

# Finger Lakes Library System

## Annual Report for Library Systems - 2022 (Public Library Systems 2022)

### 1. General System Information

#### System/Director Information

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

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

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

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

1.1	SEDCODE	610600700008
1.2	Institution ID	800000036373
1.3	System Name	Finger Lakes Library System
1.4	Beginning Reporting Year	01/01/2022
1.5	Ending Reporting Year	12/31/2022
1.6	Street Address	1300 Dryden Rd.
1.7	City	Ithaca
1.8	Zip Code	14850
1.9	Four-Digit Zip Code Extension (enter N/A if unknown)	5613
1.10	Mailing Address	1300 Dryden Rd.
1.11	City	Ithaca
1.12	Zip Code	14850
1.13	Four-Digit Zip Code Extension (enter N/A if unknown)	5613

1.14	Library System Telephone Number (enter 10 digits only and hit the Tab key)	(607) 273-4074
1.15	Fax Number (enter 10 digits only)	(607) 272-7475
1.16	System Home Page URL	<a href="https://www.flls.org/">https://www.flls.org/</a>
1.17	URL of the system's complete Plan of Service	<a href="https://www.flls.org/wp-content/uploads/2022/03/FLLS-2022-2026-Plan-of-Service.pdf">https://www.flls.org/wp-content/uploads/2022/03/FLLS-2022-2026-Plan-of-Service.pdf</a>
1.18	Population Chartered to Serve (2020 Census)	311,066
1.19	Area Chartered to Serve (square miles)	2,508
1.20	Federal Employer Identification Number	150613223
1.21	County	Tompkins
1.22	County (Counties) Served	Cayuga, Cortland, Seneca, Tioga, Tompkins
1.23	School District	Ithaca City School District
1.24	First Name of System Director	Sarah
1.25	Last Name of System Director	Glogowski
1.26	NYS Public Librarian Certification Number of the Director of Public Library System, and Reference and Research Library Resources System.	19222
1.31	Telephone Number of the System Director, including area code and extension (enter digits only, field will automatically format with extension)	(607) 273-4074 Ext.222
1.32	E-Mail Address of the System Director	sglogowski@flls.org
1.33	Fax Number of the System Director (enter 10 digits only and hit the Tab key)	N/A
1.34	Name of Outreach Coordinator	Jenny Shonk

**Contracts/Unusual Circumstances**

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

1. Name of Contracting Municipality or District N/A

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

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

4. Dollar amount of contract N/A

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

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

THESE QUESTIONS ARE FOR NYC PUBLIC LIBRARY SYSTEMS ONLY. PLEASE PROCEED TO THE NEXT QUESTION.

1.50 President/CEO Name. If there is no President/CEO please enter "N/A"

1.51 President/CEO Phone Number

1.52 President/CEO Email

## 2. Personnel Information

2.1 FTE (Full-Time Equivalent Calculation) 35  
The number of hours per work week used to compute FTE for all budgeted positions.

**BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS**  
(enter to two decimal places; enter decimal point)

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

2.5	Public Library System Director per CR 90.3(f) - Vacant Position FTE	0
2.10	Librarians - Filled Position(s) FTE	2
2.11	Librarians - Vacant Position(s) FTE	0
2.12	Outreach Coordinator (certified) per CR 90.3 (1)(2)(iii) - Filled Position FTE	1
2.13	Outreach Coordinator (certified) per CR 90.3 (1)(2)(iii) - Vacant Position FTE	0
2.14	<b>Total Certified Librarians - Filled Position(s) FTE (total questions 2.4 + 2.10 + 2.12)</b>	<b>4.00</b>
2.15	<b>Total Certified Librarians - Vacant Position(s) FTE (total questions 2.5 + 2.11 + 2.13)</b>	<b>0.00</b>
2.16	Total Other Professional Staff - Filled Position(s) FTE	3
2.17	Total Other Professional Staff - Vacant Position(s) FTE	0
2.18	Total Other Staff - Filled Position(s) FTE	2.86
2.19	Total Other Staff - Vacant Position(s) FTE	0
2.20	<b>Total Paid Staff - Filled Position(s) FTE (total questions 2.14 + 2.16 + 2.18)</b>	<b>9.86</b>
2.21	<b>Total Paid Staff - Vacant Position(s) FTE (total questions 2.15 + 2.17 + 2.19)</b>	<b>0.00</b>

#### SALARY INFORMATION

2.22	Entry-Level Librarian (certified) FTE	N/A
2.23	Entry-Level Librarian (certified) Current Annual Salary	N/A
2.24	System Director FTE	1
2.25	System Director Current Annual Salary	\$103,370

### 3. System Membership, Outlets and Governance

#### Service Outlets/Meetings/System Council

#### PUBLIC SERVICE OUTLETS

3.9	Number of member libraries. Do not include branches.	33
3.15	Main Library/System Headquarters	1
3.16	Indicate the year the system building was initially constructed	1964
3.17	Indicate the year the system building underwent a major renovation costing \$25,000 or more	2021
3.18	Square footage of the system building	6,580
3.19	Branches of the Library System	0
3.20	Bookmobiles	0
3.21	Reading Centers	0
3.22	Other Outlets	0
3.23	<b>Total Public Service Outlets (total questions 3.15, 3.19 through 3.22)</b>	1
3.24	Name of Central Library/Co-Central Libraries	Tompkins County Public Library

#### BOARD/COUNCIL MEETINGS

3.25	Total number of public library system/3Rs board meetings or school library system council meetings held during reporting year	10
3.26	Current number of <u>voting</u> positions on system board/council. Please add a note if this has changed from the previous year report.	11
3.27	Term length for system board/council members. Please add a note if this has changed from the previous year report.	5 years

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

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

Public Library Systems - enter information for the period January 1, 2023, through December 31, 2023.

President/Council Chair

3.29	Status	Filled
3.30	First Name	Martin
3.31	Last Name	Toombs
3.32	Institutional Affiliation	N/A
3.33	Professional Title	N/A
3.34	Mailing Address	84 Bridge St
3.35	City	Seneca Falls
3.36	Zip Code (enter five digits only)	13148
3.37	Telephone for the Board President (enter 10 digits only and hit the Tab key)	(315) 568-9125
3.38	E-mail Address	marty@toombs.info
3.39	Term Begins - Month	January
3.40	Term Begins - Year (yyyy)	2021
3.41	Term Expires - Month or N/A	December
3.42	Term Expires - Year (YYYY) or N/A	2025
3.43	Is this trustee serving a full term? If No, add a State Note if this trustee's term is not a full term (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes
3.44	The date the board president took the Oath of Office (mm/dd/yyyy)	01/12/2021
3.45	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	03/18/2021
3.46	Is this a brand new trustee?	N

Board/Council Member - complete one record for each Board/Council Member. For each vacant position, select "Vacant" in question 1, and enter N/A in questions 2-16 of the repeating group. You may 1) enter the data for the Board/Council Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available in the survey by clicking [here](#). **Please Note: It is customized and contains all the data entered last year to be updated this year.** Complete this form and email it to [collectconnect@baker-taylor.com](mailto:collectconnect@baker-taylor.com). The number of Council members must be 5 to 11 (no less than five and no more than 11).

1.	Status	Filled
2.	First Name	Sue
3.	Last Name	Smith-Heavenrich
4.	Institutional Affiliation	N/A
5.	Professional Title	N/A
6.	Mailing Address	115 Hubbard Hill Rd
7.	City	Candor
8.	Zip Code (enter five digits only)	13743
9.	Term Begins - Month	January
10.	Term Begins - Year (yyyy)	2019
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2023
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/04/2019
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/09/2019
16.	Is this a brand new trustee?	N

1.	Status	Filled
2.	First Name	Patricia
3.	Last Name	Schaffer
4.	Institutional Affiliation	N/A
5.	Professional Title	N/A
6.	Mailing Address	51 South Main St
7.	City	Newark Valley
8.	Zip Code (enter five digits only)	13811
9.	Term Begins - Month	January
10.	Term Begins - Year (yyyy)	2023
11.	Term Expires - Month or N/A	December

12.	Term Expires - Year (YYYY) or N/A	2027
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	02/02/2023
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/15/2023
16.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name	Cynthia
3.	Last Name	Mannino
4.	Institutional Affiliation	N/A
5.	Professional Title	N/A
6.	Mailing Address	124 Tamarack Lane
7.	City	Trumansburg
8.	Zip Code (enter five digits only)	14886
9.	Term Begins - Month	January
10.	Term Begins - Year (yyyy)	2021
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2025
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/13/2021
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	03/18/2021
16.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name	Elizabeth
3.	Last Name	Hudson



4.	Institutional Affiliation	N/A
5.	Professional Title	N/A
6.	Mailing Address	137 Crescent Place
7.	City	Ithaca
8.	Zip Code (enter five digits only)	14850
9.	Term Begins - Month	January
10.	Term Begins - Year (yyyy)	2021
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2025
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	03/15/2021
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	03/18/2021
16.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name	Michelle
3.	Last Name	Bogard
4.	Institutional Affiliation	N/A
5.	Professional Title	N/A
6.	Mailing Address	1688 N Miller Rd
7.	City	Lodi
8.	Zip Code (enter five digits only)	14860
9.	Term Begins - Month	January
10.	Term Begins - Year (yyyy)	2020
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2024

13. Is this trustee serving a full term? If No, Yes  
add a State Note (for example, this trustee was  
appointed to complete the remainder of a term of a  
trustee who resigned their position).

14. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/09/2020

15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/23/2020

16. Is this a brand new trustee? N

1. Status Filled

2. First Name Elaine

3. Last Name Meyers

4. Institutional Affiliation N/A

5. Professional Title N/A

6. Mailing Address 1462 Atwater Rd

7. City King Ferry

8. Zip Code (enter five digits only) 13081

9. Term Begins - Month January

10. Term Begins - Year (yyyy) 2021

11. Term Expires - Month or N/A December

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

13. Is this trustee serving a full term? If No, Yes  
add a State Note (for example, this trustee was  
appointed to complete the remainder of a term of a  
trustee who resigned their position).

14. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/14/2021

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

16. Is this a brand new trustee? N

1. Status Filled

2. First Name Bonnie

3. Last Name Thomas

4. Institutional Affiliation N/A

5. Professional Title N/A
6. Mailing Address 5343 Erron Hill Rd
7. City Locke
8. Zip Code (enter five digits only) 13092
9. Term Begins - Month January
10. Term Begins - Year (yyyy) 2022
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) or N/A 2026
13. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). Yes
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/05/2022
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/31/2022
16. Is this a brand new trustee? N

1. Status Vacant
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. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).

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

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

16. Is this a brand new trustee?

1. Status Vacant

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. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).

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

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

16. Is this a brand new trustee?

1. Status Vacant

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. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).
14. The date the trustee took the Oath of Office (mm/dd/yyyy)
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)
16. Is this a brand new trustee?

**Coordinated Outreach Council**

**COORDINATED OUTREACH COUNCIL**

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

Coordinated Outreach Council Members - complete one record for each Council Member for the period January 1, 2023, through December 31, 2023. For each vacant position, select "Vacant" in question 1 and enter N/A in questions 2-5 of the repeating group. You may 1) enter the data for the Coordinated Outreach Council Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available in the survey by clicking [here](#). Please Note: It is customized and contains all the data entered last year to be updated this year. Complete this form and email it to [collectconnect@baker-taylor.com](mailto:collectconnect@baker-taylor.com). The number of council members must be 5 to 11 (no less than five and no more than 11).

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

- |    |            |         |
|----|------------|---------|
| 1. | Status     | Filled  |
| 2. | First Name | Nicole  |
| 3. | Last Name  | Sedorus |

4.	Institutional Affiliation	Cayuga County Office For the Aging
5.	Professional Title	Aging Services Specialist
1.	Status	Filled
2.	First Name	Elizabeth
3.	Last Name	Helmetsie
4.	Institutional Affiliation	Spencer Library
5.	Professional Title	Director
1.	Status	Filled
2.	First Name	Gail
3.	Last Name	Bundy
4.	Institutional Affiliation	Cortland County Community Action Program
5.	Professional Title	Family Development Advocate
1.	Status	Filled
2.	First Name	Tania
3.	Last Name	Doverspike
4.	Institutional Affiliation	Seneca County Law Enforcement Center
5.	Professional Title	Substance Abuse Counselor
1.	Status	Filled
2.	First Name	Jenny
3.	Last Name	Shonk
4.	Institutional Affiliation	Finger Lakes Library System
5.	Professional Title	Continuing Education & Outreach Librarian
1.	Status	Filled
2.	First Name	Jeffrey
3.	Last Name	Boles
4.	Institutional Affiliation	Finger Lakes Independence Center
5.	Professional Title	Advocacy Specialist

1.	Status	Filled
2.	First Name	Martille
3.	Last Name	Norton
4.	Institutional Affiliation	Tompkins Learning Partners
5.	Professional Title	ABE Coordinator

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

##### **Borrowers/Visits/Circulation/Holdings**

4.1	Number of registered system borrowers	1,819
4.2	System Visits	58

##### **CIRCULATION**

4.3	Total Cataloged Book Circulation	2,740
4.4	Total Circulation of Other Materials	400
4.5	<b>Physical Item Circulation (Total questions 4.3 &amp; 4.4)</b>	3,140
4.6	Use of Electronic Material	9,918
4.7	Successful Retrieval of Electronic Information	34,751
4.8	<b>Electronic Content Use (Total Questions 4.6 &amp; 4.7)</b>	44,669
4.9	<b>Total Circulation of Materials (Total Questions 4.5 &amp; 4.6)</b>	13,058
4.10	<b>Total Collection Use (Total Questions 4.7 &amp; 4.9)</b>	47,809

##### **GENERAL SYSTEM HOLDINGS**

4.11	Total Cataloged Book Holdings	21,590
4.12	Uncataloged Book Holdings	13
4.13	Total Print Serial Holdings	120
4.14	All Other Print Materials Holdings	0

4.15	Total Print Materials (Total questions 4.11, 4.12, 4.13 and 4.14)	21,723
4.16	Electronic Books	20,986
4.17	Local Electronic Collections	5
4.18	Total Number of NOVELNY Databases	15
4.19	Total Electronic Collections ( Total questions 4.16 + 4.17 )	20,991
4.20	Audio - Downloadable Units	10,419
4.21	Video - Downloadable Units	0
4.22	Other Electronic Materials (Include items that are not included in the above categories, such as e-serials; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)	0
4.23	Total Electronic Materials (Total questions 4.18, 4.19, 4.20, 4.21 and 4.22)	31,425

#### Holdings Continued

##### Non-Electronic Materials

4.24	Audio - Physical Units	546
4.25	Video - Physical Units	1,791
4.26	Other Non-Electronic Materials	410
4.27	Total Other Materials Holdings (Total questions 4.24 through 4.26)	2,747
4.28	Grand Total Holdings (Total questions 4.15, 4.23 and 4.27)	55,895

#### ROTATING COLLECTIONS/BOOK LOANS

4.29	Does the system have rotating collections/bulk loans? (Enter Y for Yes, N for No)	Y
4.30	Number of collections	11
4.31	Average number of items per collection	75

## 5. System Services

ILS



## TECHNOLOGY AND RESOURCE SHARING

### INTEGRATED LIBRARY SYSTEM (ILS)

5.1 Does the system provide an integrated library automation system (ILS) for its member libraries? (Enter Y for Yes, N for No) Y

5.2 Indicate which modules of the system's ILS have been implemented (check all that apply):

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

5.3 Identify ILS system vendor Innovative Interfaces Inc.

5.4 How many member libraries fully participate in the ILS? 33

5.5 % of member libraries participating (calculated field) 100.00%

5.6 How many member libraries participate in some ILS modules? 33

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

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

5.8 Number of titles in the ILS bibliographic database 505,919

5.9 Number of new titles added by the system in the reporting year 7,063

5.10	Number of Central Library Aid titles added in the reporting year	306
5.11	Number of new titles added by the members in the reporting year	24,627
5.12	<b>Total new titles (total questions 5.9 through 5.11)</b>	31,996

## Catalog

### UNION CATALOG OF RESOURCES

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

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

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

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

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

5.16 Number of titles in the system's union catalog 505,910

5.17 Number of holdings in the system's union catalog 1,012,295

5.18 Number of new titles added in the last year 28,234

5.19 Number of holdings added in the last year 71,858

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

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

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

### UNION LIST OF SERIALS

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

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

### COMBINED SYSTEM UNION CATALOG AND UNION LIST OF SERIALS

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

### Website/Interlibrary Loan/Delivery/Continuing Edu.

### VISITS TO THE SYSTEM'S WEB SITE

5.24 Annual number of visits to the system's web site 58,622

### SYSTEM INTERLIBRARY LOAN ACTIVITY

5.25 Total items provided (loaned) 814

5.26 Total items received (borrowed) 1,170

5.27 Total requests provided (loaned) unfilled 1,247

5.28 Total requests received (borrowed) unfilled 109

5.29 Total interlibrary loan activity (total questions 5.25 through 5.28) 3,340

### DELIVERY

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

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

a. System courier (on the System's payroll) Yes

b. Other system's courier No

d. Contracted service (paid by System - not on payroll) No

e.	U.S. Mail	No
f.	Commercial carrier (e.g., UPS, DHL, etc.)	No
g.	Other (specify using the note)	No

5.31 Number of stops (pick-up and delivery sites per week) 80

**CONTINUING EDUCATION/STAFF DEVELOPMENT  
Workshops/Meetings/Training Sessions**

**Resource sharing (ILL, collection development, etc.)**

5.32	Number of sessions	1
5.33	Number of participants	275

**Continuing Education Cont.**

**Technology**

5.34	Number of sessions	28
5.35	Number of participants	198

**Digitization**

5.36	Number of sessions	0
5.37	Number of participants	0

**Leadership**

5.38	Number of sessions	12
5.39	Number of participants	320

**Management & Supervisory**

5.40	Number of sessions	12
5.41	Number of participants	191

**Planning and Evaluation**

5.42	Number of sessions	20
5.43	Number of participants	203

**Awareness and Advocacy**

5.44	Number of sessions	10
5.45	Number of participants	205

**Trustee/Council Training**

5.46	Number of sessions	13
5.47	Number of participants	482

**Special Client Populations**

5.48	Number of sessions	15
5.49	Number of participants	109

**Children's Services/Birth to Kindergarten**

5.50	Number of sessions	1
5.51	Number of participants	16

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

5.52	Number of sessions	2
5.53	Number of participants	36

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

5.54	Number of sessions	3
5.55	Number of participants	50

**General Adult Services**

5.56	Number of sessions	0
5.57	Number of participants	0

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

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

5.59	<b>Grand Total Sessions</b> (total questions 5.32, 5.34, 5.36, 5.38, 5.40, 5.42, 5.44, 5.46, 5.48, 5.50, 5.52, 5.54, 5.56 and total of question #2 of Repeating Group #5)	117
5.60	<b>Grand Total Participants</b> (total questions 5.33, 5.35, 5.37, 5.39, 5.41, 5.43, 5.45, 5.47, 5.49, 5.51, 5.53, 5.55, 5.57 and total of question #3 of Repeating Group #5)	2,085
5.61	Do library system staff and/or trustees reach outside of the library system building to promote system programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library System?	N

**Coordinated Services/Consulting/Reference**

**COORDINATED SERVICES**

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

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

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

## CONSULTING AND TECHNICAL ASSISTANCE SERVICES

Indicate which consulting and technical assistance services the system provides (check all that apply).

**Note: If "Other" is selected, please add a Note of explanation.**

5.63	Consulting with member libraries and/or branches on grants, and state and federal funding	Y
5.64	Consulting with member libraries and/or branches on funding and governance	Y
5.65	Consulting with member libraries and/or branches on charter and registration work	Y
5.66	Consulting with member libraries and/or branches on automation and technology	Y
5.67	Consulting with member libraries and/or branches on youth services	Y
5.68	Consulting with member libraries and/or branches on adult services	Y
5.69	Consulting with member libraries and/or branches on physical plant needs	Y
5.70	Consulting with member libraries and/or branches on personnel and management issues	Y
5.71	Consulting with state and county correctional facilities	Y
5.72	Providing information to local, county, and state legislators and their staffs	Y
5.73	Providing system and member library information to the media	Y
5.74	Providing website development and maintenance for member libraries	Y
5.75	Other Consulting and Technical Assistance Services not listed above - Add Note	Y

## REFERENCE SERVICES

5.76	Total Reference Transactions	164
------	------------------------------	-----

**Special Clients/Fees**

**SERVICES TO SPECIAL CLIENTS  
(Direct and Contractual)**

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

- |    |   |     |
|----|---|-----|
| a. | Services for patrons with disabilities  | Yes |
| b. | Services for patrons who are educationally disadvantaged  | Yes |
| c. | Services for patrons who are aged   | Yes |
| d. | Services for patrons who are geographically isolated  | Yes |
| e. | Services for patrons who are members of ethnic or minority groups in need of special library services | Yes |
| f. | Services to patrons who are in institutions   | Yes |
| g. | Services for unemployed and underemployed individuals   | Yes |
| i. | N/A   | No  |

5.78 Number of BOOKS BY MAIL loans 0

5.79 Number of member libraries with Job/Education Information Centers or collections 5

5.80 Number of State Correctional Facilities libraries served 3

5.81 Number of County Jails libraries served 5

5.82 Number of institutions served other than jails or correctional facilities 0

5.83 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

5.84 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 5.85. N



5.85 Description of fees N/A

## 6. Operating Funds Receipts

### Local Public Funds

#### LOCAL PUBLIC FUNDS

6.1 Does the system receive county funding? Y  
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.

1. County Name Seneca County

2. Amount \$12,500

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 Tioga County

2. Amount \$6,000

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

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

1. County Name Tompkins County

2. Amount \$25,680

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** \$44,180

6.3 All Other Local Public Funds \$0

6.4 **Total Local Public Funds (total questions 6.2 and 6.3)** \$44,180

#### STATE AID RECEIPTS - arranged in alphabetical order

6.6 Central Library Services Aid \$0

6.8	Conservation/Preservation Grants	\$0
6.9	Construction for Public Libraries Aid	\$18,547
6.10	Coordinated Outreach Services Aid	\$94,462
6.11	Correctional Facilities Library Aid	\$28,592
6.12	County Jails Library Aid	\$3,800
6.18	Local Library Services Aid - Kept at System	\$1,440
6.19	Local Library Services Aid - Distributed to Members	\$99,159
6.20	<b>Total LLSA (total questions 6.18 and 6.19)</b>	\$100,599
6.21	Local Services Support Aid	\$88,354
6.22	Local Consolidated Systems Aid	\$0
6.26	Public Library System Basic Aid	\$847,680
6.27	Public Library System Supplementary Operational Aid	\$129,919

**State Aid**

6.36	Special Legislative Grants and Member Items	\$75,000
6.37	The New York Public Library - The Research Libraries	\$0
6.38	The New York Public Library, Andrew Heiskell Library for the Blind and Physically Handicapped Aid	\$0
6.39	The New York Public Library, City University of New York	\$0
6.40	The New York Public Library, Schomburg Center for Research in Black Culture Library Aid	\$0
6.41	The New York Public Library, Science, Industry and Business Library	\$0

6.42 Does the system receive state funding from other sources? Enter Y for Yes, N for No. (Report Special Legislative Grants and Member Items on Q 6.36). Y

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 Love Your Library / Summer Reading Aid

2. Amount \$3,994

6.43 **Total Other State Aid (total question #2 of Repeating Group #9 above)** \$3,994

6.44 **Total State Aid Receipts (total questions 6.6 through 6.12, questions 6.20 through 6.22, questions 6.26 through 6.27, questions 6.36 through 6.41, and question 6.43)** \$1,390,947

#### FEDERAL AID

6.45 Library Services and Technology Act (LSTA) \$0

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

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

1. Funding Source American Rescue Plan Act

2. Amount \$62,769

#### Federal Aid/Contracts

6.47 **Total Other Federal Aid (total questions #2 of Repeating Group #10 above)** \$62,769

6.48 **Total Federal Aid (total questions 6.45 and 6.47)** \$62,769

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

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

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

1.	Contracting Agency	Member Libraries
2.	Contracted Service	Software, Supplies, & Equipment
3.	Total Contract Amount	\$43,775
1.	Contracting Agency	Member Libraries
2.	Contracted Service	IT Computer Services
3.	Total Contract Amount	\$276,750
1.	Contracting Agency	South Central Regional Library Council
2.	Contracted Service	Rental of Office Space
3.	Total Contract Amount	\$16,204

6.50 **Total Contracts** (total question #3 of Repeating Group #11 above) \$336,729

**MISCELLANEOUS RECEIPTS**

6.51 Gifts, Endowments, Fundraising, Foundations (include Gates Grants here; specify project number(s) and dollar amount using the state note) \$60,115

6.53 Income from Investments \$1,761

**Miscellaneous**

Proceeds from Sale of Property

6.54 Real Property \$0

6.55 Equipment \$0

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

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

1.	Receipt category	E-Rate Program
2.	Amount	\$22,762

1.	Receipt category	E-Content from Mbr Libraries
2.	Amount	\$29,934
1.	Receipt category	Movie Licenses
2.	Amount	\$2,974
1.	Receipt category	NYALS Conference Reimbursements
2.	Amount	\$3,135
1.	Receipt category	Other / Misc
2.	Amount	\$2,149

6.57 **Total Other Miscellaneous Receipts** (total question #2 of Repeating Group #12 above) \$60,954

6.58 **Total Miscellaneous Receipts** (total questions 6.51 through 6.55 and question 6.57) \$122,830

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) \$1,957,455

6.60 **BUDGET LOANS** \$0

**Transfers/Grand Total**

**TRANSFERS**

6.61 Transfers from Capital Fund (Same as question 9.6) \$0

6.62 Transfers from Other Funds 0

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

6.64 CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2022. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2021.) \$1,471,172

6.67 GRAND TOTAL RECEIPTS, BUDGET \$3,428,627  
LOANS, TRANSFERS, AND  
BALANCE/ROLLOVER  
(Public Library Systems - total questions 6.59,  
6.60, 6.63 and 6.64 - must agree with question  
7.82)

## 7. Operating Fund Disbursements

### Staff/Collection/Grants/Capital

#### STAFF EXPENDITURES

##### Salaries

7.1	System Director and Librarians	\$274,916
7.2	Other Staff	\$298,039
7.3	<b>Total Salary and Wages Expenditures</b> (total questions 7.1 and 7.2)	\$572,955
7.4	Employee Benefits Expenditures	\$197,711
7.5	<b>Total Staff Expenditures</b> (total questions 7.3 and 7.4)	\$770,666

#### COLLECTION EXPENDITURES

7.6	Print Materials Expenditures	\$13,850
7.7	Electronic Materials Expenditures	\$61,092
7.8	Other Materials Expenditures	\$0
7.9	<b>Total Collection Expenditures</b> (total questions 7.6 through 7.8)	\$74,942

#### GRANTS TO MEMBER LIBRARIES

##### Cash Grants Paid From

7.10	Local Library Services Aid (LLSA)	\$99,159
7.11	Central Library Services Aid (CLSA)	\$0
7.15	Other State Aid/Grants (e.g., Construction, Special Legislative or Member Grants)	\$100,000
7.16	Federal Aid	\$0
7.17	Other cash grants paid from system funds	\$79,223

7.18	Total Cash Grants (total questions 7.10 through 7.17)	\$278,382
7.19	Book/Library Materials Grants	\$0
7.20	Other Non-Cash Grants	\$2,823
7.21	<b>Total Grants to Member Libraries</b> (total questions 7.18 through 7.20)	\$281,205

**CAPITAL EXPENDITURES FROM OPERATING FUNDS**

7.22	Bookmobile	\$0
7.23	Other Vehicles	\$0
7.24	Computer Equipment	\$59,832
7.25	Furniture/Furnishings	\$0
7.26	Other Capital Expenditures	\$0
7.27	<b>Total Capital Expenditures from Operating Fund</b> (total questions 7.22 through 7.26)	\$59,832

Capital Cont./Operation and Maintenance/Misc.

**TOTAL CAPITAL EXPENDITURES BY SOURCE OF FUNDS**

7.28	From Local Public Funds (71PF)	\$0
7.29	From Other Funds (71OF)	\$59,832
7.30	<b>Total Capital Expenditures by Source</b> (total questions 7.28 and 7.29; same as question 7.27)	\$59,832

**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	<b>Total Repairs to Buildings and Building Equipment</b> (total questions 7.31 and 7.32)	\$0
7.34	Other Building & Maintenance Expenses	\$43,941
7.35	<b>Total Operation and Maintenance of Buildings</b> (total questions 7.33 and 7.34)	\$43,941

## MISCELLANEOUS EXPENSES

7.36	Total Operation & Maintenance of Bookmobiles and Other Vehicles	\$17,839
7.37	Office and Library Supplies	\$12,163
7.38	Equipment	\$64,869
7.39	Telecommunications	\$41,016
7.40	Postage and Freight	\$3,829
7.41	Publicity and Printing	\$140
7.42	Travel	\$1,606
7.43	Fees for Consultants and Professionals - Please include a Note with the consultants' or vendors' names and a brief description of the service(s) provided.	\$14,915
7.44	Membership Dues - Please include a State Note listing Professional Organization Memberships for which dues are being paid.	\$5,902
7.45	Does the system have other miscellaneous expenses in categories not listed in questions 7.36 through 7.44? Enter Y for Yes, N for No.	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	Software
2.	Amount	\$121,308
1.	Expense category	OCLC
2.	Amount	\$18,191
1.	Expense category	Med Ins
2.	Amount	\$12,118
1.	Expense category	Software
2.	Amount	\$11,704
1.	Expense category	Licensing
2.	Amount	\$17,737
1.	Expense category	Prof Devel.
2.	Amount	\$7,397



1.	Expense category	Other Travel
2.	Amount	\$789
1.	Expense category	Other
2.	Amount	\$3,009

**Miscellaneous Cont./Contracts/Debt Service**

7.46	<b>Total Other Miscellaneous Expenses</b> (total question #2 of Repeating Group #13)	\$192,253
7.47	<b>Total Miscellaneous Expenses</b> (total questions 7.36 through 7.45 and 7.47)	\$354,532

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

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

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

1.	Contracting Agency (specify using the State note)	Member Libraries
2.	Contracted Service (specify using the State note)	IT Tech Svcs
3.	Total Contract Amount	\$50,708

7.49 **Total Contracts** (total question #3 of Repeating Group #14 above) \$50,708

**DEBT SERVICE**

Capital Purposes Loans (Principal and Interest)

7.50	From Local Public Funds (73PF)	\$0
7.51	From Other Funds (73OF)	\$0
7.52	<b>Total Capital Purposes Loans</b> (total questions 7.50 and 7.51)	\$0

**Transfers**

Other Loans

7.53	Other Loans	\$0
7.54	<b>Total Debt Service</b> (total questions 7.52 and 7.53)	\$0
7.55	<b>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</b> (total questions 7.5, 7.9, 7.21, 7.27, 7.35, 7.47, 7.49, and 7.54)	\$1,635,826

## TRANSFERS

### Transfers to the Capital Fund

7.56	From Local Public Funds (76PF)	\$0
7.57	From Other Funds (76OF)	\$0
7.58	<b>Total Transfers to Capital Fund</b> (total questions 7.56 and 7.57; same as question 8.2)	\$0
7.59	<b>Total Transfers to Other Funds</b>	\$0
7.60	<b>Total Transfers</b> (total questions 7.58 and 7.59)	\$0
7.61	<b>TOTAL DISBURSEMENTS AND TRANSFERS</b> (total questions 7.55 and 7.60)	\$1,635,826

### Cash Balance/Grand Total/Audit/Bank Balance

7.62	<b>CLOSING CASH BALANCE at the End of the Current Fiscal Reporting Year (For Public Library Systems - December 31, 2022)</b>	\$1,792,801
7.82	<b>GRAND TOTAL DISBURSEMENTS, TRANSFERS, &amp; ENDING BALANCE</b> (total questions 7.61 and 7.62)	\$3,428,627

## FISCAL AUDIT

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

7.83	Last audit performed (mm/dd/yyyy)	09/07/2022
7.84	Time period covered by this audit (mm/dd/yyyy - mm/dd/yyyy)	01/01/2021 - 12/31/2021
7.85	Indicate type of audit (select one from drop-down):	Private Accounting Firm

**ACCOUNT INFORMATION**

Complete one record for each financial account

1.	Name of bank or financial institution	Tompkins Community Bank
2.	Amount of funds on deposit	\$1,938,460
7.86	<b>Total Bank Balance (total question #2 of Repeating Group #15)</b>	\$1,938,460
7.87	Does the system have a Capital Fund? Enter Y for Yes, N for No. If yes, please complete the Capital Fund Report. If no, stop here.	N

**8. Capital Fund Receipts**

**State Aid and Grants for Capital Projects**

8.1	<b>Total Revenue From Local Sources</b>	\$0
8.2	<b>Transfer From Operating Fund</b> (same as question 7.58)	\$0

**STATE AID FOR CAPITAL PROJECTS**

8.3	State Aid Received for Construction	\$0
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**ALL OTHER AID AND/OR GRANTS FOR CAPITAL PROJECTS**

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

1.	Contracting Agency	N/A
2.	Amount	N/A

**Totals/Cash Balance**

8.5	<b>Total Aid and/or Grants</b> (total question #2 of Repeating Group #16 above)	\$0
8.6	<b>TOTAL RECEIPTS - Revenues from Local Sources, Interfund Revenue, State Aid for Capital Projects, and All Other Aid and/or Grants for Capital Projects</b> (total questions 8.1, 8.2, 8.3, and 8.5)	\$0
8.7	<b>NONREVENUE RECEIPTS</b>	\$0
8.8	<b>TOTAL RECEIPTS - Total Receipts and Nonrevenue Receipts</b> (total questions 8.6 and 8.7)	\$0
8.9	<b>CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2022.</b> (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2021.)	\$0

**Grand Total**

8.10	<b>TOTAL RECEIPTS AND CASH BALANCE</b> (total questions 8.8 and 8.9)	\$0
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## 9. Capital Fund Disbursements

**Project Expenditures/Cash Balance**

**PROJECT EXPENDITURES**

9.1	Total Construction	\$0
9.2	Incidental Construction	\$0
9.3	Books and Library Materials	\$0
9.4	Total Other Disbursements	\$0
9.5	<b>Total Project Expenditures</b> (total questions 9.1 through 9.4)	\$0
9.6	<b>TRANSFER TO OPERATING FUND</b> (Same as question 6.61)	\$0

9.7 **TOTAL NONPROJECT EXPENDITURES** \$0

9.8 **TOTAL DISBURSEMENTS - Total Project Expenditures, Transfer to Operating Fund, and Total Nonproject Expenditures** (total questions 9.5 through 9.7) \$0

9.9 **CLOSING CASH BALANCE IN CAPITAL FUND at the End of the Current Fiscal Year (December 31, 2022, for Public Library Systems)** \$0

Grand Total

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

## 12. Projected Annual Budget For Library Systems

Public Library Systems Budget for January 1, 2023 - December 31, 2023

### PROJECTED OPERATING FUND - RECEIPTS

12.1 **Total Operating Fund Receipts** \$1,934,023  
(include Local Aid, State Aid, Federal Aid, Contracts and Miscellaneous Receipts)

12.2 **Budget Loans** \$0

12.3 **Total Transfers** \$0

12.4 **Cash Balance/Ending Balance in Operating Fund at the end of the previous fiscal year** \$1,792,801  
(For Public Library Systems, opening balance on January 1, 2023 must be the same as the December 31, 2022, closing balance reported on Q7.62 of the 2022 annual report)

12.5 **Grand Total Operating Fund Receipts, Budget Loans, Transfers and Ending Balance** \$3,726,824  
(total questions 12.1 through 12.4)

### PROJECTED OPERATING FUND - DISBURSEMENTS

**12.6 Total Operating Fund Disbursements \$1,934,023**  
(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)

**12.7 Total Transfers \$0**

**12.8 Cash Balance/Ending Balance in \$1,792,801**  
Operating Fund at the end of the fiscal year  
(For Public Library Systems, balance as of December 31, 2023)

**12.9 Grand Total Operating Fund \$3,726,824**  
**Disbursements, Transfers and Ending Balance**  
(total questions 12.6 through 12.8)

#### **PROJECTED CAPITAL FUND - RECEIPTS**

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

**12.11 Nonrevenue Receipts \$0**

**12.12 Cash Balance in Capital Fund at the \$0**  
end of the previous fiscal year  
(For Public Library Systems, opening balance on January 1, 2023, must be the same as the December 31, 2022, closing balance reported on Q9.9 of the 2022 annual report)

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

#### **PROJECTED CAPITAL FUND - DISBURSEMENTS**

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

**12.15 Cash Balance in Capital Fund at the \$0**  
end of the current fiscal year  
(For Public Library Systems, December 31, 2023)

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

## 13. State Formula Aid Disbursements

### Public Library Systems Basic Aid

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

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

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

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

**Statutory Reference (LCSA):** Education Law § 272, 273(1)(f)(3)  
Commissioners Regulations 90.3  
The formula is \$0.31 per capita plus 2/3 of per capita total with formula equity to 1991 LLIA.

**Statutory Reference (Supplemental):** Education Law § 273(11)(a)  
The formula is a base grant of \$39,000 and an amount equal to 10.94% of the amount of Basic Aid provided under Education Law § 273(1)(a, c, d, e, and n).

**BECPL Special Aid:** Education Law § 273(1)(l)  
Annual sum of \$50,000 for a continuity of service project. (Included in Basic Aid Payment)

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

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

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

**13.1.1 Total Full-Time Equivalent (FTE) 3.25**

**13.1.2 Total Expenditure for Professional Salaries \$233,212**

**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 Equivalent (FTE) 4.16**

**13.1.4 Total Expenditure for Other Staff Salaries \$202,430**

**13.1.5 Employees Benefits: Indicate the total expenditures for all system employee fringe benefits. \$145,627**

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

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

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

- |           |                             |  |
|-----------|-----------------------------|--|
| <b>1.</b> | <b>Expenditure Category</b> | <b>Telecommunications</b>                  |
| <b>2.</b> | <b>Provider of Services</b> | <b>First Light Fiber</b>                   |
| <b>3.</b> | <b>Expenditure</b>          | <b>\$7,604</b>                             |
| <b>1.</b> | <b>Expenditure Category</b> | <b>Telecommunications</b>                  |
| <b>2.</b> | <b>Provider of Services</b> | <b>Ring Central &amp; Verizon Wireless</b> |
| <b>3.</b> | <b>Expenditure</b>          | <b>\$380</b>                               |
| <b>1.</b> | <b>Expenditure Category</b> | <b>Telecommunications</b>                  |
| <b>2.</b> | <b>Provider of Services</b> | <b>Clarity Connect</b>                     |
| <b>3.</b> | <b>Expenditure</b>          | <b>\$2,694</b>                             |
| <b>1.</b> | <b>Expenditure Category</b> | <b>Telecommunications</b>                  |
| <b>2.</b> | <b>Provider of Services</b> | <b>All Mode Communications</b>             |
| <b>3.</b> | <b>Expenditure</b>          | <b>\$1,198</b>                             |
| <b>1.</b> | <b>Expenditure Category</b> | <b>Other (specify using Note field)</b>    |
| <b>2.</b> | <b>Provider of Services</b> | <b>U.S. Bank Equipment Finance</b>         |



<b>3.</b>	<b>Expenditure</b>	<b>\$4,965</b>
<b>1.</b>	<b>Expenditure Category</b>	<b>Other (specify using Note field)</b>
<b>2.</b>	<b>Provider of Services</b>	<b>Selective &amp; Acadia Ins. Companies</b>
<b>3.</b>	<b>Expenditure</b>	<b>\$9,421</b>
<b>1.</b>	<b>Expenditure Category</b>	<b>Building and maintenance expenses</b>
<b>2.</b>	<b>Provider of Services</b>	<b>Town of Dryden</b>
<b>3.</b>	<b>Expenditure</b>	<b>\$638</b>
<b>1.</b>	<b>Expenditure Category</b>	<b>Building and maintenance expenses</b>
<b>2.</b>	<b>Provider of Services</b>	<b>NYSEG</b>
<b>3.</b>	<b>Expenditure</b>	<b>\$10,817</b>
<b>1.</b>	<b>Expenditure Category</b>	<b>Building and maintenance expenses</b>
<b>2.</b>	<b>Provider of Services</b>	<b>Holebrook Heating</b>
<b>3.</b>	<b>Expenditure</b>	<b>\$1,343</b>
<b>1.</b>	<b>Expenditure Category</b>	<b>Building and maintenance expenses</b>
<b>2.</b>	<b>Provider of Services</b>	<b>Casella Waste Management</b>
<b>3.</b>	<b>Expenditure</b>	<b>\$1,171</b>
<b>1.</b>	<b>Expenditure Category</b>	<b>Building and maintenance expenses</b>
<b>2.</b>	<b>Provider of Services</b>	<b>BH Cleaning Services</b>
<b>3.</b>	<b>Expenditure</b>	<b>\$3,267</b>
<b>1.</b>	<b>Expenditure Category</b>	<b>Building and maintenance expenses</b>
<b>2.</b>	<b>Provider of Services</b>	<b>GreenScene Lawn &amp; Garden, Mr. Outside</b>
<b>3.</b>	<b>Expenditure</b>	<b>\$4,505</b>
<b>1.</b>	<b>Expenditure Category</b>	<b>Building and maintenance expenses</b>

2.	<b>Provider of Services</b>	<b>Robert L. Kistler Service Corp</b>
3.	<b>Expenditure</b>	<b>\$1,920</b>
1.	<b>Expenditure Category</b>	<b>Building and maintenance expenses</b>
2.	<b>Provider of Services</b>	<b>Various</b>
3.	<b>Expenditure</b>	<b>\$553</b>
1.	<b>Expenditure Category</b>	<b>Library systems vendor contract for automation (e.g, integrated library system, virtual union catalog)</b>
2.	<b>Provider of Services</b>	<b>OCLC</b>
3.	<b>Expenditure</b>	<b>\$17,540</b>
1.	<b>Expenditure Category</b>	<b>Commercial electronic content vendor contracts</b>
2.	<b>Provider of Services</b>	<b>Overdrive</b>
3.	<b>Expenditure</b>	<b>\$9,500</b>
1.	<b>Expenditure Category</b>	<b>Commercial electronic content vendor contracts</b>
2.	<b>Provider of Services</b>	<b>Overdrive</b>
3.	<b>Expenditure</b>	<b>\$2,496</b>
1.	<b>Expenditure Category</b>	<b>Commercial electronic content vendor contracts</b>
2.	<b>Provider of Services</b>	<b>South Central Regional Library Council</b>
3.	<b>Expenditure</b>	<b>\$561</b>
1.	<b>Expenditure Category</b>	<b>Commercial electronic content vendor contracts</b>
2.	<b>Provider of Services</b>	<b>Tumbleweed Press</b>
3.	<b>Expenditure</b>	<b>\$3,500</b>
1.	<b>Expenditure Category</b>	<b>Consultant fees/professional fees</b>
2.	<b>Provider of Services</b>	<b>Port, Kashdin, &amp; McSherry</b>
3.	<b>Expenditure</b>	<b>\$7,450</b>

<b>1.</b>	<b>Expenditure Category</b>	<b>Consultant fees/professional fees</b>
<b>2.</b>	<b>Provider of Services</b>	<b>ADP</b>
<b>3.</b>	<b>Expenditure</b>	<b>\$4,907</b>
<b>1.</b>	<b>Expenditure Category</b>	<b>Consultant fees/professional fees</b>
<b>2.</b>	<b>Provider of Services</b>	<b>Barclay Damon LLP</b>
<b>3.</b>	<b>Expenditure</b>	<b>\$533</b>
<b>1.</b>	<b>Expenditure Category</b>	<b>Consultant fees/professional fees</b>
<b>2.</b>	<b>Provider of Services</b>	<b>Sharon Campanella</b>
<b>3.</b>	<b>Expenditure</b>	<b>\$630</b>
<b>1.</b>	<b>Expenditure Category</b>	<b>Consultant fees/professional fees</b>
<b>2.</b>	<b>Provider of Services</b>	<b>Employee Assistance Program</b>
<b>3.</b>	<b>Expenditure</b>	<b>\$518</b>
<b>1.</b>	<b>Expenditure Category</b>	<b>Consultant fees/professional fees</b>
<b>2.</b>	<b>Provider of Services</b>	<b>Wasabi Technologies</b>
<b>3.</b>	<b>Expenditure</b>	<b>\$879</b>
<b>1.</b>	<b>Expenditure Category</b>	<b>Other (specify using Note field)</b>
<b>2.</b>	<b>Provider of Services</b>	<b>Various</b>
<b>3.</b>	<b>Expenditure</b>	<b>\$8,682</b>
<b>1.</b>	<b>Expenditure Category</b>	<b>Other (specify using Note field)</b>
<b>2.</b>	<b>Provider of Services</b>	<b>Various</b>
<b>3.</b>	<b>Expenditure</b>	<b>\$3,817</b>
<b>1.</b>	<b>Expenditure Category</b>	<b>Institutional membership dues</b>
<b>2.</b>	<b>Provider of Services</b>	<b>ARSL, NYLA, PULISDO, SCRLC, SHRM</b>
<b>3.</b>	<b>Expenditure</b>	<b>\$5,792</b>

1.	Expenditure Category	Other (specify using Note field)
2.	Provider of Services	Various
3.	Expenditure	\$3,161
1.	Expenditure Category	Other (specify using Note field)
2.	Provider of Services	Provantage LLC
3.	Expenditure	\$6,064
1.	Expenditure Category	Other (specify using Note field)
2.	Provider of Services	KnowBe4
3.	Expenditure	\$2,479
1.	Expenditure Category	Other (specify using Note field)
2.	Provider of Services	Excellus BC/BS
3.	Expenditure	\$12,118
1.	Expenditure Category	Other (specify using Note field)
2.	Provider of Services	Various
3.	Expenditure	\$1,250
1.	Expenditure Category	Other (specify using Note field)
2.	Provider of Services	Various
3.	Expenditure	\$281
<b>13.1.7</b>	<b>Total Expenditure - Purchased Services</b>	<b>\$142,634</b>

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

**Y**

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

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

1. Expenditure Category Office/library supplies and postage

2. Expenditure \$3,716

1. Expenditure Category Office/library supplies and postage

2. Expenditure \$6,009

1. Expenditure Category Other (specify using Note field)

2. Expenditure \$6,382

1. Expenditure Category Books and other print materials

2. Expenditure \$1,494

1. Expenditure Category Other (specify using Note field)

2. Expenditure \$595

**13.1.9 Total Expenditure - Supplies and Materials \$18,196**

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

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

1. Type of Travel System Staff Travel

2. Expenditure \$1,606

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

2. Expenditure \$9,067

**13.1.11 Total Expenditures - Travel \$10,673**

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

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

<b>1.</b>	<b>Type of Item</b>	<b>Computer Equipment</b>
<b>2.</b>	<b>Quantity</b>	<b>1</b>
<b>3.</b>	<b>Unit Cost</b>	<b>N/A</b>
<b>4.</b>	<b>Expenditure</b>	<b>\$58,080</b>

**13.1.13 Total Expenditure - Equipment and Furnishings** \$58,080

**13.1.14 Local Library Services Aid Expenditures: Indicate the total expenditures to member libraries for Local Library Services Aid.** \$99,159

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

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

<b>1.</b>	<b>Recipient</b>	<b>32 Member Libraries</b>
<b>2.</b>	<b>Allocation</b>	<b>\$64,000</b>
<b>3.</b>	<b>Project Description (no more than 300 words)</b>	<b>We gave \$2,000.00 each to our 33 Member Libraries for Collection Development. One library refused the funding, due to acceptance of funding restrictions.</b>

**13.1.16 Total Expenditures - Grants for Member Libraries** \$64,000

**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)** \$974,011

**13.1.18 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.**

**13.1.19 Total Allocation from 2022 - 2023 State Aid: \$1,167,331**

**13.1.20 Total Available Before Expenditures (total 13.1.18 + 13.1.19) \$1,167,331**

**13.1.21 Cash Balance at the End of the Current Fiscal Year (total 13.1.19 + 13.1.18 - 13.1.17) \$193,320**

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

**The revenues in this section cover the core operating expenses of the organization. This allows it to attain the goals that are outlined in the Plan of Service for the funding year. FLLS and system staff provide the following services to our member libraries:**

**RESOURCE SHARING:**  
Coordinated collection development, purchase of materials for borrowing by member libraries, providing subscriptions to review sources, maintaining a database of holdings, cataloging, daily delivery to member libraries (M-F), out-of-system interlibrary loans, managing the telecommunications infrastructure, operating and maintaining the Polaris circulation system, and exploring new technologies to be implemented.

**PROFESSIONAL DEVELOPMENT and CONTINUING EDUCATION:** System staff attend meetings, conferences, and workshops locally as well as at the state and national level in order to interact with colleagues, stay abreast of current trends and developments, and facilitate the continuing education of member library staff and trustees. Hold workshops for members in the areas of technology, digital literacy, youth services, marketing / public relations, advocacy, electronic resources, best practices and trends, sustainable funding options, governance and leadership, trustee education and minimum standards compliance.

**CONSULTING AND DEVELOPMENT**



**SERVICES: Professional staff provide assistance to member libraries via telephone, e-mail, and through library visits and board meetings in the areas of technology, best practices, governance, policies, laws and regulations, budgets and funding, personnel, literacy support, grants, annual reports, advocacy, youth services, reference, etc.**

**AWARENESS AND**

**ADVOCACY: FLLS creates an annual Advocacy Guide which includes contact information and legislative priorities of the state legislators that represent the libraries in our system, tips for communicating with legislators, sample letters, and state legislative and funding updates. We coordinate and participate in the annual Advocacy Day activities in Albany by arranging meetings with legislators, and keep member libraries up to date on funding and legislation through e-mail communications and updates to the FLLS website. The System director and other professional staff meet locally with state and local representatives throughout year; FLLS works with South Central Regional Library Council to coordinate advocacy efforts. However, little or no State Funds are used for direct lobbying / advocacy efforts.**

**COMMUNICATIONS**

**AMONG MEMBER**

**LIBRARIES: FLLS administers listservs for directors, trustees, youth services staff, technology staff, and offers listservs for each of the five counties.**

**Provides an annual directory of member libraries, containing hours of operations, and contact information for staff and trustees. Posts regular updates to the FLLS website and social media. Sent out a bi-monthly Trustee newsletter. FLLS also encourages all five counties to host regular directors meetings, which FLLS staff attend. COOPERATIVE EFFORTS WITH OTHER LIBRARY SYSTEMS: Including sharing of policy templates, toolkits, and other resources with neighboring systems. We also host other public library system staff in workshops for our member libraries.**

**CONSTRUCTION: Provides assistance to member libraries in completing construction grant applications through site visits, providing system guidelines, specialized instructions, assistance in filling out forms, recommendations, and updates to the Public Library Construction Grant program from the Division of Library Development.**

**Central Library Services Aid**

## CENTRAL LIBRARY SERVICES AID (CLSA)

**Statutory** Education Law § 273(1)(b)

**Reference:** Commissioners Regulations 90.4

Central Library Services Aid is \$0.32 per capita with a minimum amount of \$105,000 and an additional \$71,500.

Include in this category CLSA expenditures for services and library materials. CLSA funds which are expended for library materials must be used for adult non-fiction and foreign language, including electronic content.

See

<http://www.nysl.nysed.gov/libdev/clda/index.html>

for more information.

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

**13.2.1 Total Full-Time Equivalents (FTE)**

**13.2.2 Total Expenditure for Professional Salaries**

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

**13.2.3 Total Full-Time Equivalents (FTE)**

**13.2.4 Total Expenditures for Other Staff Salaries**

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

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

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

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

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

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

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

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

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

- |    |                      |   |
|----|----------------------|---|
| 1. | Expenditure Category | Adult non-fiction and foreign language materials - electronic databases |
| 2. | Expenditure          | \$18,301  |
| 1. | Expenditure Category | Adult non-fiction and foreign language library materials - print        |
| 2. | Expenditure          | \$547   |

**13.2.9 Total Expenditure - Supplies and Materials** \$18,848

**13.2.10 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 |

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

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

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

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

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

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

**13.2.15 Total Expenditure - Grants to Central/Co-Central Libraries** \$0

**13.2.16 Total Expenditure (total 13.2.2, 13.2.4, 13.2.5, 13.2.7, 13.2.9, 13.2.11, 13.2.13, and 13.2.15)** \$18,848

**13.2.17 Cash Balance at the Opening of the Fiscal Year** \$34,238  
**NOTE: The opening balance must be the same as the closing balance of the previous year.**

**13.2.18 Total Allocation from 2022 - 2023 State Aid:** 168,696

**13.2.19 Total Available Before Expenditures (total 13.2.17 + 13.2.18)** \$202,934

**13.2.20 Cash Balance at the end of the Current Fiscal Year (total 13.2.18 + 13.2.17 - 13.2.16)** 184,086.00

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

**Central Library Services Aid is broken out into two sections by us: Central Book Aid funds are used to purchase non-fiction print, audiobook, DVD, and e-book materials by our central library and to pay for system wide subscriptions to the Mango Languages and Heritage Quest databases. Central Library Development Aid is used by our central library to support a portion of the Polaris Integrated Library System, and to underwrite staff costs involved in selecting, acquiring, processing, circulating, and weeding the CBA collection.**

**Coordinated Outreach Library Services Aid**

**COORDINATED OUTREACH LIBRARY SERVICES AID**

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

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

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

13.4.1	Total Full-Time Equivalents (FTE)	.35
13.4.2	Total Expenditure for Professional Salaries	\$19,462

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

13.4.3	Total Full-Time Equivalents (FTE)	
13.4.4	Total Expenditure for Other Staff Salaries	

13.4.5	<b>Employee Benefits:</b> Indicate the total expenditures for all system employee benefits.	\$6,960
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13.4.6 **Purchased Services:** Did the system expend funds for purchased services? Enter Y for Yes, N for No. Y

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

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

1.	Expenditure Category	Commercial electronic content vendor contracts
2.	Provider of Services	Brainfuse
3.	Expenditure	\$6,300

13.4.7 **Total Expenditure - Purchased Services** \$6,300

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

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

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

1.	Expenditure Category	Office/library supplies and postage
2.	Expenditure	\$634

13.4.9 **Total Expenditure - Supplies and Materials** 634

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

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

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

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

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

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

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

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

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

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

- |    |                        |  |
|----|------------------------|--|
| 1. | Recipient              | Berkshire Free Library   |
| 2. | Allocation             | \$850  |
| 3. | Description of Project | Berkshire Free Library will provide books, large print books and books on CD to the Creamery Hill Senior Apartments in Richford, NY. These books will be used for individual reading as well as reading clubs. |

- |    |                        |  |
|----|------------------------|--|
| 1. | Recipient              | Candor Free Library  |
| 2. | Allocation             | \$540  |
| 3. | Description of Project | Herbs and Spices: This project will share and promote the uses the herbs and spices for cooking and healing through a Make and Take "Spice of the Month Club" and a class on creating herbal salves. |

- |    |           |                                |
|----|-----------|--------------------------------|
| 1. | Recipient | Southworth Library Association |
|----|-----------|--------------------------------|



2.	Allocation	\$1,150
3.	Description of Project	Art with The Masters Classes for Lifelong Learners: is exploration and instruction in the style of the Impressionists with Raymond Crognale. We will explore a variety of techniques in classes designed to encourage beginning and experienced artists to gain new skills and create their own artwork. A final art exhibit of finished works by the participants and other community members will be the culmination of the project.
1.	Recipient	Groton Public Library
2.	Allocation	\$1,650
3.	Description of Project	Back to Basics — Learn to Sew! This program is for all ages with particular attention given to connecting our elder population with our youth. Participants will learn a valued skill in a safe and comfortable environment at the monthly sessions. Beyond the monthly, we will have the machines available for use anytime we are open (with instruction available) or to borrow. The Library will provide sewing machines, fabric and thread, along with skilled instruction — all for free.
1.	Recipient	Interlaken Public Library
2.	Allocation	\$743

3. Description of Project Love Your Library for Life - Join us in celebrating early literacy for both children and caregivers. Participants enjoy a weekly program that includes reading, song, repetition, play, snacks and support for caregivers, as well as fun "Ted's Troupe" materials including a sturdy, custom tote bag to take home books and materials, an early literacy toolkit for caregivers, and a keepsake (and very functional) My First Library Card for our youngest participants, usable at any of the 33 Finger Lakes Libraries for checkout of materials.

1. Recipient Lansing Community Library

2. Allocation \$1,650

3. Description of Project Tween Advisory Group and Book Club - The Lansing Library seeks to add much needed free, educational, and engaging regular after school programming for tweens grades 4th- 7th. The biweekly program will include a tween advisory group and book club. After school programming, held at the library, will support school curriculum, provide academic support, help to improve social skills, build self confidence, and make learning fun!

1. Recipient Lodi Whittier Library

2. Allocation \$1,439

3.	Description of Project	Artist Led Classes for Adults - will provide community connection, social interaction, and library involvement in a creative and supportive atmosphere. These artists will encourage participants to discover their own individual creative self and use the skills taught to express themselves. Everyone goes home with a wonderful finished product and many happy memories!
1.	Recipient	Peck Memorial Library
2.	Allocation	\$980
3.	Description of Project	Oceans of Possibilities 2022 - Peck Memorial Library will be reaching the community of Marathon by helping the village and the town with the summer recreation program. This is a way where we can reach more community members than just our patrons to connect them to reading and our local library. We endeavor to have a variety of programs so that all age levels can be reached through our programs and activities.
1.	Recipient	Powers Library
2.	Allocation	\$400
3.	Description of Project	A Hand-Up Pantry - provides not only food and personal care items but also a good book to share with the family. We are here to support our community with a little extra sustenance and the love of reading!
1.	Recipient	Tappan-Spaulding Memorial Library
2.	Allocation	\$550

- |    |                        |   |
|----|------------------------|---|
| 3. | Description of Project | LEGO Night is an enrichment program offered by the Tappan-Spaulding Memorial Library to engage children grades 1-4 in activities related to Science, Technology, Engineering, the Arts and Mathematics. We will offer a local monthly event that gives our children the opportunity to experiment and explore S.T.E.A.M. subjects through the fun of LEGOs in a fun way.  |
| 1. | Recipient              | Newfield Public Library   |
| 2. | Allocation             | \$840   |
| 3. | Description of Project | NPL at the Food Pantry - brings the library to the food pantry! By attending a pantry event twice per month, the library is building relationships with patrons that may not otherwise visit the library. They joined forces with the Newfield Kitchen Cupboard to provide free books, DVDs, magazines and puzzles and recently introduced the Meal of the Month program. Each month they select a recipe and create a meal kit with the ingredients for community members to prepare, enjoy, and share a fun, culinary experience! |
| 1. | Recipient              | Coburn Free Library   |
| 2. | Allocation             | \$1,000   |

3.	Description of Project	<p>Teen Outreach: will build on the success of their current teen spaces by providing new and exciting local resources to Tioga County young adults. Our teens asked and we listened. This teen outreach program will address the need for updated materials and will provide new programs emphasizing life-long skills, connection, literacy, fun, and learning.</p>
1.	Recipient	Seneca Falls Library
2.	Allocation	\$1,560
3.	Description of Project	<p>Building Life Skills Outside the Box - Life Skills Boxes are an inventive way to help individuals with disabilities develop, practice, or enhance their life skills in order to lead a happier, healthier and/or more independent lifestyle. Our partner, the Mozaic organization, will use these boxes (one every other month) with their individual day habilitation units. Each box will have a particular life skill theme, including a story and a variety of hands-on, interactive activities (most materials provided).</p>
1.	Recipient	Waterloo Library and Historical Society
2.	Allocation	\$1,200
3.	Description of Project	<p>Integrated Crafts - will provide take and make crafts and art kits to residents of group homes, seniors and living facilities. Participants will need to register for the programs in advance due to limited space and supplies. Take and make kits may include painting, vinyl and wood projects, sewing and other creative arts and crafts.</p>

1.	Recipient	WeedSPORT Free Library
2.	Allocation	\$671
3.	Description of Project	Digital Inclusion - will increase digital inclusion in our community by providing a mobile hotspot and Kindle e-readers for borrowing. This project will increase accessibility to digital resources and internet connection for rural community members, job seekers, seniors, and students. The project additionally aims to serve our visually impaired community by greatly increasing access to Large Type reading materials through Kindle's accessibility features.

13.4.15 **Total Expenditure - Grants to Member Libraries** \$15,223

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)** \$48,579

13.4.17 **Cash Balance at the Opening of the Fiscal Year** \$70,676

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

13.4.18 **Total Allocation from 2022 - 2023 State Aid:** \$93,171

13.4.19 **Total Available Before Expenditures (total 13.4.17 + 13.4.18)** \$163,847

13.4.20 **Cash Balance at the End of the Current Fiscal Year (total 13.4.18 + 13.4.17 - 13.4.16)** \$115,268

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

FLLS works with local nursing homes to provide book discussion kits and other materials as needed by them. We continue to serve as a liaison to the Talking Book and Braille Library. We have held two meetings of the Coordinated Outreach Advisory Council; and administer a mini-grant program for members, funding 15 member libraries for various outreach programs; We also cover the travel expenses of the Outreach Coordinator when attending local and state outreach related meetings and conferences, when applicable.

#### Services to County Jails Aid

#### SERVICE TO COUNTY JAILS (INTERINSTITUTIONAL) AID

<b>Statutory Reference:</b>	Education Law § 285(2)
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The intent of the Services to County Jails Program is to provide basic reading materials for those individuals who are incarcerated short term in county jails across the State. Examples of appropriate spending include books and magazine / newspaper subscriptions which are acceptable to the institution (Supplies & Materials), as well as programs such as Job Information and other topics directly relevant to the county jail incarcerated individuals' needs (Purchased Services). Salaries and benefits for system personnel providing programs and services to county jails are also appropriate expenditures.

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

13.5.1 Total Full-Time Equivalentents (FTE)

13.5.2 Total Expenditure for Professional Salaries

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

13.5.3 Total Full-Time Equivalentents (FTE)

13.5.4 Total Expenditures for Other Staff Salaries

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

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

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

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

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

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

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

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

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

1.	Expenditure Category	Books and other print materials
2.	Expenditure	\$3,173

13.5.9 **Total Expenditure - Supplies and Materials** \$3,173

13.5.10 **Total Expenditure (total 13.5.2 + 13.5.4 + 13.5.5 + 13.5.7 + 13.5.9)** 3,173.00

13.5.11 **Cash Balance at the Opening of the Fiscal Year:** \$4,192

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

13.5.12 **Total Allocation from 2022 - 2023 State Aid** \$3,800



13.5.13 Total Available Before Expenditures (total 13.5.11 + 13.5.12)	\$7,992
13.5.14 <b>Cash Balance at the End of the Current Fiscal Year (total 13.5.12 + 13.5.11 - 13.5.10)</b>	\$4,819
13.5.15 <b>Final Narrative:</b> Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.	FLLS purchases and distributes popular paperback books and magazines for each of our five county jails. We also get book or magazine donations from our member libraries; which we distribute.

**State Correctional Aid**

**THE FOLLOWING QUESTIONS ARE FOR SYSTEMS WITH STATE CORRECTIONAL FACILITIES ONLY**

STATE CORRECTIONAL FACILITIES AID

**Statutory** Education Law § 285 (1)

**Reference:** Commissioners Regulations 90.14

The amount provided in Education Law is \$9.25 per incarcerated individual. Please see the State Corrections Program Guidelines at [www.nysl.nysed.gov/libdev/outreach/corrgdln.htm](http://www.nysl.nysed.gov/libdev/outreach/corrgdln.htm) for more information.

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

13.6.1 Total Full-Time Equivalentents (FTE)	.25
13.6.2 Total Expenditure for Professional Salaries	\$13,901

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 Equivalentents (FTE)	.01
13.6.4 Total Expenditure for Other Staff Salaries	\$233

13.6.5 **Employee Benefits:** Indicate the total expenditures for all system employee benefits. \$5,082

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

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

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

1.	Expenditure Category	Commercial electronic content vendor contracts
2.	Provider of Services	OCLC
3.	Expenditure	\$651

13.6.7 **Total Expenditure - Purchased Services** 651

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

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

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

1.	Expenditure Category	Books and other print materials
2.	Expenditure	\$8,492
1.	Expenditure Category	Office/library supplies and postage
2.	Expenditure	\$452

13.6.9 **Total Expenditure - Supplies and Materials** \$8,944

13.6.10 **Travel Expenditures:** Did the system Y  
expend funds for travel? 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	Other (specify using Note field)
2.	Expenditure	\$1,019
1.	Type of Travel	Other (specify using Note field)
2.	Expenditure	\$110

13.6.11 **Total Expenditure - Travel** \$1,129

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

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

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

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

13.6.14 **Total Expenditure (total 13.6.2, 13.6.4, 13.6.5, 13.6.7, 13.6.9, 13.6.11, and 13.6.13)** \$29,940

13.6.15 **Cash Balance at the Opening of the Fiscal Year:** \$18,359

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

13.6.16 **Total Allocation from 2022 - 2023 State Aid:** \$28,592

13.6.17 **Total Available Before Expenditures (total 13.6.15 + 13.6.16)** \$46,951

13.6.18 **Cash Balance at the End of the Current Fiscal Year (total 13.6.16 + 13.6.15 - 13.6.14)** \$17,011

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

Funds in this section are used to fill Interlibrary Loan requests from our three correctional facilities: deliver materials to and from the facilities, cover a portion of staff salaries involved in advising the correctional facility librarians and staff, answering reference questions from incarcerated individuals, and purchasing materials and equipment. We also cover travel expenses for the Outreach Coordinator when making visits to facilities, and host at least one annual meeting with the correctional facility librarians at FLLS.

## **14. Summary of Library System Accomplishments**

### **System Accomplishments**

Using the goals from Section 4 in the approved 2022-2026 System Plan of Service, **BRIEFLY** describe the final results of each element for Year 1 (2022).

14.1 Element 1: Resource Sharing - Results

Professional staff consulted virtually or met in-person with member libraries to assist with weeding, collection development, and space planning; Continued to maintain a database of FLLS and all member library holdings to enhance cooperative system sharing; FLLS Cataloger continued to perform copy cataloging and original cataloging when titles cannot be found in OCLC WorldCat database; Provided cataloging support for cataloging non-traditional items such as tools, kits, board games, museum passes, and NYS park passes for our member libraries; Maintained a subscription to OverDrive and purchased materials in order to provide libraries and their patrons access to downloadable audio and e-books. Purchased subscriptions to Library Journal, School Library Journal, and other professional periodicals to circulate among member libraries; purchased print books for our professional development collection; Established and added to our collections of non-traditional materials and new formats including storytime kits, die cuts, and other kits/items as requested by our members; Sent out bi-weekly bulletins via e-mail with collection recommendations, system updates, and professional development opportunities. Professional staff participated in NYLA, NYALS, and IUG annual conferences and reported back to member libraries via email and in meetings on what was learned.

DELIVERY AND  
INTERLIBRARY LOAN:

Delivered materials daily, Monday through Friday, to all member libraries; Central Library provided a core non-fiction collection for Interlibrary Loan. Out-of-system ILL was successfully brought back to our member libraries in August 2022 and has been used extensively since it has restarted. FLLS maintains a book drop at our headquarters for member library and patrons returns.

**INTEGRATED LIBRARY SYSTEM and TECHNOLOGY:** Used a credit card payment option in the web-based catalog (PowerPAC) to enable patrons to pay fines and make donations online; continued to modify our updated FLLS website including calendar software and a blog. FLLS provided hosted web services to our member libraries; Offered transferring domain name registration to FLLS members so that member libraries do not need to worry about expiring domain names; Provided LibData PC print and time management software to 12 of our member libraries; 28 member libraries utilize Meraki security appliance and wireless networks so that FLLS can be proactive to supporting our libraries with technology needs. All 28 Merakis were updated during the summer of 2022 with ARPA funding.

14.2 Element 2: Special Client Groups -  
Results

ADULT LITERACY: After the NYS Adult Literacy Library Services project was consolidated into outreach funding, FLLS continued to subscribe to the JobNow database which assists patrons with career assessment, resume review, job interview coaching, unemployment benefit assistance, and job search assistance. Live resume experts, live interview coaches, and live job coaches are available at convenient times throughout the week and resources are available 24/7 to anyone with a library card. The JobNow database includes tutorials and resources for adults working on improving computer and technology skills in addition to a variety of college prep sessions. Tutorials and resources for High School Equivalency, ESL, and adult literacy are also included. 183 unique users utilized these resources 799 times between January 2022 and December 2022. Additionally, there were 10 live tutoring sessions. FLLS promoted the database on the FLLS website and social media.

**COORDINATED**

OUTREACH: FLLS held two meetings of the Coordinated Outreach Services Advisory Council and continued the mini-grant program. 15 member libraries were awarded grants for the 2022-2023 grant cycle, which has continued to be competitive due to increased marketing/promotion and budget insecurity at member libraries. COSAC carefully reviewed applications and proposed projects that centered around programming for seniors, programming for children & teens, food pantry

collaborations, digital inclusion, and outreach to organizations that serve adults with developmental disabilities. Continued providing Talking Book & Braille materials to a local patron and promoted TBBL to member libraries. The Outreach Librarian facilitated the monthly FLLS Member Library Support Group and gave outreach updates at each meeting. FLLS continued to subscribe to the Homeless Library Academy with Ryan Dowd through Niche Academy, which provides access to over 35 recorded webinars and live monthly webinars that focus on de-escalation techniques and treating all library patrons with dignity and respect.

#### CORRECTIONAL

FACILITIES: Continued to provide interlibrary loan service, reference assistance, and consultant services to correctional facilities in our service area. Purchased and distributed materials for correctional facilities through funds allotted in system grant. Delivery to correctional facilities was held twice a month. An annual correctional facilities meeting is held in June to review and assess services to our correctional facilities and to provide valuable networking opportunities. This year the meeting was once again held virtually. Purchased materials for county correctional facilities. YOUTH

SERVICES: Continued to coordinate "Summer Reading at New York State Libraries" for our member libraries. The Member Services Librarian visited member libraries to assist with youth collections



and programming. Held kickoff Summer Reading Meeting virtually in March to educate member libraries and provide resources, as well as participating in the coordinated multi-system collaborative Summer Reading training. Facilitated grants for youth projects at member libraries funded by a private source through the Community Foundation of Tompkins County. Continued to provide a collection of resources such as puppets, storytime kits, maker and STEAM kits, and die cuts, as well as their promotion. Held various check-in meetings for member library staff on topics related to children's and youth services. Gave Youth Services updates as part of the FLLS Member Library Support Group that meets monthly. Youth topics of discussion over the past year included youth programming, Summer Reading, OverDrive's Big Reads for youth, Audiofile SYNC for youth, and grants. The Youth Services Consultant passed along timely youth services resources to member libraries as needed.

14.3 Element 3: Professional Development and Continuing Education - Results

Coordinated and/or facilitated the following workshops for member Libraries: Summer Reading Program Kick-Off meeting, multiple Trustee Orientation meetings, New Director trainings, NYS Construction Grant Sessions, Polaris ILS trainings, Item Maintenance (simplified copy cataloging) trainings, Programming (all ages) workshops, eContent trainings, Grant Writing, Data Collection workshops, Accessible Library Customer Service workshop, Engaging Teens workshop, Lodi Literacy Hub workshop (providing services to children with dyslexia), Best Practices for Serving LGBTQ+ patrons workshop, New Librarians Meetups, Hybrid Programming Technology workshop, IDEA (Inclusion, Diversity, Equity, & Accessibility) Committee Meetings, Social Justice Book Club Meetings, as well as monthly Directors' Meetings and Member Library Support Group Meetings. FLLS partnered with WNYLRC and PULSIDO to provide a statewide workshop with Stephanie Adams on the Collection Management Toolkit webinar. FLLS collaborated with Mid-Hudson Library System and PULISDO to provide a statewide webinar on Robert's Rules of Order. Trustee workshops were held on Trustee Essentials for new and returning member library trustees. FLLS, along with South Central Regional Library Council, hosted a two-day NYALS workshop in Ithaca in August 2022 focusing on advocacy. FLLS staff attended the following conferences/workshops: NYLA annual conference,

IUG annual conference, NYALS conference, human resources workshops, SHRM meetings, Library Journal Summits, a Library Journal online course, and various workshops hosted through NYALS and South Central Regional Library Council.

14.5 Element 5: Consulting and Development Services - Results

System librarians and other professional staff visited member libraries in-person and virtually for consultation, attended member library board meetings on a regular basis, and responded to specific questions and provided assistance on issues concerning services, programs, collection development, funding, school ballot referendums, charters, space planning, weeding, management and leadership, construction, annual reports, advocacy, trustee and director orientations, personnel concerns, policies, reference, laws and regulations, and other topics related to library management and governance. The FLLS 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. A new webpage was added which focuses on inclusion, diversity, equity, and accessibility and includes a toolkit with helpful links.

14.6 Element 6: Coordinated Services -  
Results

Continued to maintain the online union catalog of member and FLLS holdings; continued with the coordinated purchasing of e-content materials; provided an opportunity for a group purchase of computers for member libraries of which 38 computers (7 laptops and 31 all-in-one desktops) and 11 Chromebox devices and 6 Chromebooks were purchased by 15 libraries. These computers were staged, configured, and installed by FLLS staff.

14.7 Element 7: Awareness and Advocacy -  
Results

FLLS continued to create an in-depth annual virtual Advocacy Guide and Legislative Guide which includes contact information and legislative priorities of the state legislators that represent the libraries in our system, tips for communicating with legislators, sample letters, and state legislative and funding updates; Coordinated and participated in the annual Lobby Day activities in Albany by arranging and hosting virtual meetings with legislators; kept member libraries up to date on funding and legislation through e-mail communications and updates to the FLLS website; system director, professional staff, and trustees met locally with state and local representatives throughout the year.

14.8 Element 8: Communication among  
Member Libraries and/or Branch Libraries -  
Results

FLLS administers multiple email distribution lists for directors, trustees, youth services staff, adult services staff, technology staff, and offers email distribution lists for each of the five counties in our service area; Provided an annual directory of members containing the hours of the libraries and contact information for staff and trustees; Posted regular updates to the FLLS web site, Facebook, and Instagram. FLLS encouraged the regular meeting between county library managers and directors and FLLS routinely attended these meetings. FLLS created and distributed a bi-weekly bulletin for our member libraries, trustees and community partners. Member library staff were also encouraged to network and communicate at various virtual system meetings.

14.9 Element 9: Cooperative Efforts with  
Other Library Systems - Results

System Director is a member of the Public Library System Directors Organization (PULISDO); System Director was PULISDO Chair from November 2020-November 2022; System Director is a member of NYALS (New York Alliance of Library Systems) and a member of NYALS Steering Committee as one of three PULISDO representatives; System Director is on the Board of the South Central Regional Library Council and is the Treasurer of that Board; Outreach Librarian is a member of the South Central Regional Library Council Educational Services Advisory Committee and Diversity, Equity, Inclusion and Justice Committee; Technical Services Librarian is a member of the Resource Sharing Advisory Committee of South Central Regional Library Council, Member Services Librarian is a member of TST School Library Committee. FLLS staff collaborated with other neighboring public library systems in the statewide collaborative summer reading programming virtual workshops and on various other webinars throughout the year. FLLS, along with South Central Regional Library Council, hosted a two-day NYALS conference in August 2022 about library advocacy. FLLS shared policy templates, toolkits and other resources with neighboring systems; FLLS staff members held the following positions: PULISDO Chair and SCRLC Treasurer.

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

14.11 Element 11: Central Library - Results Central Book Aid funds were used to purchase non-fiction print, audiobook, DVD, and e-book materials by our central library and to pay for system wide subscriptions to the Mango Languages and HeritageQuest databases. Central Library Development Aid was used by our central library to support a portion of the Polaris Integrated Library System, materials receiving activity, and to underwrite staff costs involved in selecting, acquiring, processing, maintaining, circulating, repairing, and weeding of the CBA collection.

14.12 Element 12: Direct Access - Results All FLLS member libraries are in compliance with Commissioner's Results Regulation 90.3 and FLLS has a current, board approved Free Direct Access Plan.

14.13 Element 13: Other Goal(s) - Results N/A

## 15. Current system URL's

15.1 System Home Page URL <https://www.flls.org/>

15.2 URL of Current List of Members <https://www.flls.org/member-libraries/>

15.3 URL of Current Governing Bylaws <https://www.flls.org/wp-content/uploads/2012/11/BYLAWS2.pdf>

15.4	URL of Evaluation Form	<a href="https://tinyurl.com/2bkpz75p">https://tinyurl.com/2bkpz75p</a>
15.5	URL of Evaluation Results	<a href="https://www.surveymonkey.com/results/SM-LdJQSh3pso7H8jsA0xgjJg_3D_3D/">https://www.surveymonkey.com/results/SM-LdJQSh3pso7H8jsA0xgjJg_3D_3D/</a>
15.6	URL of Central Library Plan	<a href="https://www.flls.org/wp-content/uploads/2022/02/Finger-Lakes-Library-System-Central-Library-Plan-of-Service-2022-2026.pdf">https://www.flls.org/wp-content/uploads/2022/02/Finger-Lakes-Library-System-Central-Library-Plan-of-Service-2022-2026.pdf</a>
15.7	URL of Direct Access Plan	<a href="https://www.flls.org/wp-content/uploads/2022/02/FLLS-Free-Direct-Access-Plan-2022.pdf">https://www.flls.org/wp-content/uploads/2022/02/FLLS-Free-Direct-Access-Plan-2022.pdf</a>

## 16. Assurance and Contact Information

### CONTACT INFORMATION

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

### ASSURANCE

16.4	The Library System operated under its approved Plan of Service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that this "Annual Report" was reviewed and accepted by the System Board/Council on (date - mm/dd/yyyy)	03/15/2023
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### APPROVAL (for New York State Library use only/not a required field)

16.5	The Library System's Annual Report and Projected Annual Budget were reviewed and approved by the New York State Library on (date - mm/dd/yyyy).	6/21/2023
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## Suggested Improvements

Library System	Finger Lakes Library System
Name of Person Completing Form	Jenny Shonk
Phone Number and Extension (enter area code, telephone number and extension only):	6073195613



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

I would be interested in a webinar/Q&A for system staff regarding the annual report for systems and member libraries.