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

2.5	Public Library System Director per CR 90.3(f) - Vacant Position FTE	0
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 <u>voting</u> 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.	E

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	
5.	Professional Title	Retired Teacher
6.	Mailing Address	8 Fifth Avenue
7.	City	Cortland
8.	Zip Code (enter five digits only)	13045
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	
5.	Professional Title	Retired Teacher
6.	Mailing Address	25 Morningside Drive
7.	City	Cortland
8.	Zip Code (enter five digits only)	13045
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

5.	Professional Title	Staff Development Specialist
6.	Mailing Address	51 South Main Street
7.	City	Newark Valley
8.	Zip Code (enter five digits only)	13811
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	2015
13.	The date the trustee took the Oath of Office (mm/dd/yyyy)	02/19/2014
14.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/20/2014
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	Mrs.
2.	First Name	Sally
3.	Last Name	Eller
4.	Institutional Affiliation	
5.	Professional Title	Retired Teacher
6.	Mailing Address	6503 Blue Heron Point
7.	City	Ovid
8.	Zip Code (enter five digits only)	14521
9.	Term Begins - Month	January
10.	Term Begins - Year (yyyy)	2009
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)	01/25/2012
14.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/31/2012
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	Ellen
3.	Last Name	Baker Wikstrom
4.	Institutional Affiliation	N/A
5.	Professional Title	Retired Librarian
6.	Mailing Address	337 Ellis Point Road
7.	City	Aurora
8.	Zip Code (enter five digits only)	13026
9.	Term Begins - Month	January
10.	Term Begins - Year (yyyy)	2010

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).	Y

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

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 — LITERACY VOLUNTEERS OF BROOME & TIOGA COUNTIES
5. Professional Title — LITERACY TUTOR

1. Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant — Ms.
2. First Name — SAOIRSE
3. Last Name — MCCLORY
4. Institutional Affiliation — HOSPICARE
5. Professional Title — COMMUNITY OUTREACH COORDINATOR

1. Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant — Ms.
2. First Name — SALLY
3. Last Name — OTIS
4. Institutional Affiliation — HAZARD LIBRARY
5. Professional Title — DIRECTOR

1. Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant — Ms.
2. First Name — DIANA
3. Last Name — RUMSEY
4. Institutional Affiliation — FOOD BANK OF SOUTHERN TIER
5. Professional Title — DIRECTOR OF MAJOR GIFTS

1. Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant — Ms.
2. First Name — Monica
3. Last Name — Voionmaa
4. Institutional Affiliation — FINGER LAKES INDEPENDENCE CENTER
5. Professional Title — EDUCATION OUTREACH COORDINATOR

1. Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant — Ms.
2. First Name — Melinda
3. Last Name — Appleby
4. Institutional Affiliation — Five Points Correctional Facility
5. Professional Title — General Librarian

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 NOVEL$_{NY}$- 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

5.56	Number of sessions	0
5.57	Number of participants	0

Children's Services/Elementary Grade Levels

5.58	Number of sessions	4
5.59	Number of participants	49

Young Adult Services/Middle and High School Grade Levels

5.60	Number of sessions	1
5.61	Number of participants	18

General Adult Services

5.62	Number of sessions	1
5.63	Number of participants	11

5.64	**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.	N

1.	Topic	N/A
2.	Number of sessions	N/A
3.	Number of participants	N/A

5.65	**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
5.66	**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

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

CONSULTING AND TECHNICAL ASSISTANCE SERVICES

5.68	Number of contacts - 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	176
5.70	Number of contacts - Consulting with member libraries on charter and registration work	50
5.71	Number of contacts - Consulting with member libraries on automation and technology	922
5.72	Number of contacts - Consulting with member libraries on youth services	436
5.73	Number of contacts - Consulting with member libraries on adult services	66
5.74	Number of contacts - Consulting with member libraries on physical plant needs	50
5.75	Number of contacts - Consulting with member libraries on personnel and management issues	77
5.76	Number of contacts - Consulting with state and county correctional facilities	46
5.77	Number of contacts - 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	10
5.79	Number of contacts - 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.	N
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
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
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
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** (total questions 6.2 and 6.3)	$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

Local Library Services Aid

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

Regional Bibliographic Data Bases (RBDB) Aid

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. (Report Special Legislative Grants and Member Items on Q 6.35).	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, 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

Proceeds from Sale of Property

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? 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	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)	$3,007,548

7. Operating Fund Disbursements

STAFF EXPENDITURES
Salaries

7.1	System Director and Librarians	$216,109
7.2	Other Staff	$369,502
7.3	Total Salary and Wages Expenditures (total questions 7.1 and 7.2)	$585,611
7.4	Employee Benefits Expenditures	$282,025
7.5	**Total Staff Expenditures** (total questions 7.3 and 7.4)	$867,636

COLLECTION EXPENDITURES

7.6	Print Materials Expenditures	$11,044
7.7	Electronic Materials Expenditures	$39,484
7.8	Other Materials Expenditures	$13,779
7.9	**Total Collection Expenditures** (total questions 7.6 through 7.8)	$64,307

GRANTS TO MEMBER LIBRARIES
Cash Grants Paid From

7.10	Local Library Services Aid (LLSA)	$79,021
7.11	Central Library Aid (CLDA/CBA)	$147,303
7.15	Other State Aid/Grants (e.g., Construction, Special Legislative or Member Grants)	$188,800

7.16	Federal Aid	$6,000
7.17	Other cash grants paid from system funds	$3,000
7.18	Total Cash Grants (total questions 7.10 through 7.17)	$424,124
7.19	Book/Library Materials Grants	$0
7.20	Other Non-Cash Grants	$20,879
7.21	**Total Grants to Member Libraries** (total questions 7.18 through 7.20)	$445,003

CAPITAL EXPENDITURES FROM OPERATING FUNDS

7.22	Bookmobile	N/A
7.23	Other Vehicles	$0
7.24	Computer Equipment	$5,477
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)	$5,477

TOTAL CAPITAL EXPENDITURES BY SOURCE OF FUNDS

7.28	From Local Public Funds (71PF)	$0
7.29	From Other Funds (71OF)	$5,477
7.30	**Total Capital Expenditures by Source** (total questions 7.28 and 7.29; same as question 7.27)	$5,477

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	$86,331
7.35	**Total Operation and Maintenance of Buildings** (total questions 7.33 and 7.34)	$86,331

MISCELLANEOUS EXPENSES

7.36	Total Operation & Maintenance of Bookmobiles and Other Vehicles	$19,894
7.37	Office and Library Supplies	$14,889
7.38	Telecommunications	$30,317
7.39	Binding Expenses	$0
7.40	Postage and Freight	$8,883
7.41	Publicity and Printing	$3,748
7.42	Travel	$8,902

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? Enter Y for Yes, N for No.	Y

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

1.	Expense category	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	

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

TRANSFERS

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

8.1	**Total Revenue From Local Sources**	$0
8.2	**Transfer From Operating Fund** (same as question 7.59)	$395,794

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
8.5	**Total Aid and/or Grants** (total question #2 of Repeating Group #16 above)	$0
8.6	**TOTAL RECEIPTS - Revenues from Local Sources, Interfund Revenue, State Aid for Capital Projects, and Total Federal Aid** (total questions 8.1, 8.2, 8.3, and 8.5)	$395,794
8.7	**NONREVENUE RECEIPTS**	0
8.8	**TOTAL RECEIPTS - Total Receipts and Nonrevenue Receipts** (total questions 8.6 and 8.7)	$395,794

| 8.9 | 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.) | 0 |
| 8.10 | **TOTAL RECEIPTS AND CASH BALANCE** (total questions 8.8 and 8.9) | $395,794 |

9. Capital Fund Disbursements
PROJECT EXPENDITURES

9.1	Total Construction	$0
9.2	Incidental Construction	$33,769
9.3	Books and Library Materials	$0
9.4	Total Other Disbursements	$362,025
9.5	**Total Project Expenditures** (total questions 9.1 through 9.4)	$395,794
9.6	**TRANSFER TO OPERATING FUND** (Same as question 6.61)	$0
9.7	**TOTAL NONPROJECT EXPENDITURES**	$0
9.8	**TOTAL DISBURSEMENTS - Total Project Expenditures, Transfer to Operating Fund, and Total Nonproject Expenditures** (total questions 9.5 through 9.7)	$395,794
9.9	**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
9.10	**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

12.1	Total Operating Fund Receipts (include Local Aid, State Aid, Federal Aid, Contracts and Miscellaneous Receipts)	$1,610,305
12.2	Budget Loans	$0
12.3	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 (total questions 12.1 through 12.4)	$2,502,522

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 (For Public Library Systems, December 31, 2014)	$0
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 |

	formula equity to 1991 LLIA.
Statutory Reference (LSSA):	Education Law § 272, 273(1)(f)(6) Commissioners Regulations 90.3 and 90.10 The formula is $0.31 per capita for system population living outside the chartered service areas of member libraries plus 2/3 members LLSA.
Statutory Reference (LCSA):	Education Law § 272, 273(1)(f)(7) Commissioners Regulations 90.3 The formula is $0.31 per capita plus 2/3 of per capita total with formula equity to 1991 LLIA.
Statutory Reference (Supplemental):	Education Law § 273(12)(a) The formula is a base grant of $39,000 and an amount equal to 10.94% of the amount of Basic Aid provided under Education Law § 273(1)(a, c, d, e, and n).
BECPL Special Aid:	Education Law § 273(1)(1) Annual sum of $50,000 for a continuity of service project. (Included in Basic Aid Payment) Education Law

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

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

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

13.1.1	Total Full-Time Equivalents (FTE)	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.	$238,894
13.1.6	**Purchased Services:** Did the system expend funds for purchased services? Enter Y for Yes, N for No.	Y

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

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

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

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

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

1.	Expenditure Category	Telecommunications
2.	Provider of Services	Clarity Connect
3.	Expenditure	$5,237

1.   Expenditure Category   Other (specify using the State note)
2.   Provider of Services   Canon/Pitney Bowes
3.   Expenditure $7,205

1.   Expenditure Category   Building and maintenance expenses
2.   Provider of Services   Tompkins County
3.   Expenditure $78,213

1.   Expenditure Category   Other (specify using the State note)
2.   Provider of Services   Perry & Carroll Ins Co
3.   Expenditure $8,118

1.   Expenditure Category   Telecommunications
2.   Provider of Services   Time Warner Cable
3.   Expenditure $14,547

1.   Expenditure Category   Printing
2.   Provider of Services   Printers - Various
3.   Expenditure $3,748

1.   Expenditure Category   Consultant fees/professional fees
2.   Provider of Services   Attorney
3.   Expenditure $1,824

1.   Expenditure Category   Consultant fees/professional fees
2.   Provider of Services   Sciarabba Walker
3.   Expenditure $8,245

1.   Expenditure Category   Other (specify using the State note)
2.   Provider of Services   Paychex
3.   Expenditure $3,908

1.   Expenditure Category   Other (specify using the State note)
2.   Provider of Services   AskUs 24/7
3.   Expenditure $410

1.   Expenditure Category   Other (specify using the State note)
2.   Provider of Services   Family & Childrens Services
3.   Expenditure $655

1.   Expenditure Category   Other (specify using the State note)
2.   Provider of Services   Treasurer
3.   Expenditure $791

1.   Expenditure Category   Other (specify using the State note)
2.   Provider of Services   Sherpa Technologies
3.   Expenditure $2,755

1.	Expenditure Category	Other (specify using the State note)
2.	Provider of Services	Electronic Benefits Services
3.	Expenditure	$935

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

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

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

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

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

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

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

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

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

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

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

2.	Provider of Services	Learning Express
3.	Expenditure	$5,000

1.	Expenditure Category	Other (specify using the State note)
2.	Provider of Services	DIY Auto & Home
3.	Expenditure	$3,000

1.	Expenditure Category	Other (specify using the State note)
2.	Provider of Services	Tumble Book
3.	Expenditure	$2,500

13.1.7	**Total Expenditure - Purchased Services**	$249,140
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.	N

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	Other (specify using the State note)
2.	Expenditure	$18,199

1.	Expenditure Category	Office/library supplies and postage
2.	Expenditure	$14,530

1.	Expenditure Category	Other (specify using the State note)
2.	Expenditure	$5,477

1.	Expenditure Category	Non-print resources (electronic content)
2.	Expenditure	$3,501

1.	Expenditure Category	Other (specify using the State note)
2.	Expenditure	$4,098

1.	Expenditure Category	Other (specify using the State note)
2.	Expenditure	$1,303

13.1.9	**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.	N

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.	N

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

1.	Type of Item	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.	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)	$1,032,490
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 for CBA library materials? Enter Y for Yes, N for No.	Y

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.

1.	Expenditure Category	Other (specify using the State note)
2.	Provider of Services	Mango Language
3.	Expenditure	$14,000

1.	Expenditure Category	Other (specify using the State note)
2.	Provider of Services	ProQuest
3.	Expenditure	$13,948

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.	Y

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

1.	Expenditure Category	Other (specify using the State note)
2.	Quantity	
3.	Unit Cost	
4.	Expenditure	$14,750

1.	Expenditure Category	Other (specify using the State note)
2.	Quantity	
3.	Unit Cost	
4.	Expenditure	$11,019

1.	Expenditure Category	Other (specify using the State note)
2.	Quantity	
3.	Unit Cost	
4.	Expenditure	$5,515

13.2.4	Total Expenditure - Supplies and Materials	$31,284

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

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

1.	Recipient	N/A
2.	Allocation	N/A
3.	Project Description (no more than 300 words)	
13.2.6	Total Expenditure - Grants to Central/Co-Central Libraries	$0
13.2.7	Total Expenditure (total 13.2.2, 13.2.4, and 13.2.6)	$59,232
13.2.8	**Cash Balance at the Opening of the Current Fiscal Year** NOTE: The opening balance must be the same as the closing balance of the previous year.	$0
13.2.9	**Total Allocation from 2013-2014 State Aid**	$59,973
13.2.10	**Cash Balance at the End of the Current Fiscal Year**	$741
13.2.11	**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, 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

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.

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

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

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

13.3.3	Total Full-Time Equivalents (FTE)	0
13.3.4	Total Expenditures for Other Staff Salaries	$0
13.3.5	**Employee Benefits:** Indicate the total expenditures for all system employee benefits (paid from CLDA funds).	$0
13.3.6	**Purchased Services:** Did the system expend funds for purchased services? Enter Y for Yes, N for No.	N

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

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

13.3.7	Total Expenditure - Purchased Services	$0
13.3.8	**Supplies and Materials:** Did the system expend funds for supply items, postage, adult nonfiction and foreign language library materials, or equipment and furnishings with a unit cost less than $5,000? Enter Y for Yes, N for No.	N

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

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

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

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

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

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

| 13.3.11 | **Total Expenditures - Travel** | $0 |
| 13.3.12 | **Equipment and Furnishings:** Did the system expend funds for equipment and furnishings with a unit cost of $5,000 or more and having a useful life of more than one year. Enter Y for Yes, N for No. | N |

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

1.	Type of item	N/A
2.	Quantity	N/A
3.	Unit cost	N/A
4.	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. | 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	$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:** 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 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? Enter Y for Yes, N for No.	N

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? 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.	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. Indicate the total expenditures for system employee travel only in this category.	Y

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.	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.	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.	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

13.4.20

| | Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds. | 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? Enter Y for Yes, N for No.   N

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

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

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

13.5.3   **Supplies and Materials:** Did the system expend funds for supply items, postage, library materials, or equipment and furnishings with a unit cost less than $5,000? Enter Y for Yes, N for No.   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. | 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.	$0
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
13.5.9	**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.	$5,204
	Purchased Services:	

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

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

1.	Expenditure Category	Library systems vendor contract for automation (e.g, integrated library system, virtual union catalog)
2.	Provider of Services	OCLC
3.	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? Enter Y for Yes, N for No.	Y

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

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

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

1.	Expenditure Category	Books and other print materials
2.	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? 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
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:** NOTE: The opening balance must be the same as the closing balance of the previous year.	$0
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:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds	Funds in this section were used to fill Interlibrary Loan requests from our 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, **<u>BRIEFLY</u>** describe the final results of <u>each element</u> for Year 2 (2013)

14.1	Element 1: Resource Sharing - 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.
14.2	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.

14.3	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).
14.5	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 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.

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!