

# Finger Lakes Library System

## Annual Report for Library Systems - 2023 (Public Library Systems 2023)

### 1. General System Information

#### System / Director Information

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

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

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

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

1.1	SEDCODE	610600700008
1.2	Institution ID	800000036373
1.3	System Name	Finger Lakes Library System
1.4	Beginning Reporting Year	01/01/2023
1.5	Ending Reporting Year	12/31/2023
1.6	Street Address	1300 Dryden Rd.
1.7	City	Ithaca
1.8	Zip Code	14850
1.9	Four-Digit Zip Code Extension (enter N/A if unknown)	5613
1.10	Mailing Address	1300 Dryden Rd.
1.11	City	Ithaca
1.12	Zip Code	14850
1.13	Four-Digit Zip Code Extension (enter N/A if unknown)	5613

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

**Contracts / Unusual Circumstances**

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

1. Name of Contracting Municipality or District N/A

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

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

4. Dollar amount of contract N/A

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

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

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

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

1.51 President/CEO Phone Number

1.52 President/CEO Email

## 2. Personnel Information

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

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

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

2.5	Public Library System Director per CR 90.3(f) - Vacant Position FTE	0
2.10	Certified Librarians - Filled Position(s) FTE	2
2.11	Certified Librarians - Vacant Position(s) FTE	0
2.12	Outreach Coordinator (certified) per CR 90.3 (1)(2)(iii) - Filled Position FTE	1
2.13	Outreach Coordinator (certified) per CR 90.3 (1)(2)(iii) - Vacant Position FTE	0
2.14	<b>Total Certified Librarians - Filled Position(s) FTE (total questions 2.4 + 2.10 + 2.12)</b>	<b>4.00</b>
2.15	<b>Total Certified Librarians - Vacant Position(s) FTE (total questions 2.5 + 2.11 + 2.13)</b>	<b>0.00</b>
2.16	Total Other Professional Staff - Filled Position(s) FTE	1
2.17	Total Other Professional Staff - Vacant Position(s) FTE	2
2.18	Total Other Staff - Filled Position(s) FTE	2.86
2.19	Total Other Staff - Vacant Position(s) FTE	0
2.20	<b>Total Paid Staff - Filled Position(s) FTE (total questions 2.14 + 2.16 + 2.18)</b>	<b>7.86</b>
2.21	<b>Total Paid Staff - Vacant Position(s) FTE (total questions 2.15 + 2.17 + 2.19)</b>	<b>2.00</b>

**SALARY INFORMATION**

2.22	Entry-Level Librarian (certified) FTE	N/A
2.23	Entry-Level Librarian (certified) Current Annual Salary	N/A
2.24	System Director FTE	1
2.25	System Director Current Annual Salary	\$108,199

**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	<b>Total Public Service Outlets (total questions 3.15, 3.19 through 3.22)</b>	1
3.24	Name of Central Library/Co-Central Libraries	Tompkins County Public Library

#### BOARD/COUNCIL MEETINGS

3.25	Total number of public library system/3Rs board meetings or school library system council meetings held during reporting year	9
3.26	Current number of <u>voting</u> positions on system board/council. Please add a note if this has changed from the previous year report.	11
3.27	Term length for system board/council members. Please add a note if this has changed from the previous year report.	5

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

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

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. If you use the spreadsheet option the president will need to be added as it was in a separate group in the previous year reports.** Complete this form and email it to [collectconnect@baker-taylor.com](mailto:collectconnect@baker-taylor.com). The number of Council members must be 5 to 11 (no less than five and no more than 11).

- |     |  |              |
|-----|--|--------------|
| 1.  | Status   | Filled       |
| 2.  | First Name   | Martin       |
| 3.  | Last Name  | Toombs       |
| 4.  | Institutional Affiliation  | N/A          |
| 5.  | Professional Title   | N/A          |
| 6.  | Mailing Address  | 84 Bridge St |
| 7.  | City   | Seneca Falls |
| 8.  | Zip Code (enter five digits only)  | 13148        |
| 9.  | Office Held or Trustee   | President    |
| 10. | Term Begins - Month  | January      |
| 11. | Term Begins - Year (yyyy)  | 2021         |
| 12. | Term Expires - Month or N/A  | December     |
| 13. | Term Expires - Year (YYYY) or N/A  | 2025         |
| 14. | 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          |
| 15. | The date the trustee took the Oath of Office (mm/dd/yyyy)  | 01/12/2021   |
| 16. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)   | 03/18/2021   |
| 17. | 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.	Office Held or Trustee	Trustee
10.	Term Begins - Month	January
11.	Term Begins - Year (yyyy)	2023
12.	Term Expires - Month or N/A	December
13.	Term Expires - Year (YYYY) or N/A	2027
14.	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
15.	The date the trustee took the Oath of Office (mm/dd/yyyy)	02/02/2023
16.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/15/2023
17.	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.	Office Held or Trustee	Other (Add State Note)
10.	Term Begins - Month	January
11.	Term Begins - Year (yyyy)	2021
12.	Term Expires - Month or N/A	December
13.	Term Expires - Year (YYYY) or N/A	2025

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

15. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/13/2021

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

17. Is this a brand new trustee? N

1. Status Filled

2. First Name Michelle

3. Last Name Bogard

4. Institutional Affiliation N/A

5. Professional Title N/A

6. Mailing Address 1688 N Miller Rd

7. City Lodi

8. Zip Code (enter five digits only) 14860

9. Office Held or Trustee Trustee

10. Term Begins - Month January

11. Term Begins - Year (yyyy) 2020

12. Term Expires - Month or N/A December

13. Term Expires - Year (YYYY) or N/A 2024

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

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

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

17. 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. Office Held or Trustee Other (Add State Note)
10. Term Begins - Month January
11. Term Begins - Year (yyyy) 2021
12. Term Expires - Month or N/A December
13. Term Expires - Year (YYYY) or N/A 2025
14. 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

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

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

17. 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. Office Held or Trustee Trustee
10. Term Begins - Month January
11. Term Begins - Year (yyyy) 2022
12. Term Expires - Month or N/A December
13. Term Expires - Year (YYYY) or N/A 2026

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

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

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

17. 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. Office Held or Trustee Trustee

10. Term Begins - Month January

11. Term Begins - Year (yyyy) 2024

12. Term Expires - Month or N/A December

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

14. Is this trustee serving a full term? If No, 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).

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

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

17. Is this a brand new trustee? Y

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.	Office Held or Trustee	Trustee
10.	Term Begins - Month	January
11.	Term Begins - Year (yyyy)	2024
12.	Term Expires - Month or N/A	December
13.	Term Expires - Year (YYYY) or N/A	2028
14.	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
15.	The date the trustee took the Oath of Office (mm/dd/yyyy)	1/16/2024
16.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	1/22/2024
17.	Is this a brand new trustee?	Y
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.	Office Held or Trustee	
10.	Term Begins - Month	N/A
11.	Term Begins - Year (yyyy)	N/A
12.	Term Expires - Month or N/A	N/A
13.	Term Expires - Year (YYYY) or N/A	N/A

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

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

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

17. 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. Office Held or Trustee

10. Term Begins - Month N/A

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

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

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

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

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

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

17. 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.  | Office Held or Trustee   | N/A |
| 10. | Term Begins - Month  | N/A |
| 11. | Term Begins - Year (yyyy)  | N/A |
| 12. | Term Expires - Month or N/A  | N/A |
| 13. | Term Expires - Year (YYYY) or N/A  | N/A |
| 14. | Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). | N/A |
| 15. | The date the trustee took the Oath of Office (mm/dd/yyyy)  | N/A |
| 16. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)   | N/A |
| 17. | Is this a brand new trustee?   |     |

**Coordinated Outreach Council**

**COORDINATED OUTREACH COUNCIL**

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

Coordinated Outreach Council Members - complete one record for each Council Member for the period January 1, 2024, through December 31, 2024. For each vacant position, select "Vacant" in question 1 and enter N/A in questions 2-5 of the repeating group. You may 1) enter the data for the Coordinated Outreach Council Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available in the survey by clicking [here](#). Please Note: It is customized and contains all the data entered last year to be updated this year. Complete this form and email it to [collectconnect@baker-taylor.com](mailto:collectconnect@baker-taylor.com). The number of council members must be 5 to 11 (no less than five and no more than 11).

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

1. Status Filled
  2. First Name Nicole
  3. Last Name Sedorus
  4. Institutional Affiliation Cayuga County Office For the Aging
  5. Professional Title Aging Services 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 borrowers	2,173
4.2	System Visits	169

##### CIRCULATION

4.3	Total Cataloged Book Circulation	4,914
4.4	Total Circulation of Other Materials	416
4.5	Physical Item Circulation (Total questions 4.3 & 4.4)	5,330
4.6	Use of Electronic Material	11,451
4.7	Successful Retrieval of Electronic Information	39,960
4.8	Electronic Content Use (Total Questions 4.6 & 4.7)	51,411
4.9	Total Circulation of Materials (Total Questions 4.5 & 4.6)	16,781
4.10	Total Collection Use (Total Questions 4.7 & 4.9)	56,741

##### GENERAL SYSTEM HOLDINGS

4.11	Total Cataloged Book Holdings	10,278
------	-------------------------------	--------

4.12	Uncataloged Book Holdings	10
4.13	Total Print Serial Holdings	122
4.14	All Other Print Materials Holdings	0
4.15	<b>Total Print Materials (Total questions 4.11, 4.12, 4.13 and 4.14)</b>	<b>10,410</b>
4.16	Electronic Books	21,887
4.17	Local Electronic Collections	4
4.18	Total Number of NOVELny Databases	15
4.19	<b>Total Electronic Collections ( Total questions 4.16 + 4.17 )</b>	<b>21,891</b>
4.20	Audio - Downloadable Units	13,884
4.21	Video - Downloadable Units	0
4.22	Other Electronic Materials (Include items that are not included in the above categories, such as e-serials; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)	0
4.23	<b>Total Electronic Materials (Total questions 4.18, 4.19, 4.20, 4.21 and 4.22)</b>	<b>35,790</b>

**Holdings Continued**

Non-Electronic Materials

4.24	Audio - Physical Units	397
4.25	Video - Physical Units	1,760
4.26	Other Non-Electronic Materials	212
4.27	<b>Total Other Materials Holdings (Total questions 4.24 through 4.26)</b>	<b>2,369</b>
4.28	<b>Grand Total Holdings (Total questions 4.15, 4.23 and 4.27)</b>	<b>48,569</b>

**ROTATING COLLECTIONS/BOOK LOANS**

4.29	Does the system have rotating collections/bulk loans? (Enter Y for Yes, N for No)	Y
4.30	Number of collections	10



4.31 Average number of items per collection 74

## 5. System Services

ILS

### TECHNOLOGY AND RESOURCE SHARING

#### INTEGRATED LIBRARY SYSTEM (ILS)

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

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

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

5.3 Identify ILS system vendor Innovative Interfaces Inc.

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

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

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

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

- |    |                                       |     |
|----|---------------------------------------|-----|
| a. | ILS shared with other library systems | No  |
| b. | ILS software permits patron-initiated | Yes |

ILL

c.	ILL feature implemented and used	Yes
5.8	Number of titles in the ILS bibliographic database	459,711
5.9	Number of new titles added by the system in the reporting year	4,695
5.10	Number of Central Library Aid titles added in the reporting year	139
5.11	Number of new titles added by the members in the reporting year	21,365
5.12	Total new titles (total questions 5.9 through 5.11)	26,199

### Catalog

#### UNION CATALOG OF RESOURCES

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

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

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

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

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

5.16 Number of titles in the system's union catalog 459,712

5.17 Number of holdings in the system's union catalog 936,820

5.18 Number of new titles added in the last year 32,297

5.19 Number of holdings added in the last year 67,695

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

- |    |   |     |
|----|---|-----|
| a. | Non-member catalogs are included (if checked, please name non-member catalogs using the State note)   | Yes |
| b. | Non-library catalogs are included (if checked, please name non-library catalogs using the State note) | No  |
| c. | Patron-initiated ILL available and used through this catalog  | Yes |

### UNION LIST OF SERIALS

- |      |  |    |
|------|--|----|
| 5.21 | Does the system have a union list of serials? (Enter Y for Yes, N for No. If No, enter zero (0) on question 5.22.) | Y  |
| 5.22 | How many libraries participate in (or submit records for) the union list of serials?                               | 35 |

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

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

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

### VISITS TO THE SYSTEM'S WEB SITE

- |      |  |        |
|------|--|--------|
| 5.24 | Annual number of visits to the system's web site | 30,000 |
|------|--|--------|

### SYSTEM INTERLIBRARY LOAN ACTIVITY

- |      |  |        |
|------|--|--------|
| 5.25 | Total items provided (loaned)  | 1,985  |
| 5.26 | Total items received (borrowed)                                      | 4,266  |
| 5.27 | Total requests provided (loaned) unfilled                            | 3,148  |
| 5.28 | Total requests received (borrowed) unfilled                          | 698    |
| 5.29 | Total interlibrary loan activity (total questions 5.25 through 5.28) | 10,097 |

### DELIVERY

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

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

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

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

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

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

5.32	Number of sessions	3
5.33	Number of participants	14

#### **Continuing Education Cont.**

#### **Technology**

5.34	Number of sessions	33
5.35	Number of participants	188

#### **Digitization**

5.36	Number of sessions	0
5.37	Number of participants	0

#### **Leadership**

5.38	Number of sessions	9
5.39	Number of participants	233

#### **Management & Supervisory**

5.40	Number of sessions	8
5.41	Number of participants	47

#### **Planning and Evaluation**

5.42	Number of sessions	13
5.43	Number of participants	158

**Awareness and Advocacy**

5.44	Number of sessions	6
5.45	Number of participants	187

**Trustee/Council Training**

5.46	Number of sessions	18
5.47	Number of participants	134

**Special Client Populations**

5.48	Number of sessions	14
5.49	Number of participants	103

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

5.50	Number of sessions	1
5.51	Number of participants	10

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

5.52	Number of sessions	1
5.53	Number of participants	13

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

5.54	Number of sessions	2
5.55	Number of participants	199

**General Adult Services**

5.56	Number of sessions	0
5.57	Number of participants	0

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

1. Topic Construction Projects

2.	Number of sessions	11
3.	Number of participants	95
5.59	<b>Grand Total Sessions</b> (total questions 5.32, 5.34, 5.36, 5.38, 5.40, 5.42, 5.44, 5.46, 5.48, 5.50, 5.52, 5.54, 5.56 and total of question #2 of Repeating Group #5)	119
5.60	<b>Grand Total Participants</b> (total questions 5.33, 5.35, 5.37, 5.39, 5.41, 5.43, 5.45, 5.47, 5.49, 5.51, 5.53, 5.55, 5.57 and total of question #3 of Repeating Group #5)	1,381
5.61	Do library system staff and/or trustees reach outside of the library system building to promote system programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library System?	Y

**Coordinated Services / Consulting / Reference**

**COORDINATED SERVICES**

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

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

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

## CONSULTING AND TECHNICAL ASSISTANCE SERVICES

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

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

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

## REFERENCE SERVICES

5.76	Total Reference Transactions	90
------	------------------------------	----

**Special Clients / Fees**

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

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

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

5.78 Number of BOOKS BY MAIL loans 0

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

5.80 Number of State Correctional Facilities libraries served 3

5.81 Number of County Jails libraries served 5

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

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

1. Service provided N/A

2. Number of facilities/institutions served N/A

5.84 Does the system charge fees for any program or service? Enter Y for Yes; N for No. If yes, briefly describe using the text box below; if no, enter N/A in Question 5.85. N



5.85 Description of fees N/A

## 6. Operating Funds Receipts

### Local Public Funds

#### LOCAL PUBLIC FUNDS

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

1. County Name Tompkins

2. Amount \$18,327

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

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

1. County Name Tioga

2. Amount \$6,000

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

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

6.2 **Total County Funding** \$24,327

6.3 All Other Local Public Funds \$0

6.4 **Total Local Public Funds (total questions 6.2 and 6.3)** \$24,327

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

6.6 Central Library Services Aid \$337,764

6.8 Conservation/Preservation Grants \$0

6.9 Construction for Public Libraries Aid \$0

6.10 Coordinated Outreach Services Aid \$93,377

6.11 Correctional Facilities Library Aid \$28,655

6.12 County Jails Library Aid \$3,039

6.18	Local Library Services Aid - Kept at System	\$10,106
6.19	Local Library Services Aid - Distributed to Members	\$91,153
6.20	<b>Total LLSA (total questions 6.18 and 6.19)</b>	\$101,259
6.21	Local Services Support Aid	\$88,850
6.22	Local Consolidated Systems Aid	\$0
6.26	Public Library System Basic Aid	\$849,550
6.27	Public Library System Supplementary Operational Aid	\$130,205

**State Aid**

6.36	Special Legislative Grants and Member Items	\$0
6.37	The New York Public Library - The Research Libraries	\$0
6.38	The New York Public Library, Andrew Heiskell Library for the Blind and Physically Handicapped Aid	\$0
6.39	The New York Public Library, City University of New York	\$0
6.40	The New York Public Library, Schomburg Center for Research in Black Culture Library Aid	\$0
6.41	The New York Public Library, Science, Industry and Business Library	\$0
6.42	Does the system receive state funding from other sources? Enter Y for Yes, N for No. (Report Special Legislative Grants and Member Items on Q 6.36).	Y

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

1.	Funding Source	Love Your Library
2.	Amount	\$6,000

6.43 Total Other State Aid (total question #2 of Repeating Group #9 above) \$6,000

6.44 Total State Aid Receipts (total questions 6.6 through 6.12, questions 6.20 through 6.22, questions 6.26 through 6.27, questions 6.36 through 6.41, and question 6.43) \$1,638,699

### FEDERAL AID

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

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

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

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

### 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 Support/Equipment |
| 3. | Total Contract Amount | \$47,204                   |
| 1. | Contracting Agency    | Member Libraries           |
| 2. | Contracted Service    | IT Computer Services       |
| 3. | Total Contract Amount | \$275,153                  |

1.	Contracting Agency	South Central
2.	Contracted Service	Office rental
3.	Total Contract Amount	\$16,529

6.50 **Total Contracts** (total question #3 of Repeating Group #11 above) \$338,886

### MISCELLANEOUS RECEIPTS

6.51 Gifts, Endowments, Fundraising, Foundations (include Gates Grants here; specify project number(s) and dollar amount using the state note) \$95,000

6.53 Income from Investments \$1,741

#### Miscellaneous

Proceeds from Sale of Property

6.54 Real Property \$0

6.55 Equipment \$0

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

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

1. Receipt category E-Rate

2. Amount \$18,970

1. Receipt category E-Content

2. Amount \$37,598

1. Receipt category Movie Licensing

2. Amount \$5,564

6.57 **Total Other Miscellaneous Receipts** (total question #2 of Repeating Group #12 above) \$62,132

6.58 **Total Miscellaneous Receipts** (total questions 6.51 through 6.55 and question 6.57) \$158,873

6.59 **TOTAL OPERATING FUND** \$2,160,785  
**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 (Same as question 9.6) \$0

6.62 Transfers from Other Funds \$0

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

6.64 CASH BALANCE - Beginning of Current Fiscal Reporting Year: \$1,792,801  
Public Library Systems - January 1, 2023. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2022.)

6.67 GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS, AND BALANCE/ROLLOVER \$3,953,586  
(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 Librarians \$328,758

7.2 Other Staff \$279,276

7.3 **Total Salary and Wages Expenditures** \$608,034  
(total questions 7.1 and 7.2)

7.4 Employee Benefits Expenditures \$217,503

7.5	<b>Total Staff Expenditures</b> (total questions 7.3 and 7.4)	\$825,537
-----	---	-----------

### COLLECTION EXPENDITURES

7.6	Print Materials Expenditures	\$12,352
-----	------------------------------	----------

7.7	Electronic Materials Expenditures	\$59,830
-----	-----------------------------------	----------

7.8	Other Materials Expenditures	\$0
-----	------------------------------	-----

7.9	<b>Total Collection Expenditures</b> (total questions 7.6 through 7.8)	\$72,182
-----	--	----------

### GRANTS TO MEMBER LIBRARIES

#### Cash Grants Paid From

7.10	Local Library Services Aid (LLSA)	\$91,154
------	-----------------------------------	----------

7.11	Central Library Services Aid (CLSA)	\$0
------	-------------------------------------	-----

7.15	Other State Aid/Grants (e.g., Construction, Special Legislative or Member Grants)	\$0
------	---	-----

7.16	Federal Aid	\$0
------	-------------	-----

7.17	Other cash grants paid from system funds	\$88,931
------	--	----------

7.18	<b>Total Cash Grants</b> (total questions 7.10 through 7.17)	\$180,085
------	--	-----------

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

7.20	Other Non-Cash Grants	\$3,253
------	-----------------------	---------

7.21	<b>Total Grants to Member Libraries</b> (total questions 7.18 through 7.20)	\$183,338
------	---	-----------

### CAPITAL EXPENDITURES FROM OPERATING FUNDS

7.22	Bookmobile	\$0
------	------------	-----

7.23	Other Vehicles	\$45,000
------	----------------	----------

7.24	Computer Equipment	\$65,000
------	--------------------	----------

7.25	Furniture/Furnishings	\$12,500
------	-----------------------	----------

7.26	Other Capital Expenditures	\$0
------	----------------------------	-----

7.27	<b>Total Capital Expenditures from Operating Fund</b> (total questions 7.22 through 7.26)	\$122,500
------	---	-----------

Capital Cont. / Operation and Maintenance / Misc.

**TOTAL CAPITAL EXPENDITURES BY SOURCE OF FUNDS**

7.28	From Local Public Funds (71PF)	\$0
7.29	From Other Funds (71OF)	\$122,500
7.30	<b>Total Capital Expenditures by Source</b> (total questions 7.28 and 7.29; same as question 7.27)	\$122,500

**OPERATION AND MAINTENANCE OF BUILDINGS**

Repairs To Buildings and Building Equipment by Source of Funds

7.31	From Local Public Funds (72PF)	\$36,416
7.32	From Other Funds (72OF)	\$0
7.33	<b>Total Repairs to Buildings and Building Equipment</b> (total questions 7.31 and 7.32)	\$36,416
7.34	Other Building & Maintenance Expenses	\$41,221
7.35	<b>Total Operation and Maintenance of Buildings</b> (total questions 7.33 and 7.34)	\$77,637

**MISCELLANEOUS EXPENSES**

7.36	Total Operation & Maintenance of Bookmobiles and Other Vehicles	\$17,879
7.37	Office and Library Supplies	\$6,137
7.38	Equipment	\$602
7.39	Telecommunications	\$31,667
7.40	Publicity and Printing	\$250
7.41	Travel	\$4,505
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.	\$15,530
7.43	Membership Dues - Please include a State Note listing Professional Organization Memberships for which dues are being paid.	\$6,170

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	OCLC
2.	Amount	\$19,028
1.	Expense category	Software
2.	Amount	\$270,801
1.	Expense category	Postage
2.	Amount	\$19,390

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

7.45 **Total Other Miscellaneous Expenses** (total question #2 of Repeating Group #13) \$309,219

7.46 **Total Miscellaneous Expenses** (total questions 7.36 through 7.44 and 7.46) \$391,959

**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
3.	Total Contract Amount	\$52,000

7.48 **Total Contracts** (total question #3 of Repeating Group #14 above) \$52,000

**DEBT SERVICE**

Capital Purposes Loans (Principal and Interest)



7.49	From Local Public Funds (73PF)	\$0
7.50	From Other Funds (73OF)	\$0
7.51	<b>Total Capital Purposes Loans</b> (total questions 7.49 and 7.50)	\$0

**Transfers**

Other Loans

7.52	Other Loans	\$0
7.53	<b>Total Debt Service</b> (total questions 7.51 and 7.52)	\$0

7.54	<b>TOTAL DISBURSEMENTS - Total Staff Expenditures, Total Collection Expenditures, Total Grants to Member Libraries, Total Capital Expenditures, Total Operation and Maintenance of Buildings, Total Miscellaneous Expenses, Total Contracts, and Total Debt Service</b> (total questions 7.5, 7.9, 7.21, 7.27, 7.35, 7.46, 7.48, and 7.53)	\$1,725,153
------	--	-------------

**TRANSFERS**

Transfers to the Capital Fund

7.55	From Local Public Funds (76PF)	\$0
7.56	From Other Funds (76OF)	\$0
7.57	<b>Total Transfers to Capital Fund</b> (total questions 7.55 and 7.56; same as question 8.2)	\$0

7.58	<b>Total Transfers to Other Funds</b>	\$0
------	---------------------------------------	-----

7.59	<b>Total Transfers</b> (total questions 7.57 and 7.58)	\$0
------	--	-----

7.60	<b>TOTAL DISBURSEMENTS AND TRANSFERS</b> (total questions 7.54 and 7.59)	\$1,725,153
------	--	-------------

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, 2023)** \$2,228,434

7.82 **GRAND TOTAL DISBURSEMENTS, TRANSFERS, & ENDING BALANCE** (total questions 7.60 and 7.61) \$3,953,587

### FISCAL AUDIT

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

7.83 Last audit performed (mm/dd/yyyy) 09/15/2023  
7.84 Time period covered by this audit (mm/dd/yyyy - mm/dd/yyyy) 01/01/2022-12/31/2022  
7.85 Indicate type of audit (select one from drop-down): Private Accounting Firm

### ACCOUNT INFORMATION

Complete one record for each financial account

1. Name of bank or financial institution Tompkins Trust Company  
2. Amount of funds on deposit N/A

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

7.87 Does the system have a Capital Fund? N  
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 Sources** \$0  
8.2 **Transfer From Operating Fund** \$0  
(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, 2023.** (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2022.) \$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	<b>Total Project Expenditures</b> (total questions 9.1 through 9.4)	\$0
9.6	<b>TRANSFER TO OPERATING FUND</b> (Same as question 6.61)	\$0
9.7	<b>TOTAL NONPROJECT EXPENDITURES</b>	\$0
9.8	<b>TOTAL DISBURSEMENTS - Total Project Expenditures, Transfer to Operating Fund, and Total Nonproject Expenditures</b> (total questions 9.5 through 9.7)	\$0
9.9	<b>CLOSING CASH BALANCE IN CAPITAL FUND at the End of the Current Fiscal Year (December 31, 2023, for Public Library Systems)</b>	\$0
 <b>Grand Total</b>		
9.10	<b>TOTAL DISBURSEMENTS AND CASH BALANCE</b> (total questions 9.8 and 9.9)	\$0

## 12. Projected Annual Budget For Library Systems

Public Library Systems Budget for January 1, 2024 - December 31, 2024

### PROJECTED OPERATING FUND - RECEIPTS

12.1	<b>Total Operating Fund Receipts</b> (include Local Aid, State Aid, Federal Aid, Contracts and Miscellaneous Receipts)	\$2,159,978
12.2	<b>Budget Loans</b>	\$0
12.3	<b>Total Transfers</b>	\$0

**12.4 Cash Balance/Ending Balance in Operating Fund at the end of the previous fiscal year** **\$2,228,434**  
(For Public Library Systems, opening balance on January 1, 2024 must be the same as the December 31, 2023, closing balance reported on Q7.61 of the 2023 annual report)

**12.5 Grand Total Operating Fund Receipts, Budget Loans, Transfers and Ending Balance** **\$4,388,412**  
(total questions 12.1 through 12.4)

#### **PROJECTED OPERATING FUND - DISBURSEMENTS**

**12.6 Total Operating Fund Disbursements** **\$2,159,978**  
(include Staff Expenditures, Collection Expenditures, Grants to Member Libraries, Capital Expenditures from Operating Funds, Operation and Maintenance of Buildings, Miscellaneous Expenses, Contracts with Libraries and Library Systems in New York State and Debt Service)

**12.7 Total Transfers** **\$0**

**12.8 Cash Balance/Ending Balance in Operating Fund at the end of the fiscal year** **\$1,890,670**  
(For Public Library Systems, balance as of December 31, 2024)

**12.9 Grand Total Operating Fund Disbursements, Transfers and Ending Balance** **\$4,050,648**  
(total questions 12.6 through 12.8)

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

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

**12.11 Nonrevenue Receipts** **\$0**

**12.12 Cash Balance in Capital Fund at the end of the previous fiscal year** **\$0**  
(For Public Library Systems, opening balance on January 1, 2024, must be the same as the December 31, 2023, closing balance reported on Q9.9 of the 2023 annual report)

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

## PROJECTED CAPITAL FUND - DISBURSEMENTS

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

**12.15 Cash Balance in Capital Fund at the \$0  
end of the current fiscal year  
(For Public Library Systems, December 31,  
2024)**

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

**Statutory Reference** Education Law § 272, 273(1)(f)(1)  
**(LLSA):** 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** Education Law § 272, 273(1)(f)(2)  
**(LSSA):** 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 Equivalentents (FTE) 4.0**

**13.1.2 Total Expenditure for Professional Salaries \$255,677**

**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 Equivalentents (FTE) 3.86**

**13.1.4 Total Expenditure for Other Staff Salaries \$261,387**

**13.1.5 Employees Benefits: Indicate the total expenditures for all system employee fringe benefits. \$217,503**

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

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

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

**1. Expenditure Category Telecommunications**

2.	<b>Provider of Services</b>	<b>First Light Fiber</b>
3.	<b>Expenditure</b>	<b>\$10,492</b>
1.	<b>Expenditure Category</b>	<b>Telecommunications</b>
2.	<b>Provider of Services</b>	<b>Ring Central &amp; Verizon Wireless</b>
3.	<b>Expenditure</b>	<b>\$345</b>
1.	<b>Expenditure Category</b>	<b>Other (specify using Note field)</b>
2.	<b>Provider of Services</b>	<b>US Bank Equipment Finance</b>
3.	<b>Expenditure</b>	<b>\$4,965</b>
1.	<b>Expenditure Category</b>	<b>Other (specify using Note field)</b>
2.	<b>Provider of Services</b>	<b>Selective &amp; Acadia Ins. Company</b>
3.	<b>Expenditure</b>	<b>\$1,909</b>
1.	<b>Expenditure Category</b>	<b>Building and maintenance expenses</b>
2.	<b>Provider of Services</b>	<b>Town of Dryden</b>
3.	<b>Expenditure</b>	<b>\$567</b>
1.	<b>Expenditure Category</b>	<b>Building and maintenance expenses</b>
2.	<b>Provider of Services</b>	<b>NYSEG</b>
3.	<b>Expenditure</b>	<b>\$8,426</b>
1.	<b>Expenditure Category</b>	<b>Building and maintenance expenses</b>
2.	<b>Provider of Services</b>	<b>Casella Waste Management</b>
3.	<b>Expenditure</b>	<b>\$1,875</b>
1.	<b>Expenditure Category</b>	<b>Building and maintenance expenses</b>
2.	<b>Provider of Services</b>	<b>BH Cleaning Services</b>
3.	<b>Expenditure</b>	<b>\$5,049</b>
1.	<b>Expenditure Category</b>	<b>Building and maintenance expenses</b>



2.	<b>Provider of Services</b>	<b>Mr. Outside</b>
3.	<b>Expenditure</b>	<b>\$7,800</b>
1.	<b>Expenditure Category</b>	<b>Building and maintenance expenses</b>
2.	<b>Provider of Services</b>	<b>Issacs Heating &amp; AC</b>
3.	<b>Expenditure</b>	<b>\$730</b>
1.	<b>Expenditure Category</b>	<b>Library systems vendor contract for automation (e.g, integrated library system, virtual union catalog)</b>
2.	<b>Provider of Services</b>	<b>OCLC</b>
3.	<b>Expenditure</b>	<b>\$19,028</b>
1.	<b>Expenditure Category</b>	<b>Commercial electronic content vendor contracts</b>
2.	<b>Provider of Services</b>	<b>Overdrive</b>
3.	<b>Expenditure</b>	<b>\$72,597</b>
1.	<b>Expenditure Category</b>	<b>Commercial electronic content vendor contracts</b>
2.	<b>Provider of Services</b>	<b>South Central Regional Library Council</b>
3.	<b>Expenditure</b>	<b>\$197</b>
1.	<b>Expenditure Category</b>	<b>Commercial electronic content vendor contracts</b>
2.	<b>Provider of Services</b>	<b>Tumbleweed Press</b>
3.	<b>Expenditure</b>	<b>\$3,500</b>
1.	<b>Expenditure Category</b>	<b>Consultant fees/professional fees</b>
2.	<b>Provider of Services</b>	<b>Port, Kashdin &amp; McSherry</b>
3.	<b>Expenditure</b>	<b>\$8,000</b>
1.	<b>Expenditure Category</b>	<b>Consultant fees/professional fees</b>
2.	<b>Provider of Services</b>	<b>Barclay Damon LLP</b>
3.	<b>Expenditure</b>	<b>\$325</b>

1.	Expenditure Category	Consultant fees/professional fees
2.	Provider of Services	Sharon Campanella
3.	Expenditure	\$600
1.	Expenditure Category	Consultant fees/professional fees
2.	Provider of Services	Employee Assistance Program
3.	Expenditure	\$518
1.	Expenditure Category	Other (specify using Note field)
2.	Provider of Services	Various
3.	Expenditure	\$9,945
1.	Expenditure Category	Institutional membership dues
2.	Provider of Services	ARSL,NYLA,PULISDO,SCRLC,SHRM
3.	Expenditure	\$4,264
1.	Expenditure Category	Other (specify using Note field)
2.	Provider of Services	Provantage LLC
3.	Expenditure	\$11,796
1.	Expenditure Category	Other (specify using Note field)
2.	Provider of Services	KnowBe4
3.	Expenditure	\$2,592
1.	Expenditure Category	Other (specify using Note field)
2.	Provider of Services	Excellus BC/BS
3.	Expenditure	\$16,879
13.1.7	<b>Total Expenditure - Purchased Services</b>	<b>\$192,399</b>

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

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

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

- |           |                             |  |
|-----------|-----------------------------|--|
| <b>1.</b> | <b>Expenditure Category</b> | <b>Office/library supplies and postage</b> |
| <b>2.</b> | <b>Expenditure</b>          | <b>\$4,200</b>                             |
| <b>1.</b> | <b>Expenditure Category</b> | <b>Office/library supplies and postage</b> |
| <b>2.</b> | <b>Expenditure</b>          | <b>\$13,200</b>                            |
| <b>1.</b> | <b>Expenditure Category</b> | <b>Other (specify using Note field)</b>    |
| <b>2.</b> | <b>Expenditure</b>          | <b>\$19,000</b>                            |
| <b>1.</b> | <b>Expenditure Category</b> | <b>Books and other print materials</b>     |
| <b>2.</b> | <b>Expenditure</b>          | <b>\$2,500</b>                             |

**13.1.9 Total Expenditure - Supplies and Materials** **\$38,900**

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

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

- |           |                       |   |
|-----------|-----------------------|---|
| <b>1.</b> | <b>Type of Travel</b> | <b>System Staff Travel</b>              |
| <b>2.</b> | <b>Expenditure</b>    | <b>\$2,100</b>                          |
| <b>1.</b> | <b>Type of Travel</b> | <b>Other (specify using Note field)</b> |
| <b>2.</b> | <b>Expenditure</b>    | <b>\$12,050</b>                         |

**13.1.11 Total Expenditures - Travel** **\$14,150**

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

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

<b>1.</b>	<b>Type of Item</b>	<b>Computer Equipment</b>
<b>2.</b>	<b>Quantity</b>	<b>1</b>
<b>3.</b>	<b>Unit Cost</b>	<b>N/A</b>
<b>4.</b>	<b>Expenditure</b>	<b>\$45,500</b>

**13.1.13 Total Expenditure - Equipment and Furnishings** \$45,500

**13.1.14 Local Library Services Aid Expenditures: Indicate the total expenditures to member libraries for Local Library Services Aid.** \$91,154

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

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

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

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

**13.1.17 Total Expenditure (total 13.1.2, 13.1.4, 13.1.5, 13.1.7, 13.1.9, 13.1.11, 13.1.13, 13.1.14, and 13.1.16)** \$1,116,670

**13.1.18 Cash Balance at the Opening of the Fiscal Year** \$193,320

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

**13.1.19 Total Allocation from 2023 - 2024 State Aid:** \$1,169,906

**13.1.20 Total Available Before Expenditures \$1,363,226**  
**(total 13.1.18 + 13.1.19)**

**13.1.21 Cash Balance at the End of the \$246,556**  
**Current Fiscal Year (total 13.1.19 + 13.1.18 -**  
**13.1.17)**

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

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

**RESOURCE SHARING:**

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

**PROFESSIONAL DEVELOPMENT and CONTINUING**

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

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

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

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

**Provides an annual directory of member libraries, containing hours of operations, and contact information for staff and trustees. Posts regular updates to the FLLS website and social media. Sent out a bi-monthly Trustee newsletter. FLLS also encourages all five counties to host regular directors meetings, which FLLS staff attend. COOPERATIVE EFFORTS WITH OTHER LIBRARY SYSTEMS: Including sharing of policy templates, toolkits, and other resources with neighboring systems. We also host other public library system staff in workshops for our member libraries. FLLS is in the second 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. 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 (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 Equivalentents (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 Equivalentents (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** 184,086.00

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

**13.2.18 Total Allocation from 2023 - 2024 State Aid:** \$169,068

**13.2.19 Total Available Before Expenditures (total 13.2.17 + 13.2.18)** \$353,154

**13.2.20 Cash Balance at the end of the Current Fiscal Year (total 13.2.18 + 13.2.17 - 13.2.16)** 353,154.00

**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.** The system did not disburse or spend any of the 2023 Central Library Services Aid funds until 2024.

Coordinated Outreach Library Services Aid

## COORDINATED OUTREACH LIBRARY SERVICES AID

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

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

13.4.1	Total Full-Time Equivalents (FTE)	.35
13.4.2	Total Expenditure for Professional Salaries	\$20,555

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. \$7,500

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          | \$228                               |

13.4.9 **Total Expenditure - Supplies and Materials** 228

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

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

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

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

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

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

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

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

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

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

1. Recipient Seymour Public Library District - Auburn
2. Allocation \$2,500
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 enhancing our language resources. Our community will have access to new and updated collection materials focusing on Spanish, Ukrainian, ASL, and ESL. We will also offer a conversational Ukrainian class as an introduction to the language and culture of Ukraine.

1. Recipient Berkshire Free Library
2. Allocation \$1,610
3. Description of Project Healthy Senior Living - This Senior Grant's goals are to support our Senior community's healthy lifestyle, both cognitive and physical. The library will do this by providing opportunities for Seniors to establish strong community bonds with other Seniors, through activities that will promote cognitive and physical health. Craft activities, cooking, exercise and cooking are all included in the Senior Grant.

1. Recipient Candor Free Library
2. Allocation \$1,400
3. Description of Project Pieces of Wellness Workshop Series - Pieces of Wellness will be a workshop series that offers simple and effective tools that can be used at home to help reduce chronic pain, ease the stress response, and calm anxiety.

1. Recipient Groton Public Library

2.	Allocation	\$1,260
3.	Description of Project	<p>Wild &amp; Saucy Cookbook Club - The Groton Public Library's Wild and Saucy Cookbook Club will bring our community together to learn the lost skills of foraging for edible-weeds, education about culinary herbs, preparation of said weeds and herbs, and breaking bread with your neighbor. Our desire is to connect our elder/adult generation with the younger generation and create cross-generational training around local foraging of plants with preparation, cooking, feasting, and ending with a celebration of food. Our plan is to teach lost skills that can be passed down through the generations and create relationships between the generations in our community while having fun with food.</p>
1.	Recipient	Phillips Free Library - Homer
2.	Allocation	\$1,410
3.	Description of Project	<p>Sweet sixty (and up!) - The Sweet Sixty (and up!) program is a social event for seniors to reconnect with other community members after compulsory isolation due to the COVID pandemic. They will have a carefree, fun afternoon with activities and crafts, music, and a book talk. This afternoon is a great opportunity to get in-person help from the staff downloading the necessary apps to use e-items on their phones and laptops. The participants can practice their new skills with staff help if they wish. The bus service from and back to their houses adds to the carefree spirit of the program.</p>

- |    |                        |   |
|----|------------------------|---|
| 1. | Recipient              | Interlaken Public Library   |
| 2. | Allocation             | \$850   |
| 3. | Description of Project | <p>Snacks and Dragons - The Interlaken Public Library is proud to offer Snacks and Dragons, an 8-week one-shot Dungeons and Dragons series for teens at the library. Each program provides gameplay, fun and snacks to up to 6 teens per game. Each week has a fresh campaign and characters and is led by an experienced Dungeon Master guide.</p>   |
|    |                        |   |
| 1. | Recipient              | Peck Memorial Library - Marathon  |
| 2. | Allocation             | \$1,125   |
| 3. | Description of Project | <p>All Together Now 2023 - Peck Memorial Library will be reaching the community of Marathon by helping the village and the town of Marathon with their summer recreation program. Because we are doing this we are able to reach more people that just our patrons to connect them to reading and some of what our library has to offer. We have performers that are for all age levels and some that are just focused on the kids.</p> |
|    |                        |   |
| 1. | Recipient              | Southworth Library Association - Dryden   |
| 2. | Allocation             | \$1,008   |
| 3. | Description of Project | <p>Book Club with William George Agency - A book club collaboration with the Southworth Library Association in Dryden and the William George Agency, a residential treatment center for at-risk adolescents to allow the residents to come to the library for a book discussion and related activities.</p>   |



- |    |                        |  |
|----|------------------------|--|
| 1. | Recipient              | Edith B. Ford Memorial Library - Ovid  |
| 2. | Allocation             | \$900  |
| 3. | Description of Project | Adult Literacy Inclusion - The Adult Literacy Inclusion project focuses on expanding our services and collections to adult and senior patrons that face a variety of barriers. The goal of this project is to alleviate issues related to access and library anxiety through inclusion initiatives.  |
|    |                        |  |
| 1. | Recipient              | Ulysses Philomathic Library - Trumansburg  |
| 2. | Allocation             | \$2,200  |
| 3. | Description of Project | Library at the Laundromat - Ulysses Philomathic Library, in partnership with Colonial Laundry, has created Library at the Laundromat, a literacy corner at the local laundromat in Trumansburg. With child-sized furniture, early literacy toys, and books, both donated and purchased, UPL seeks to engage with children and support early literacy, spreading our love of learning to community members outside the library walls. |
|    |                        |  |
| 1. | Recipient              | Springport Free Library - Union Springs  |
| 2. | Allocation             | \$500  |
| 3. | Description of Project | Memory Games for Seniors - The Memory Games for Seniors" project is meant to provide a resource for caregivers and families of patients suffering from dementia. Families may check out, and bring items home to stimulate and bring enjoyment to those with dementia.   |
|    |                        |  |
| 1. | Recipient              | Waterloo Library & Historical Society  |

2.	Allocation	\$2,340
3.	Description of Project	<p>Integrated Crafts - The Waterloo Library &amp; 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. Registration required to participate in this program.</p>
1.	Recipient	Apalachin Library
2.	Allocation	\$250
3.	Description of Project	<p>The Apalachin Library will provide three "Nature Backpacks" that can be checked out for one-week loan periods to children and their families. Each of the three backpacks will have a different theme - bugs, birds, trees - so that each child and their family have the opportunity for an entirely new experience with each checkout. The backpacks will not only provide a fun way of developing literacy skills during the summer months when schools are closed, but will also give children the opportunity to explore their own backyards with binoculars, magnifying glasses, and related activity sheets and books.</p>
1.	Recipient	Aurora Free Library
2.	Allocation	\$300

3. Description of Project

The Aurora Free Library Author Writing Workshop project will provide a special memorable experience at the library for all youth who attend. Author Dan Gemeinhart will meet with attendees and share his writing process and participants will have the opportunity to do some writing of their own. Dan has written six books with a variety of themes. Participants will be able to choose one of his books to take home. Those in attendance will also talk with the author, consider the process that goes into writing a book and what it is like to be an author.

1. Recipient Berkshire Free Library

2. Allocation \$425

3. Description of Project

At the Berkshire Free Library we will be reading stories about people that are different from ourself. This gives children the skills to understand the world through another persons perspective. Books can help teach this skill that we call empathy towards other people. Our Summer Reading theme, All together Now is the perfect opportunity to present this material.

1. Recipient Candor Free Library

2. Allocation \$425

- |    |                        |   |
|----|------------------------|---|
| 3. | Description of Project | The Candor Free Library Literacy Experience Project looks to promote literacy and the joy of reading through a variety of projects. These include a nature themed hands on backpack; decodable and hi-low books; launchpads for interactive learning that promotes writing and listening skills as well as reading; and interactive books to engage Story Hour kids.  |
| 1. | Recipient              | Cortland Free Library   |
| 2. | Allocation             | \$500   |
| 3. | Description of Project | 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, singing, reading, writing, and playing) these centers, and accompanying manipulatives will strengthen these early literacy skills through dramatic play, recognizing letters of the alphabet, creating words and building large and fine motor skills that are needed for the first steps in writing. 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              | Southworth Library Association - Dryden   |

2.	Allocation	\$550
3.	Description of Project	The summer Lunch Bunch Reading Buddies at the library will pair a child with a teen or adult volunteer to read together, Monday - Friday from July 10 - August 19. Each child will get to keep the free book they choose and make a craft or do an activity to go with it. Lunch is provided.
1.	Recipient	Groton Public Library
2.	Allocation	\$500
3.	Description of Project	Calling our young music lovers for the First Annual Free Musical Ukulele Summer Camp at the Groton Public Library. Once a week for six glorious weeks, you will have the opportunity to play various instruments from guitars to percussion to keyboard to last but not least - the Ukulele. Each youth will receive a free ukulele and a program tee shirt. The camp will end with a community concert and light refreshments.
1.	Recipient	Phillips Free Library - Homer
2.	Allocation	\$550

- |    |                        |  |
|----|------------------------|--|
| 3. | Description of Project | During the four week summer learning program held by the Homer Schools for reluctant and struggling readers, Phillips Free Library staff provide twice-a-week, read-along book clubs for the 3rd - 5th graders, and weekly story times for the pre-K through 2nd grade students. Over the course of the four weeks, we read aloud a complete book to the older students, inviting them to take a turn if they chose. We discuss the book, as we read, giving students the chance to comprehend and build reading skills. For younger grades, we provide a story time and activity weekly. Every student gets a copy of a book to keep. |
| 1. | Recipient              | Interlaken Public Library  |
| 2. | Allocation             | \$425  |

3.	Description of Project	<p>We request funding for program supplies to enrich and enhance our storytime program within the library for children ages birth thru school age and their caregivers. This purchase will provide the supplies necessary for the library to provide art-based learning activities and crafts alongside our picture-book storytime program, which improves the program by making it more engaging, more fun for participants, encourages repeat attendance, and encourages learning activities outside of the library environment with caregivers and young children in their care. It also helps build positive associations with our library and encourages new users to enter the library and explore library collections, as marketing will be crafted to highlight not only reading, but also craft activities that serve to encourage learning and child development.</p>
1.	Recipient	Peck Memorial Library - Marathon
2.	Allocation	\$425
3.	Description of Project	<p>Peck Memorial Library sees the need for revamping our children's area. Our plan is to bring new seating that can be used indoors or outdoors. We also desire to add a section of Snap Bots and Tree Blocks Fort to add new interest to our children's area.</p>
1.	Recipient	Lamont Memorial Free Library - McGraw
2.	Allocation	\$485

- |    |                        |   |
|----|------------------------|---|
| 3. | Description of Project | The Lamont Memorial Free Library will provide school age children of the McGraw community with two special performances during Summer Reading supporting the theme of "All Together Now." These programs are to encourage participation in the summer reading program at the library from mid-June to mid-August. Participants will be encouraged to read throughout the summer and access all the services the library has to offer. |
|    |                        |   |
| 1. | Recipient              | Newfield Public Library   |
| 2. | Allocation             | \$425   |
| 3. | Description of Project | Newfield Public Library strives for all patrons to feel special when participating in library programming. By adding tables and chairs specifically designed for children we will enhance the library experience for our youngest participants. The mobile furniture we selected gives us the flexibility we need to improve all of our family programming, regardless of the location.   |
|    |                        |   |
| 1. | Recipient              | George P. & Susan Platt Cady Library - Nichols  |
| 2. | Allocation             | \$425   |



3. Description of Project

The project I am proposing if I were to obtain funding from the Family Literacy Mini-grant would be purchasing a collection of decodable books. Following the example laid out by the Lodi Library, I would like to invest in materials that would help support our young population here in Nichols who may be struggling with reading due to Dyslexia. I think that this investment will greatly expand on our libraries ability to provide accessible materials to a larger population of readers.

1. Recipient Coburn Free Library - Owego

2. Allocation \$425

3. Description of Project

The Coburn Free Library is enthusiastic about providing engaging literacy experiences for people of all ages learning to read. Our bookbags allow learners easy access to multimedia materials paired with fascinating nonfiction literature. Our new front-facing clear bins and phonemic focused books will allow new readers to independently choose books; we know allowing emerging readers the opportunity to see the covers provides them with comfort and confidence which creates positive library experiences, and hopefully, life-long library patrons.

1. Recipient Hazard Library - Poplar Ridge

2. Allocation \$600

3. Description of Project Hazard Library maintains an ongoing collaboration with the King Ferry Food Pantry, the Aurora Library, and the Southern Cayuga School District. Our aim is to promote family literacy and engagement across the Southern Cayuga County community. Grant funds will be used to purchase a second year of the quarterly magazine "ChopChop" which is aimed at families and contains recipes and information on healthy eating. This provides families the opportunity to read and work together to complete puzzles and activities as well as learning kitchen skills and cooking new foods.

1. Recipient Port Byron Library

2. Allocation \$500

3. Description of Project The Port Byron Library will partner with the non-profit organization, Perform 4 Purpose, to provide our local youth the opportunity to learn, create, and perform music for their community. Each participant will receive a ukulele and a t-shirt. The program instruction will be done here at the library and will go for 5 days, with the final performance being held on the last day. Participants will be given an opportunity to learn about all things music, as well as, working "All Together Now," to give back to their community.

1. Recipient Seneca Falls Library

2. Allocation \$450

3. Description of Project

Our goal is to peak the interest of a wide age range of potentially at-risk youth, and we feel the best way to do this is to provide 2 amazingly unique live animal shows with the Wildlife Rockstars! These programs are engaging, educational, and inspiring and will hopefully spark interest in pursuing more information! We are choosing to use two different locations to reach the greatest number of children. Animal Adaptations & Defenses will be offered at the Seneca Falls Library as an all-ages show and Superheroes! will be held at our local Community Center where we'll have a built-in audience of about 60 kids in grades 4-6 from our Summer Rec Program. For the younger kids in the Summer Rec Program, we'd like to offer book giveaways during our weekly Summer BookMobile.

1. Recipient Tompkins County Public Library

2. Allocation \$320

3. Description of Project

Participants of this Baby Signs and Early Communication series will learn new skills through music, rhymes and play at TCPL. Activities will help nurture baby's brain development through everyday moments and interactions. Skills gained will create opportunities to make communication fun and successful during the many stages of each baby's language development.

1. Recipient Waterloo Library & Historical Society

2. Allocation \$300

3.	Description of Project	The Waterloo Library & Historical Society will be purchasing stacking bins and inserts for afterschool programming. The bins will be able to be assigned to children and prepping for ongoing programming and projects will be contained for easier access and efficiency.
----	------------------------	--

1.	Recipient	WeedSPORT Free Library
----	-----------	------------------------

2.	Allocation	\$220
----	------------	-------

3.	Description of Project	Sensory kits available for in-library use as well as checkout benefit community members with their attentiveness, emotional literacy, and sensory needs. Providing these kits promotes inclusion, diversity, equity, and accessibility for all of our library patrons. The library is a place where all people are welcome.
----	------------------------	---

13.4.15	Total Expenditure - Grants to Member Libraries	\$25,603
---------	--	----------

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)	\$60,186
---------	---	----------

13.4.17	<b>Cash Balance at the Opening of the Fiscal Year</b>	\$115,268
---------	---	-----------

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

13.4.18	<b>Total Allocation from 2023 - 2024 State Aid:</b>	\$93,377
---------	---	----------

13.4.19	Total Available Before Expenditures (total 13.4.17 + 13.4.18)	\$208,645
---------	---	-----------

13.4.20	<b>Cash Balance at the End of the Current Fiscal Year (total 13.4.18 + 13.4.17 - 13.4.16)</b>	\$148,459
---------	---	-----------

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 12 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 Equivalent (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 Equivalent (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 N  
expend funds for purchased services? Enter Y for  
Yes, N for No.

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

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

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

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

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

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

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

1.	Expenditure Category	Books and other print materials
2.	Expenditure	\$4,620

13.5.9 **Total Expenditure - Supplies and Materials** \$4,620

13.5.10 **Total Expenditure (total 13.5.2 + 13.5.4 + 13.5.5 + 13.5.7 + 13.5.9)** 4,620.00

13.5.11 **Cash Balance at the Opening of the Fiscal Year:** \$4,819

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

13.5.12 **Total Allocation from 2023 - 2024 State Aid** \$3,039

13.5.13 **Total Available Before Expenditures (total 13.5.11 + 13.5.12)** \$7,858

13.5.14 **Cash Balance at the End of the Current Fiscal Year (total 13.5.12 + 13.5.11 - 13.5.10)** \$3,238

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; which we distribute.

**State Correctional Aid**

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

STATE CORRECTIONAL FACILITIES AID

**Statutory** Education Law § 285 (1)

**Reference:** Commissioners Regulations 90.14

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

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

13.6.1 Total Full-Time Equivalent (FTE) .25  
13.6.2 Total Expenditure for Professional Salaries \$14,682

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 Equivalent (FTE) .01  
13.6.4 Total Expenditure for Other Staff Salaries \$305

13.6.5 **Employee Benefits:** Indicate the total expenditures for all system employee benefits. \$5,650

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          | \$792  |

13.6.7 **Total Expenditure - Purchased Services** 792

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

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

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

- |    |                      |                                     |
|----|----------------------|-------------------------------------|
| 1. | Expenditure Category | Books and other print materials     |
| 2. | Expenditure          | \$4,356                             |
| 1. | Expenditure Category | Office/library supplies and postage |
| 2. | Expenditure          | \$500                               |

13.6.9 **Total Expenditure - Supplies and Materials** \$4,856

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    | \$2,182                          |



- |    |                |                                  |
|----|----------------|----------------------------------|
| 1. | Type of Travel | Other (specify using Note field) |
| 2. | Expenditure    | \$150                            |

13.6.11 **Total Expenditure - Travel** \$2,332

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)** \$28,617

13.6.15 **Cash Balance at the Opening of the Fiscal Year:** 17,011

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

13.6.16 **Total Allocation from 2023 - 2024 State Aid:** \$28,655

13.6.17 **Total Available Before Expenditures (total 13.6.15 + 13.6.16)** \$45,666

13.6.18 **Cash Balance at the End of the Current Fiscal Year (total 13.6.16 + 13.6.15 - 13.6.14)** \$17,049

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

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

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

### **System Accomplishments**

Using the goals from Section 4 in the approved 2022-2026 System Plan of Service, **BRIEFLY** describe the final results of each element for Year 2 (2023).

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 Cataloger continued to perform copy cataloging and original cataloging when titles cannot be found in OCLC WorldCat database; Provided cataloging support for cataloging non-traditional items such as tools, kits, board games, museum passes, and NYS park passes for our member libraries; Maintained a subscription to OverDrive and purchased materials in order to provide libraries and their patrons access to downloadable audio and e-books. Purchased subscriptions to Library Journal, School Library Journal, and other professional periodicals to circulate among member libraries; purchased print books for our professional development collection; Established and added to our collections of non-traditional materials and new formats including storytime kits, die cuts, and other kits/items as requested by our members; Sent out bi-weekly bulletins via e-mail with collection recommendations, system updates, and professional development opportunities. Professional staff participated in 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; Central  
Library provided a core non-  
fiction collection for  
Interlibrary Loan. Out-of-  
system ILL, which returned in  
August 2022, continues to  
grow back to pre-pandemic  
usage and has been used  
extensively since it has  
restarted. FLLS maintains a  
book drop at our headquarters  
for member library and patrons  
returns. INTEGRATED  
LIBRARY SYSTEM and  
TECHNOLOGY: Used a  
credit card payment option in  
the web-based catalog  
(PowerPAC) to enable patrons  
to pay fines and make  
donations online; continued to  
modify our updated FLLS  
website including calendar  
software and a blog. FLLS  
provided hosted web services  
to our member libraries;  
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 12 of  
our member libraries; 28  
member libraries utilize  
Meraki security appliance and  
wireless networks so that  
FLLS can be proactive to  
supporting our libraries with  
technology needs.

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. 102 unique users utilized these resources 618 times between January 2023 and December 2023. Additionally, there were 12 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. 12 member libraries were awarded grants for the 2023-2024 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 building physical collections, wellness and cooking programs, a book club for incarcerated youth, summer reading programs, programs for seniors, adult

literacy inclusion, early literacy, and outreach to organizations that serve adults with developmental disabilities and seniors. Continued providing Talking Book & Braille materials to a local patron and promoted TBBL to member libraries. The Outreach Librarian facilitated the monthly FLLS Member Library Support Group and gave outreach updates at each meeting. FLLS ended subscription to the Homeless Library Academy with Ryan Dowd through Niche Academy in June 2023 due to rising costs. The Academy provided access to over 35 recorded webinars and live monthly webinars that focused on de-escalation techniques and treating all library patrons with empathy.

**CORRECTIONAL FACILITIES:** Continued to provide interlibrary loan service, reference assistance, and consultant services to correctional facilities in our service area. Purchased and distributed materials for correctional facilities through funds allotted in system grant. Delivery to correctional facilities was held twice a month. An annual correctional facilities meeting is held in June to review and assess services to our correctional facilities and to provide valuable networking opportunities. This year the meeting was once again held virtually. Purchased materials for county correctional facilities. 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 March to educate member libraries and provide resources, as well as participating in the coordinated multi-system collaborative Summer Reading training. Facilitated grants for youth projects at member libraries funded by a private source through the Community Foundation of Tompkins County. Continued to provide a collection of resources such as puppets, storytime kits, maker and STEAM kits, and die cuts, as well as their promotion. Held various check-in meetings for member library staff on topics related to children's and youth services. Gave Youth Services updates as part of the FLLS Member Library Support Group that meets monthly. Youth topics of discussion over the past year included youth programming, Summer Reading, OverDrive's Big Reads for youth, Audiofile SYNC for youth, and grants. The Youth Services Consultant passed along timely youth services resources to member libraries as needed. Partnered with the Sciencenter to create and distribute solar eclipse kits for each member library and to provide training on their use. 20 libraries were awarded FLLS Family Literacy Grants for the 2023-2024 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, baby signing and early communication, sensory kits, and nature 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, Collection Management, Completing the Annual Report, Creating Community Reports, Cultural Humility, Antiracism/Antibias, New Librarians Meetup, Marketing, American Sign Language, Solar Eclipse Kits, Life Skills for Teens, 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: NYLA annual conference, PULISDO conference, 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 63 computers (17 laptops and 46 all-in-one desktops), 5 Chrome desktops and 2 Chromebooks were purchased by 23 libraries. These computers were staged, configured, and installed by FLLS staff.

14.6 Element 6: Awareness and Advocacy -  
Results

FLLS continued to create an in-depth annual virtual Advocacy Guide and Legislative Guide which includes contact information and legislative priorities of the state legislators that represent the libraries in our system, tips for communicating with legislators, sample letters, and state legislative and funding updates; 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.

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, Facebook, and Instagram. FLLS encouraged the regular meeting between county library managers and directors and FLLS routinely attended these meetings. FLLS created and distributed a bi-weekly bulletin for our member libraries, trustees and community partners. Member library staff were also encouraged to network and communicate at various virtual system meetings 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; 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 shared policy templates, toolkits and other resources with neighboring systems; FLLS staff members held the following positions: NYALS Steering Committee PULISDO Representative and SCRLC Treasurer. FLLS is in the second 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: Other Goal(s) - Results

N/A

## 15. Current system URL's

15.1 System Home Page URL

<https://www.flls.org/>

15.2 URL of Current List of Members

<https://www.flls.org/member-libraries/>

15.3 URL of Current Governing Bylaws

<https://www.flls.org/wp-content/uploads/2024/02/BYLAWS-updated-7-2023.pdf>

15.4 URL of Evaluation Form

<https://www.surveymonkey.com/r/9THKHWG>

15.5 URL of Evaluation Results

[https://www.surveymonkey.com/results/SM-uIMwZEqXB1VPr3dHZSD86w\\_3D\\_3D/](https://www.surveymonkey.com/results/SM-uIMwZEqXB1VPr3dHZSD86w_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) 3/20/2024

### 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). 07/11/2024

## 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!

The software can be very slow and glitchy. Would appreciate more training for system staff and member libraries.