Finger Lakes Library System
Annual Report for Library Systems - 2013 (Public Library Systems)

1. General System Information

1.1 SEDCODE 610600700008
1.2 System Name Finger Lakes Library System
1.3 Beginning Reporting Year 1/1/2013
1.4 Ending Reporting Year 12/31/2013
1.5 Street Address 119 E. Green Street
1.6 City Ithaca
1.7 Zip Code 14850
1.8 Four-Digit Zip Code Extension (enter N/A if unknown) 5613
1.9 Mailing Address 119 E. Green Street
1.10 City Ithaca
1.11 Zip Code 14850
1.12 Four-Digit Zip Code Extension (enter N/A if unknown) 5613
1.13 Library System Telephone Number (enter 10 digits only and hit the Tab key) (607) 273-4074
1.14 Fax Number (enter 10 digits only) (607) 272-7475
1.15 System Home Page URL www.flls.org
1.16 URL of the system's complete Plan of Service www.flls.org/wp-content/uploads/2013/02/FiveYearPlanofService.pdf
1.17 Population Chartered to Serve (2010 Census) 317,302
1.18 Area Chartered to Serve (square miles) 2507
1.19 Federal Employer Identification Number 150613223
1.20 County Tompkins
1.21 County (Counties) Served Cayuga, Cortland, Seneca, Tioga, Tompkins
1.22 School District Ithaca City School District
1.23 Title of System Director: (drop-down): Mr., Mrs., Ms., Miss, Dr. Ms.
1.24 First Name of System Director Amy
1.25 Last Name of System Director Starr Zuch
1.26 NYS Public Librarian Certification Number of the Director of Public Library System, and Reference and Research Library Resources System. 20190
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
AZUCH@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
Amanda Schiavulli

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

1. Name of Contracting Municipality or District
N/A

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

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

4. Dollar amount of contract
N/A

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

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

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
1 FTE
2.5 Public Library System Director per CR 90.3(f) - Vacant Position 0 FTE
2.10 Librarians - Filled Position(s) FTE 3.5
2.11 Librarians - Vacant Position(s) FTE 1
2.12 Outreach Coordinator (certified) per CR 90.3 (1)(2)(iii) - Filled Position FTE 0.5
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 + 2.6 + 2.8 + 2.10 + 2.12) 5.00
2.15 Total Certified Librarians - Vacant Position(s) FTE (total questions 2.5 + 2.7 + 2.9 + 2.11 + 2.13) 1.00
2.16 Total Other Professional Staff - Filled Position(s) FTE 5.86
2.17 Total Other Professional Staff - Vacant Position(s) FTE 0
2.18 Total Other Staff - Filled Position(s) FTE 5.43
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) 16.29
2.21 Total Paid Staff - Vacant Position(s) FTE (total questions 2.15 + 2.17 + 2.19) 1.00

SALARY INFORMATION
2.22 Entry-Level Librarian (certified) FTE 1
2.23 Entry-Level Librarian (certified) Current Annual Salary $50,000
2.24 System Director FTE 1
2.25 System Director Current Annual Salary $80,000

3. System Membership, Outlets and Governance
PUBLIC SERVICE OUTLETS
3.9 Number of member libraries 33
3.15 Main Library/System Headquarters 1
3.16 Branches 0
3.17 Bookmobiles 0
3.18 Reading Centers 0

15
3.19 Other Outlets
3.20 Total Public Service Outlets (total questions 3.15 through 3.19) 16
3.21 Name of Central Library/Co-Central Libraries Tompkins County Public Library

BOARD/COUNCIL MEETINGS
3.22 Total number of public library system/3Rs board meetings or school library system council meetings held during reporting year 7
3.24 Number of voting positions on system board/council 11
3.25 Board/Council Selection - Enter Board/Council Selection Code (select one; drop-down). If O is selected, please use the State note to explain how members were named to the Board/Council.

SYSTEM BOARD/COUNCIL
Public Library Systems - enter information for the period January 1, 2014, through December 31, 2014.
School Library Systems and 3Rs Systems - enter information for the period July 1, 2014, through June 30, 2015

President/Council Chair
3.26 Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Mr.
3.27 First Name Gregg
3.28 Last Name Kiehl
3.29 Institutional Affiliation TC3 Community College
3.30 Professional Title Library Director
3.31 Mailing Address 2352 Holler ROad
3.32 City Cortland
3.33 Zip Code (enter five digits only) 13045
3.34 Telephone for the Board President (enter 10 digits only and hit the Tab key) (607) 844-8211
3.35 E-mail Address kiehlg@tc3.edu
3.36 Term Begins - Month January
3.37 Term Begins - Year (yyyy) 2014
3.38 Term Expires - Month or N/A December
3.39 Term Expires - Year (YYYY) or N/A 2017
3.40 The date the board president took the Oath of Office (mm/dd/yyyy) 02/19/2014
3.41 The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 02/20/2014

3.42 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 2-10 of the repeating group.

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

2. First Name Mary Jo
3. Last Name Mashlykin
4. Institutional Affiliation Retired Teacher
5. Professional Title 8 Fifth Avenue
6. Mailing Address Cortland
7. City 13045
8. Zip Code (enter five digits only)
9. Term Begins - Month January
10. Term Begins - Year (yyyy) 2011
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) or N/A 2015
13. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/26/2011
14. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/28/2011
15. Is this a brand new trustee? N

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

2. First Name Amoret
3. Last Name Ouimett
4. Institutional Affiliation Retired Teacher
5. Professional Title 25 Morningside Drive
6. Mailing Address Cortland
7. City 13045
8. Zip Code (enter five digits only)
9. Term Begins - Month January
10. Term Begins - Year (yyyy) 2011
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) or N/A 2015
13. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/26/2011
14. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/28/2011
15. Is this a brand new trustee? N
<table>
<thead>
<tr>
<th>1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant</th>
<th>Ms.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. First Name</td>
<td>Deborah</td>
</tr>
<tr>
<td>3. Last Name</td>
<td>Jones</td>
</tr>
<tr>
<td>4. Institutional Affiliation</td>
<td>Retired Teacher</td>
</tr>
<tr>
<td>5. Professional Title</td>
<td></td>
</tr>
<tr>
<td>6. Mailing Address</td>
<td>11 Courtney Drive</td>
</tr>
<tr>
<td>7. City</td>
<td>Seneca Falls</td>
</tr>
<tr>
<td>8. Zip Code (enter five digits only)</td>
<td>13148</td>
</tr>
<tr>
<td>9. Term Begins - Month</td>
<td>January</td>
</tr>
<tr>
<td>10. Term Begins - Year (yyyy)</td>
<td>2011</td>
</tr>
<tr>
<td>11. Term Expires - Month or N/A</td>
<td>December</td>
</tr>
<tr>
<td>12. Term Expires - Year (YYYY) or N/A</td>
<td>2015</td>
</tr>
<tr>
<td>13. The date the trustee took the Oath of Office (mm/dd/yyyy)</td>
<td>01/26/2011</td>
</tr>
<tr>
<td>14. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)</td>
<td>01/28/2011</td>
</tr>
<tr>
<td>15. Is this a brand new trustee?</td>
<td>N</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant</th>
<th>Ms.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. First Name</td>
<td>Christine</td>
</tr>
<tr>
<td>3. Last Name</td>
<td>Griffin</td>
</tr>
<tr>
<td>4. Institutional Affiliation</td>
<td>Retired</td>
</tr>
<tr>
<td>5. Professional Title</td>
<td></td>
</tr>
<tr>
<td>6. Mailing Address</td>
<td>743 Cobb Street</td>
</tr>
<tr>
<td>7. City</td>
<td>Groton</td>
</tr>
<tr>
<td>8. Zip Code (enter five digits only)</td>
<td>13073</td>
</tr>
<tr>
<td>9. Term Begins - Month</td>
<td>January</td>
</tr>
<tr>
<td>10. Term Begins - Year (yyyy)</td>
<td>2009</td>
</tr>
<tr>
<td>11. Term Expires - Month or N/A</td>
<td>December</td>
</tr>
<tr>
<td>12. Term Expires - Year (YYYY) or N/A</td>
<td>2014</td>
</tr>
<tr>
<td>13. The date the trustee took the Oath of Office (mm/dd/yyyy)</td>
<td>01/26/2011</td>
</tr>
<tr>
<td>14. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)</td>
<td>01/28/2011</td>
</tr>
<tr>
<td>15. Is this a brand new trustee?</td>
<td>N</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant</th>
<th>Ms.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. First Name</td>
<td>Patricia</td>
</tr>
<tr>
<td>3. Last Name</td>
<td>Shaffer</td>
</tr>
<tr>
<td>4. Institutional Affiliation</td>
<td>Cayuga Medical Center</td>
</tr>
</tbody>
</table>
1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant
   Sally
2. First Name
3. Last Name
4. Institutional Affiliation
5. Professional Title
6. Mailing Address
7. City
8. Zip Code (enter five digits only)
9. Term Begins - Month
10. Term Begins - Year (yyyy)
11. Term Expires - Month or N/A
12. Term Expires - Year (YYYY) or N/A
13. The date the trustee took the Oath of Office (mm/dd/yyyy)
14. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)
15. Is this a brand new trustee?

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Sally
Mr.
Eller
Retired Teacher
51 South Main Street
Newark Valley
51 South Main Street
Newark Valley
13811
January
2014
December
2015
02/19/2014
02/20/2014
Y

---

Ellen
Ms.
Baker Wikstrom
Retired Librarian
337 Ellis Point Road
Aurora
337 Ellis Point Road
Aurora
14521
January
2009
December
2014
01/25/2012
01/31/2012
N

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Ms.
N/A
Retired Librarian
337 Ellis Point Road
Aurora
13026
January
2010
11. Term Expires - Month or N/A: December
12. Term Expires - Year (YYYY) or N/A: 2014
13. The date the trustee took the Oath of Office (mm/dd/yyyy): 01/26/2011
14. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy): 01/28/2011
15. Is this a brand new trustee? N

1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant: Ms.
2. First Name: Sue
3. Last Name: Ahner
4. Institutional Affiliation: Retired Administrator
5. Professional Title: Retired Administrator
6. Mailing Address: 3092 East Genesse Street
7. City: Auburn
8. Zip Code (enter five digits only): 13021
9. Term Begins - Month: January
10. Term Begins - Year (yyyy): 2011
11. Term Expires - Month or N/A: December
12. Term Expires - Year (YYYY) or N/A: 2014
13. The date the trustee took the Oath of Office (mm/dd/yyyy): 01/26/2012
14. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy): 02/02/2012
15. Is this a brand new trustee? N

1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant: Ms.
2. First Name: Barbara
3. Last Name: Melvin
4. Institutional Affiliation: Retired Librarian
5. Professional Title: Retired Librarian
6. Mailing Address: 846 Hayts Rd
7. City: Ithaca
8. Zip Code (enter five digits only): 14850
9. Term Begins - Month: January
10. Term Begins - Year (yyyy): 2014
11. Term Expires - Month or N/A: December
12. Term Expires - Year (YYYY) or N/A: 2018
13. The date the trustee took the Oath of Office (mm/dd/yyyy): 03/26/2014
14. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 03/27/2014
15. Is this a brand new trustee? Y

1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Ms.
2. First Name Georgianna
3. Last Name Horvath
4. Institutional Affiliation Tioga Adult Learning Center
5. Professional Title Program Manager
6. Mailing Address 2301 Ellis Creek Rd
7. City Lockwood
8. Zip Code (enter five digits only) 14859
9. Term Begins - Month January
10. Term Begins - Year (/yyyy) 2014
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) or N/A 2018
13. The date the trustee took the Oath of Office (mm/dd/yyyy) 03/26/2014
14. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 03/27/2014
15. Is this a brand new trustee? Y

COORDINATED OUTREACH COUNCIL

3.43 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).

Coordinated Outreach Council Members - complete one record for each Council Member for the period January 1, 2013, through December 31, 2013. For each vacant position, select "Vacant" in question 1 and enter N/A in questions 2-5 of the repeating group.

1. Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Ms.
2. First Name ANDREA
3. Last Name ABBOTT
4. Institutional Affiliation AUBURN CORRECTIONAL FACILITY
5. Professional Title GENERAL LIBRARIAN

1. Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Mr.
2. First Name MICHAEL
3. Last Name CARAHER
4. Institutional Affiliation SENECA FALLS LIBRARY
5. Professional Title DIRECTOR
<table>
<thead>
<tr>
<th>Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant</th>
<th>Vacant</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>GEORGIANNA</td>
</tr>
<tr>
<td>Last Name</td>
<td>HORVATH</td>
</tr>
<tr>
<td>Institutional Affiliation</td>
<td>LITERACY VOLUNTEERS OF BROOME &amp; TIOGA COUNTIES</td>
</tr>
<tr>
<td>Professional Title</td>
<td>LITERACY TUTOR</td>
</tr>
<tr>
<td>Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant</td>
<td>Vacant</td>
</tr>
<tr>
<td>First Name</td>
<td>SAOIRSE</td>
</tr>
<tr>
<td>Last Name</td>
<td>MCCLORY</td>
</tr>
<tr>
<td>Institutional Affiliation</td>
<td>HOSPICARE</td>
</tr>
<tr>
<td>Professional Title</td>
<td>COMMUNITY OUTREACH COORDINATOR</td>
</tr>
<tr>
<td>Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant</td>
<td>Vacant</td>
</tr>
<tr>
<td>First Name</td>
<td>SALLY</td>
</tr>
<tr>
<td>Last Name</td>
<td>OTIS</td>
</tr>
<tr>
<td>Institutional Affiliation</td>
<td>HAZARD LIBRARY</td>
</tr>
<tr>
<td>Professional Title</td>
<td>DIRECTOR</td>
</tr>
<tr>
<td>Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant</td>
<td>Vacant</td>
</tr>
<tr>
<td>First Name</td>
<td>DIANA</td>
</tr>
<tr>
<td>Last Name</td>
<td>RUMSEY</td>
</tr>
<tr>
<td>Institutional Affiliation</td>
<td>FOOD BANK OF SOUTHERN TIER</td>
</tr>
<tr>
<td>Professional Title</td>
<td>DIRECTOR OF MAJOR GIFTS</td>
</tr>
<tr>
<td>Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant</td>
<td>Vacant</td>
</tr>
<tr>
<td>First Name</td>
<td>Monica</td>
</tr>
<tr>
<td>Last Name</td>
<td>Voionmaa</td>
</tr>
<tr>
<td>Institutional Affiliation</td>
<td>FINGER LAKES INDEPENDENCE CENTER</td>
</tr>
<tr>
<td>Professional Title</td>
<td>EDUCATION OUTREACH COORDINATOR</td>
</tr>
<tr>
<td>Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant</td>
<td>Vacant</td>
</tr>
<tr>
<td>First Name</td>
<td>Melinda</td>
</tr>
<tr>
<td>Last Name</td>
<td>Appleby</td>
</tr>
<tr>
<td>Institutional Affiliation</td>
<td>Five Points Correctional Facility</td>
</tr>
<tr>
<td>Professional Title</td>
<td>General Librarian</td>
</tr>
</tbody>
</table>

4. Public Library System Trans and Collection
4.1 Number of registered system borrowers 74
4.2 Total system circulation 4,296
4.3 System Visits 46

SYSTEM HOLDINGS
4.4 Total Cataloged Book Holdings 49,089
4.5 Non-Cataloged Book Holdings 0
4.6 Total Print Serial Holdings 398
4.7 All Other Print Materials Holdings 0
4.8 Total Electronic Holdings 5,381
4.9 All Other Holdings 266
4.10 Grand Total Holdings (total questions 4.4 through 4.9) 55,134

ROTATING COLLECTIONS/BOOK LOANS
4.11 Does the system have rotating collections/bulk loans? (Enter Y for Yes, N for No) Y
4.12 Number of collections 16
4.13 Average number of items per collection 37

5. System Services
TECHNOLOGY AND RESOURCE SHARING

INTEGRATED LIBRARY SYSTEM (ILS)
5.1 Does the system provide an integrated library automation system (ILS) for its member libraries? (Enter Y for Yes, N for No) Y
5.2 Indicate which modules of the system's ILS have been implemented (check all that apply):
   a. Circulation Yes
   b. Public Access Catalog Yes
   c. Cataloging Yes
   d. Acquisitions Yes
   e. Inventory Yes
   f. Serials Control No
   g. Media Booking No
   h. Community Information No
   i. Electronic Resource Management Yes
   j. Digital Collections Management No
5.3 Identify ILS system vendor Polaris
5.4 How many member libraries fully participate in the ILS? 33
5.5 % of member libraries participating (calculated field) 100.00%
5.6 How many member libraries participate in some ILS modules? 33

5.7 Indicate features of the system's ILS (check all that apply):

a. ILS shared with other library systems No
b. ILS software permits patron-initiated ILL Yes
c. ILL feature implemented and used Yes

5.8 Number of titles in the ILS bibliographic database 490,892
5.9 Number of new titles added by the system in the reporting year 528
5.10 Number of Central Library Aid titles added in the reporting year 517
5.11 Number of new titles added by the members in the reporting year 16,135
5.12 Total new titles (total questions 5.9 through 5.11) 17,180

UNION CATALOG OF RESOURCES
5.13 How many libraries participate in (or submit records for) the union catalog? 34
5.14 Is the system's union catalog shared with any other library system(s)? (Enter Y for Yes, N for No) N
5.15 Number of titles in the system's union catalog 490,892
5.16 Number of holdings in the system's union catalog 1,138,095
5.17 Number of new titles added in the last year 26,069
5.18 Number of holdings added in the last year 86,860

UNION LIST OF SERIALS
5.19 Does the system have a union list of serials? (Enter Y for Yes, N for No. If No, enter zero (0) on question 5.20.) Y
5.20 How many libraries participate in (or submit records for) the union list of serials? 34

COMBINED SYSTEM UNION CATALOG AND UNION LIST OF SERIALS
5.21 Does the system's union catalog contain both books and serials? (Enter Y for Yes, N for No, or N/A) Y

VIRTUAL CATALOG
5.22 Does the system provide a virtual catalog for member libraries? (Enter Y for Yes, No for No, or N/A) Y

5.23 How many Internet-accessible member library catalogs are included in the virtual catalog? 33

5.24 How many member libraries have holdings included in a database that serves as a link of the virtual catalog? 33

5.25 Indicate the features of the system's virtual catalog (check all that apply):
   a. Non-member catalogs are included (if checked, please name non-member catalogs using the State note) Yes
   b. Non-library catalogs are included (if checked, please name non-library catalogs using the State note) No
   c. Responses are mediated No
   d. Patron-initiated ILL available and used through this catalog Yes
   e. N/A No

5.26 Does the library system provide access to member library catalogs which are not Internet accessible through the virtual catalog? (Enter Y for Yes, N for No) If yes, please describe using the State note. N

VISITS TO THE SYSTEM'S WEB SITE
5.27 Annual number of visits to the system's web site 139,078

STATEWIDE INTERNET LIBRARIES (FORMERLY NOVELNY-READY LIBRARIES)
5.28 How many of the system's member libraries have achieved Basic Statewide Internet Library-ready status? 32
5.29 How many of the system's member libraries have achieved Advanced Statewide Internet Library-ready status? 1
5.30 How many of the system's member libraries have achieved Leader Statewide Internet Library-ready status? 0
5.31 Total Statewide Internet Library-Ready Libraries (total questions 5.28 through 5.30) 33

SYSTEM INTERLIBRARY LOAN ACTIVITY
5.32 Total items provided (loaned) 7,453
5.33 Total items received (borrowed) 4,968
5.34 Total requests provided (loaned) unfilled 1,743
5.35 Total requests received (borrowed) unfilled 1,014
5.36 Total interlibrary loan activity (total questions 5.32 through 5.35) 15,178

DELIVERY

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

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

5.39 Number of stops (pick-up and delivery sites per week) 122

CONTINUING EDUCATION/STAFF DEVELOPMENT

Workshops/Meetings/Training Sessions

Resource sharing (ILL, collection development, etc.)
5.40 Number of sessions 14
5.41 Number of participants 101

Technology
5.42 Number of sessions 6
5.43 Number of participants 33

Digitization
5.44 Number of sessions 0
5.45 Number of participants 0

Leadership
5.46 Number of sessions 1
5.47 Number of participants 16

Management & Supervisory
5.48 Number of sessions 0
5.49 Number of participants 0

Planning and Evaluation
5.50 Number of sessions 2
5.51 Number of participants 2

Awareness and Advocacy
5.52 Number of sessions 0
5.53 Number of participants 0

Trustee/Council Training
5.54 Number of sessions 2
5.55 Number of participants 44

Special Client Populations
<table>
<thead>
<tr>
<th>5.56</th>
<th>Number of sessions</th>
<th>0</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.57</td>
<td>Number of participants</td>
<td>0</td>
</tr>
</tbody>
</table>

**Children’s Services/Elementary Grade Levels**

<table>
<thead>
<tr>
<th>5.58</th>
<th>Number of sessions</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.59</td>
<td>Number of participants</td>
<td>49</td>
</tr>
</tbody>
</table>

**Young Adult Services/Middle and High School Grade Levels**

<table>
<thead>
<tr>
<th>5.60</th>
<th>Number of sessions</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.61</td>
<td>Number of participants</td>
<td>18</td>
</tr>
</tbody>
</table>

**General Adult Services**

<table>
<thead>
<tr>
<th>5.62</th>
<th>Number of sessions</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.63</td>
<td>Number of participants</td>
<td>11</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>1. Topic</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Number of sessions</td>
<td>N/A</td>
</tr>
<tr>
<td>3. Number of participants</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Grand Total Sessions** (total questions 5.40, 5.42, 5.44, 5.46, 5.48, 5.50, 5.52, 5.54, 5.56, 5.58, 5.60, 5.62 and total of question #2 of Repeating Group #5)

31

**Grand Total Participants** (total questions 5.41, 5.43, 5.45, 5.47, 5.49, 5.51, 5.53, 5.55, 5.57, 5.59, 5.61, 5.63 and total of question #3 of Repeating Group #5)

274

**COORDINATED SERVICES**

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

a. Coordinated purchase of print materials  Yes
b. Coordinated purchase of non-print materials  No
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
CONSULTING AND TECHNICAL ASSISTANCE SERVICES

5.68 Number of contacts - Consulting with member libraries on grants, and state and federal funding
Consulting with member libraries on grants, and state and federal funding 123

5.69 Number of contacts - Consulting with member libraries on funding and governance
Consulting with member libraries on funding and governance 176

5.70 Number of contacts - Consulting with member libraries on charter and registration work
Consulting with member libraries on charter and registration work 50

5.71 Number of contacts - Consulting with member libraries on automation and technology
Consulting with member libraries on automation and technology 922

5.72 Number of contacts - Consulting with member libraries on youth services
Consulting with member libraries on youth services 436

5.73 Number of contacts - Consulting with member libraries on adult services
Consulting with member libraries on adult services 66

5.74 Number of contacts - Consulting with member libraries on physical plant needs
Consulting with member libraries on physical plant needs 50

5.75 Number of contacts - Consulting with member libraries on personnel and management issues
Consulting with member libraries on personnel and management issues 77

5.76 Number of contacts - Consulting with state and county correctional facilities
Consulting with state and county correctional facilities 46

5.77 Number of contacts - Providing information to local, county, and state legislators and their staffs
Providing information to local, county, and state legislators and their staffs 150

5.78 Number of contacts - Providing system and member library information to the media
Providing system and member library information to the media 10

5.79 Number of contacts - Providing website development and maintenance for member libraries
Providing website development and maintenance for member libraries 10

5.80 Does the system provide other Consulting and Technical Assistance Services not listed above? Enter Y for Yes, N for No. If Yes, complete one record for each topic. If No, enter N/A for questions 1 and 2 of one repeating group. Y
1. Topic NYS Tax Cap
2. Number of contacts (all types) 50
1. Topic Trustee Education
2. Number of contacts (all types) 75
1. Topic Outreach
2. Number of contacts (all types) 32

5.81 **Total other contacts** (total of question #2 of Repeating Group #6) 157

5.82 **Total number of contacts** (total of questions 5.68 through 5.79 and 5.81) 2,273

**REFERENCE SERVICES**

5.83 Total Reference Transactions 2,844

**SERVICES TO SPECIAL CLIENTS**

(Direct and Contractual)

5.84 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 No
e. Services for patrons who are members of ethnic or minority groups in need of special library services No
f. Services to patrons who are in institutions Yes
g. Services for unemployed and underemployed individuals No
i. N/A No

5.85 Number of BOOKS BY MAIL loans N/A

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

5.87 Number of State Correctional Facilities libraries served 4

5.88 Number of County Jails libraries served 5

5.89 Number of institutions served other than jails or correctional facilities 7
5.90 Does the system provide other special client services not listed above? If yes, complete one record for each service provided. If no, enter N/A in questions 1 and 2 of one repeating group.

1. Service provided
   N/A

2. Number of facilities/institutions served
   N/A

5.91 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 5.92.

Y

5.92 Description of fees
   The system charges for Polaris, our Integrated Library System, and associated technology costs such as software and hardware upgrades, IT staff salaries, equipment, and a capital reserve for future ILS upgrades.

6. Operating Funds Receipts

LOCAL PUBLIC FUNDS

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

Y

1. County Name
   Cortland

2. Amount
   $3,500

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

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

Cayuga

1. County Name
   Cayuga

2. Amount
   $2,750

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

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

Seneca

1. County Name
   Seneca

2. Amount
   $5,670

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

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

Tioga

1. County Name
   Tioga

2. Amount
   $6,000

3. Subject to Public Vote (Enter Y for Yes, N for No, or N/A)
   N
4. Written Contract (Enter Y for Yes, N for No, or N/A)  Y
1. County Name  Tompkins
2. Amount  $14,478
3. Subject to Public Vote (Enter Y for Yes, N for No, or N/A)  N
4. Written Contract (Enter Y for Yes, N for No, or N/A)  Y
6.2 Total County Funding  $32,398
6.3 All Other Local Public Funds  $0
6.4 Total Local Public Funds  $32,398

STATE AID RECEIPTS
6.5 Adult Literacy Library Services Grants  $6,391
6.6 Central Library Development Aid  $88,071
6.7 Central Book Aid  $59,973
6.8 Conservation/Preservation Grants  $0
6.9 Construction for Public Libraries Aid  $0
6.10 Coordinated Outreach Services Aid  $70,666
6.11 Correctional Facilities Library Aid  $37,870
6.12 County Jails Library Aid  $2,666
6.14 Family Literacy Grants  $7,955
6.18 Kept at System Headquarters  $0
6.19 Distributed to members  $79,021
6.20 Total LLSA (total questions 6.18 and 6.19)  $79,021
6.21 Local Services Support Aid  $70,036
6.22 Local Consolidated Systems Aid  $0
6.26 Public Library System Basic Aid  $751,936
6.31 Regional Bibliographic Data Bases (RBDB) Grant(s) from 3Rs  $0
6.35 Special Legislative Grants and Member Items  $196,000
6.36 Supplementary System Aid  $114,934
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. N
(Report Special Legislative Grants and Member Items on Q 6.35).

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, question 6.17, questions 6.20 through 6.22, questions 6.25 through 6.27, questions 6.30 through 6.41, and question 6.43) $1,485,519

FEDERAL AID

6.45 Library Services and Technology Act (LSTA) $15,120

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

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

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

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

6.48 Total Federal Aid (total questions 6.45 and 6.47) $15,120

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

6.49 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 Cornell Alternatives Library
2. Contracted Service cataloging services
3. Total Contract Amount $528
1. Contracting Agency: Member Libraries
2. Contracted Service: Technology Services
3. Total Contract Amount: $254,062
1. Contracting Agency: Tompkins County Public Library
2. Contracted Service: Delivery to Reading Centers
3. Total Contract Amount: $420

6.50 Total Contracts (total question #3 of Repeating Group #11 above) $255,010

MISCELLANEOUS RECEIPTS

6.51 Gifts, Endowments, Fundraising, Foundations (include Gates Grants here; specify project number(s) and dollar amount using the state note) $58,600

6.53 Income from Investments $5,002

6.54 Real Property $0

6.55 Equipment $6,050

6.56 Does the system have other miscellaneous receipts in categories not listed in questions 6.51 through 6.55? Y

Enter Y for Yes, N for No.

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

1. Receipt category: Member Library Fines
2. Amount: $2,558

1. Receipt category: Library Charges
2. Amount: $56

1. Receipt category: Erate
2. Amount: $6,537

6.57 Total Other Miscellaneous Receipts (total question #2 of Repeating Group #12 above) $9,151

6.58 Total Miscellaneous Receipts (total questions 6.51 through 6.55 and question 6.57) $78,803

6.59 TOTAL OPERATING FUND RECEIPTS - Total Local Public Funds, Total State Aid, Total Federal Aid, Total Contracts, and Total Miscellaneous Receipts (total questions 6.4, 6.44, 6.48, 6.50, and 6.58) $1,866,850

6.60 BUDGET LOANS $0

TRANSFERS

6.61 From Capital Fund (Same as question 9.6) $0

$0
6.62 From Other Funds

6.63 **Total Transfers** (total questions 6.61 and 6.62) $0

6.64 CASH BALANCE - Beginning of Current Fiscal Reporting Year:
Public Library Systems - January 1, 2013; 3Rs - July 1, 2013. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2012; 3Rs - June 30, 2013.) $1,140,698

6.67 GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS, AND BALANCE/ROLLOVER
(Public Library Systems and 3Rs - total questions 6.59, 6.60, 6.63 and 6.64 - must agree with question 7.83) (School Library Systems - total questions 6.59, 6.65 and 6.66 - must agree with question 7.83)

### 7. Operating Fund Disbursements

#### STAFF EXPENDITURES

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.1 System Director and Librarians</td>
<td>$216,109</td>
</tr>
<tr>
<td>7.2 Other Staff</td>
<td>$369,502</td>
</tr>
<tr>
<td>7.3 <strong>Total Salary and Wages Expenditures</strong> (total questions 7.1 and 7.2)</td>
<td>$585,611</td>
</tr>
<tr>
<td>7.4 Employee Benefits Expenditures</td>
<td>$282,025</td>
</tr>
<tr>
<td>7.5 <strong>Total Staff Expenditures</strong> (total questions 7.3 and 7.4)</td>
<td>$867,636</td>
</tr>
</tbody>
</table>

#### COLLECTION EXPENDITURES

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.6 Print Materials Expenditures</td>
<td>$11,044</td>
</tr>
<tr>
<td>7.7 Electronic Materials Expenditures</td>
<td>$39,484</td>
</tr>
<tr>
<td>7.8 Other Materials Expenditures</td>
<td>$13,779</td>
</tr>
<tr>
<td>7.9 <strong>Total Collection Expenditures</strong> (total questions 7.6 through 7.8)</td>
<td>$64,307</td>
</tr>
</tbody>
</table>

#### GRANTS TO MEMBER LIBRARIES
Cash Grants Paid From

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>7.10 Local Library Services Aid (LLSA)</td>
<td>$79,021</td>
</tr>
<tr>
<td>7.11 Central Library Aid (CLDA/CBA)</td>
<td>$147,303</td>
</tr>
<tr>
<td>7.15 Other State Aid/Grants (e.g., Construction, Special Legislative or Member Grants)</td>
<td>$188,800</td>
</tr>
<tr>
<td>Question</td>
<td>Description</td>
</tr>
<tr>
<td>----------</td>
<td>-------------------------------------------------------</td>
</tr>
<tr>
<td>7.16</td>
<td>Federal Aid</td>
</tr>
<tr>
<td>7.17</td>
<td>Other cash grants paid from system funds</td>
</tr>
<tr>
<td>7.18</td>
<td>Total Cash Grants (total questions 7.10 through 7.17)</td>
</tr>
<tr>
<td>7.19</td>
<td>Book/Library Materials Grants</td>
</tr>
<tr>
<td>7.20</td>
<td>Other Non-Cash Grants</td>
</tr>
<tr>
<td>7.21</td>
<td>Total Grants to Member Libraries (total questions 7.18 through 7.20)</td>
</tr>
</tbody>
</table>

**CAPITAL EXPENDITURES FROM OPERATING FUNDS**

<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.22</td>
<td>Bookmobile</td>
<td>N/A</td>
</tr>
<tr>
<td>7.23</td>
<td>Other Vehicles</td>
<td>$0</td>
</tr>
<tr>
<td>7.24</td>
<td>Computer Equipment</td>
<td>$5,477</td>
</tr>
<tr>
<td>7.25</td>
<td>Furniture/Furnishings</td>
<td>$0</td>
</tr>
<tr>
<td>7.26</td>
<td>Other Capital Expenditures</td>
<td>$0</td>
</tr>
<tr>
<td>7.27</td>
<td>Total Capital Expenditures from Operating Fund (total questions 7.22 through 7.26)</td>
<td>$5,477</td>
</tr>
</tbody>
</table>

**TOTAL CAPITAL EXPENDITURES BY SOURCE OF FUNDS**

<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.28</td>
<td>From Local Public Funds (71PF)</td>
<td>$0</td>
</tr>
<tr>
<td>7.29</td>
<td>From Other Funds (71OF)</td>
<td>$5,477</td>
</tr>
<tr>
<td>7.30</td>
<td>Total Capital Expenditures by Source (total questions 7.28 and 7.29; same as question 7.27)</td>
<td>$5,477</td>
</tr>
</tbody>
</table>

**OPERATION AND MAINTENANCE OF BUILDINGS**

<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.31</td>
<td>From Local Public Funds (72PF)</td>
<td>$0</td>
</tr>
<tr>
<td>7.32</td>
<td>From Other Funds (72OF)</td>
<td>$0</td>
</tr>
<tr>
<td>7.33</td>
<td>Total Repairs to Buildings and Building Equipment (total questions 7.31 and 7.32)</td>
<td>$0</td>
</tr>
<tr>
<td>7.34</td>
<td>Other Building &amp; Maintenance Expenses</td>
<td>$86,331</td>
</tr>
<tr>
<td>7.35</td>
<td>Total Operation and Maintenance of Buildings (total questions 7.33 and 7.34)</td>
<td>$86,331</td>
</tr>
</tbody>
</table>

**MISCELLANEOUS EXPENSES**

<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.36</td>
<td>Total Operation &amp; Maintenance of Bookmobiles and Other Vehicles</td>
<td>$19,894</td>
</tr>
<tr>
<td>7.37</td>
<td>Office and Library Supplies</td>
<td>$14,889</td>
</tr>
<tr>
<td>7.38</td>
<td>Telecommunications</td>
<td>$30,317</td>
</tr>
<tr>
<td>7.39</td>
<td>Binding Expenses</td>
<td>$0</td>
</tr>
<tr>
<td>7.40</td>
<td>Postage and Freight</td>
<td>$8,883</td>
</tr>
<tr>
<td>7.41</td>
<td>Publicity and Printing</td>
<td>$3,748</td>
</tr>
<tr>
<td>7.42</td>
<td>Travel</td>
<td>$8,902</td>
</tr>
</tbody>
</table>
7.43 Fees for Consultants and Professionals $26,507
7.44 Membership Dues $2,998
7.46 Does the system have other miscellaneous expenses in categories not listed in questions 7.36 through 7.45? Y

Enter Y for Yes, N for No.

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

1. Expense category OCLC
2. Amount $12,860

1. Expense category R&E Repai
2. Amount $7,205

1. Expense category Software
2. Amount $4,932

1. Expense category ILS
2. Amount $66,361

1. Expense category Overdrive
2. Amount $12,000

7.47 Total Other Miscellaneous Expenses (total question #2 of Repeating Group #13) $103,358

7.48 Total Miscellaneous Expenses (total questions 7.36 through 7.45 and 7.47) $219,496

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

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

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) N/A
2. Contracted Service (specify using the State note) N/A
3. Total Contract Amount N/A

7.50 Total Contracts (total question #3 of Repeating Group #14 above) $0

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

7.51 From Local Public Funds (73PF) $0
7.52 From Other Funds (73OF) $0

7.53 Total Capital Purposes Loans (total questions 7.51 and 7.52) $0

7.54 Other Loans $0

Total Debt Service $0
7.55 \((total\ questions\ 7.53\ and\ 7.54)\) $0

7.56 \(TOTAL\ TOTAL\ DISBURSEMENTS\ -\ Total\ Staff\ Expenditures,\ Total\ Collection\ Expenditures,\ Total\ Grants\ to\ Member\ Libraries,\ Total\ Capital\ Expenditures,\ Total\ Operation\ and\ Maintenance\ of\ Buildings,\ Total\ Miscellaneous\ Expenses,\ Total\ Contracts,\ and\ Total\ Debt\ Service\ (total\ questions\ 7.5,\ 7.9,\ 7.21,\ 7.27,\ 7.35,\ 7.48,\ 7.50,\ and\ 7.55)\)

$1,688,250

7.57 \(Transfers\ to\ the\ Capital\ Fund\)

7.57 From Local Public Funds \((76PF)\) $0

7.58 From Other Funds \((76OF)\) $395,794

7.59 \(Total\ Transfers\ to\ Capital\ Fund\ (total\ questions\ 7.57\ and\ 7.58;\ same\ as\ question\ 8.2)\) $395,794

7.60 \(Total\ Transfers\ to\ Other\ Funds\) $31,287

7.61 \(Total\ Transfers\ (total\ questions\ 7.59\ and\ 7.60)\) $427,081

7.62 \(TOTAL\ DISBURSEMENTS\ AND\ TRANSFERS\ (total\ questions\ 7.56\ and\ 7.61)\) $2,115,331

7.63 \(CLOSING\ CASH\ BALANCE\ at\ the\ End\ of\ the\ Current\ Fiscal\ Reporting\ Year\ (For\ Public\ Library\ Systems\ -\ December\ 31,\ 2013)\ (For\ 3Rs\ -\ June\ 30,\ 2014)\) $892,217

7.83 \(GRAND\ TOTAL\ DISBURSEMENTS,\ TRANSFERS,\ &\ BALANCE/ROLLOVER\ (total\ questions\ 7.62,\ 7.63,\ 7.73,\ and\ 7.82)\) $3,007,548

FISCAL AUDIT

7.84 \(Last\ audit\ performed\ (mm/dd/yyyy)\) 06/19/2013

7.85 \(Time\ period\ covered\ by\ this\ audit\ (mm/dd/yyyy - mm/dd/yyyy)\) 01/01/2012-12/31/2012

7.86 \(Indicate\ type\ of\ audit\ (select\ one\ from\ drop-down):\) Private Accounting Firm

ACCOUNT INFORMATION

Complete one record for each financial account
1. Name of bank or financial institution  
   Tompkins Trust Company

2. Amount of funds on deposit  
   $1,063,414

7.87 **Total Bank Balance** (total question #2 of Repeating Group #15)  
   $1,063,414

7.88 Does the system have a Capital Fund? Enter Y for Yes, N for No. If yes, please complete the Capital Fund Report. If no, stop here.  
   Y

---

### 8. Capital Fund Receipts

<table>
<thead>
<tr>
<th>Question</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.1 <strong>Total Revenue From Local Sources</strong></td>
<td>$0</td>
</tr>
<tr>
<td>8.2 <strong>Transfer From Operating Fund</strong></td>
<td>$395,794</td>
</tr>
<tr>
<td>(same as question 7.59)</td>
<td></td>
</tr>
</tbody>
</table>

**STATE AID FOR CAPITAL PROJECTS**

<table>
<thead>
<tr>
<th>Question</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.3 State Aid Received for Construction</td>
<td>$0</td>
</tr>
</tbody>
</table>

**ALL OTHER AID AND/OR GRANTS FOR CAPITAL PROJECTS**

<table>
<thead>
<tr>
<th>Question</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>N</td>
</tr>
<tr>
<td>8.5 <strong>Total Aid and/or Grants</strong> (total question #2 of Repeating Group #16 above)</td>
<td>$0</td>
</tr>
</tbody>
</table>

**TOTAL RECEIPTS - Revenues from Local Sources, Interfund Revenue, State Aid for Capital Projects, and Total Federal Aid** (total questions 8.1, 8.2, 8.3, and 8.5)  
   $395,794

<table>
<thead>
<tr>
<th>Question</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.6 <strong>NONREVENUE RECEIPTS</strong></td>
<td>0</td>
</tr>
<tr>
<td>8.7 <strong>TOTAL RECEIPTS - Total Receipts and Nonrevenue Receipts</strong> (total questions 8.6 and 8.7)</td>
<td>$395,794</td>
</tr>
</tbody>
</table>
CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2013; 3Rs - July 1, 2013. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2012; 3Rs - June 30, 2013.)

TOTAL RECEIPTS AND CASH BALANCE (total questions 8.8 and 8.9) $395,794

9. Capital Fund Disbursements
PROJECT EXPENDITURES

Total Construction $0
Incidental Construction $33,769
Books and Library Materials $0
Total Other Disbursements $362,025
Total Project Expenditures (total questions 9.1 through 9.4) $395,794

TRANSFER TO OPERATING FUND $0
( Same as question 6.61)

TOTAL NONPROJECT EXPENDITURES $0

TOTAL DISBURSEMENTS - Total Project Expenditures, Transfer to Operating Fund, and Total Nonproject Expenditures (total questions 9.5 through 9.7) $395,794

CLOSING CASH BALANCE IN CAPITAL FUND at the End of the Current Fiscal Year (December 31, 2013, for Public Library Systems; June 30, 2014, for 3Rs) $0

TOTAL DISBURSEMENTS AND CASH BALANCE (total questions 9.8 and 9.9) $395,794

12. Projected Annual Budget For Library Systems
Public Library Systems Budget for January 1, 2014 - December 31, 2014

PROJECTED OPERATING FUND - RECEIPTS

Total Operating Fund Receipts (include Local Aid, State Aid, Federal Aid, Contracts and Miscellaneous Receipts) $1,610,305
Budget Loans $0
Total Transfers $0
12.4 Cash Balance/Rollover in Operating Fund at the end of the previous fiscal year
(For Public Library Systems, opening balance on January 1, 2014, must be the same as the December 31, 2013, closing balance reported on Q7.63 of the 2013 annual report)  $892,217

12.5 Grand Total Operating Fund Receipts, Budget Loans, Transfers and Balance/Rollover  $2,502,522
(total questions 12.1 through 12.4)

PROJECTED OPERATING FUND - DISBURSEMENTS

12.6 Total Operating Fund Disbursements (include Staff Expenditures, Collection Expenditures, Grants to Member Libraries, Capital Expenditures from Operating Funds, Operation and Maintenance of Buildings, Miscellaneous Expenses, Contracts with Libraries and Library Systems in New York State and Debt Service)  $1,587,666

12.7 Total Transfers  $240,000

12.8 Cash Balance/Rollover in Operating Fund at the end of the fiscal year
(For Public Library Systems, balance as of December 31, 2014)  $674,856

12.9 Grand Total Operating Fund Disbursements, Transfers and Balance/Rollover (total questions 12.6 through 12.8)  $2,502,522

PROJECTED CAPITAL FUND - RECEIPTS

12.10 Capital Fund Receipts (include Revenues from Local Sources, Transfer from Operating Fund, State Aid for Capital Projects and All Other Aid for Capital Projects)  $965,635

12.11 Nonrevenue Receipts  $0

12.12 Cash Balance in Capital Fund at the end of the previous fiscal year
(For Public Library Systems, opening balance on January 1, 2014, must be the same as the December 31, 2013, closing balance reported on Q9.9 of the 2013 annual report)  $0
12.13  Grand Total Capital Fund Receipts and Balance (total questions 12.10 through 12.12) $965,635

PROJECTED CAPITAL FUND - DISBURSEMENTS

12.14  Capital Fund Disbursements (include Project Expenditures, Transfer to Operating Fund and Nonproject Expenditures) $965,635

12.15  Cash Balance in Capital Fund at the end of the current fiscal year $0

(For Public Library Systems, December 31, 2014)

12.16  Grand Total Capital Fund Disbursement, Transfers, and Balance (Sum of questions 12.14 and 12.15) $965,635

ASSURANCE

12.17  The library system will be operating under its approved Plan of Service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that the "Budget Summary" was reviewed and accepted by the System Board/Council on (date - mm/dd/yyyy)

03/26/2014

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, l, m)
Commissioners Regulations 90.3

Statutory Reference (LLSA):

Education Law § 272, 273(5)
Commissioners Regulations 90.3 and 90.9
The formula is $0.31 per capita of a member library's chartered services area with a minimum of $1,500 per library with
The formula is $0.31 per capita for system population living outside the chartered service areas of member libraries plus 2/3 members LLSA.

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

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).

Annual sum of $50,000 for a continuity of service project. (Included in Basic Aid Payment)
Brooklyn
Special Aid:  § 273(1)(k)
Annual sum of
$350,000 for
business library.
(Included in
Basic Aid
Payment)

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


13.1.1 Total Full-Time Equivalents (FTE) 4.2
13.1.2 Total Expenditure for Professional Salaries $172,518

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) 8.24
13.1.4 Total Expenditure for Other Staff Salaries $245,809

13.1.5 Employees Benefits:
Indicate the total expenditures for all system employee fringe benefits.

13.1.5 $238,894

13.1.6 Purchased Services:
Did the system expend funds for purchased services? Y
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 and 3 of one repeating group.

1. Expenditure Category Telecommunications
   Provider of Services MCI
   Expenditure $1,625

2. Expenditure Category Telecommunications
   Provider of Services Verizon Wireless
   Expenditure $2,276

3. Expenditure Category Telecommunications
   Provider of Services Verizon
   Expenditure $6,024

1. Expenditure Category Telecommunications
   Provider of Services Verizon Communications
   Expenditure $608

1. Expenditure Category Telecommunications
   Provider of Services Clarity Connect
   Expenditure $5,237
<table>
<thead>
<tr>
<th>1. Expenditure Category</th>
<th>Other (specify using the State note)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Provider of Services</td>
<td>Canon/Pitney Bowes</td>
</tr>
<tr>
<td>3. Expenditure</td>
<td>$7,205</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1. Expenditure Category</th>
<th>Building and maintenance expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Provider of Services</td>
<td>Tompkins County</td>
</tr>
<tr>
<td>3. Expenditure</td>
<td>$78,213</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1. Expenditure Category</th>
<th>Other (specify using the State note)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Provider of Services</td>
<td>Perry &amp; Carroll Ins Co</td>
</tr>
<tr>
<td>3. Expenditure</td>
<td>$8,118</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1. Expenditure Category</th>
<th>Telecommunications</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Provider of Services</td>
<td>Time Warner Cable</td>
</tr>
<tr>
<td>3. Expenditure</td>
<td>$14,547</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1. Expenditure Category</th>
<th>Printing</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Provider of Services</td>
<td>Printers - Various</td>
</tr>
<tr>
<td>3. Expenditure</td>
<td>$3,748</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1. Expenditure Category</th>
<th>Consultant fees/professional fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Provider of Services</td>
<td>Attorney</td>
</tr>
<tr>
<td>3. Expenditure</td>
<td>$1,824</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1. Expenditure Category</th>
<th>Consultant fees/professional fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Provider of Services</td>
<td>Sciarabba Walker</td>
</tr>
<tr>
<td>3. Expenditure</td>
<td>$8,245</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1. Expenditure Category</th>
<th>Other (specify using the State note)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Provider of Services</td>
<td>Paychex</td>
</tr>
<tr>
<td>3. Expenditure</td>
<td>$3,908</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1. Expenditure Category</th>
<th>Other (specify using the State note)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Provider of Services</td>
<td>AskUs 24/7</td>
</tr>
<tr>
<td>3. Expenditure</td>
<td>$410</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1. Expenditure Category</th>
<th>Other (specify using the State note)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Provider of Services</td>
<td>Family &amp; Childrens Services</td>
</tr>
<tr>
<td>3. Expenditure</td>
<td>$655</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1. Expenditure Category</th>
<th>Other (specify using the State note)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Provider of Services</td>
<td>Treasurer</td>
</tr>
<tr>
<td>3. Expenditure</td>
<td>$791</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1. Expenditure Category</th>
<th>Other (specify using the State note)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Provider of Services</td>
<td>Sherpa Technologies</td>
</tr>
<tr>
<td>3. Expenditure</td>
<td>$2,755</td>
</tr>
</tbody>
</table>
1. Expenditure Category: Other (specify using the State note)
   Provider of Services: Electronic Benefits Services
   Expenditure: $935

1. Expenditure Category: Other (specify using the State note)
   Provider of Services: OCLC
   Expenditure: $11,474

1. Expenditure Category: Other (specify using the State note)
   Provider of Services: Overdrive
   Expenditure: $12,000

1. Expenditure Category: Other (specify using the State note)
   Provider of Services: Widewaters Heating & Air
   Expenditure: $938

1. Expenditure Category: Other (specify using the State note)
   Provider of Services: Various
   Expenditure: $3,404

1. Expenditure Category: Library systems vendor contract for automation (e.g., integrated library system, virtual union catalog)
   Provider of Services: Polaris
   Expenditure: $60,702

1. Expenditure Category: Institutional membership dues
   Provider of Services: Polaris Users Group
   Expenditure: $100

1. Expenditure Category: Institutional membership dues
   Provider of Services: NYLA
   Expenditure: $1,093

1. Expenditure Category: Institutional membership dues
   Provider of Services: SCRLC
   Expenditure: $1,380

1. Expenditure Category: Institutional membership dues
   Provider of Services: PULISDO
   Expenditure: $200

1. Expenditure Category: Institutional membership dues
   Provider of Services: LTA
   Expenditure: $225

1. Expenditure Category: Other (specify using the State note)
<table>
<thead>
<tr>
<th>Expenditure Category</th>
<th>Provider of Services</th>
<th>Expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other (specify using the State note)</td>
<td>Learning Express</td>
<td>$5,000</td>
</tr>
<tr>
<td>Other (specify using the State note)</td>
<td>DIY Auto &amp; Home</td>
<td>$3,000</td>
</tr>
<tr>
<td>Other (specify using the State note)</td>
<td>Tumble Book</td>
<td>$2,500</td>
</tr>
</tbody>
</table>

**Total Expenditure - Purchased Services**

$249,140

**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.

<table>
<thead>
<tr>
<th>Expenditure Category</th>
<th>Expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other (specify using the State note)</td>
<td>$18,199</td>
</tr>
<tr>
<td>Office/library supplies and postage</td>
<td>$14,530</td>
</tr>
<tr>
<td>Other (specify using the State note)</td>
<td>$5,477</td>
</tr>
<tr>
<td>Non-print resources (electronic content)</td>
<td>$3,501</td>
</tr>
<tr>
<td>Other (specify using the State note)</td>
<td>$4,098</td>
</tr>
<tr>
<td>Other (specify using the State note)</td>
<td>$1,303</td>
</tr>
</tbody>
</table>

**Total Expenditure - Supplies and Materials**

$47,108
13.1.10 **Travel Expenditures:** Did the system expend funds for travel? Enter Y for Yes, N for No.

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

1. Type of Travel N/A
2. Expenditure $0

13.1.11 **Total Expenditures - Travel** $0

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

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

1. Type of Item 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. $79,021

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

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

1. Recipient N/A
2. Allocation N/A
3. Project Description (no more than 300 words)
13.1.16  
Total Expenditures -
Grants for Member Libraries

$0

13.1.17  
Total Expenditure
(totals 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)

$1,032,490

13.1.18  
Cash Balance at the
Opening of the
Fiscal Year

NOTE: The opening balance must be the same as the closing balance of the previous year.

$0

13.1.19  
Total Allocation
from 2013-2014 State Aid:

$1,032,490

13.1.20  
Cash Balance at the
End of the Current
Fiscal Year

$0

13.1.21  
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 expenditures in this section allowed FLLS to attain the goals outlined in the Plan of Service for the funding year by covering salary and benefit expenses of professional and other system staff that provide the following services to our member libraries: RESOURCE SHARING- Coordinated collection development, purchase of materials for rotating collections and borrowing by member libraries, providing subscriptions to review sources, maintain database of holdings, cataloging, daily delivery Monday through Friday to all libraries, Interlibrary Loan, managing the telecommunications infrastructure, operate and maintain Polaris circulation system, explore new technologies to be implemented. PROFESSIONAL DEVELOPMENT AND CONTINUING EDUCATION- System staff attends 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 and public relations, electronic resources, best practices and trends, sustainable funding options, governance and leadership, 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, funding and budgets, 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; Coordinates and participates in the annual Lobby Day activities in Albany by providing a bus for members to attend, arranging meetings with legislators, and coordinating a postcard campaign; keeps member libraries up to date on funding and legislation through e-mail communications and updates to the FLLS web site; system director and other professional staff meet locally with state and local representatives throughout the year; State legislators are invited to attend the FLLS annual meeting. 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 members containing the hours of the libraries and contact information of staff and trustees; Posts regular updates to the FLLS web site and Facebook page. COOPERATIVE EFFORTS WITH OTHER LIBRARY SYSTEMS- System director is a member of and the Secretary of the Public Library System Directors Organization (PULISDO), which meets in person twice a year and holds monthly conference calls; System director visited three neighboring library systems to learn more about system operations and to discuss collaboration; Sharing of policy templates, toolkits, and other resources with neighboring systems. FLLS staff members held the following positions: SCRLC board member, Polaris Users Group Treasurer, BOCES School Library Council member, Kids Book Fest Committee member. CONSTRUCTION- Provides assistance to members in completing construction grant applications through site visits, providing system guidelines, specialized instructions, assistance in filling out forms, recommendations, and updates to the Public Library Construction Grant program from the Division of Library Development.

Central Book Aid

CENTRAL BOOK AID (CBA)

Statutory Reference: Education Law § 272, 273(1)(b)(2)
Commissioners Regulations 90.4
Central Book Aid is a flat sum of $71,500 to each public library system.

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

Include in this category system expenditures for CBA library materials. CBA funds may only be expended for adult non-fiction and foreign language library materials, including electronic content. List materials purchased with CBA funds in separate repeating groups, itemizing by vendor contract. If yes, complete one record for each allowable expenditure; if no, enter N/A for questions 1, 2, and 3 of one repeating group.

<table>
<thead>
<tr>
<th>Expenditure Category</th>
<th>1. Expenditure Category</th>
<th>Provider of Services</th>
<th>2. Provider of Services</th>
<th>3. Expenditure</th>
<th>4. Expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other (specify using the State note)</td>
<td>Mango Language</td>
<td></td>
<td></td>
<td>$14,000</td>
<td></td>
</tr>
<tr>
<td>Other (specify using the State note)</td>
<td>ProQuest</td>
<td></td>
<td></td>
<td>$13,948</td>
<td></td>
</tr>
</tbody>
</table>

13.2.2 Total Expenditure - Purchased Services $27,948

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

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.

<table>
<thead>
<tr>
<th>Expenditure Category</th>
<th>1. Expenditure Category</th>
<th>Quantity</th>
<th>2. Quantity</th>
<th>Unit Cost</th>
<th>3. Unit Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other (specify using the State note)</td>
<td></td>
<td></td>
<td></td>
<td>$14,750</td>
<td></td>
</tr>
<tr>
<td>Other (specify using the State note)</td>
<td></td>
<td>$11,019</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (specify using the State note)</td>
<td></td>
<td>$5,515</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

13.2.4 Total Expenditure - Supplies and Materials $31,284
Grants to Central/Co-Central Libraries: Did the system expend funds for grants to central/co-central libraries? Enter Y for Yes, N for No.

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

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

Total Expenditure - Grants to Central/Co-Central Libraries  $0

Total Expenditure (total 13.2.2, 13.2.4, and 13.2.6)  $59,232

Cash Balance at the Opening of the Current Fiscal Year
NOTE: The opening balance must be the same as the closing balance of the previous year.  $0

Total Allocation from 2013-2014 State Aid  $59,973

Cash Balance at the End of the Current Fiscal Year  $741

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

Central Library Development Aid

CENTRAL LIBRARY DEVELOPMENT AID (CLDA)

Statutory Reference: Education Law § 272, 273(1)(b)(1)
Commissioners Regulations 90.4
The formula is $0.32 per capita or $105,000 whichever is greater.
Note: CLDA funds which are expended for library materials must be used for adult non-fiction and foreign language, including electronic content.
**Professional Salaries:** Indicate total FTE and salaries for all professional system employees (paid from CLDA funds).

13.3.1 Total Full-Time Equivalents (FTE) 0

13.3.2 Total Expenditure for Professional Salaries $0

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

13.3.3 Total Full-Time Equivalents (FTE) 0

13.3.4 Total Expenditures for Other Staff Salaries $0

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

13.3.5 Total Expenditures for Employee Benefits $0

**Purchased Services:**
Did the system expend funds for purchased services? 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, and 3 of one repeating group.

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

13.3.7 Total Expenditure - Purchased Services $0

**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? 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 and 2 of one repeating group.

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

13.3.9 Total Expenditure - Supplies and Materials $0
13.3.10  **Travel Expenditures:** Did the system expend funds for travel? Enter Y for Yes, N for No.

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

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

13.3.11  **Total Expenditures - Travel**

$0

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

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

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

13.3.13  **Total Expenditure - Equipment and Furnishings**

$0

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

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

1. Recipient  Tompkins County Public Library
2. Allocation  $88,071
3. Project Description (no more than 300 words)

13.3.15  **Total Expenditure - Grants to Central/Co-Central Libraries**

$88,071
13.3.16 Total Expenditure (total 13.3.2, 13.3.4, 13.3.5, 13.3.7, 13.3.9, 13.3.11, 13.3.13, and 13.3.15) $88,071

13.3.17 Cash Balance at the Opening of the Fiscal Year
NOTE: The opening balance must be the same as the closing balance of the previous year. $0

13.3.18 Total Allocation from 2013-2014 State Aid: $88,072

13.3.19 Cash Balance at the end of the Current Fiscal Year $0

13.3.20 Final Narrative:
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.

Coordinated Outreach Library Services Aid

COORDINATED OUTREACH LIBRARY SERVICES AID

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

13.4.1-13.4.2 Professional Salaries: Indicate total FTE and salaries for all professional system employees.
13.4.1 Total Full-Time Equivalents (FTE) 0.6
13.4.2 Total Expenditure for Professional Salaries $33,176

13.4.3-13.4.4 Other Staff Salaries: Indicate total FTE and salaries for all other system employees.
13.4.3 Total Full-Time Equivalents (FTE) 0.7
13.4.4 Total Proposed Expenditure for Other Staff Salaries $20,985

13.4.5 Employee Benefits: Indicate the total expenditures for all system employee benefits. $15,775

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

13.4.7 Total Expenditure - Purchased Services $0

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? Y
Enter Y for Yes, N for No.
If yes, complete one record for each applicable category; if no, enter N/A for questions 1 and 2 of one repeating group.
1. Expenditure Category Office/library supplies and postage
2. Expenditure $359

13.4.9 Total Expenditure - Supplies and Materials $359

13.4.10 Travel Expenditures: Did the system expend funds for travel? Enter Y for Yes, N for No. Y
Indicate the total expenditures for system employee travel only in this category.
If yes, complete one record for each type of travel; if no, enter N/A for questions 1 and 2.
1. Type of Travel System staff
2. Expenditure $371

13.4.11 Total Expenditure - Travel $371
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.

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.

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. Description of Project

13.4.15 **Total Expenditure - Grants to Member Libraries** $0

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) $70,666

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. $0

13.4.18 **Total Allocation from 2013-2014 State Aid:** $70,666

13.4.19 **Cash Balance at the End of the Current Fiscal Year** $0

**Final Narrative:** FLLS provided rotating deposit collections of
books to nursing homes in the FLLS service area; Continued to serve as liaison to the Talking Book and Braille Library; Held two meetings of the Coordinated Outreach Advisory Council; Initiated a mini-grant program for members, with first grants scheduled to be awarded in May 2014; Covered 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)

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

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

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

13.5.2 Total Expenditure - Purchased Services $0

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

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

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

13.5.4 Total Expenditure - Supplies and Materials $0

13.5.5 Total Expenditure (total 13.5.2, and 13.5.4) $0
13.5.6 **Cash Balance at the Opening of the Fiscal Year:**
NOTE: The opening balance must be the same as the closing balance from the previous year.

| 13.5.7 | **Total Allocation from 2013-2014 State Aid** | $2,666 |
| 13.5.8 | **Cash Balance at the End of the Current Fiscal Year** | $2,666 |

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

FLLS purchases and distributes popular paperback books for each of our five county jails. Due to staff turnover and other outside factors, we did not expend any of our county jail funds in 2013 and will expend prior and current year funding on paperback books as described above in 2014.

**State Correctional Aid**

THE FOLLOWING QUESTIONS ARE FOR SYSTEMS WITH STATE CORRECTIONAL FACILITIES ONLY

**STATE CORRECTIONAL FACILITIES AID**

**Statutory Reference:**
Education Law § 285 (1)
Commissioners Regulations 90.14

The amount provided in Education Law is $9.25 per inmate.

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)**: 0.2
13.6.2 **Total Expenditure for Professional Salaries**: $10,415

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)**: 0.35
13.6.4 **Total Expenditure for Other Staff Salaries**: $7,600

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

| 13.6.5 | **Purchased Services:** | $5,204 |
13.6.6

Does the system expend funds for purchased services? Y
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 and 3 of one repeating group.

1. Expenditure Category: Library systems vendor contract for automation (e.g. integrated library system, virtual union catalog)
   Provider of Services: OCLC
   Expenditure: $1,386

13.6.7

Total Proposed Expenditure - Code 40 $1,386

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? Y
Enter Y for Yes, N for No.

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

1. Expenditure Category: Office/library supplies and postage
   Expenditure: $3,458

2. Expenditure Category: Other (specify using the State note)
   Expenditure: $1,695

1. Expenditure Category: Books and other print materials
   Expenditure: $1,557

13.6.9

Total Expenditure - Supplies and Materials $6,710

13.6.10

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

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

1. Type of Travel: N/A

2. Expenditure: N/A
13.6.11 **Total Expenditure - Travel** $0

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

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

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

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

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) $31,315

13.6.15 **Cash Balance at the Opening of the Fiscal Year:** $0

**NOTE:** The opening balance must be the same as the closing balance of the previous year.

13.6.16 **Total Allocation from 2013-2014 State Aid:** $37,870

13.6.17 **Cash Balance at the End of the Fiscal Year:** $6,555

13.6.18 **Final Narrative:** Funds in this section were used to fill Interlibrary Loan requests from our five correctional facilities; deliver materials to and from the facilities; cover a portion of staff salaries involved in advising correctional facility librarians and staff, answering reference questions from inmates, arranging delivery, filling ILL requests, purchasing materials and equipment, cover travel expenses for the Outreach Coordinator when making visits to facilities; Host two meetings annually with the correctional facility librarians at FLLS.

14. **Summary of Library System Accomplishments**

Using the goals from Section 4 in the approved 2012-2016 System Plan of Service, **BRIEFLY** describe the final results of each element for Year 2 (2013)
Element 1: Resource Development - Results

COORDINATED COLLECTION DEVELOPMENT: FLLS professional staff visited member libraries to assist with weeding and collection development; Continued to maintain a database of FLLS and all member library holdings to enhance cooperative system sharing; 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 School Library Journal, Boice of Youth Advocates, Game Informer, Library Sparks, and Video Librarian to circulate among member libraries; Established and added to our collections of non-traditional materials and new formats including storytime kits, book group kits, video games, graphic novels, and Blu-Ray discs; Sent out weekly bulletins via e-mail with collection recommendations. DELIVERY AND INTERLIBRARY LOAN: Delivered materials daily, Monday through Friday, to all member libraries; Central library provided a core non-fiction collection for Interlibrary Loan; Requests from member libraries, correctional facilities, and patrons for out of system ILL requests were processed on a daily basis; Transitioned to the new OCLC WorldShare ILL platform; Feedback from members was encouraged to enhance the ILL service.

INTEGRATED LIBRARY SYSTEM and TECHNOLOGY: Implemented a credit card payment option in the web based catalog (PowerPAC) to enable patrons to pay fines and make donations online; Renewed subscription to Survey Monkey for member library use; Designed and launched a new FLLS web site including new calendar software and a blog.

Element 2: Special Client Groups - Results

ADULT LITERACY: Continued to administer an Adult Literacy Grant providing computer classes and workforce development resources in Tompkins County in collaboration with Tompkins Learning Partners; System director was appointed to the Tompkins County Broadband Committee, which aims to provide enhanced adult digital literacy resources and access to high speed internet.

COORDINATED OUTREACH: FLLS provided rotating deposit collections of books to nursing homes in the FLLS service area; Continued to serve as liaison to the Talking Book and Braille Library; Held two meetings of the Coordinated Outreach Advisory Council; Initiated a mini-grant program for members, with first grants scheduled to be awarded in May 2014; Continued to organize and promote the annual Outreach Award to recognize outreach activities by member libraries. New Outreach Coordinator attended two day orientation at the Division of Library Development in Albany.

CORRECTIONAL FACILITIES: Continued to provide interlibrary loan service, reference assistance, deposit collections, system workshops
and consultant services to correctional facilities in our service area. Purchased and distributed materials for correctional facilities through money allotted in system grant. YOUTH SERVICES: Continued to administer a Family Literacy Grant on Baby Storytimes in Tompkins County. Youth Services Coordinator visited member libraries to assist with collections and programming. Held kickoff Summer Reading Meeting to educate member libraries and provide resources. Facilitated grants for youth projects at member libraries funded by a private source through the Community Foundation of Tompkins County. Increased collection of resources such as puppets, storytime kits, die cuts, video games, and graphic novels as well as their promotion. Distributed weekly youth news via listserv to inform member libraries about resources and opportunities. Held various workshops for member library staff on topics related to children's and youth services.

Element 3: Professional Development and Continuing Education - Results

Coordinated and/or facilitated the following workshops for member libraries: Open Meetings Law with guest speaker Robert Freeman, Summer Reading Program "Dig Into Reading" Kick-Off meeting, NYS Annual Reports workshop, Directors 101 with guest speaker Rebekkah Smith-Aldrich, "What's My Job?" Trustee Orientation, What's New in Gaming?, Unbound Media digital literacy workshop, and Book Repair workshop. FLLS staff attended the following conferences / workshops: NYLA annual conference, Polaris Users Group annual conference, Youth Services Section of NYLA Conference, Outreach Coordinators Orientation, NYALS (New York Alliance of Library Systems) Conference, PLA (Public Library Association) national conference, Human Services Coalition team building workshop, and various workshops offered by the South Central Regional Library Council (SCRLC).

Element 5: Consulting and Development Services - Results

System librarians and other professional staff visited member libraries and attended member library board meetings on a regular basis and responded to specific questions and provided assistance where needed about issues concerning services, programs, collection development, funding, charters, space planning, weeding, management and leadership, construction, annual reports, advocacy, trustee and director orientations, personnel concerns, policies, reference, laws and regulations, and other topics related to library management and governance. The new FLLS website was also updated to include professional resources for directors and trustees, such as statistical spreadsheets, links to online toolkits and resources, and instructional materials.

Continued to maintain the online union catalog of
14.6 Element 6: Coordinated Services - Results
member and Results FLLS holdings; Continued participation in the Virtual Reference Service Ask US 24/7; Provided an opportunity for a group purchase of computers for the member libraries of which 42 computers (desktops/laptops) were purchased by 16 different libraries. These computers were staged, configured, and installed by FLLS staff.

14.7 Element 7: Awareness and Advocacy - Results
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; Coordinates and participates in the annual Lobby Day activities in Albany by providing a bus for members to attend, arranging meetings with legislators, and coordinating a postcard campaign; keeps member libraries up to date on funding and legislation through e-mail communications and updates to the FLLS web site; system director and other professional staff meet locally with state and local representatives throughout the year; State legislators are invited to attend the FLLS annual meeting.

14.8 Element 8: Communication among Member Libraries and/or Branch Libraries - Results
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 members containing the hours of the libraries and contact information of staff and trustees; Posts regular updates to the FLLS web site and Facebook page.

14.9 Element 9: Cooperative Efforts with Other Library Systems - Results
System director is a member of and the Secretary of the Public Library System Directors Organization (PULISDO), which meets in person twice a year and holds monthly conference calls; System director visited three neighboring library systems to share knowledge and ideas and to discuss possible collaboration; Participated in monthly Outreach Services Coordinator conference calls; Participated in AskUs 24/7 virtual reference services; Sharing of policy templates, toolkits, and other resources with neighboring systems. FLLS staff members held the following positions: SCRLC board member, Polaris Users Group Treasurer, BOCES School Library Council member, Kids Book Fest Committee member.

14.10 Element 10: Construction - Results
FLLS provides assistance to members in completing construction grant applications through site visits, providing system guidelines, specialized instructions, assistance in filling out forms, recommendations, and updates to the Public Library Construction Grant program from the Division of Library Development.

Central Book Aid funds are used to purchase
14.11 Element 11: Central Library - Results
non-fiction print, audio book, 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. Assurance and Contact Information
CONTACT INFORMATION
15.1 Contact name (person completing report) Amy Starr Zuch
15.2 Contact telephone number (enter 10 digits only and hit the Tab key) (607) 273-4074
15.3 Contact e-mail address azuch@flls.org

ASSURANCE
15.4 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) 03/26/2014

APPROVAL (for New York State Library use only/not a required field)
15.5 The Library System's Annual Report was reviewed and approved by the New York State Library on (date - mm/dd/yyyy)

Suggested Improvements
Library System
Name of Person Completing Form
Phone Number and Extension (enter area code, telephone number and extension only):
Please share with us your suggestions for improving the Annual Report. Thank You!