.4 Total Expenditure for Other Staff Salaries \$421

13.6.5 **Employee Benefits:** Indicate the total expenditures for all system employee benefits. \$4,869

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 | \$1,320 |

13.6.7 **Total Expenditure - Purchased Services** 1,320

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 | Books and other print materials |
| 2. | Expenditure | \$10,577 |

1. Expenditure Category Office/library supplies and postage

2. Expenditure \$573

13.6.9 **Total Expenditure -
Supplies and Materials** \$11,150

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

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

1. Type of Travel N/A

2. Expenditure N/A

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

13.6.12 **Equipment and
Furnishings:** Did the
system expend funds for
equipment and furnishings
with a unit cost of \$5,000 or
more and having a useful
life of more than one year.
Enter Y for Yes, N for No. 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)	\$30,858
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.	\$21,653
13.6.16	Total Allocation from 2021 - 2022 State Aid:	\$27,564
13.6.17	Total Available Before Expenditures (total 13.6.15 + 13.6.16)	\$49,217
13.6.18	Cash Balance at the End of the Current Fiscal Year (total 13.6.16 + 13.6.15 - 13.6.14)	\$18,359
13.6.19	Final Narrative: Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds	Funds in this section are used to fill Interlibrary Loan requests from our four correctional facilities: deliver materials to and from the facilities, cover a portion of staff salaries involved in advising the correctional facility librarians and staff, answering reference questions from incarcerated individuals, and purchasing materials and equipment.

14. Summary of Library System Accomplishments

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 5 (2021).

14.1 Element 1: Resource Sharing - Results

Professional staff consulted virtually or met in-person with 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 continued to perform original cataloging when titles cannot be found in OCLC WorldCat database; Provided cataloging support for 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. Purchased subscriptions to Library Journal, School Library Journal, and other professional periodicals to circulate among member libraries; Established and added to our collections of non-traditional materials and new formats including storytime kits, book group kits, maker and STEAM kits; Sent out bi-weekly bulletins via e-mail with collection recommendations, system updates, and professional development opportunities. Professional staff participated in NYLA, PULISDO, NYALS, ARSL, and IUG annual conferences and reported back to member libraries via email on what was learned. DELIVERY AND INTERLIBRARY LOAN: Delivered materials daily, Monday through Friday, to all member libraries; Central Library provided a core non-fiction collection for Interlibrary Loan. Out-of-system ILL has been halted since March 13, 2020 due to the pandemic and a budget insecurity due to the ongoing pandemic. FLLS plans to start out-of-system ILL up mid 2022 for our member libraries. FLLS maintains a book drop at our headquarters for member library and patrons returns. INTEGRATED LIBRARY SYSTEM and TECHNOLOGY: Used a credit card payment option in the web based catalog (PowerPAC) to enable patrons to pay fines and make donations online; continued to modify our updated FLLS website including calendar software and a blog. FLLS provided hosted web services to our member libraries; Offered transferring domain name registration to FLLS members so that member libraries do not need to worry about expiring domain names; Provided LibData PC print and time management software to 12 of our member libraries; 28 member libraries utilize Meraki security appliance and wireless networks so that FLLS can be proactive to supporting our libraries with technology needs. Zoom licensing continues to be encouraged for our member libraries for virtual programming and board meeting needs during the pandemic.

14.2 Element 2: Special Client Groups - Results

ADULT LITERACY: Administered the New York State Adult Literacy Library Services project by continuing the subscription to JobNow by Brainfuse to assist patrons with career assessment, resume review, job interview coaching, unemployment benefit assistance, and job search assistance. Live resume experts, live interview coaches, and live job coaches were available 2-11pm EST, 7 days/week and resources were available 24/7. The JobNow

database includes Microsoft Office lessons and tutorials for computer programming languages to prep for certifications (C++, Java, SQL). It features practice tests, tutorials, and resources for high school (high school equivalency, reading, writing, math), college (college prep, college placement, Praxis, nursing school, graduate school), ESL, and adult learners. 138 unique users utilized these resources 596 times between January 2021 and December 2021. Additionally, there were 6 live tutoring sessions. FLLS also featured JobNow in a blog post located on a carousel on the main page of our website and promoted the database each month on Facebook and Instagram. COORDINATED OUTREACH: FLLS held two meetings of the Coordinated Outreach Advisory Council; Continued mini-grant program for members: member libraries were awarded grants for the 2021-2022 grant cycle, which has continued to be competitive due to increased marketing/promotion and budget insecurity at member libraries. COSAC carefully reviewed applications and proposed projects, taking into account possible programming restrictions due to the ongoing pandemic. CORRECTIONAL FACILITIES: Continued to provide interlibrary loan service, reference assistance, and consultant services to correctional facilities in our service area. Purchased and distributed materials for correctional facilities through funds allotted in system grant. Delivery to correctional facilities as requested when pandemic restrictions allowed. An annual correctional facilities meeting is held in June to review and assess services to our correctional facilities and to provide valuable networking opportunities. This year the meeting was once again held virtually. 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 and provides consultations virtually through Zoom. Held kickoff Summer Reading Meeting virtually in March to educate member libraries and provide resources. Facilitated grants for youth projects at member libraries funded by a private source through the Community Foundation of Tompkins County. Continued to provide a collection of resources such as puppets, storytime kits, maker and STEAM kits, and die cuts, as well as their promotion. Held various check-in meetings for member library staff on topics related to children's and youth services, and how to provide virtual programming and storytimes, as well as how to provide safe summer storytimes during the pandemic. A Youth Services Advisory group continued for our member libraries, and then became part of the FLLS Member Library Support Group that meets monthly. Youth topics of discussion over the past year included youth programming, how to do virtual storytimes, take and make suggestions, how to do outside programming during the pandemic, and other pandemic related youth services issues. The Youth Services Consultant passed along timely youth services resources to member libraries as needed.

- 14.3 Element 3: Professional Development and Continuing Education - Results
- Coordinated and/or facilitated the following workshops for member Libraries: Summer Reading Program Kick-Off meeting, multiple Trustee Orientation meetings, New Director trainings, NYS Construction Grant Sessions, Polaris trainings, Item Maintenance trainings, programming workshops, eContent trainings, a special session with the Alzheimer's Association, Social Justice Book Club meetings, as well as monthly Directors' Meetings and Member Library Support Group Meetings. FLLS partnered with WNYLRC and PULISDO to host a pandemic policies workshop with Stephanie Adams, open to directors and trustees across NY State. Trustee workshops were held on Trustee Essentials for new and returning member library trustees. FLLS staff attended the following conferences/workshops: NYLA annual conference, IUG annual conference, International Library Fundraising Conference, NYALS sponsored workshops with Stephanie Adams, human resources sessions on COVID and the workplace, SHRM meetings, Library Journal Summits and various workshops hosted through NYALS and South Central Regional Library Council. Conference attendance was minimal in 2021 due to the pandemic and budget shortfalls.
- 14.5 Element 5: Consulting and Development Services - Results
- System librarians and other professional staff visited member libraries in person and virtually for consultation, attended member library board meetings on a regular basis, and responded to specific questions and provided assistance where needed about issues concerning services, programs, collection development, funding, school ballot referendums, charters, space planning, weeding, management and leadership, construction, annual reports, advocacy, trustee and director orientations, personnel concerns, policies, reference, laws and regulations, and other topics related to library management and governance. A large number of questions due to the pandemic included library closing procedures, interpretation and analysis of Executive Orders, minimum standards for libraries and programming guidance during a pandemic. The FLLS web site was also updated to include professional resources for directors and trustees, such as statistical spreadsheets, links to online toolkits and resources, and instructional materials.
- 14.6 Element 6: Coordinated Services - Results
- Continued to maintain the online union catalog of member and FLLS holdings; continued with the coordinated purchasing of e-content materials; provided an opportunity for a group purchase of computers for the member libraries of which 47 computers (8 laptops and 34 all-in-one desktops) were purchased by 19 different libraries, and 9 Chromebooks for 3 libraries. These computers were staged, configured, and installed by FLLS staff.

- 14.7 Element 7: Awareness and Advocacy - Results FLLS continued to create an in-depth annual virtual 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; Coordinated and participated in the annual Lobby Day activities in Albany by arranging and hosting virtual meetings with legislators; kept 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 met locally with state and local representatives throughout the year. Advocacy efforts were increased on FLLS' social media platforms.
- 14.8 Element 8: Communication among Member Libraries and/or Branch Libraries - Results FLLS administers multiple email distribution lists for directors, trustees, youth services staff, technology staff, and offers email distribution lists for each of the five counties in our service area; Provided an annual directory of members containing the hours of the libraries and contact information for staff and trustees; Posted regular updates to the FLLS web site, Facebook, Twitter, and Instagram. FLLS encouraged the regular meeting between county library managers and directors and FLLS routinely attended these meetings. FLLS created and distributed a bi-weekly bulletin for our member libraries, trustees and community partners. Much of our system communication this year was about the pandemic guidance, Executive Orders, and local, state and federal guidelines. This was communication to our members through emails, newsletters, and virtual meetings. This was for both directors and staff as well as trustees. Member library staff were also encouraged to network and communicate at various virtual system meetings.
- 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 has been PULISDO Chair from November 2020-present; System Director is a member of NYALS (New York Alliance of Library Systems) and a member of NYALS Steering Committee as one of three PULISDO representatives; System Director is on the Board of the South Central Regional Library Council and is the Treasurer of that Board; Outreach Librarian is a member of the South Central Regional Library Council Educational Services Advisory Committee, and Diversity, Equity, Inclusion and Justice Committee, FLLS staff collaborated with other neighboring public library systems about pandemic library issues; 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 Chair, SCRLC Treasurer, and CORT President until November 2021.

- 14.10 Element 10: Construction - Results FLLS provided 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 Central Book Aid funds were 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 <https://www.flls.org/>
- 15.2 URL of Current List of Members <https://www.flls.org/member-libraries/>
- 15.3 URL of Current Governing Bylaws <https://www.flls.org/wp-content/uploads/2012/11/BYLAWS2.pdf>
- 15.4 URL of Evaluation Form <https://www.surveymonkey.com/r/KN65FQM>
- 15.5 URL of Evaluation Results https://www.surveymonkey.com/results/SM-TtYz7sIRY6BJ1uJGwRZTFA_3D_3D/
- 15.6 URL of Central Library Plan <https://www.flls.org/wp-content/uploads/2022/02/Finger-Lakes-Library-System-Central-Library-Plan-of-Service-2022-2026.pdf>
- 15.7 URL of Direct Access Plan <https://www.flls.org/wp-content/uploads/2022/02/FLLS-Free-Direct-Access-Plan-2022.pdf>

16. Assurance and Contact Information

CONTACT INFORMATION

- 16.1 Contact name (person completing report) Jenny Shonk
- 16.2 Contact telephone number (enter 10 digits only and hit the Tab key) (607) 319-5613
- 16.3 Contact e-mail address jshonk@flls.org

ASSURANCE

- 16.4 The Library System operated under its approved Plan of Service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that this "Annual Report" was reviewed and accepted by the System Board/Council on (date - mm/dd/yyyy) 03/16/2022

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

- 16.5 The Library System's Annual Report and Projected Annual Budget were reviewed and approved by the New York State Library on (date - mm/dd/yyyy). 5/13/2022

Suggested Improvements

Library System Finger Lakes Library System

Name of Person Completing Form Jenny Shonk

Phone Number and
Extension (enter area code, 6073195613
telephone number and
extension only):

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