Finger Lakes Library System
Annual Report for Library Systems - 2024 (Public Library Systems 2024)

1. General System Information

System / Director Information

Please be advised of two improvements that have been implemented:

- The report now saves automatically after every new entry or change.
- Multiple users can now view and edit reports at the same time. When logging in, you will receive a pop-up message notifying you if someone else is also using the report to enable coordination.

1.1	SEDCODE	610600700008
1.2	Institution ID	800000036373
1.3	System Name	Finger Lakes Library System
1.4	Beginning Reporting Year	01/01/2024
1.5	Ending Reporting Year	12/31/2024
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   5613
(enter N/A if unknown)

1.14   Library System Telephone   (607) 273-4074
Number (enter 10 digits only and hit the
Tab key)

1.15   Fax Number (enter 10 digits   (607) 272-7475
only)

1.16   System Home Page URL   https://www.flls.org/

1.17   URL of the system's complete   https://www.flls.org/wp-content/uploads/2022/03/FLLS-
Plan of Service   2022-2026-Plan-of-Service.pdf

1.18   Population Chartered to Serve   311,066
(2020 Census)

1.19   Area Chartered to Serve (square   2,508
miles)

1.20   Federal Employer Identification   150613223
Number

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   19222
Certification Number of the Director of
Public Library System, and Reference
and Research Library Resources
System.

1.31   Telephone Number of the   (607) 273-4074 Ext.222
System Director, including area code
and extension (enter digits only, field
will automatically format with
extension)

1.32   E-Mail Address of the System   sglogowski@flls.org
Director

1.33   Fax Number of the System   N/A
Director (enter 10 digits only and hit the
Tab key)

1.34   Name of Outreach Coordinator   Jenny Shonk

Contracts / Unusual Circumstances

1.48   Does the reporting system have   N
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.

1.   Name of Contracting   N/A
Municipality or District

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

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

4.   Dollar amount of contract   N/A

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

1.49   For the reporting year, has the   N
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.

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

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

1.51   President/CEO Phone Number   N/A

1.52   President/CEO Email   N/A

2. Personnel Information

2.1   FTE (Full-Time Equivalent   35
Calculation)
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   1
per CR 90.3(f) - Filled Position FTE

2.5   Public Library System Director   0
per CR 90.3(f) - Vacant Position FTE

2.10   Certified Librarians - Filled   2
Position(s) FTE

2.11   Certified Librarians - Vacant   0
Position(s) FTE

2.12   Outreach Coordinator (certified) 1
per CR 90.3 (1)(2)(iii) - Filled Position
FTE

2.13   Outreach Coordinator (certified) 0
per CR 90.3 (1)(2)(iii) - Vacant Position
FTE

2.14   Total Certified Librarians -   4.00
Filled Position(s) FTE (total questions
2.4 + 2.10 + 2.12)

2.15   Total Certified Librarians -   0.00
Vacant Position(s) FTE (total questions
2.5 + 2.11 + 2.13)

2.16   Total Other Professional Staff -   3
Filled Position(s) FTE

2.17   Total Other Professional Staff -   0
Vacant Position(s) FTE

2.18   Total Other Staff - Filled   2.86
Position(s) FTE

2.19   Total Other Staff - Vacant   0
Position(s) FTE

2.20   Total Paid Staff - Filled   9.86
Position(s) FTE (total questions 2.14 +
2.16 + 2.18)

2.21   Total Paid Staff - Vacant   0.00
Position(s) FTE (total questions 2.15 +
2.17 + 2.19)

SALARY INFORMATION

2.22   Entry-Level Librarian (certified) N/A
FTE

2.23   Entry-Level Librarian (certified) N/A
Current Annual Salary

2.24	System Director FTE	1

2.25	System Director Current Annual Salary	$111,921

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	2023

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	Total Public Service Outlets (total questions 3.15, 3.19 through 3.22)	1

3.24	Name of Central Library/Co-Central Libraries	Tompkins County Public Library

BOARD/COUNCIL MEETINGS

3.25   Total number of public library   10
system/3Rs board meetings or school
library system council meetings held
during reporting year

3.26   Current number of <u>voting</u>   11
positions on system board/council.
Please add a note if this has changed
from the previous year report.

Note: There are 11 trustees and 11 entries on the report (9 trustees plus 2 vacancies).

3.27   Term length for system   5
board/council members. Please add a
note if this has changed from the
previous year report.

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   E
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.

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 2-17 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. Note that the trustee and coordinated outreach council positions have been pre-filled with last year's information. Please make sure that information is updated as needed. The spreadsheet option is still available if that is easier to update. Complete this form and email it to collectconnect@baker-taylor.com. The number of Council members must be 5 to 11 (no less than five and no more than 11).

1.   Status   Filled

2.   First Name   Martin

3.   Last Name   Toombs

4.   Institutional Affiliation   N/A

5.	Professional Title	N/A
6.	Mailing Address	1938 Auburn Road
7.	City	Seneca Falls
8.	Zip Code (enter five digits only)	13148
9.	Email Address	marty@toombs.info
10.	Office Held or Trustee	Trustee
11.	Term Begins - Month	January
12.	Term Begins - Year (yyyy)	2021
13.	Term Expires - Month or N/A	December
14.	Term Expires - Year (YYYY) or N/A	2025
15.	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
16.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/12/2021
17.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	03/18/2021
18.	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.	Email Address	Patricia.Schaffer@stny.rr.com
10.	Office Held or Trustee	Trustee
11.	Term Begins - Month	January
12.	Term Begins - Year (yyyy)	2023
13.	Term Expires - Month or N/A	December
14.	Term Expires - Year (YYYY) or N/A	2027
15.	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
16.	The date the trustee took the Oath of Office (mm/dd/yyyy)	02/02/2023
17.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/15/2023
18.	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.	Email Address	cynthia.m.flx@gmail.com
10.	Office Held or Trustee	Trustee
11.	Term Begins - Month	January
12.	Term Begins - Year (yyyy)	2025
13.	Term Expires - Month or N/A	December
14.	Term Expires - Year (YYYY) or N/A	2025
15.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	No

Note: Cynthia Mannino was our At-Large trustee. In January 2025, she took over Elizabeth Hudson's term as Tompkins County trustee so that Stevan Knapp could become our At-Large trustee and complete the remainder of Cynthia's original term.

16.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/13/2021
17.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	03/18/2021

18.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name	Stevan
3.	Last Name	Knapp
4.	Institutional Affiliation	N/A
5.	Professional Title	N/A
6.	Mailing Address	9778 Savercool Rd
7.	City	Trumansburg
8.	Zip Code (enter five digits only)	14886
9.	Email Address	stevanknapp@aol.com
10.	Office Held or Trustee	Trustee
11.	Term Begins - Month	January
12.	Term Begins - Year (yyyy)	2025
13.	Term Expires - Month or N/A	December
14.	Term Expires - Year (YYYY) or N/A	2025
15.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	No

Note: Cynthia Mannino was our At-Large trustee. In January 2025, she took over Elizabeth Hudson's term as Tompkins County trustee so that Stevan Knapp could become our At-Large trustee and complete the remainder of Cynthia's original term.

16. The date the trustee took the Oath of Office (mm/dd/yyyy) — 01/09/2025

17. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) — 01/30/2025

18. 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. Email Address — elaine.meyers4@gmail.com

10. Office Held or Trustee — Other (Add State Note)

Note: Secretary

11. Term Begins - Month — January

12. Term Begins - Year (yyyy) — 2021

13. Term Expires - Month or N/A — December

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

15. 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

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

01/14/2021

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

03/18/2021

18. 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. Email Address

crossbo2004@hotmail.com

10. Office Held or Trustee

Trustee

11. Term Begins - Month

January

12. Term Begins - Year (yyyy)

2022

13. Term Expires - Month or N/A

December

14. Term Expires - Year (YYYY) or N/A   2026

15. 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

16. The date the trustee took the Oath of Office (mm/dd/yyyy)   01/05/2022

17. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)   01/31/2022

18. Is this a brand new trustee?   N

1. Status   Filled

2. First Name   Priscilla

3. Last Name   Berggren-Thomas

4. Institutional Affiliation   N/A

5. Professional Title   N/A

6. Mailing Address   3042 E. River Rd

7. City   Cortland

8. Zip Code (enter five digits only)   13045

9. Email Address   brprbt@gmail.com

10. Office Held or Trustee   President

11. Term Begins - Month   January

12. Term Begins - Year (yyyy)   2024

13. Term Expires - Month or N/A   December

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

15. Is this trustee serving a full   No
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).

Note: Completing Cindy Buerkle's term.

16. The date the trustee took the   1/12/2024
Oath of Office (mm/dd/yyyy)

17. The date the Oath of Office was   1/22/2024
filed with town or county clerk
(mm/dd/yyyy)

18. Is this a brand new trustee?   N

1. Status   Filled

2. First Name   Kathryn

3. Last Name   Maroney

4. Institutional Affiliation   N/A

5. Professional Title   N/A

6. Mailing Address   3391 Halseyville Rd

7. City   Trumansburg

8. Zip Code (enter five digits only) 14886

9. Email Address   kasiamaroney1@gmail.com

10. Office Held or Trustee   Trustee

11.	Term Begins - Month	January
12.	Term Begins - Year (yyyy)	2024
13.	Term Expires - Month or N/A	December
14.	Term Expires - Year (YYYY) or N/A	2028
15.	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
16.	The date the trustee took the Oath of Office (mm/dd/yyyy)	1/16/2024
17.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	1/22/2024
18.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name	Kristina
3.	Last Name	Furi
4.	Institutional Affiliation	N/A
5.	Professional Title	N/A
6.	Mailing Address	95 N. Main St
7.	City	Cortland
8.	Zip Code (enter five digits only)	13045
9.	Email Address	kwfuri@gmail.com

10.	Office Held or Trustee	Trustee
11.	Term Begins - Month	January
12.	Term Begins - Year (yyyy)	2025
13.	Term Expires - Month or N/A	December
14.	Term Expires - Year (YYYY) or N/A	2029
15.	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
16.	The date the trustee took the Oath of Office (mm/dd/yyyy)	1/27/2025
17.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	1/30/2025
18.	Is this a brand new trustee?	N
1.	Status	Vacant
2.	First Name	N/A
3.	Last Name	N/A
4.	Institutional Affiliation	N/A
5.	Professional Title	N/A
6.	Mailing Address	N/A
7.	City	N/A
8.	Zip Code (enter five digits only)	N/A

9.   Email Address   N/A

10.   Office Held or Trustee   Trustee

11.   Term Begins - Month   N/A

12.   Term Begins - Year (yyyy)   N/A

13.   Term Expires - Month or N/A   N/A

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

15.   Is this trustee serving a full   N/A
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).

16.   The date the trustee took the   N/A
Oath of Office (mm/dd/yyyy)

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

18.   Is this a brand new trustee?

1.   Status   Vacant

2.   First Name   N/A

3.   Last Name   N/A

4.   Institutional Affiliation   N/A

5.   Professional Title   N/A

6.   Mailing Address   N/A

7.   City   N/A

8.   Zip Code (enter five digits only) N/A

9.   Email Address   N/A

10.   Office Held or Trustee   Trustee

11.   Term Begins - Month   N/A

12.   Term Begins - Year (yyyy)   N/A

13.   Term Expires - Month or N/A   N/A

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

15.   Is this trustee serving a full   N/A
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).

16.   The date the trustee took the   N/A
Oath of Office (mm/dd/yyyy)

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

18.   Is this a brand new trustee?

Coordinated Outreach Council

COORDINATED OUTREACH COUNCIL

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

Coordinated Outreach Council Members - complete one record for each Council Member for the period January 1, 2025, through December 31, 2025. 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. 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 Coordinator
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 Collections

Borrowers / Visits / Circulation / Holdings

4.1   Number of registered system   2,455
borrowers

4.2   System Visits   209

CIRCULATION

4.3   Total Cataloged Book   4,921
Circulation

4.4   Total Circulation of Other   448
Materials

4.5   Physical Item Circulation (Total   5,369
questions 4.3 & 4.4)

E-Material Circulation

Electronic (digital) materials can be accessed online from an electronic device. Types of electronic materials include e-books, e-serials, e-audio, and e-video. Only count items that require user authentication and have a limited period of use. Count all checkouts, including renewals. If the system can separate out use for each member library please do so and ask the member libraries to report. Do not also report in the system report. If the system cannot separate out the use by each member library please report on the system report.

4.6a   The total circulation of e-books   8,534
during the reporting period

4.6b   The total circulation of e-serials   0
during the reporting period.

4.6c   The total circulation of e-audio   6,591
during the reporting period

4.6d   The total circulation of e-videos   0
during the reporting period.

| 4.7 | Successful Retrieval of Electronic Information | 38807 |

| 4.8 | Electronic Content Use (Total Questions 4.6a + 4.6b + 4.6c + 4.6d + 4.7) | 53,932 |

| 4.9 | Total Circulation of Materials (Total Questions 4.5 + 4.6a + 4.6b + 4.6c + 4.6d) | 20,494 |

| 4.10 | Total Collection Use (Total Questions 4.7 & 4.9) | 59,301 |

GENERAL SYSTEM HOLDINGS

| 4.11 | Total Cataloged Book Holdings | 8,974 |

| 4.12 | Uncataloged Book Holdings | 8 |

| 4.13 | Total Print Serial Holdings | 9 |

Note: Incorrectly reported number of magazines rather than volumes last year.

| 4.14 | All Other Print Materials Holdings | 0 |

| 4.15 | Total Print Materials (Total questions 4.11, 4.12, 4.13 and 4.14) | 8,991 |

Holdings Continued

Non-Electronic Materials

| 4.16 | Audio - Physical Units | 384 |

| 4.17 | Video - Physical Units | 1,521 |

| 4.18 | Other Non-Electronic Materials | 206 |

| 4.19 | Total Other Materials Holdings (Total questions 4.16 through 4.18) | 2,111 |

4.20	Grand Total Holdings (Total questions 4.15 and 4.19)	11,102

4.21	Did the system provide access to NOVELny?	Yes

4.22	Did the system provide access to e-books for its member libraries (excluding NOVELny)?	Yes

4.23	Did the system provide access to e-serials for its member libraries (excluding NOVELny)?	Yes

4.24	Did the system provide access to e-audio for its member libraries (excluding NOVELny)?	Yes

4.25	Did the system provide access to e-videos for its member libraries (excluding NOVELny)?	No

4.26	Did the system provide access to research databases for its member libraries (excluding NOVELny)?	Yes

4.27	Did the system provide access to online learning platforms for its member libraries?	Yes

ROTATING COLLECTIONS/BOOK LOANS

4.28	Does the system have rotating collections/bulk loans? (Enter Y for Yes, N for No)	Y

4.29	Number of collections	10

4.30	Average number of items per collection	76

5. System Services

TECHNOLOGY AND RESOURCE SHARING

INTEGRATED LIBRARY SYSTEM (ILS)

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

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   No
Management

j.   Digital Collections Management No

5.3   Identify ILS system vendor   Innovative Interfaces Inc.

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

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

| 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 | 464,128 |

| 5.9 | Number of new titles added by the system in the reporting year | 10,666 |

Note: This amount increased due to the addition of over 5,000 e-serial/e-magazine records in June 2024.

| 5.10 | Number of Central Library Aid titles added in the reporting year | 65 |

| 5.11 | Number of new titles added by the members in the reporting year | 26,327 |

| 5.12 | Total new titles (total questions 5.9 through 5.11) | 37,058 |

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

b.   Disc

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   464,128

5.17   Number of holdings in the system's union catalog   942,026

5.18   Number of new titles added in the last year   38,996

5.19   Number of holdings added in the last year   82,428

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)

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   35
in (or submit records for) the union list
of serials?

COMBINED SYSTEM UNION CATALOG AND UNION LIST OF SERIALS

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

Website/Interlibrary Loan/Delivery/Continuing Edu.

VISITS TO THE SYSTEM'S WEB SITE

5.24   Annual number of visits to the   33,000
system's web site

SYSTEM INTERLIBRARY LOAN ACTIVITY

5.25   Total items provided (loaned)   2,211

5.26   Total items received (borrowed)   5,551

5.27   Total requests provided (loaned) 3,008
unfilled

5.28   Total requests received   610
(borrowed) unfilled

5.29   Total interlibrary loan activity 11,380
(total questions 5.25 through 5.28)

DELIVERY

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

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

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

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   5

5.33   Number of participants   18

Continuing Education Cont.

Technology

5.34   Number of sessions   27

5.35   Number of participants   150

Digitization

5.36   Number of sessions   0

5.37   Number of participants   0

Leadership

5.38   Number of sessions   15

5.39   Number of participants   474

Management & Supervisory

5.40   Number of sessions   9

5.41   Number of participants   112

Planning and Evaluation

5.42   Number of sessions   12

5.43   Number of participants   98

Awareness and Advocacy

5.44   Number of sessions   12

5.45   Number of participants   256

Trustee/Council Training

5.46   Number of sessions   18

5.47   Number of participants   206

Special Client Populations

5.48   Number of sessions   13

5.49   Number of participants   112

Children's Services/Birth to Kindergarten

5.50   Number of sessions   1

5.51   Number of participants   12

Children's Services/Elementary Grade Levels

5.52   Number of sessions   2

5.53   Number of participants   36

Young Adult Services/Middle and High School Grade Levels

5.54   Number of sessions   1

5.55   Number of participants   12

General Adult Services

5.56   Number of sessions   0

5.57   Number of participants   0

5.58   **Other:** Does the system provide Y
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.

1.   Topic   Basic Book Repair for Libraries

2.   Number of sessions   1

3.   Number of participants   12

1.   Topic   How to Start a Friends Group

2.   Number of sessions   1

3.   Number of participants   12

1.   Topic   Charter Talk

2.   Number of sessions   1

3.   Number of participants   6

1.   Topic   Construction Presentations

2.	Number of sessions	16

3.	Number of participants	53

1.	Topic	Financial Training

2.	Number of sessions	1

3.	Number of participants	6

5.59 **Grand Total Sessions** (total questions 5.32, 5.34, 5.36, 5.38, 5.40, 5.42, 5.44, 5.46, 5.48, 5.50, 5.52, 5.54, 5.56 and total of question #2 of Repeating Group #5)   135

5.60 **Grand Total Participants** (total questions 5.33, 5.35, 5.37, 5.39, 5.41, 5.43, 5.45, 5.47, 5.49, 5.51, 5.53, 5.55, 5.57 and total of question #3 of Repeating Group #5)   1,575

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

Coordinated Services / Consulting / Reference

COORDINATED SERVICES

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

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

a.	Coordinated purchase of print materials	No

b.	Coordinated purchase of non-print materials	Yes

c.   Negotiated pricing for licensed   Yes
electronic collection purchases (not
purchasing)

d.   Cataloging   Yes

e.   Materials processing   No

f.   Coordinated purchase of office   No
supplies

g.   Coordinated computer   Yes
services/purchases

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   Y
libraries and/or branches on grants, and
state and federal funding

5.64   Consulting with member   Y
libraries and/or branches on funding and
governance

5.65   Consulting with member   Y
libraries and/or branches on charter and
registration work

5.66   Consulting with member   Y
libraries and/or branches on automation
and technology

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

Note: Annual Report

REFERENCE SERVICES

5.76   Total Reference Transactions   53

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

1.   Service provided   N/A

2.   Number of facilities/institutions   N/A
served

5.84   Does the system charge fees for   N
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.

5.85   Description of fees   N/A

6. Operating Funds Receipts

Local Public Funds

LOCAL PUBLIC FUNDS

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

1.   County Name   Tompkins

2.   Amount $17,110

Note: $6,109.00 from 2023

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

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

1.   County Name   Tioga

2.   Amount   6000

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

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

1.   County Name   Seneca

2.   Amount $30,000

Note: $15,000 from 2023

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

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

6.2   Total County Funding $53,110

6.3   All Other Local Public Funds $0

6.4   **Total Local Public Funds** (total $53,110
questions 6.2 and 6.3)

STATE AID RECEIPTS - arranged in alphabetical order

6.6   Central Library Services Aid $175,699

6.8   Conservation/Preservation $0
Grants

6.9   Construction for Public $0
Libraries Aid

6.10	Coordinated Outreach Services Aid	$97,039
6.11	Correctional Facilities Library Aid	$29,779
6.12	County Jails Library Aid	$3,871
6.18	Local Library Services Aid - Kept at System	$0
6.19	Local Library Services Aid - Distributed to Members	$115,598
6.20	Total LLSA (total questions 6.18 and 6.19)	$115,598
6.21	Local Services Support Aid	$101,241
6.22	Local Consolidated Systems Aid	$0
6.26	Public Library System Basic Aid	$882,868
6.27	Public Library System Supplementary Operational Aid	$135,312

State Aid

6.36	Special Legislative Grants and Member Items	$166,900
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, $0
City University of New York

6.40   The New York Public Library, $0
Schomburg Center for Research in
Black Culture Library Aid

6.41   The New York Public Library, $0
Science, Industry and Business Library

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

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
2.	Amount	$2,663

6.43   Total Other State Aid (total $2,663
question #2 of Repeating Group #9
above)

6.44   **Total State Aid Receipts** (total $1,710,970
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)

FEDERAL AID

6.45   Library Services and $0
Technology Act (LSTA)

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

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

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

Federal Aid / Contracts

6.47	Total Other Federal Aid (total questions #2 of Repeating Group #10 above)	$0
6.48	**Total Federal Aid** (total questions 6.45 and 6.47)	$0

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

6.49 Does the system contract with libraries, library systems or other institutions in New York State? Enter Y for Yes, N for No.   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	32550.35
1.	Contracting Agency	Polaris
2.	Contracted Service	IT Computer Services
3.	Total Contract Amount	$238,160
1.	Contracting Agency	South Central Regional Library Council
2.	Contracted Service	Rental of Office Space
3.	Total Contract Amount	$16,859

1.	Contracting Agency	Tompkins County Public Library

2.	Contracted Service	E-Content

3.	Total Contract Amount	$14,000

6.50 **Total Contracts** (total question #3 of Repeating Group #11 above) $301,569

MISCELLANEOUS RECEIPTS

6.51   Gifts, Endowments, Fundraising, Foundations (include Gates Grants here; specify project number(s) and dollar amount using the state note) $50,000

6.53   Income from Investments $2,677

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-Content

2.	Amount	48473.00

1.	Receipt category	Movie Licensing

2.   Amount $7,497

6.57   Total Other Miscellaneous $55,970
Receipts (total question #2 of Repeating
Group #12 above)

6.58   **Total Miscellaneous Receipts** $108,647
(total questions 6.51 through 6.55 and
question 6.57)

6.59   **TOTAL OPERATING FUND** $2,174,296
**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)

6.60   **BUDGET LOANS** $0

Transfers / Grand Total

TRANSFERS

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

6.62   Transfers from Other Funds $0

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

6.64   CASH BALANCE – Beginning $2,228,434
of Current Fiscal Reporting Year:
Public Library Systems – January 1,
2024. (Same as closing cash balance at
the end of previous fiscal reporting
year: Public Library Systems –
December 31, 2023.)

6.67   GRAND TOTAL RECEIPTS, $4,402,730
BUDGET LOANS, TRANSFERS,
AND BALANCE/ROLLOVER
(Public Library Systems – total
questions 6.59, 6.60, 6.63 and 6.64 –
must agree with question 7.82)

7. Operating Fund Disbursements

Staff / Collection / Grants / Capital

STAFF EXPENDITURES
Salaries

7.1   System Director and Certified $308,933
Librarians

7.2   Other Staff $397,501

7.3   Total Salary and Wages $706,434
Expenditures (total questions 7.1 and
7.2)

7.4   Employee Benefits $252,305
Expenditures

7.5   **Total Staff Expenditures** (total $958,739
questions 7.3 and 7.4)

COLLECTION EXPENDITURES

7.6   Print Materials Expenditures $24,500

7.7   Electronic Materials $86,363
Expenditures

7.8   Other Materials Expenditures $12,500

7.9   **Total Collection Expenditures** $123,363
(total questions 7.6 through 7.8)

GRANTS TO MEMBER LIBRARIES
Cash Grants Paid From

| 7.10 | Local Library Services Aid (LLSA) | $115,598 |

| 7.11 | Central Library Services Aid (CLSA) | $513,463 |

Note: The 2023 funds in the amount of $337,764 were not disbursed until 2024 along with 2024 funds of $175,699.

| 7.15 | Other State Aid/Grants (e.g., Construction, Special Legislative or Member Grants) | $166,900 |

| 7.16 | Federal Aid | $0 |

| 7.17 | Other cash grants paid from system funds | $0 |

| 7.18 | Total Cash Grants (total questions 7.10 through 7.17) | $795,961 |

| 7.19 | Book/Library Materials Grants | $9,980 |

| 7.20 | Other Non-Cash Grants | $2,577 |

| 7.21 | **Total Grants to Member Libraries** (total questions 7.18 through 7.20) | $808,518 |

CAPITAL EXPENDITURES FROM OPERATING FUNDS

| 7.22 | Bookmobile | $0 |

| 7.23 | Other Vehicles | $25,000 |

| 7.24 | Computer Equipment | $35,000 |

| 7.25 | Furniture/Furnishings | $10,500 |

7.26   Other Capital Expenditures $80,000

Note: Purchase of 2024 Ford Transit Van, installation of security system for building and Replacement of heating system for sections of main building and sorting room.

7.27   **Total Capital Expenditures** $150,500
from Operating Fund (total questions
7.22 through 7.26)

Capital Cont. / Operation and Maintenance / Misc.

TOTAL CAPITAL EXPENDITURES BY SOURCE OF FUNDS

7.28   From Local Public Funds $0
(71PF)

7.29   From Other Funds (71OF) $150,500

7.30   **Total Capital Expenditures by** $150,500
Source (total questions 7.28 and 7.29;
same as question 7.27)

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs To Buildings and Building Equipment by Source of Funds

7.31   From Local Public Funds $55,000
(72PF)

7.32   From Other Funds (72OF) $0

7.33   **Total Repairs to Buildings and** $55,000
Building Equipment (total questions
7.31 and 7.32)

7.34   Other Building & Maintenance $74,798
Expenses

7.35   **Total Operation and** $129,798
Maintenance of Buildings (total
questions 7.33 and 7.34)

MISCELLANEOUS EXPENSES

7.36	Total Operation & Maintenance of Bookmobiles and Other Vehicles	$24,458
7.37	Office and Library Supplies	$32,688
7.38	Equipment	$4,767
7.39	Telecommunications	$44,093
7.40	Publicity and Printing	$5,000
7.41	Travel	$10,761
7.42	Fees for Consultants and Professionals - Please include a Note with the consultants' or vendors' names and a brief description of the service(s) provided.	$15,587
7.43	Membership Dues - Please include a State Note listing Professional Organization Memberships for which dues are being paid.	$6,418

Note: Note: PULISDO $400.00 ALA: $609.00 NYLA: $3565.00 Diversity Consortium of Tompkins County: $80.00 ARSL: $225.00 South Central Regional Library Council $1156.00 Business Council of NYS: $383.00

7.44	Does the system have other miscellaneous expenses in categories not listed in questions 7.36 through 7.43? 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	$35,000
1.	Expense category	Postage
2.	Amount	$28,948

7.45   Total Other Miscellaneous Expenses (total question #2 of Repeating Group #13) $63,948

7.46   **Total Miscellaneous Expenses** (total questions 7.36 through 7.44 and 7.46) $207,720

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

7.47   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

Note: Salaries and benefits

3.   Total Contract Amount $65,500

1.   Contracting Agency (specify using the State note)   Member Libraries

2.   Contracted Service (specify using the State note)   IT Tech Svcs

Note: Polaris software maintenance

3.   Total Contract Amount $97,960

1.   Contracting Agency (specify using the State note)   Tompkins County Public Library

2.	Contracted Service (specify	E-Content
using the State note)

Note: For additional Overdrive service content.

3.	Total Contract Amount	$14,000

7.48	**Total Contracts** (total question	$177,460
#3 of Repeating Group #14 above)

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

7.49	From Local Public Funds	$0
(73PF)

7.50	From Other Funds (73OF)	$0

7.51	**Total Capital Purposes Loans**	$0
(total questions 7.49 and 7.50)

Transfers

Other Loans

7.52	Other Loans	$0

7.53	**Total Debt Service** (total	$0
questions 7.51 and 7.52)

7.54	**TOTAL DISBURSEMENTS –**	$2,556,098
**Total Staff Expenditures, Total
Collection Expenditures, Total Grants
to Member Libraries, Total Capital
Expenditures, Total Operation and
Maintenance of Buildings, Total
Miscellaneous Expenses, Total
Contracts, and Total Debt Service
(total questions 7.5, 7.9, 7.21, 7.27,
7.35, 7.46, 7.48, and 7.53)**

TRANSFERS

Transfers to the Capital Fund

7.55	From Local Public Funds (76PF)	$0
7.56	From Other Funds (76OF)	$0
7.57	**Total Transfers to Capital Fund** (total questions 7.55 and 7.56; same as question 8.2)	$0
7.58	**Total Transfers to Other Funds**	$0
7.59	**Total Transfers** (total questions 7.57 and 7.58)	$0
7.60	**TOTAL DISBURSEMENTS AND TRANSFERS** (total questions 7.54 and 7.59)	$2,556,098

Cash Balance / Grand Total / Audit / Bank Balance

7.61	**CLOSING CASH BALANCE at the End of the Current Fiscal Reporting Year (For Public Library Systems - December 31, 2024)**	$1,846,632

Note: Note: Because the Central Library failed Maintenance of Effort, there was no payment from the State in 2022. In 2023, FLLS had received funds in the amount of $337,764. However, no payment was passed through to the Central Library until 2024.

7.82	**GRAND TOTAL DISBURSEMENTS, TRANSFERS, & ENDING BALANCE** (total questions 7.60 and 7.61)	$4,402,730

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   09/25/2024
(mm/dd/yyyy)

7.84   Time period covered by this   01/01/2023-12/31/2023
audit (mm/dd/yyyy - mm/dd/yyyy)

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

ACCOUNT INFORMATION
Complete one record for each financial account

1.   Name of bank or financial   Tompkins Community Bank
institution

2.   Amount of funds on deposit $1,846,632

7.86   **Total Bank Balance** (total $1,846,632
question #2 of Repeating Group #15)

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

8. Capital Fund Receipts

State Aid and Grants for Capital Projects

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

8.2   **Transfer From Operating $0
Fund**
(same as question 7.57)

STATE AID FOR CAPITAL PROJECTS

| 8.3 | State Aid Received for Construction | $0 |

ALL OTHER AID AND/OR GRANTS FOR CAPITAL PROJECTS

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

| 1. | Contracting Agency | N/A |

| 2. | Amount | N/A |

Totals / Cash Balance

| 8.5 | **Total Aid and/or Grants** (total question #2 of Repeating Group #16 above) | $0 |

| 8.6 | **TOTAL RECEIPTS - Revenues from Local Sources, Interfund Revenue, State Aid for Capital Projects, and All Other Aid and/or Grants for Capital Projects** (total questions 8.1, 8.2, 8.3, and 8.5) | $0 |

| 8.7 | **NONREVENUE RECEIPTS** | $0 |

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

8.9   CASH BALANCE – Beginning of Current Fiscal Reporting Year: Public Library Systems – January 1, 2024. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems – December 31, 2023.) $0

Grand Total

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

9. Capital Fund Disbursements

Project Expenditures / Cash Balance

PROJECT EXPENDITURES

9.1   Total Construction $0

9.2   Incidental Construction $0

9.3   Books and Library Materials $0

9.4   Total Other Disbursements $0

9.5   **Total Project Expenditures** (total questions 9.1 through 9.4) $0

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

9.7   **TOTAL NONPROJECT EXPENDITURES** $0

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

9.9 **CLOSING CASH BALANCE** $0
**IN CAPITAL FUND at the End of the
Current Fiscal Year (December 31,
2024, for Public Library Systems)**

Grand Total

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

12. Projected Annual Budget For Library Systems

Public Library Systems Budget for January 1, 2025 - December 31, 2025

PROJECTED OPERATING FUND - RECEIPTS

12.1 **Total Operating Fund** **$2,069,808**
**Receipts (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** **$1,846,632**
**in Operating Fund at the end of the
previous fiscal year
(For Public Library Systems, opening
balance on January 1, 2025 must be
the same as the December 31, 2024,
closing balance reported on Q7.61 of
the 2024 annual report)**

12.5   Grand Total Operating Fund $3,916,440
Receipts, Budget Loans, Transfers
and Ending Balance (total questions
12.1 through 12.4)

PROJECTED OPERATING FUND - DISBURSEMENTS

12.6   Total Operating Fund $2,069,808
Disbursements (include Staff
Expenditures, Collection
Expenditures, Grants to Member
Libraries, Capital Expenditures from
Operating Funds, Operation and
Maintenance of Buildings,
Miscellaneous Expenses, Contracts
with Libraries and Library Systems
in New York State and Debt Service)

12.7   Total Transfers $0

12.8   Cash Balance/Ending Balance $1,846,632
in Operating Fund at the end of the
fiscal year
(For Public Library Systems, balance
as of December 31, 2025)

12.9   Grand Total Operating Fund $3,916,440
Disbursements, Transfers and Ending
Balance (total questions 12.6 through
12.8)

PROJECTED CAPITAL FUND - RECEIPTS

12.10   Capital Fund Receipts $0
(include 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 $0
at the end of the previous fiscal year
(For Public Library Systems, opening
balance on January 1, 2025, must be
the same as the December 31, 2024,
closing balance reported on Q9.9 of
the 2024 annual report)

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

PROJECTED CAPITAL FUND - DISBURSEMENTS

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

12.15   Cash Balance in Capital Fund $0
at the end of the current fiscal year
(For Public Library Systems,
December 31, 2025)

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 Equivalents (FTE)   4.0

13.1.2 Total Expenditure for Professional Salaries $298,933

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

13.1.3 Total Full-Time Equivalents (FTE)   5.59

13.1.4 Total Expenditure for Other Staff Salaries   **$245,229**

13.1.5 Employees Benefits: Indicate the total expenditures for all system employee fringe benefits.   **$228,544**

13.1.6 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 applicable category; if no, enter N/A for questions 1, 2 and 3 of one repeating group.

1.	**Expenditure Category**	**Telecommunications**
2.	**Provider of Services**	**First Light Fiber**
3.	**Expenditure**	**15621.63**
1.	**Expenditure Category**	**Other (specify using Note field)**

Note: Copier lease for 2024.

2.	**Provider of Services**	**US Bank Equipment Finance**
3.	**Expenditure**	**3675.62**
1.	**Expenditure Category**	**Telecommunications**
2.	**Provider of Services**	**Verizon Wireless**
3.	**Expenditure**	**1911.94**
1.	**Expenditure Category**	**Building and maintenance expenses**
2.	**Provider of Services**	**Town of Dryden**

3.	Expenditure	$844.00

1.	Expenditure Category	Building and maintenance expenses

2.	Provider of Services	NYSEG

3.	Expenditure	23611.25

1.	Expenditure Category	Building and maintenance expenses

2.	Provider of Services	Casella Waste Systems

3.	Expenditure	1858.78

1.	Expenditure Category	Building and maintenance expenses

2.	Provider of Services	BH Cleaning Services

3.	Expenditure	5334.00

1.	Expenditure Category	Building and maintenance expenses

2.	Provider of Services	Mr. Outside

3.	Expenditure	6560.00

1.	Expenditure Category	Building and maintenance expenses

2.	Provider of Services	Donohue-Halverson

3.	Expenditure	511.75

1.	Expenditure Category	Building and maintenance expenses

2.	Provider of Services	Sure Temp Co.

3.	Expenditure	24129.85

1.	Expenditure Category	Library systems vendor contract for automation (e.g, integrated library system, virtual union catalog)
2.	Provider of Services	OCLC
3.	Expenditure	19547.44

1.	Expenditure Category	Commercial electronic content vendor contracts
2.	Provider of Services	Overdrive, Inc.
3.	Expenditure	84862.73

1.	Expenditure Category	Consultant fees/professional fees
2.	Provider of Services	Barclay Damon LLP
3.	Expenditure	697.50

1.	Expenditure Category	Institutional membership dues
2.	Provider of Services	ARSL,NYLA,PULISDO,SCRLC,SHRM,Business Council of NYS, Diversity Consortium of Tompkins County
3.	Expenditure	$6,418

1.	Expenditure Category	Other (specify using Note field)
2.	Provider of Services	Provantage LLC

Note: Computer Network service hardware and Meraki Routers

3.	Expenditure	$9,428

1.	Expenditure Category	Other (specify using Note field)

Note: Medical Insurance

2.	Provider of Services	Excellus BCBS

3. **Expenditure** $119,278

13.1.7 **Total Expenditure - Purchased** $324,290
Services

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

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

If yes, complete one record for each 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** **$29,053**

1. **Expenditure Category** **Office/library supplies and postage**

2. **Expenditure** **3718.83**

1. **Expenditure Category** **Other (specify using Note field)**

Note: Furnishings.

2. **Expenditure** **906.25**

1. **Expenditure Category** **Other (specify using Note field)**

Note: Telephone, 800# service, Fax and internet services.

2. **Expenditure** **$10,880**

13.1.9 **Total Expenditure - Supplies** $44,558
and Materials

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

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

1.	**Type of Travel**	**System Staff Travel**
2.	**Expenditure**	**$1,783**

13.1.11 Total Expenditures - Travel **$1,783**

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

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

1.	**Type of Item**	**2024 Ford Transit Cargo Van**
2.	**Quantity**	**1**
3.	**Unit Cost**	**$27,989**
4.	**Expenditure**	**$52,989**

13.1.13 Total Expenditure - **$52,989**
Equipment and Furnishings

13.1.14 Local Library Services Aid **$105,317**
Expenditures: Indicate the total
expenditures to member libraries for
Local Library Services Aid.

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

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

1.   **Recipient**   **32 Member Libraries**

2.   **Allocation**   **$63,000**

3.   **Project Description (no more**   **2024 Collection Development Grant**
than 300 words)

1.   **Recipient**   **Various member libraries**

2.   **Allocation**   **$15,035**

3.   **Project Description (no more**   **Outreach Mini grants for 2024.**
than 300 words)

1.   **Recipient**   **Various member libraries**

2.   **Allocation**   **$5,968**

3.   **Project Description (no more**   **Family and Adult Literacy grant for 2024.**
than 300 words)

13.1.16 Total Expenditures - Grants   **$84,003**
for Member Libraries

13.1.17 Total Expenditure (total   **$1,385,646**
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)

13.1.18 Cash Balance at the Opening   **$246,556**
of the Fiscal Year
NOTE: The opening balance must be
the same as the closing balance of the
previous year.

13.1.19 Total Allocation from 2024 - 2025 State Aid: $1,216,299

13.1.20 Total Available Before Expenditures (total 13.1.18 + 13.1.19) $1,462,855

13.1.21 Cash Balance at the End of the Current Fiscal Year (total 13.1.19 + 13.1.18 - 13.1.17) $77,209

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 maintains an advocacy section of our website which includes tips for communicating with legislators, state legislative and funding updates. We coordinate and participate advocacy activities at a local level 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. Sends 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. FLLS is in the thirdyear of a collaborative sharing of e-content materials between Finger Lakes Library System, Southern Tier Library System and OWWL Library System entitled Read Across the Region. This program allows sharing of OverDrive titles within the three systems to enhance and grow our

digital collections. 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)   N/A

13.2.2 Total Expenditure for Professional Salaries   N/A

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)   N/A

13.2.4 Total Expenditures for Other Staff Salaries   N/A

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

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.   N

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

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

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

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

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) $0

13.2.17 Cash Balance at the Opening of the Fiscal Year
NOTE: The opening balance must be the same as the closing balance of the previous year.   353,154.00

13.2.18 Total Allocation from 2024 - 2025 State Aid: $175,699

13.2.19 Total Available Before Expenditures (total 13.2.17 + 13.2.18) $528,853

13.2.20 Cash Balance at the end of the Current Fiscal Year (total 13.2.18 + 13.2.17 - 13.2.16)   528,853.00

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.   All Central Library Services Aid was dispersed to the Central Library. Funds were used to purchase e-magazines through OverDrive to benefit all member libraries.

COORDINATED OUTREACH LIBRARY SERVICES AID

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

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

13.4.1	Total Full-Time Equivalents (FTE)	.35
13.4.2	Total Expenditure for Professional Salaries	$20,424

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)	N/A
13.4.4	Total Expenditure for Other Staff Salaries	N/A
13.4.5	**Employee Benefits:** Indicate the total expenditures for all system employee benefits.	$7,000
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	$402

13.4.9 Total Expenditure - Supplies and Materials   402

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

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

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

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

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

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

1.	Recipient	Apalachin Library
2.	Allocation	$75

3.	Description of Project	Supplies for Summer Programming - The Apalachin Library has acquired two special pieces of equipment to supplement our summer programming: a foam balance beam and a children's play tent designed to replicate a starry night sky. The sensory experiences offered by using these new pieces of equipment will help to promote learning through exploration and discovery, thus strengthening the objectives of the programs they will support. The balance beam will help to reinforce the learning that takes place during the American Girl Program, which features 10-year-old gymnast Lila Maria Monetti and the main character of the book titled "Lila Goes for Gold." And the tent will help to reinforce the learning that takes place during the summer reading program titled "Adventure Begins at Your Library", providing a place where children can create some adventures of their own this summer.
1.	Recipient	Aurora Free Library
2.	Allocation	$500
3.	Description of Project	Wonderful Wonderbook Project - Our Wonderful Wonderbooks project will fund 8-10 Wonderbooks. This new format will benefit all of our young library patrons and encourage their reading, but will especially support those who are struggling readers. Children will benefit from reading these books with their built-in audiobook and find success in increasing their reading levels, build their confidence and ideally find joy in reading with a format that facilitates their learning style and needs. Wonderbooks will help level the playing field for all children by using technology that allows for success for everyone.
1.	Recipient	Berkshire Free Library
2.	Allocation	$480
3.	Description of Project	Reading backpacks - Berkshire Free Library now has early literacy backpacks available for checkout. These backpacks are filled with picture books, and organized by themes. These fun-filled backpacks are provided to support learning concepts that are important to early toddlers and also for children's ages 3 to 8.
1.	Recipient	Candor Free Library
2.	Allocation	$455

3.   Description of Project   Enriching Story Hour Benefits - Purchasing toys, books, and craft supplies that are better suited to the changing age demographics of our weekly Story Hour attendees will benefit them as well as their parents and caregivers who participate. The easy-to-use multi-ethnic toy figures could also assist in initiating and encouraging discussions related to diversity, equity, and inclusion. Books will focus on teaching our young patrons positive ways to deal with daily transitions and routines that can often be quite challenging and that can also affect parents and caregivers. Craft supplies will feature easy and clean ways for the children to create and decorate their artwork.

1.   Recipient   Cortland Free Library

2.   Allocation $500

3.   Description of Project   Early Literacy Fun - Early literacy centers and areas in the library are invaluable in providing resources for children and their caregivers to help encourage and enhance the skills needed for children to eventually learn to read and write. Supporting Every Child Ready To Read's five basic principles (talking, reading, singing, writing and playing) these centers, and accompanying manipulatives will strengthen these early literacy skills through dramatic play, recognizing letters of the alphabet and building gross and fine motor skills that are needed for the first steps in learning how to write. Early literacy tip sheets will also be provided with the center manipulatives to assist caregivers in different ways they can use the materials to reinforce these skills. Since these centers are located inside the library, they provide free, easy access for families with the addition of staff support to help provide a fun and engaging experience for all.

1.   Recipient   George P. and Susan Platt Cady Library - Nichols

2.   Allocation $500

3.   Description of Project   Literatura Para Todos - Spanish language titles have never been more needed or in-demand than they are right now. Our Literatura para Todos project will focus on curating a core collection of titles that are an amalgamation of original Spanish-language titles, translations into Spanish of both popular and literary works, bilingual materials, and resources that support our English language-learners. Everyone belongs- as a library we are determined to make sure that message is felt as much as it is heard.

1.	Recipient	Hazard Library - Poplar Ridge
2.	Allocation	$500
3.	Description of Project	Supporting Literacy and Nutrition in Southern Cayuga - Hazard Library will be purchasing 100 quarterly subsciptions to Chop Chop Magazine as part of an ongoing collaboration with the King Ferry Food Pantry. This magazine has been well received by clients of all ages and aligns well with the food pantry's mission to meet the nutrition needs of the community along with the library's mission to support literacy and family engagement. The magazine will supplement other literacy materials which are distributed on a monthly basis to families who utilize the food pantry on a regular basis.

1.	Recipient	Lamont Memorial Free Library - McGraw
2.	Allocation	$500
3.	Description of Project	Board Books - Through the 2024 FLLS Family Literacy Mini Grant, the Lamont Memorial Free Library will purchase a variety of board books. The current collection is well loved and needing replacement. This grant provides the library with the opportunity to enhance its children's collection and continue to provide quality reading materials to families in the McGraw Community.

1.	Recipient	Peck Memorial Library - Marathon
2.	Allocation	$500
3.	Description of Project	Sensory Story Time and Kit - We want to make children with sensory issues and their caregivers feel welcome at the library. Their experience should be a fun and safe one, inviting them to come back. The sensory story time will be a chance to connect with other children through stories, songs, and play. The backpack extends the feeling of belonging to their own home, and gives their caregivers the opportunity to discover which tools work for their child.

1.	Recipient	Phillips Free Library - Homer
2.	Allocation	$413

3.	Description of Project	Sensory Story Time and Kit - We want to make children with sensory issues and their caregivers feel welcome at the library. Their experience should be a fun and safe one, inviting them to come back. The sensory story time will be a chance to connect with other children through stories, songs, and play. The backpack extends the feeling of belonging to their own home, and gives their caregivers the opportunity to discover which tools work for their child.
1.	Recipient	Port Byron Library
2.	Allocation	$478
3.	Description of Project	Adventure into Read Aloud Book Club - We have a strong group of Story Time attendees. These are children 18 months to 5 years old, typically known as preschoolers. The Read Aloud Book Club would offer these children an opportunity to engage with literacy through an interactive experience that would appeal to children of all literacy skill levels and differing abilities, thusly better preparing them for enrolling in school.
1.	Recipient	Seneca Falls Library
2.	Allocation	$400
3.	Description of Project	Science Heroes "Adventure of the Lost Treasure" - Our primary goal is to help prevent summer slide by offering amazingly fun, educational STEM programs at our library AND to provide opportunities that children may not otherwise have at home with no financial barrier. The Science Heroes programs are engaging, educational, interactive and inspiring. We hope after experiencing a program like this, kids will be motivated to learn more about these topics and utilize all of the amazing, free resources our library has to offer!
1.	Recipient	The Southworth Library Association - Dryden
2.	Allocation	$500

3.	Description of Project	Summer Kids Clubs - Join us for Summer Adventures at the Library with daily kids clubs to encourage reading, literacy engagement and imagination. The free clubs, for school aged kids include a choose your adventure book club on Mondays, a writing club on Tuesdays, Wednesday Wildlife at the Park, Thursday Graphic novel book club and Friday games and art club!
1.	Recipient	Waverly Free Library
2.	Allocation	$112
3.	Description of Project	Promoting Music Literacy to Youth - Waverly Free Library promotes and encourages music literacy within our community. Our goal is to introduce a basic understanding of music with the hopes that all our story time children are able to comprehend simple music theory. With the addition of new materials and instruments, this will help place us closer to our goal.
1.	Recipient	Apalachin Library
2.	Allocation	$621
3.	Description of Project	Senior Sampler - The Senior Sampler is a six-month pilot program that provides area seniors with the opportunity to experience six unique programs, with the goal of providing a permanent program in 2025 that more specifically meets the needs of this group. The program, which will be held from 11am to 1pm on the first Friday of each month, will feature trivia from the 1950s and 1960s; Bingo and assorted games; a classic movie screening; an art class by art educator and creative aging practitioner Christina Muscatello; pumpkin painting (on both artificial pumpkins and two-dimensional wood pumpkins to accommodate various dexterity needs); and a ukulele concert by the Tioga Ukulele Group. It will impact the individuals served by providing a consistent place to engage in social activities, increase quality of life, and help to delay or prevent the onset of cognitive decline due to aging.
1.	Recipient	Seymour Public Library District – Auburn
2.	Allocation	$1,700

3.	Description of Project	Increasing Diversity of Collections and Programs with Enhanced Language Resources - The project will increase the diversity of our collections and programming by further enhancing our language resources. It will provide our community with access to adult fiction materials in Spanish, Mandarin Chinese, and Ukrainian as well as Spanish materials for youth and teens. We will also offer introductory Spanish classes and an ASL storytime.
1.	Recipient	Candor Free Library
2.	Allocation	$464
3.	Description of Project	Introducing DEI as part of Early Literacy Play - Multi-ethnic puppets and soft toys featuring children, community "helper" adults, families, and children of differing abilities will be made available to all of our patrons as well as to the children that attend our weekly Story Hour. This will be done to assist in initiating and encouraging discussions relevant to diversity, equity, and inclusion and to make all members of our community feel included at the library.
1.	Recipient	Groton Public Library
2.	Allocation	$800
3.	Description of Project	Gentle Rejuvenation for Elders - The Gentle Rejuvenation for Elders–Learn easy ways to care for you! at the Groton Public Library will occur during late summer and early fall of 2024. This series of classes is specifically for our older population, to give them the skills to rejuvenate, restore, and revitalize themselves and others in their lives. These short classes will have easy, teachable skills that each participant will leave knowing. And each participant will receive free relatable books.
1.	Recipient	Phillips Free Library – Homer
2.	Allocation	890

3.	Description of Project	Sweet sixty (and up!) - The Sweet Sixty (and up!) program is a social event for seniors to connect with other community members. They will have a carefree, fun afternoon with a craft, baking, possibly games, and a book talk. The second hour of the program will be live music for all who wish to enjoy it. The staff will offer in-person help with electronic devices and library services, and encourage the participants to come back for this if they prefer to participate in the activities during the program. We will offer the Dial-a Ride service for all seniors who wish to return to the library in between the program sessions.
1.	Recipient	Peck Memorial Library – Marathon
2.	Allocation	$1,073
3.	Description of Project	Adventure Begins at Your Library 2024 - Peck Memorial Library will be partnering with the village of Marathon to supply the children in the Marathon school district with activities and programs during the summer reading program. This gives us an opportunity to serve people who may not visit our library yet.
1.	Recipient	Lamont Memorial Free Library – McGraw
2.	Allocation	$1,130
3.	Description of Project	Senior Social Supplementary Programs - We at the Lamont Memorial Free Library plan to create an opportunity and place for the Seniors of our community to cultivate new skills, create art, enjoy provided entertainment, and form bonding relationships through new experiences. By hosting a variety of talents, spanning a variety of interests, and suitable for a variety of individuals, we expect those in attendance will greatly benefit from the use of the funds allocated through this grant.
1.	Recipient	Powers Library – Moravia
2.	Allocation	$1,328

3.	Description of Project	Access to Innovative Technology - Powers Library Access to Innovative Technology-Offering our youth a creative way to explore and build social skills using cutting edge materials. Area teens will rediscover the library as a place where they can explore more than the bookshelves; it's a place they can express themselves with hands on opportunities.
1.	Recipient	Tappan-Spaulding Memorial Library – Newark Valley
2.	Allocation	$500
3.	Description of Project	LEGO Club - LEGO Club is an enrichment program offered by the Tappan-Spaulding Memorial Library to engage children grades K-7 in activities related to Science, Technology, Engineering, Arts and Mathematics. We 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.
1.	Recipient	George P. & Susan Platt Cady Library – Nichols
2.	Allocation	$1,724
3.	Description of Project	3D Printing Comes to Cady - 3D printing has become one of the newest tech skills that people everywhere are pursuing. But it can also be quite intimidating to go it alone- so don't! This outreach project will teach patrons at the Cady Library the basic ins-and-outs of 3D printing, while having them learn through doing on one of the most impressive 3D printers out there today.
1.	Recipient	Coburn Free Library – Owego
2.	Allocation	$250

3.	Description of Project	Evergreen Cemetery Kids Adventure Backpacks - In collaboration with the Friends of the Evergreen Cemetery the Coburn Free Library presents the Evergreen Cemetery Kids Adventure Backpacks. Four backpacks each containing a map, grave I.D. cards, a compass, a how to use a compass book, and binoculars will be available to check out to take patrons on a scavenger hunt for the graves of the notable men and women in Owego's rich history. The aim of this project is to provide a fun and educational alternative to expensive traditional summer activities, such as visiting a museum or an amusement park, for the low-income families and at-risk youth in our community. This project further works to highlight local history and spark an interest in children in order to promote the Coburn Free Library's mission to create life-long learners.
1.	Recipient	Port Byron Library
2.	Allocation	$555
3.	Description of Project	Adventure Passes at Your Library - Adventure Passes at Your Library offers families and individuals in need, access to the educational and recreational experiences within their immediate community. Children and adults will be able to enjoy time with each other in a fun and educational way, with ease of access right at their library. Experiencing these types of adventures will not only improve their quality of life, but will also allow our community members to fill a need they would otherwise be unable to fill.
1.	Recipient	Waterloo Library & Historical Society
2.	Allocation	$2,000
3.	Description of Project	Integrated Crafts - The Waterloo Library & Historical Society will be providing take and make crafts and art kits for the residents of group homes, seniors and living facilities. Take and make kits may include painting, vinyl, and wood projects, sewing, and other creative arts and crafts, complete with easy-to-follow instructions. Participation in this program is strictly through registration.
1.	Recipient	Waverly Free Library
2.	Allocation	$2,000

3.	Description of Project	Diversity of Languages in Collection Development - The goal of this project is to provide opportunities for increased cultural awareness and learning a second language, including programming and materials, to people who are geographically isolated. Geographic isolation is evident with many individuals and families walking to the library, no cities within walking distance, and minimal opportunities for cultural awareness. After successfully learning American Sign Language (ASL) during story times and attending a summer French course, our patrons in the target population have expressed a desire for books and programming to assist them in continuing to learn cultural awareness and a new language. Additional programming will offer opportunities to practice pronunciation and conversational skills, essential in learning languages for conversational purposes. Staff at the library can provide this programming as Becky studied three semesters of ASL in college and Jae studied French for four years in high school, Spanish for one year in high school, and French for two semesters in college.

13.4.15 Total Expenditure - Grants to Member Libraries $20,948

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) $55,074

13.4.17 **Cash Balance at the Opening of the Fiscal Year**
NOTE: The opening balance must be the same as the closing balance of the previous year. $148,459

13.4.18 **Total Allocation from 2024 – 2025 State Aid:** $97,039

13.4.19 Total Available Before Expenditures (total 13.4.17 + 13.4.18) $245,498

13.4.20 **Cash Balance at the End of the Current Fiscal Year (total 13.4.18 + 13.4.17 - 13.4.16)** $190,424

| 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. | We continue to serve as a liaison to the Talking Book and Braille Library. We have held two meetings of the Coordinated Outreach Advisory Council; and administer a mini-grant program for members, funding 14 member libraries for various outreach programs; We also cover the travel expenses of the Outreach Coordinator when attending local and state outreach related meetings and conferences, when applicable. |

Services to County Jails Aid

SERVICE TO COUNTY JAILS (INTERINSTITUTIONAL) AID

| **Statutory Reference:** | Education Law § 285(2) |

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

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

| 13.5.1 Total Full-Time Equivalents (FTE) | N/A |
| 13.5.2 Total Expenditure for Professional Salaries | N/A |

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 Equivalents (FTE)	N/A
13.5.4 Total Expenditures for Other Staff Salaries	N/A
13.5.5 **Employee Benefits:** Indicate the total expenditures for all system employee benefits	N/A

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	$4,316

13.5.9 **Total Expenditure - Supplies and Materials** $4,316

13.5.10 **Total Expenditure (total 13.5.2 + 13.5.4 + 13.5.5 + 13.5.7 + 13.5.9)**   4,316.00

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

$3,238

13.5.12 **Total Allocation from 2024 - 2025 State Aid**

$3,871

13.5.13 Total Available Before Expenditures (total 13.5.11 + 13.5.12)

$7,109

13.5.14 **Cash Balance at the End of the Current Fiscal Year (total 13.5.12 + 13.5.11 - 13.5.10)**

$2,793

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

FLLS purchases and distributes popular paperback books and magazines for each of our five county jails. We also get book or magazine donations from our member libraries and the Friends of Tompkins County Public Library; which we distribute.

State Correctional Aid

THE FOLLOWING QUESTIONS ARE FOR SYSTEMS WITH STATE CORRECTIONAL FACILITIES ONLY

STATE CORRECTIONAL FACILITIES AID

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

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

13.6.1 Total Full-Time Equivalents (FTE)

.25

13.6.2 Total Expenditure for Professional Salaries $14,588

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

13.6.3 Total Full-Time Equivalents (FTE) .01

13.6.4 Total Expenditure for Other Staff Salaries $576

13.6.5 **Employee Benefits:** Indicate the total expenditures for all system employee benefits. $5,732

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

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

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

1.   Expenditure Category   Commercial electronic content vendor contracts

2.   Provider of Services   OCLC

3.   Expenditure $815

13.6.7 **Total Expenditure - Purchased Services** 815

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

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

1.	Expenditure Category	Books and other print materials
2.	Expenditure	$8,877
1.	Expenditure Category	Office/library supplies and postage
2.	Expenditure	$650

13.6.9 Total Expenditure - Supplies and Materials $9,527

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

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

1.	Type of Travel	Other (specify using Note field)
2.	Expenditure	$1,168
1.	Type of Travel	Other (specify using Note field)

Note: Gas, Vehicle Maintenance, Vehicle Insurance allocation of expenses for Delivery of Books and Supplies to the Correctional Facilities

2.	Expenditure	$200

13.6.11 Total Expenditure - Travel $1,368

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)	$32,606
13.6.15 **Cash Balance at the Opening of the Fiscal Year:** NOTE: The opening balance must be the same as the closing balance of the previous year.	$17,049
13.6.16 **Total Allocation from 2024 – 2025 State Aid:**	$29,779
13.6.17 Total Available Before Expenditures (total 13.6.15 + 13.6.16)	$46,828
13.6.18 **Cash Balance at the End of the Current Fiscal Year (total 13.6.16 + 13.6.15 - 13.6.14)**	$14,222
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, **<u>BRIEFLY</u>** describe the final results of <u>each element</u> for Year 3 (2024).

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; Provided weeding and other collection reports to member libraries; FLLS provided a collection grant of up to $2,000 to 32 of our 33 member libraries to enhance their collections; 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, Computers in Libraries, 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 monthly bulletins via e-mail with collection recommendations, system updates, and professional development opportunities. Professional staff participated in various library conferences and trainings and reported back to member libraries via email and in system meetings on what was learned. DELIVERY AND INTERLIBRARY LOAN: Delivered materials daily, Monday through Friday, to all member libraries; FLLS provides out-of-system interlibrary loan to our members which is provided in-house by FLLS staff. 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; Continues to offer 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 13 of our member libraries; 30 member libraries utilize Meraki security appliance and wireless networks so that FLLS can be proactive to supporting our libraries with technology needs.

14.2   Element 2: Special Client Groups - Results

"ADULT LITERACY: 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. 140 unique users utilized these resources 989 times between January 2024 and December 2024. Additionally, there were 13 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. 14 member libraries were awarded grants for the 2024- 2025 grant cycle, which has continued to be competitive due to increased marketing/promotion and budget insecurity at member libraries. COSAC carefully reviewed applications and selected projects that centered around social programs for seniors, craft programs for adults with disabilities, increased diversity in physical collections, adventure backpacks and passes, and innovative technology programs for geographically isolated patrons. 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. 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 2-3 times per 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 held in-person with a virtual component. Purchased materials for county correctional facilities. Assisted facility librarians in the selection of free materials at the bi-annual Friends of TCPL book sale. 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 April 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, and grants. The Youth Services Consultant passed along timely youth services resources to member libraries as needed. Partnered with the Sciencenter to apply for an IMLS grant to continue our work of creating science kits and professional development training. Thirteen libraries were awarded FLLS Family Literacy Grants for the 2024-2025 cycle. Applications were reviewed and funding decisions were based on the clarity of the plan and its connection to the library's literacy work with youth 0-21. Some projects included summer reading programs, building diverse storybook collections, early literacy, sensory kits, and adventure backpacks."

| 14.3 Element 3: Professional Development and Training - Results | Coordinated and/or facilitated the following workshops for member Libraries: multiple Summer Reading Program Planning Meetings, 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, Completing the Annual Report, multiple eclipse trainings, programs and webinars, Welcoming LGBTQ Patrons and Staff, Book Repair Workshop, Talking Book and Braille Library Workshop, Holding Our Own Workshop, Rethinking Summer Reading, IDEA (Inclusion, Diversity, Equity, & Accessibility) Committee Meetings, eContent Committee Meetings, Social Justice Book Club Meetings, as well as monthly Directors' Meetings and Member Library Support Group Meetings. Trustee workshops were held on Trustee Essentials for new and returning member library trustees. FLLS staff attended the following conferences/workshops: Spring on the Hill, NYLA annual conference, NYALS retreat and PULISDO special meeting, human resources workshops, SHRM meetings, and various workshops hosted through NYALS and South Central Regional Library Council. |

14.4 Element 4: Consulting and Development Services - Results	System librarians and other professional staff visited member libraries in-person and met 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. The IDEA (Inclusion, Diversity, Equity, and Accessibility) webpage, that includes a toolkit with helpful links, was updated as needed.
14.5 Element 5: Coordinated Services for Members - 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 (5 laptops and 33 all-in-one desktops), were purchased by 16 libraries. These computers were staged, configured, and installed by FLLS staff.
14.6 Element 6: Awareness and Advocacy - Results	For state awareness and advocacy efforts, FLLS updated our advocacy section of our website, encouraged and hosted local meetings in State legislators; kept member libraries up to date on funding and legislation through e-mail communications and updates to the FLLS website; System Director and FLLS trustees met locally with state and local representatives throughout the year. To bring awareness to the Finger Lakes Library System and our service area, FLLS created the FLX Road Trip, which encouraged patrons to visit all 33 libraries in our service area over the summer.

14.7   Element 7: 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 and social media. FLLS encouraged the regular meeting between county library managers and directors and FLLS routinely attended these meetings. FLLS created and distributed a monthly bulletin for our member libraries, trustees and community partners. Member library staff were also encouraged to network and communicate at various virtual system meetings including the monthly Member Library Support Group Meeting and the monthly Directors' Meeting.

14.8   Element 8: Collaborative Efforts with Other Library Systems - Results

System Director is a member of the Public Library System Directors Organization (PULISDO); 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 as well as a founding member of the Southern Tier Digital Equity Coalition created by South Central Regional Library Council; Outreach Librarian is a member of the South Central Regional Library Council Educational Services Advisory Committee and Diversity, Equity, Inclusion, Justice, & Accessibility Committee, meets at least quarterly with Outreach Coordinators from systems across NYS; 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 also took part in Southern Tier's Gather and Grow webinar in December along with multiple other public library systems. FLLS shared policy templates, toolkits and other resources with neighboring systems; FLLS staff members held the following positions: NYALS Steering Committee PULISDO Representative, SCRLC Treasurer and Board Member of the Southern Tier Digital Equity Coalition. FLLS is in the third year of a collaborative sharing of e-content materials between Finger Lakes Library System, Southern Tier Library System and OWWL Library System entitled Read Across the Region. This program allows sharing of OverDrive titles within the three systems to enhance and grow our digital collections.

14.9	Element 9: Other - Results	N/A

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: 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.

14.12	Element 12: Central Library - Results	Central Book Aid funds were used to purchase e-magazines through OverDrive starting in June 2024. Central Library 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.

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/2024/02/BYLAWS-updated-7-2023.pdf
15.4	URL of Evaluation Form	https://www.surveymonkey.com/r/NTWP82V
15.5	URL of Evaluation Results	https://www.surveymonkey.com/results/SM-BA_2FQ83uwqvTWDcHErONCSA_3D_3D/
15.6	URL of Central Library Plan	https://www.flls.org/wp-content/uploads/2022/02/Finger-Lakes-Library-System-Central-Library-Plan-of-Service-2022-2026.pdf

| 15.7 | URL of Direct Access Plan | https://www.flls.org/wp-content/uploads/2022/02/FLLS-Free-Direct-Access-Plan-2022.pdf |

16. Assurance and Contact Information
CONTACT INFORMATION

| 16.1 | Contact name (person completing report) | Jenny Shonk |

| 16.2 | Contact telephone number (enter 10 digits only and hit the Tab key) | (607) 319-5613 |

| 16.3 | Contact e-mail address | jshonk@flls.org |

ASSURANCE

| 16.4 | The Library System operated under its approved Plan of Service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that this "Annual Report" was reviewed and accepted by the System Board/Council on (date – mm/dd/yyyy) | 2/19/2025 |

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

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

Suggested Improvements

| | Library System | Finger Lakes Library System |

| | Name of Person Completing Form | Jenny Shonk |

| | Phone Number and Extension (enter area code, telephone number and extension only): | (607) 319-5613 |

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