

# Onondaga County Public Library Annual Report for Library Systems - 2015 (Public Library Systems 2015)

## 1. General System Information

1.1	SEDCODE	421800700017
1.2	System Name	Onondaga County Public Library
1.3	Beginning Reporting Year	1/1/2015
1.4	Ending Reporting Year	12/31/2015
1.5	Street Address	The Galleries of Syracuse, 447 S. Salina St
1.6	City	Syracuse
1.7	Zip Code	13202
1.8	Four-Digit Zip Code Extension (enter N/A if unknown)	2494
1.9	Mailing Address	The Galleries of Syracuse, 447 S. Salina St
1.10	City	Syracuse
1.11	Zip Code	13202
1.12	Four-Digit Zip Code Extension (enter N/A if unknown)	2494
1.13	Library System Telephone Number (enter 10 digits only and hit the Tab key)	(315) 435-1900
1.14	Fax Number (enter 10 digits only)	(315) 435-8533
1.15	System Home Page URL	www.onlib.org
1.16	URL of the system's complete Plan of Service	<a href="http://www.onlib.org/web/about/reports/plan_of_service/2012-2016/plan_of_service_complete.pdf">http://www.onlib.org/web/about/reports/plan_of_service/2012-2016/plan_of_service_complete.pdf</a>
1.17	Population Chartered to Serve (2010 Census)	467,026

- 1.18 Area Chartered to Serve (square miles) 778
- 1.19 Federal Employer Identification Number 156000461
- 1.20 County Onondaga
- 1.21 County (Counties) Served Onondaga
- 1.22 School District Syracuse City School District
- 1.23 Title of System Director: (drop-down):  
Mr., Mrs., Ms., Miss, Dr. Ms.
- 1.24 First Name of System Director Susan
- 1.25 Last Name of System Director Mitchell
- 1.26 NYS Public Librarian Certification  
Number of the Director of Public Library  
System, and Reference and Research  
Library Resources System. 27258
- 1.31 Telephone Number of the System  
Director, including area code and  
extension (enter digits only, field will  
automatically format with extension) (315) 435-7777
- 1.32 E-Mail Address of the System Director director@onlib.org
- 1.33 Fax Number of the System Director  
(enter 10 digits only and hit the Tab key) (315) 435-8533
- 1.34 Name of Outreach Coordinator Mark Allnatt
- 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 co 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 | Y   |

**State:** <sup>No</sup> The Central Library has been under construction for a large part of 2015. Many of the books had to be stored offsite where they were unable to circulate. The library did not close at all during renovations.

## 2. Personnel Information

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

### BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

(enter to two decimal places; enter decimal point)

- |      |  |              |
|------|--|--------------|
| 2.4  | Public Library System Director per CR 90.3(f) - Filled Position FTE  | 1            |
| 2.5  | Public Library System Director per CR 90.3(f) - Vacant Position FTE  | 0            |
| 2.10 | Librarians - Filled Position(s) FTE  | 34.6         |
| 2.11 | Librarians - Vacant Position(s) FTE  | 6            |
| 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 + 2.6 + 2.8 + 2.10 + 2.12)</b> | <b>36.60</b> |

**State:** There were several retirements and positions were not filled in 2015.

2.15	Total Certified Librarians - Vacant Position(s) FTE (total questions 2.5 + 2.76.00 + 2.9 + 2.11 + 2.13)	
2.16	Total Other Professional Staff - Filled Position(s) FTE	9.6
2.17	Total Other Professional Staff - Vacant Position(s) FTE	1.5
2.18	Total Other Staff - Filled Position(s) FTE	68.5
2.19	Total Other Staff - Vacant Position(s) FTE	6
2.20	Total Paid Staff - Filled Position(s) FTE (total questions 2.14 + 2.16 + 2.18)	114.70
2.21	Total Paid Staff - Vacant Position(s) FTE (total questions 2.15 + 2.17 + 2.19)	13.50

**State:** Onondaga County took over three library departments; personnel, business office, and maintenance. They are no longer on the library payroll. There were a lot of retirements in 2015 and positions were not filled.

#### SALARY INFORMATION

2.22	Entry-Level Librarian (certified) FTE	1
2.23	Entry-Level Librarian (certified) Current Annual Salary	\$44,522
2.24	System Director FTE	1
2.25	System Director Current Annual Salary	\$105,616

### 3. System Membership, Outlets and Governance

#### PUBLIC SERVICE OUTLETS

3.9	Number of member libraries	19
3.15	Main Library/System Headquarters	1
3.16	Branches	8
3.17	Bookmobiles	0
3.18	Reading Centers	0
3.19	Other Outlets	0

3.19	Other Outlets	2
3.20	Total Public Service Outlets (total questions 3.15 through 3.19)	11
3.21	Name of Central Library/Co-Central Libraries	Onondaga County Public Library

**BOARD/COUNCIL MEETINGS**

3.22	Total number of public library system/3Rs board meetings or school library system council meetings held during reporting year	12
3.24	Number of <u>voting</u> positions on system board/council	11
3.25	Term length for system board/council members	5 years

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

3.26	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.	A
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**SYSTEM BOARD/COUNCIL**

Public Library Systems - enter information for the period January 1, 2016, through December 31, 2016.

School Library Systems and 3Rs Systems - enter information for the period July 1, 2016, through June 30, 2017

President/Council Chair

3.27	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Ms.
3.28	First Name	Virginia
3.29	Last Name	Biesiada
3.30	Institutional Affiliation	Pioneer Companies
3.31	Professional Title	Chief Administrative Officer

- 3.32 Mailing Address 333 W. Washington St., Suite 600
- 3.33 City Syracuse
- 3.34 Zip Code (enter five digits only) 13202
- 3.35 Telephone for the Board President  
(enter 10 digits only and hit the Tab key) (315) 200-1850
- 3.36 E-mail Address board@onlib.org
- 3.37 Term Begins - Month January
- 3.38 Term Begins - Year (yyyy) 2015
- 3.39 Term Expires - Month or N/A December
- 3.40 Term Expires - Year (YYYY) or N/A 2019
- 3.41 Is this trustee serving a full term? If No,  
add a State Note if this trustee's term is  
not a full term (for example, this trustee  
was appointed to complete the  
remainder of a term of a trustee who  
resigned their position). Yes
- 3.42 The date the board president took the  
Oath of Office (mm/dd/yyyy) 01/14/15
- 3.43 The date the Oath of Office was filed  
with town or county clerk (mm/dd/yyyy) 01/15/2015
- 3.44 Is this a brand new trustee? N

Board/Council Member - complete one record for each Board/Council Member. For each vacant position, select "Vacant" in question 1, and enter N/A in questions 2-10 of the repeating group. The number of Council members must be 5 to 11 (no less than five and no more than 11).

1. Title (drop-down): Mr., Mrs., Ms., Miss,  
Dr., The Honorable, The Reverend,  
Other (specify using the State note),  
Vacant Dr.
2. First Name Keith
3. Last Name Alford
4. Institutional Affiliation Syracuse University

5.	Professional Title	Associate Professor
6.	Mailing Address	Syracuse University Sims Hall 4th fl
7.	City	Syracuse
8.	Zip Code (enter five digits only)	13244
9.	Term Begins - Month	January
10.	Term Begins - Year (yyyy)	2013
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2017
13.	What is the length of this trustee's term? Please add a State Note if this trustee's term is not a full term (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	5 years
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/09/2013
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/10/2013
16.	Is this a brand new trustee?	N
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Mr.
2.	First Name	Timothy
3.	Last Name	Dodge
4.	Institutional Affiliation	NA
5.	Professional Title	NA
6.	Mailing Address	4310 Lazybrook Circle

- |     |   |                     |
|-----|---|---------------------|
| 7.  | City  | Liverpool           |
| 8.  | Zip Code (enter five digits only)   | 13088               |
| 9.  | Term Begins - Month   | January             |
| 10. | Term Begins - Year (yyyy)   | 2016                |
| 11. | Term Expires - Month or N/A   | December            |
| 12. | Term Expires - Year (YYYY) or N/A   | 2020                |
| 13. | What is the length of this trustee's term?<br>Please add a State Note if this trustee's term is not a full term (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). | 5 years             |
| 14. | The date the trustee took the Oath of Office (mm/dd/yyyy)   | 1/20/2016           |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)  | 1/21/2016           |
| 16. | Is this a brand new trustee?  | N                   |
| 1.  | Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant   | Mr.                 |
| 2.  | First Name  | Richard             |
| 3.  | Last Name   | Engel               |
| 4.  | Institutional Affiliation   | Mackenzie Hughes    |
| 5.  | Professional Title  | lawyer              |
| 6.  | Mailing Address   | 101 S Salina Street |
| 7.  | City  | Syracuse            |
| 8.  | Zip Code (enter five digits only)   | 13202               |
| 9.  | Term Begins - Month   | January             |



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|-----|---|-----------------------------|
| 10. | Term Begins - Year (yyyy)   | 2016                        |
| 11. | Term Expires - Month or N/A   | December                    |
| 12. | Term Expires - Year (YYYY) or N/A   | 2020                        |
| 13. | What is the length of this trustee's term?<br>Please add a State Note if this trustee's term is not a full term (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). | 5 years                     |
| 14. | The date the trustee took the Oath of Office (mm/dd/yyyy)   | 1/20/2016                   |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)  | 1/21/2016                   |
| 16. | Is this a brand new trustee?  | N                           |
| 1.  | Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant   | Ms.                         |
| 2.  | First Name  | Christina                   |
| 3.  | Last Name   | Ondraka                     |
| 4.  | Institutional Affiliation   | Grossman St Armour CPA      |
| 5.  | Professional Title  | accountant                  |
| 6.  | Mailing Address   | 110 W Fayette St, 1 Lincoln |
| 7.  | City  | Syracuse                    |
| 8.  | Zip Code (enter five digits only)   | 13202                       |
| 9.  | Term Begins - Month   | January                     |
| 10. | Term Begins - Year (yyyy)   | 2015                        |
| 11. | Term Expires - Month or N/A   | December                    |

- |     |   |                                   |
|-----|---|-----------------------------------|
| 12. | Term Expires - Year (YYYY) or N/A   | 2019                              |
| 13. | What is the length of this trustee's term?<br>Please add a State Note if this trustee's term is not a full term (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). | 5 years                           |
| 14. | The date the trustee took the Oath of Office (mm/dd/yyyy)   | 01/14/2015                        |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)  | 01/15/2015                        |
| 16. | Is this a brand new trustee?  | N                                 |
| 1.  | Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant   | Ms.                               |
| 2.  | First Name  | Anita                             |
| 3.  | Last Name   | Lombardi                          |
| 4.  | Institutional Affiliation   | Everest Consultation              |
| 5.  | Professional Title  | financial advisor                 |
| 6.  | Mailing Address   | 443 N. Franklin Street, Suite 120 |
| 7.  | City  | Syracuse                          |
| 8.  | Zip Code (enter five digits only)   | 13204                             |
| 9.  | Term Begins - Month   | January                           |
| 10. | Term Begins - Year (yyyy)   | 2012                              |
| 11. | Term Expires - Month or N/A   | December                          |
| 12. | Term Expires - Year (YYYY) or N/A   | 2016                              |
| 13. | What is the length of this trustee's term?<br>Please add a State Note if this trustee's term is not a full term (for example, this  | 5 years                           |

	trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	5 years
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/11/2012
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/12/2012
16.	Is this a brand new trustee?	N
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Mr.
2.	First Name	Robert
3.	Last Name	Manning
4.	Institutional Affiliation	NA
5.	Professional Title	NA
6.	Mailing Address	3138 Hidden Lake Drive
7.	City	Baldwinsville
8.	Zip Code (enter five digits only)	13027
9.	Term Begins - Month	January
10.	Term Begins - Year (yyyy)	2012
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2016
13.	What is the length of this trustee's term? Please add a State Note if this trustee's term is not a full term (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	5 years
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/11/2012

- 01/12/2012
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/12/2012
  16. Is this a brand new trustee? N
  1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Ms.
  2. First Name Babette
  3. Last Name Morgan-Baker
  4. Institutional Affiliation NA
  5. Professional Title NA
  6. Mailing Address 460 Kirk Ave
  7. City Syracuse
  8. Zip Code (enter five digits only) 13205
  9. Term Begins - Month January
  10. Term Begins - Year (yyyy) 2013
  11. Term Expires - Month or N/A December
  12. Term Expires - Year (YYYY) or N/A 2017
  13. What is the length of this trustee's term? Please add a State Note if this trustee's term is not a full term (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). 5 years
  14. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/09/2013
  15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/10/2013
  16. Is this a brand new trustee? N

1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Ms.
2. First Name Debbie
3. Last Name Stack
4. Institutional Affiliation WCNY
5. Professional Title NA
6. Mailing Address 202 Orchard Drive W
7. City North Syracuse
8. Zip Code (enter five digits only) 13212
9. Term Begins - Month January
10. Term Begins - Year (yyyy) 2014
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) or N/A 2018
13. What is the length of this trustee's term? Please add a State Note if this trustee's term is not a full term (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). 5 years
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/08/2014
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/09/2014
16. Is this a brand new trustee? N
1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Ms.

- |     |   |                                |
|-----|---|--------------------------------|
| 2.  | First Name  | Merike                         |
| 3.  | Last Name   | Treier                         |
| 4.  | Institutional Affiliation   | Downtown Committee of Syracuse |
| 5.  | Professional Title  | Executive Director             |
| 6.  | Mailing Address   | 572 S Salina Street            |
| 7.  | City  | Syracuse                       |
| 8.  | Zip Code (enter five digits only)   | 13202                          |
| 9.  | Term Begins - Month   | January                        |
| 10. | Term Begins - Year (yyyy)   | 2014                           |
| 11. | Term Expires - Month or N/A   | December                       |
| 12. | Term Expires - Year (YYYY) or N/A   | 2018                           |
| 13. | What is the length of this trustee's term?<br>Please add a State Note if this trustee's term is not a full term (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). | 5 years                        |
| 14. | The date the trustee took the Oath of Office (mm/dd/yyyy)   | 01/09/2014                     |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)  | 01/10/2014                     |
| 16. | Is this a brand new trustee?  | N                              |
| 1.  | Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant   | Ms.                            |
| 2.  | First Name  | Marilyn                        |
| 3.  | Last Name   | Tucci                          |
| 4.  | Institutional Affiliation   | N/A                            |

- |     |   |                          |
|-----|---|--------------------------|
| 4.  | Institutional Affiliation   | NA                       |
| 5.  | Professional Title  | NA                       |
| 6.  | Mailing Address   | 7272 Henry Clay Blvd 206 |
| 7.  | City  | Liverpool                |
| 8.  | Zip Code (enter five digits only)   | 13088                    |
| 9.  | Term Begins - Month   | January                  |
| 10. | Term Begins - Year (yyyy)   | 2015                     |
| 11. | Term Expires - Month or N/A   | December                 |
| 12. | Term Expires - Year (YYYY) or N/A   | 2019                     |
| 13. | What is the length of this trustee's term?<br>Please add a State Note if this trustee's term is not a full term (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). | 5 years                  |
| 14. | The date the trustee took the Oath of Office (mm/dd/yyyy)   | 01/21/2015               |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)  | 01/22/2015               |
| 16. | Is this a brand new trustee?  | N                        |

**COORDINATED OUTREACH COUNCIL**

- |      |   |   |
|------|---|---|
| 3.45 | 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, 2016, through December 31, 2016. For each vacant position, select "Vacant" in question 1 and enter N/A in questions 2-5 of the repeating group. 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 State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

- |    |  |
|----|--|
| 1. | Title (drop down): Mr., Mrs., Ms., Miss, |
|----|--|

- |    |  |  |
|----|--|--|
|    | Dr., The Honorable, The Reverend,<br>Other (specify using the State note),<br>Vacant   | Mr.  |
| 2. | First Name   | Mark   |
| 3. | Last Name  | Allnatt  |
| 4. | Institutional Affiliation  | Onondaga County Public Library                               |
| 5. | Professional Title   | Outreach Coordinator   |
| 1. | Title (drop down): Mr., Mrs., Ms., Miss,<br>Dr., The Honorable, The Reverend,<br>Other (specify using the State note),<br>Vacant | Ms.  |
| 2. | First Name   | Anne   |
| 3. | Last Name  | Costa  |
| 4. | Institutional Affiliation  | Aurora of CNY  |
| 5. | Professional Title   | Assistant Director   |
| 1. | Title (drop down): Mr., Mrs., Ms., Miss,<br>Dr., The Honorable, The Reverend,<br>Other (specify using the State note),<br>Vacant | Ms.  |
| 2. | First Name   | JoAnne   |
| 3. | Last Name  | Decker   |
| 4. | Institutional Affiliation  | Onondaga County Dept of Adult and Long Term Care<br>Services |
| 5. | Professional Title   | Director   |
| 1. | Title (drop down): Mr., Mrs., Ms., Miss,<br>Dr., The Honorable, The Reverend,<br>Other (specify using the State note),<br>Vacant | Ms.  |
| 2. | First Name   | Adria  |
| 3. | Last Name  | Ripka  |



- |    |   |                           |
|----|---|---------------------------|
| 4. | Institutional Affiliation   | CNY Works                 |
| 5. | Professional Title  | Career Consultant         |
| 1. | Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant | Mr.                       |
| 2. | First Name  | Philip                    |
| 3. | Last Name   | Prehn                     |
| 4. | Institutional Affiliation   | Arise                     |
| 5. | Professional Title  | Statewide System Advocate |
| 1. | Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant | Ms.                       |
| 2. | First Name  | Robin                     |
| 3. | Last Name   | Morgan                    |
| 4. | Institutional Affiliation   | Literacy CNY              |
| 5. | Professional Title  | Program Manager           |
| 1. | Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant | Mrs.                      |
| 2. | First Name  | Susan                     |
| 3. | Last Name   | Morgan                    |
| 4. | Institutional Affiliation   | Onondaga Free Library     |
| 5. | Professional Title  | Director                  |
| 1. | Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant | Mr.                       |

2.	First Name	David
3.	Last Name	Selover
4.	Institutional Affiliation	AccessCNY
5.	Professional Title	TRAID Program Coordinator
1.	Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Mrs.

2.	First Name	Amy
3.	Last Name	Thorna
4.	Institutional Affiliation	Onondaga County Public Library
5.	Professional Title	Literacy Coordinator

#### 4. Public Library System Transactions and Collections

4.1 Number of registered system borrowers 85,434

4.2 Total system circulation 933,302

**State:** 2014 circulation total should be 988,893.

4.3 System Visits 838,529

#### GENERAL SYSTEM HOLDINGS

4.4 Total Cataloged Book Holdings 354,978

4.5 Uncataloged Book Holdings 1,898

4.6 Total Print Serial Holdings 4,212

**State:** OCPL purchased Overdrive E-serials so weeded print serials.

4.7 All Other Print Materials Holdings 769

4.8 Total Number of NOVELNY Databases 10

4.9 Total Electronic Holdings 65,269

**State:** 2014 electronic holdings number should be 56,873. The current number 89,525 includes the member libraries.

- |      |   |         |
|------|---|---------|
| 4.10 | Other Non-Electronic Materials                          | 75,112  |
| 4.11 | Grand Total Holdings (total questions 4.4 through 4.10) | 502,248 |

**ROTATING COLLECTIONS/BOOK LOANS**

- |      |   |    |
|------|---|----|
| 4.12 | Does the system have rotating collections/bulk loans? (Enter Y for Yes, N for No) |    |
| 4.13 | Number of collections   | 8  |
| 4.14 | Average number of items per collection  | 29 |

**5. System Services**

**TECHNOLOGY AND RESOURCE SHARING**

**INTEGRATED LIBRARY SYSTEM (ILS)**

- |     |   |            |
|-----|---|------------|
| 5.1 | Does the system provide an integrated library automation system (ILS) for its member libraries? (Enter Y for Yes, N for No) | Y          |
| 5.2 | Indicate which modules of the system's ILS have been implemented (check all that apply):                                    |            |
| a.  | Circulation   | Yes        |
| b.  | Public Access Catalog   | Yes        |
| c.  | Cataloging  | Yes        |
| d.  | Acquisitions  | Yes        |
| e.  | Inventory   | Yes        |
| f.  | Serials Control   | Yes        |
| g.  | Media Booking   | No         |
| h.  | Community Information   | Yes        |
| i.  | Electronic Resource Management  | No         |
| j.  | Digital Collections Management  | Yes        |
| 5.3 | Identify ILS system vendor  | Innovative |

5.3 Identify ILS system vendor innovative

5.4 How many member libraries fully participate in the ILS? 19

**State:** We worked with all our members to get them trained in Polaris

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

5.6 How many member libraries participate in some ILS modules? 0

**State:** All our libraries fully participate in our ILS.

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

a. ILS shared with other library systems No

b. ILS software permits patron-initiated ILL Yes

**State:** Polaris permits patron-initiated ILL but we haven't turned it on. It will be up in 2016.

c. ILL feature implemented and used No

5.8 Number of titles in the ILS bibliographic database 670,619

5.9 Number of new titles added by the system in the reporting year 73,002

5.10 Number of Central Library Aid titles added in the reporting year 55

5.11 Number of new titles added by the members in the reporting year 113,560

5.12 Total new titles (total questions 5.9 through 5.11) 186,617

**UNION CATALOG OF RESOURCES**

5.13 How many libraries participate in (or submit records for) the union catalog? 32

**State:** Reported wrong in the past. All of our libraries participate.

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

5.15 Number of titles in the system's union catalog 1,703,250

**State:** This was reported incorrectly last year

5.16 Number of holdings in the system's union catalog 2,016,566

5.17 Number of new titles added in the last year 121,303

**State:** This was reported incorrectly last year

5.18 Number of holdings added in the last year 185,150

### UNION LIST OF SERIALS

5.19 Does the system have a union list of serials? (Enter Y for Yes, N for No. If No, Y enter zero (0) on question 5.20.)

5.20 How many libraries participate in (or submit records for) the union list of serials? 20

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

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

### VIRTUAL CATALOG

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

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

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

5.25 Indicate the features of the system's virtual catalog (check all that apply):

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

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 No

d. N/A Yes

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

**VISITS TO THE SYSTEM'S WEB SITE**

5.27 Annual number of visits to the system's web site 886,362

**STATEWIDE INTERNET LIBRARIES (FORMERLY NOVEL NY- READY LIBRARIES)**

5.28 How many of the system's member libraries have achieved Basic Statewide Internet Library-ready status? 7

5.29 How many of the system's member libraries have achieved Advanced Statewide Internet Library-ready status? 4

5.30 How many of the system's member libraries have achieved Leader Statewide Internet Library-ready status? 8

5.31 **Total Statewide Internet Library-Ready Libraries (total questions 5.28 through 5.30)** 19

**SYSTEM INTERLIBRARY LOAN ACTIVITY**

5.32 Total items provided (loaned) 262,133

5.33 Total items received (borrowed) 202,380

5.34 Total requests provided (loaned) unfilled 13,488

**State:** Due to the renovation we needed to store several collections offsite which made them unholdable.

5.35 Total requests received (borrowed) unfilled 1,102

5.36 **Total interlibrary loan activity (total questions 5.32 through 5.35)** 479,103

**DELIVERY**

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

**Note:** For questions which include a choice of "Other", please add a State 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 Yes
- f. Commercial carrier (e.g., UPS, DHL, etc.) Yes
- g. Other (specify using the State note) No

5.39 Number of stops (pick-up and delivery sites per week) 157

**Local:** This counts the libraries, BOCES and SCSD.

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

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

5.40 Number of sessions 12

5.41 Number of participants 29

**Technology**

5.42 Number of sessions 10

5.43 Number of participants 33

**Digitization**

5.44 Number of sessions 1

5.45 Number of participants 1

**Leadership**

5.46 Number of sessions 2

5.47 Number of participants 6

**Management & Supervisory**

5.48 Number of sessions 2

5.49 Number of participants 10

5.50 Number of sessions 1

**Planning and Evaluation**

5.50 Number of sessions 1

5.51 Number of participants 10

**Awareness and Advocacy**

5.52 Number of sessions 1

5.53 Number of participants 7

**Trustee/Council Training**

5.54 Number of sessions 3

5.55 Number of participants 24

**Special Client Populations**

5.56 Number of sessions 1

5.57 Number of participants 7

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

5.58 Number of sessions 12

5.59 Number of participants 48

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

5.60 Number of sessions 6

5.61 Number of participants 29

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

5.62 Number of sessions 5

5.63 Number of participants 10

**General Adult Services**

5.64 Number of sessions 1

5.65 Number of participants 8

5.66 **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 N



topic; if No, enter N/A for questions 1, 2 and 3 of one repeating group.

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

5.67 **Grand Total Sessions** (total questions 5.40, 5.42, 5.44, 5.46, 5.48, 5.50, 5.52, 5.54, 5.56, 5.58, 5.60, 5.62, 5.64 and total of question #2 of Repeating Group #5) 57

5.68 **Grand Total Participants** (total questions 5.41, 5.43, 5.45, 5.47, 5.49, 5.51, 5.53, 5.55, 5.57, 5.59, 5.61, 5.63, 5.65 and total of question #3 of Repeating Group #5) 222

### COORDINATED SERVICES

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

Note: For questions which include a choice of "Other", please add a State 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  | Yes |
| 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   | Yes |
| f. | Coordinated purchase of office supplies  | Yes |
| g. | Coordinated computer services/purchases  | No  |
| h. | Virtual reference  | Yes |
| i. | Other (describe using the State note)  | No  |

.....

j. N/A No

**CONSULTING AND TECHNICAL ASSISTANCE SERVICES**

5.70	Number of contacts - Consulting with member libraries on grants, and state and federal funding	176
5.71	Number of contacts - Consulting with member libraries on funding and governance	103
5.72	Number of contacts - Consulting with member libraries on charter and registration work	2
5.73	Number of contacts - Consulting with member libraries on automation and technology	21,312
5.74	Number of contacts - Consulting with member libraries on youth services	84
5.75	Number of contacts - Consulting with member libraries on adult services	5
5.76	Number of contacts - Consulting with member libraries on physical plant needs	0
5.77	Number of contacts - Consulting with member libraries on personnel and management issues	38
5.78	Number of contacts - Consulting with state and county correctional facilities	4
5.79	Number of contacts - Providing information to local, county, and state legislators and their staffs	32
5.80	Number of contacts - Providing system and member library information to the media	12
5.81	Number of contacts - Providing website development and maintenance for member libraries	2
5.82	Does the system provide other Consulting and Technical Assistance Services not listed above? Enter Y for	

Yes, N for No. If Yes, complete one record for each topic. If No, enter N/A for questions 1 and 2 of one repeating group.

1.	Topic	N/A
2.	Number of contacts (all types)	N/A
5.83	<b>Total other contacts</b> (total of question #2 of Repeating Group #6)	0
5.84	<b>Total number of contacts</b> (total of questions 5.70 through 5.81 and 5.83)	21,770

**REFERENCE SERVICES**

5.85	Total Reference Transactions	207,136
------	------------------------------	---------

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

5.86 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

5.87	Number of BOOKS BY MAIL loans	863
------	-------------------------------	-----

5.88	Number of member libraries with	
------	---------------------------------	--

	Job/Education Information Centers or collections	19
5.89	Number of State Correctional Facilities libraries served	0
5.90	Number of County Jails libraries served	1
5.91	Number of institutions served other than jails or correctional facilities	1
5.92	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
5.93	Does the system charge fees for any program or service? Enter Y for Yes; N for No. If yes, briefly describe using the text box below; if no, enter N/A in Question 5.92.	Y
5.94	Description of fees	All of our member libraries including Central and the Branches allocate a percentage of funds towards System Services. (ILS, ILL, delivery, tech services)

**6. Operating Funds Receipts**  
**LOCAL PUBLIC FUNDS**

6.1	Does the system receive county funding? Enter Y for Yes, N for No. If yes, please complete one record for each county. If No, enter N/A on questions 1 through 4 of one repeating group.	Y
1.	County Name	Onondaga County
2.	Amount	\$5,424,329
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	

7.	Which contract (Enter F for YES, N for No, or N/A)	Y
6.2	<b>Total County Funding</b>	\$5,424,329
6.3	All Other Local Public Funds	\$6,251,352
	<b>Local:</b> City abstract	
6.4	<b>Total Local Public Funds</b> (total questions 6.2 and 6.3)	\$11,675,681

### STATE AID RECEIPTS

6.5	Adult Literacy Library Services Grants	\$8,027
6.6	Central Library Development Aid	\$134,430
6.7	Central Book Aid	\$64,315
6.8	Conservation/Preservation Grants	\$1,746
6.9	Construction for Public Libraries Aid	\$0
6.10	Coordinated Outreach Services Aid	\$93,256
6.11	Correctional Facilities Library Aid	\$0
6.12	County Jails Library Aid	\$6,028
6.14	Family Literacy Grants	\$12,481
	Local Library Services Aid	
6.18	Kept at System Headquarters	\$0
6.19	Distributed to members	\$168,774
6.20	<b>Total LLSA</b> (total questions 6.18 and 6.19)	\$168,774
6.21	Local Services Support Aid	\$123,907
6.22	Local Consolidated Systems Aid	\$0
6.26	Public Library System Basic Aid	\$804,407
	Regional Bibliographic Data Bases (RBDB) Aid	
6.31	Regional Bibliographic Data Bases	\$0

	(RBDB) Grant(s) from 3Rs	~
6.35	Special Legislative Grants and Member Items	\$51,000
6.36	Supplementary System Aid	\$122,665
6.37	The New York Public Library - The Research Libraries	\$0
6.38	The New York Public Library, Andrew Heiskell Library for the Blind and Physically Handicapped Aid	\$0
6.39	The New York Public Library, City University of New York	\$0
6.40	The New York Public Library, Schomburg Center for Research in Black Culture Library Aid	\$0
6.41	The New York Public Library, Science, Industry and Business Library	\$0
6.42	Does the system receive state funding from other sources? Enter Y for Yes, N for No. (Report Special Legislative Grants and Member Items on Q 6.35).	N

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

1.	Funding Source	N/A
2.	Amount	N/A
6.43	Total Other State Aid (total question #2 of Repeating Group #9 above)	\$0
6.44	<b>Total State Aid Receipts</b> (total questions 6.5 through 6.14, question 6.17, questions 6.20 through 6.22, questions 6.25 through 6.27, questions 6.30 through 6.41, and question 6.43)	\$1,591,036

**FEDERAL AID**

6.45	Library Services and Technology Act (LSTA)	\$0
6.46	Does the system receive any other	

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

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

- |      |  |           |
|------|--|-----------|
| 1.   | Funding Source   | erate     |
| 2.   | Amount   | \$240,157 |
| 6.47 | <b>Total Other Federal Aid (total questions #2 of Repeating Group #10 above)</b> | \$240,157 |
| 6.48 | <b>Total Federal Aid (total questions 6.45 and 6.47)</b>                         | \$240,157 |

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

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

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

- |      |   |                  |
|------|---|------------------|
| 1.   | Contracting Agency  | Member Libraries |
| 2.   | Contracted Service  | System Services  |
| 3.   | Total Contract Amount   | \$255,040        |
| 6.50 | <b>Total Contracts (total question #3 of Repeating Group #11 above)</b> | \$255,040        |

**MISCELLANEOUS RECEIPTS**

6.51 Gifts, Endowments, Fundraising, Foundations (include Gates Grants here; specify project number(s) and dollar amount using the state note) \$0

6.53 Income from Investments \$0

Proceeds from Sale of Property

6.54 Real Property \$10,059

6.55 Equipment \$2,196

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

Enter Y for Yes, N for No.

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

1.	Receipt category	Commissions
2.	Amount	\$2,288
1.	Receipt category	other misc rev
2.	Amount	\$176,960
1.	Receipt category	upstate lease
2.	Amount	\$306,826
1.	Receipt category	Library Charges
2.	Amount	\$79,680
1.	Receipt category	interdepartmental
2.	Amount	\$59,537
6.57	<b>Total Other Miscellaneous Receipts</b> (total question #2 of Repeating Group #12 above)	\$625,291
6.58	<b>Total Miscellaneous Receipts</b> (total questions 6.51 through 6.55 and question 6.57)	\$637,546
6.59	<b>TOTAL OPERATING FUND RECEIPTS - Total Local Public Funds, Total State Aid, Total Federal Aid, Total Contracts, and Total Miscellaneous Receipts</b> (total questions 6.4, 6.44, 6.48, 6.50, and 6.58)	\$14,399,460
6.60	<b>BUDGET LOANS</b>	\$0
<b>TRANSFERS</b>		
6.61	From Capital Fund (Same as question 9.6)	\$0
6.62	From Other Funds	\$0



6.63	<b>Total Transfers</b> (total questions 6.61 and 6.62)	\$0
6.64	CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2015; 3Rs - July 1, 2015. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2014; 3Rs - June 30, 2015.)	\$673,760
6.67	GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS, AND BALANCE/ROLLOVER (Public Library Systems and 3Rs - total questions 6.59, 6.60, 6.63 and 6.64 - must agree with question 7.83) (School Library Systems - total questions 6.59, 6.65 and 6.66 - must agree with question 7.83)	\$15,073,220

## 7. Operating Fund Disbursements

### STAFF EXPENDITURES

#### Salaries

7.1	System Director and Librarians	\$4,258,927
7.2	Other Staff	\$985,416
7.3	<b>Total Salary and Wages Expenditures</b> (total questions 7.1 and 7.2)	\$5,244,343
7.4	Employee Benefits Expenditures	\$2,805,501
7.5	<b>Total Staff Expenditures</b> (total questions 7.3 and 7.4)	\$8,049,844

### COLLECTION EXPENDITURES

7.6	Print Materials Expenditures	\$353,128
7.7	Electronic Materials Expenditures	\$220,706
7.8	Other Materials Expenditures	\$308,987
7.9	<b>Total Collection Expenditures</b> (total questions 7.6 through 7.8)	\$882,821

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**GRANTS TO MEMBER LIBRARIES**

Cash Grants Paid From

7.10	Local Library Services Aid (LLSA)	\$168,774
7.11	Central Library Aid (CLDA/CBA)	\$198,745
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	\$81,341
7.18	<b>Total Cash Grants (total questions 7.10 through 7.17)</b>	<b>\$448,860</b>
7.19	Book/Library Materials Grants	\$0
7.20	Other Non-Cash Grants	\$0
7.21	<b>Total Grants to Member Libraries (total questions 7.18 through 7.20)</b>	<b>\$448,860</b>

**CAPITAL EXPENDITURES FROM OPERATING FUNDS**

7.22	Bookmobile	\$0
7.23	Other Vehicles	\$59,249
<b>State:</b> OCPL purchased two new vans for delivery		
7.24	Computer Equipment	\$74,196
7.25	Furniture/Furnishings	\$0
7.26	Other Capital Expenditures	\$0
7.27	<b>Total Capital Expenditures from Operating Fund (total questions 7.22 through 7.26)</b>	<b>\$133,445</b>

**TOTAL CAPITAL EXPENDITURES BY SOURCE OF FUNDS**

7.28	From Local Public Funds (71PF)	\$59,249
7.29	From Other Funds (71OF)	\$74,196

7.30 **Total Capital Expenditures by Source** (total questions 7.28 and 7.29; \$133,445 same as question 7.27)

**OPERATION AND MAINTENANCE OF BUILDINGS**

Repairs To Buildings and Building Equipment by Source of Funds

7.31 From Local Public Funds (72PF) \$121,643

7.32 From Other Funds (72OF) \$0

7.33 **Total Repairs to Buildings and Building Equipment** (total questions 7.31 and 7.32) \$121,643

7.34 Other Building & Maintenance Expenses \$465,039

7.35 **Total Operation and Maintenance of Buildings** (total questions 7.33 and 7.34) \$586,682

**MISCELLANEOUS EXPENSES**

7.36 Total Operation & Maintenance of Bookmobiles and Other Vehicles \$8,288

**State:** County Facilities Department took over majority of labor costs for maintenance of vehicles, reducing our expenses to parts and materials in 2015.

7.37 Office and Library Supplies \$28,323

**State:** OCPL depleted its stockroom supply rather than replenish its supply room. This decision was the result of a change in staffing and workflows.

7.38 Telecommunications \$268,361

**State:** 4th quarter of 2015 fibertech bill paid in 2016. Also, in 2014 we included a software maintenance expense of \$88,966 in this line that we did not include in 2015, thus creating further discrepancy.

7.39 Binding Expenses \$0

**State:** We did not use any funds to purchase binding materials. Instead we used materials available in stockroom.

7.40 Postage and Freight \$36,709

7.41 Publicity and Printing \$0

7.42 Travel \$10,219

7.43 Fees for Consultants and Professionals - Please include a State Note with the consultants' or vendors' names and a brief description of the service(s) provided \$63,959

provided.

**State:** -Catholic Charities of the Roman Catholic Church: Social workers at branch libraries -City of Syracuse Police: Police detail at local branches -IV4: Technology and network consulting -M A Polce Consulting: Technology and network consulting -Paul Antonio: SRP program performer -Paul J Cowley and Associates: Website development -Presentation Concepts Corp: A/V installation -Rick Turk Tree Service: Tree removal and snow removal -Syracuse School of Dance: program performer -Unified Services: Window washing -Unique Management Services: Collection agency services for retrieving overdue fines -Friends of the Rosamond Gifford Zoo: Summer Reading performances -3m Company: Ebook services -Allegretto Funding Group: Management consulting services -JPMorgan Chase: Financial Services -Museum of Science and Technology: Summer reading performance -Jonathan Waite: Tree removal

7.44 Membership Dues - Please include a State Note listing Professional Organization Memberships for which dues are being paid \$3,325

**State:** Central Library Resources Council, The Foundation Center, Pulisdo

7.46 Does the system have other miscellaneous expenses in categories not listed in questions 7.36 through 7.45? Enter Y for Yes, N for No. Y

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

1.	Expense category	Bank Charges
2.	Amount	\$3,481
1.	Expense category	Financial Op
2.	Amount	\$132,389
1.	Expense category	Indirects
2.	Amount	\$469,737
1.	Expense category	Insurance
2.	Amount	\$12,514
1.	Expense category	Legal Fees
2.	Amount	\$43,808
1.	Expense category	Member Charg
2.	Amount	\$23,144
1.	Expense category	Purchasing

1.	Expense category	Purchasing
2.	Amount	\$73,220
1.	Expense category	Software
2.	Amount	\$267,209
1.	Expense category	Taxes
2.	Amount	\$8,898
1.	Expense category	Misc
2.	Amount	\$140,324
1.	Expense category	Info Tech
2.	Amount	\$533,388
1.	Expense category	indirect
2.	Amount	\$102,008
1.	Expense category	fiscal op
2.	Amount	\$43,808
1.	Expense category	in lieu
2.	Amount	\$203,264
1.	Expense category	prof service
2.	Amount	\$2,789
1.	Expense category	audit
2.	Amount	\$354
1.	Expense category	insurance
2.	Amount	\$6,811
1.	Expense category	purchase ord

2.	Amount	\$53,907
1.	Expense category	it services
2.	Amount	\$284,811
1.	Expense category	county reimb
2.	Amount	\$91,689
1.	Expense category	interdepartm
2.	Amount	\$808,307
1.	Expense category	law
2.	Amount	\$286,608
7.47	<b>Total Other Miscellaneous Expenses</b> (total question #2 of Repeating Group #13)	\$3,592,468
7.48	<b>Total Miscellaneous Expenses</b> (total questions 7.36 through 7.45 and 7.47)	\$4,011,652

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

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

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

1.	Contracting Agency (specify using the State note)	N/A
2.	Contracted Service (specify using the State note)	N/A
3.	Total Contract Amount	N/A
7.50	<b>Total Contracts</b> (total question #3 of Repeating Group #14 above)	\$0

#### **DEBT SERVICE**

Capital Purposes Loans (Principal and Interest)

7.51	From Local Public Funds (73PF)	\$561,695
7.52	From Other Funds (73OF)	\$0
7.53	<b>Total Capital Purposes Loans</b> (total questions 7.51 and 7.52)	\$561,695
7.54	Other Loans	\$0
7.55	<b>Total Debt Service</b> (total questions 7.53 and 7.54)	\$561,695
7.56	<b>TOTAL TOTAL DISBURSEMENTS - Total Staff Expenditures, Total Collection Expenditures, Total Grants to Member Libraries, Total Capital Expenditures, Total Operation and Maintenance of Buildings, Total Miscellaneous Expenses, Total Contracts, and Total Debt Service</b> (total questions 7.5, 7.9, 7.21, 7.27, 7.35, 7.48, 7.50, and 7.55)	\$14,674,999

## TRANSFERS

Transfers to the Capital Fund		
7.57	From Local Public Funds (76PF)	\$0
7.58	From Other Funds (76OF)	\$0
7.59	<b>Total Transfers to Capital Fund</b> (total questions 7.57 and 7.58; same as question 8.2)	\$0
7.60	<b>Total Transfers to Other Funds</b>	\$0
7.61	<b>Total Transfers</b> (total questions 7.59 and 7.60)	\$0
7.62	<b>TOTAL DISBURSEMENTS AND TRANSFERS</b> (total questions 7.56 and 7.61)	\$14,674,999
7.63	<b>CLOSING CASH BALANCE at the End of the Current Fiscal Reporting Year</b> (For Public Library Systems - December 31, 2015)	\$398,221

December 31, 2015,  
(For 3Rs - June 30, 2016)

7.83 **GRAND TOTAL DISBURSEMENTS,  
TRANSFERS, &  
BALANCE/ROLLOVER** (total \$15,073,220  
questions 7.62, 7.63, 7.73, and 7.82)

#### FISCAL AUDIT

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

7.84 Last audit performed (mm/dd/yyyy) 7/31/15

7.85 Time period covered by this audit (mm/dd/yyyy - mm/dd/yyyy) 1/1/15 - 12/31/15

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

#### ACCOUNT INFORMATION

Complete one record for each financial account

1. Name of bank or financial institution N/A

2. Amount of funds on deposit N/A

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

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

#### 8. Capital Fund Receipts

8.1 **Total Revenue From Local Sources** \$1,615,228

8.2 **Transfer From Operating Fund** \$0  
(same as question 7.59)

#### STATE AID FOR CAPITAL PROJECTS

8.3 State Aid Received for Construction \$362,695

#### 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.

1.	Contracting Agency	N/A
2.	Amount	N/A
8.5	<b>Total Aid and/or Grants</b> (total question #2 of Repeating Group #16 above)	\$0
8.6	<b>TOTAL RECEIPTS - Revenues from Local Sources, Interfund Revenue, State Aid for Capital Projects, and Total Federal Aid</b> (total questions 8.1, 8.2, 8.3, and 8.5)	\$1,977,923
8.7	<b>NONREVENUE RECEIPTS</b>	\$2,500,000
8.8	<b>TOTAL RECEIPTS - Total Receipts and Nonrevenue Receipts</b> (total questions 8.6 and 8.7)	\$4,477,923
8.9	CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2015; 3Rs - July 1, 2015. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2014; 3Rs - June 30, 2015)	\$4,171,290

**State:** It should be \$2,226,062 but grayed out so can't change it.

8.10	<b>TOTAL RECEIPTS AND CASH BALANCE</b> (total questions 8.8 and 8.9)	\$8,649,213
------	--	-------------

**State:** It should be \$6,713,733 but cash balance is wrong.

**9. Capital Fund Disbursements**  
**PROJECT EXPENDITURES**

9.1	Total Construction	\$1,960,537
9.2	Incidental Construction	\$487,731
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)	\$2,448,268
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)	\$2,448,268
9.9	<b>CLOSING CASH BALANCE IN CAPITAL FUND at the End of the Current Fiscal Year (December 31, 2015, for Public Library Systems; June 30, 2016, for 3Rs)</b>	\$4,265,465
9.10	<b>TOTAL DISBURSEMENTS AND CASH BALANCE</b> (total questions 9.8 and 9.9)	\$6,713,733

## 12. Projected Annual Budget For Library Systems

### Public Library Systems Budget for January 1, 2016 - December 31, 2016

#### PROJECTED OPERATING FUND - RECEIPTS

12.1	Total Operating Fund Receipts (include Local Aid, State Aid, Federal Aid, Contracts and Miscellaneous Receipts)	\$13,915,029
12.2	Budget Loans	\$0
12.3	Total Transfers	\$0
12.4	Cash Balance/Rollover in Operating Fund at the end of the previous fiscal year (For Public Library Systems, opening balance on January 1, 2016, must be the same as the December 31, 2015, closing balance reported on Q7.63 of the 2015 annual report)	\$398,221
12.5	<b>Grand Total Operating Fund Receipts, Budget Loans, Transfers and</b>	

Budget Loans, Transfers and  
Balance/Rollover (total questions 12.1  
through 12.4) \$14,313,250

### PROJECTED OPERATING FUND - DISBURSEMENTS

12.6 Total Operating Fund Disbursements  
(include Staff Expenditures, Collection  
Expenditures, Grants to Member  
Libraries, Capital Expenditures from  
Operating Funds, Operation and  
Maintenance of Buildings, Miscellaneous  
Expenses, Contracts with Libraries and  
Library Systems in New York State and  
Debt Service) \$13,861,880

12.7 Total Transfers \$0

12.8 Cash Balance/Rollover in Operating  
Fund at the end of the fiscal year  
(For Public Library Systems, balance as  
of December 31, 2016) \$451,370

12.9 Grand Total Operating Fund  
Disbursements, Transfers and  
Balance/Rollover (total questions 12.6  
through 12.8) \$14,313,250

### 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) \$1,068,406

12.11 Nonrevenue Receipts \$0

12.12 Cash Balance in Capital Fund at the end  
of the previous fiscal year  
(For Public Library Systems, opening  
balance on January 1, 2016, must be the  
same as the December 31, 2015,  
closing balance reported on Q9.9 of the  
2015 annual report) \$4,265,465

12.13 Grand Total Capital Fund Receipts and  
Balance (total questions 12.10 through  
12.12) \$5,333,871

### PROJECTED CAPITAL FUND - DISBURSEMENTS

12.14 Capital Fund Disbursements (include  
Project Expenditures, Transfer to  
Operating Fund and Nonproject  
Expenditures) \$4,684,367

## Expenditures

- 12.15 Cash Balance in Capital Fund at the end of the current fiscal year (For Public Library Systems, December 31, 2016) \$649,504
- 12.16 **Grand Total Capital Fund Disbursement, Transfers, and Balance (Sum of questions 12.14 and 12.15)** \$5,333,871

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

**Statutory** Education Law  
**Reference** § 272, 273(5)  
**(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** Education Law  
**Reference** § 272, 273(1)(f)  
**(LSSA):** (6)  
Commissioners  
Regulations  
90.3 and 90.10  
The formula is  
\$0.31 per  
capita for  
system

population  
living outside  
the chartered  
service areas of  
member

libraries plus  
2/3 members  
LLSA.

**Statutory Reference (LCSA):** Education Law  
§ 272, 273(1)(f)  
(7)  
Commissioners  
Regulations  
90.3<

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) 5.39

**State:** The County has consolidated several department: business office, personnel and facilities taking those positions off our roster. Also we had several retirements and the positions were not filled in 2015.

13.1.2 Total Expenditure  
for Professional Salaries \$270,521

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) 9.51

13.1.4 Total Expenditure  
for Other Staff Salaries \$386,986

**State:** We have had a large increase in hiring paraprofessionals.

13.1.5 **Employees Benefits:** Indicate  
the total expenditures for all  
system employee fringe benefits. \$196,495

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

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State 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 Library systems vendor contract for automation (e.g, integrated library system, virtual union catalog)

2. Provider of Services GIS Info Systems

3. Expenditure \$99,504

1. Expenditure Category Telecommunications

2. Provider of Services Fibertech

3. Expenditure \$68,900

1. Expenditure Category Building and maintenance expenses

2. Provider of Services Niagara Mohawk

3. Expenditure \$4,460

13.1.7 **Total Expenditure - Purchased Services** \$172,864

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.

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State 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 \$24,113

13.1.9 **Total Expenditure - Supplies and Materials** \$24,113

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

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

1. Type of Travel N/A

2. Expenditure N/A

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

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

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

1. Type of Item N/A

- 2. Quantity N/A
- 3. Unit Cost N/A
- 4. Expenditure N/A

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

13.1.14 **Local Library Services Aid Expenditures:**  
Indicate the total expenditures to member libraries for Local Library Services Aid. \$168,774

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

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

- 1. Recipient
- 2. Allocation
- 3. Project Description (no more than 300 words)

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

13.1.17 **Total Expenditure (total 13.1.2, 13.1.4, 13.1.5, 13.1.7, 13.1.9, 13.1.11, 13.1.13, 13.1.14, and 13.1.16)** \$1,219,753



- 13.1.18 **Cash Balance at the Opening of the Fiscal Year**  
NOTE: The opening balance \$17 must be the same as the closing balance of the previous year.
- 13.1.19 **Total Allocation from 2015 - 2016** \$1,219,753  
**State Aid:**
- 13.1.20 **Cash Balance at the End of the Current Fiscal Year** \$0
- 13.1.21 **Final Narrative:**  
Provide a brief narrative, no more than fifteen hundred (1500) words, describing the major activities carried out with these State Aid Funds.

**Central Book Aid**

CENTRAL BOOK AID (CBA)

**Statutory** Education Law § 272, 273(1)(b)(2)  
**Reference:** Commissioners Regulations 90.4  
Central Book Aid is a flat sum of \$71,500 to each public library system. Please see the Central Library Program Guidelines at <http://www.nysl.nysed.gov/libdev/clda/index.html> for more information.  
Include in this category library expenditures for CBA library materials. CBA funds may only be expended for adult non-fiction and foreign language library materials, including electronic content.

Yes must be answered at least once in Questions 13.2.1 - 13.2.5

- 13.2.1 **Purchased Services:** Did the library system expend CBA funds

for purchased Y  
 services for CBA  
 library materials?  
 Enter Y for Yes, N  
 for No.

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

List services purchased with CBA funds in separate repeating groups, itemizing by vendor contract. If yes, complete one record for each allowable expenditure; if no, enter N/A for questions 1, 2, and 3 of one repeating group.

1. Expenditure Category Commercial electronic content vendor contracts

2. Provider of Services Infogroup

3. Expenditure \$19,500

1. Expenditure Category Commercial electronic content vendor contracts

2. Provider of Services Newsbank, Inc

3. Expenditure \$20,495

1. Expenditure Category Commercial electronic content vendor contracts

2. Provider of Services Ebsco Industries

3. Expenditure \$21,944

13.2.2 **Total Expenditure - Purchased Services** \$61,939

13.2.3 **Supplies and Materials:** Did the library system expend CBA funds for adult non-fiction and foreign Y

language library materials 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 State 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, 3, and 4 of one repeating group.

1.	Expenditure Category	Adult non-fiction and foreign language library materials - print
2.	Quantity	1
3.	Unit Cost	\$2,195
4.	Expenditure	\$2,195

13.2.4 **Total Expenditure - Supplies and Materials** \$2,195

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

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

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

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

13.2.7 **Total Expenditure**  
(total 13.2.2, 13.2.4, and 13.2.6) \$64,134

13.2.8 **Cash Balance at the Opening of the Current Fiscal Year**  
NOTE: The opening balance must be the same as the closing balance of the previous year. \$1,469

13.2.9 **Total Allocation from 2015 - 2016 State Aid** \$64,134

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

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

#### Central Library Development Aid

#### CENTRAL LIBRARY DEVELOPMENT AID (CLDA)

**Statutory** Education Law § 272, 273(1)(b)(1)

**Reference:** Commissioners Regulations 90.4  
The formula is \$0.32 per capita or \$105,000 whichever is greater. Please see the Central Library Program Guidelines at <http://www.nysl.nysed.gov/libdev/clda/index.html> for more information.

Note: CLDA funds which are expended for library materials must be used for adult non-fiction and foreign language, including electronic content.

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

13.3.1 Total Full-Time  
Equivalents (FTE) N/A

13.3.2 Total Expenditure  
for Professional Salaries N/A

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

13.3.3 Total Full-Time  
Equivalents (FTE) 4.5

13.3.4 Total Expenditures  
for Other Staff Salaries \$82,945

13.3.5 **Employee Benefits:** Indicate the total expenditures for all \$10,208 system employee benefits (paid from CLDA funds).

13.3.6 **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 State 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 Building and maintenance expenses

2. Provider of Services Constellation Energy

3. Expenditure \$32,377

1. Expenditure Category Building and maintenance expenses

2. Provider of Services Otis Elevator

3. Expenditure \$9,081

13.3.7 **Total Expenditure - Purchased Services** \$41,458

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

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State 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

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

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

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

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

1. Type of travel N/A

2. Expenditure N/A

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

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

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

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

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

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

- |         |  |           |
|---------|--|-----------|
| 1.      | Recipient  | N/A       |
| 2.      | Allocation   | N/A       |
| 3.      | Project Description<br>(no more than 300 words)  |           |
| 13.3.15 | Total Expenditure - Grants to Central/Co-Central Libraries   | \$0       |
| 13.3.16 | <b>Total Expenditure (total 13.3.2, 13.3.4, 13.3.5, 13.3.7, 13.3.9, 13.3.11, 13.3.13, and 13.3.15)</b>   | \$134,611 |
| 13.3.17 | <b>Cash Balance at the Opening of the Fiscal Year</b><br>NOTE: The opening balance must be the same as the closing balance of the previous year.                     | \$1,340   |
| 13.3.18 | <b>Total Allocation from 2015 - 2016</b><br><b>State Aid:</b>  | \$134,611 |
| 13.3.19 | <b>Cash Balance at the end of the Current Fiscal Year</b>  | \$0       |
| 13.3.20 | <b>Final Narrative:</b><br>Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds. |           |



**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) 1
- 13.4.2 Total Expenditure for Professional Salaries \$45,490

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

- 13.4.3 Total Full-Time Equivalents (FTE) 0.5
- 13.4.4 Total Expenditure for Other Staff Salaries \$7,976

- 13.4.5 **Employee Benefits:** Indicate the total expenditures for all system employee benefits. \$20,855

- 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 State 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	Cowley
3.	Expenditure	\$4,600
1.	Expenditure Category	Consultant fees/professional fees
2.	Provider of Services	Amina Raacha, Purna Regmi, Farhiya Omar, Tohmuna Htoo, Kayla Kelechain
3.	Expenditure	\$2,425
13.4.7	<b>Total Expenditure - Purchased Services</b>	\$7,025

13.4.8 **Supplies and Materials:** Did the system expend funds for supply items, postage, library materials, or Y 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 State 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	\$11,379
13.4.9	<b>Total Expenditure - Supplies and Materials</b>	\$11,379

13.4.10 **Travel**

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.

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

- |    |                |              |
|----|----------------|--------------|
| 1. | Type of Travel | System staff |
| 2. | Expenditure    | \$689        |

13.4.11

<b>Total Expenditure - Travel</b>	\$689
-----------------------------------	-------

13.4.12

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

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

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

13.4.13

<b>Total Expenditure - Equipment and Furnishings</b>	\$0
--	-----

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

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

1. Recipient N/A

2. Allocation N/A

3. Description of  
Project

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

13.4.16 **Total Expenditure  
(total 13.4.2,  
13.4.4, 13.4.5,  
13.4.7, 13.4.9,  
13.4.11, 13.4.13,  
and 13.4.15)** \$93,414

13.4.17 **Cash Balance at  
the Opening of  
the Fiscal Year**  
NOTE: The opening balance  
must be the same as the closing  
balance of the previous year. \$928

13.4.18 **Total Allocation  
from 2015 - 2016  
State Aid:** \$93,256

13.4.19 **Cash Balance at  
the End of the  
Current Fiscal  
Year** \$158

13.4.20 **Final Narrative:**  
Provide a brief  
narrative, no more  
than five hundred  
(500) words,  
describing the  
major activities

carried out with these State Aid Funds.

**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 inmate's needs (Purchased Services).

13.5.1 **Purchased Services:** Did the system 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 State 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 |

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

13.5.3 **Supplies and Materials:** Did the system expend funds for supply items, postage, library materials, or

equipment and furnishings with a unit cost less than \$5,000? Enter Y for Yes, N for No.

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State 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 \$6,088

13.5.4 **Total Expenditure - Supplies and Materials** \$6,088

13.5.5 **Total Expenditure (total 13.5.2, and 13.5.4)** \$6,088

13.5.6 **Cash Balance at the Opening of the Fiscal Year:**  
NOTE: The opening balance must be the same as the closing balance from the previous year. \$10

13.5.7 **Total Allocation from 2015 - 2016 State Aid** \$6,028

13.5.8 **Cash Balance at the End of the Current Fiscal Year** \$60

13.5.9 **Final Narrative:** Provide a brief narrative, no more than five

no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.

**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 inmate. Please see the State Corrections Program Guidelines at

[www.nysl.nysed.gov/libdev/outreach/corrgdln.htm](http://www.nysl.nysed.gov/libdev/outreach/corrgdln.htm)

for more information.

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

13.6.1 Total Full-Time  
Equivalentents (FTE)

13.6.2 Total Expenditure  
for Professional  
Salaries

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

13.6.3 Total Full-Time  
Equivalentents (FTE)

13.6.4 Total Expenditure  
for Other Staff  
Salaries

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

13.6.6 **Purchased  
Services:** Does  
the system 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 State 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
13.6.7	<b>Total Expenditure - Purchased Services</b>	\$0
13.6.8	<b>Supplies and Materials:</b> 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.	

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State 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	N/A
2.	Expenditure	N/A
13.6.9	<b>Total Expenditure - Supplies and Materials</b>	\$0



**materials**

13.6.10

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

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

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

13.6.11

**Total Expenditure - Travel** \$0

13.6.12

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

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

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

13.6.13

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

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13.6.14	<p style="color: red;">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)</p>	\$0
13.6.15	<p><b>Cash Balance at the Opening of the Fiscal Year:</b> NOTE: The opening balance must be the same as the closing balance of the previous year.</p>	N/A
13.6.16	<p><b>Total Allocation from 2015 - 2016 State Aid:</b></p>	\$0
13.6.17	<p><b>Cash Balance at the End of the Fiscal Year:</b></p>	
13.6.18	<p><b>Final Narrative:</b> Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds</p>	

#### 14. Summary of Library System Accomplishments

Using the goals from Section 4 in the approved 2012-2016 System Plan of Service, **BRIEFLY** describe the

final results of each element for Year 3 (2014)

14.1	<p>Element 1: Resource Sharing - Results</p>	<p>Continued to maintain and upgrade our ILS to enhance cooperative system sharing; Maintained a subscription to Overdrive and purchased materials in order to provide libraries and their patrons access to downloadable audio and e-books; Purchased subscriptions to other electronic resources and collections for System wide use; Established and added to our collections of non-traditional materials like Mobile Maker Labs and STEM kits; E-Content Committee and Collection Development Taskforce remain active and relevant DELIVERY AND INTERLIBRARY LOAN: Delivered materials daily, Monday through Friday, to all member libraries with a 48 hour turn around; Central library provided a core non-fiction collection for member libraries even during the renovation; Requests from member libraries and patrons for</p>
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out of system ILL requests were processed on a daily basis; Transitioned to the new OCLC WorldShare ILL platform; Feedback from members was encouraged to enhance the ILL service to online format which the System is working on for 2016.

- 14.2                      Element 2: Special ADULT LITERACY: Continued to administer the New York Client Groups - State Adult Literacy Library Services Grant by providing Results classes and workforce development resources in Onondaga County at the Central Library COORDINATED OUTREACH: Held two meetings of the Coordinated Outreach Advisory Council; Provided resources and services to physically disabled through STAR Lab CORRECTIONAL FACILITIES: Purchased and distributed materials for correctional facilities through money allotted in system grant. YOUTH SERVICES: Continued to administer the New York State Family Literacy Library Service Grant. "Summer Reading at New York State Libraries". The Early Childhood Literacy and School Age Outreach Coordinator position was created to facilitate training and resources around "Every Child Ready to Read in New York State"; OCPL coordinated system wide summer reading promotion and events.
- 14.3                      Element 3: A Continuing Education & Training Service Response Team Professional Development and OCPL creates an environment that facilitates learning by Continuing Education - reinforcing that everyone can be a leader. The System keeps Results member libraries apprised of continuing education opportunities through email and OCPL website.
- 14.5                      Element 5: Member Services Coordinator and other System staff visited Consulting and member libraries and/or attended member library board Development meetings on a regular basis and responded to specific Services - Results questions and provided assistance where needed about issues concerning services, programs, collection development, funding, charters, space planning, management and leadership, construction, annual reports, advocacy, trustee and director orientations, personnel concerns, policies, laws and regulations, and other topics related to library management and governance.
- 14.6                      Element 6: The Content Creation Service Response Team purchased Coordinated and coordinated the system wide service of Mobile Maker Services - Results Labs. This allows every library in the System to have a maker space and provide STEM programs. OCPL offered mini grants to member libraries for cultural programming through the DeFrancisco Grant.
- 14.7                      Element 7: OCPL participates in the annual Advocacy Day activities in Awareness and Albany and Legislative Breakfast by partnering with CLRC; Advocacy - keeps member libraries up to date on funding and legislation Results through e-mail communications; system director and other professional staff meet locally with state and local representatives throughout the year; State legislators are

invited to visit member libraries; publish a quarterly e-newsletter for general distribution; email alerts via advocacy software; active system-wide Government Relations Committee. OCPL strongly urges member libraries to use the ALA site; Take Action for Libraries and promote National Library Legislative Day on our website and social media.

- |       |  |  |
|-------|--|--|
| 14.8  | Element 8:<br>Communication<br>among Member<br>Libraries and/or<br>Branch Libraries -<br>Results | OCPL administers listservs for member libraries and branch libraries; Provides an annual directory of members containing the hours of the libraries and contact information of staff and trustees; Posts regular updates to the OCPL web site; OCPL Update e-newsletter includes system information and contributions from member and branch libraries; Onondaga County Suburban Library Directors group meets monthly with System staff in attendance; OCPL Board liaisons visit a member board meeting at least once a year.       |
| 14.9  | Element 9:<br>Cooperative<br>Efforts with Other<br>Library Systems -<br>Results                  | System Director and other System staff participate in NYALS and PULISDO meetings/retreats; System Director and other System staff serve on the CLRC board and committees; OCPL staff and other resources were devoted to the annual CLRC Legislative Breakfast and Advocacy Day in Albany coordinated by CLRC; Member System Coordinator participated in ILEAD USA with several other Library System staff from all over NYS to create a trustee education framework.  |
| 14.10 | Element 10:<br>Construction -<br>Results   | OCPL provides assistance to members in completing construction grant applications through site visits, workshop, 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. We were able to distribute a 100% of our funds to our member libraries in 2015.   |
| 14.11 | Element 11:<br>Central Library -<br>Results  | After years of planning and negotiations, renovation of the Central Library began in 2015. The Central Library is located in a downtown mall with no street access. The library is also spread out on four floors. The renovation will provide much needed street access and three consecutive floors that can now be better staffed and more secure due to space. The biggest accomplish was not closing to the public at any time during the renovation. The new and improved Central Library will have its grand opening in 2016. |
| 14.12 | Element 12: Direct<br>Access - Results   | All OCPL member libraries are in compliance with Commissioner's Results Regulation 90.3 and OCPL has a current, board approved Free Direct Access Plan.  |
| 14.13 | Element 13: Other<br>Goal(s) - Results   | NA   |

## 15. Current system URL's

15.1	System Home Page URL	<a href="http://www.onlib.org">www.onlib.org</a>
15.2	URL of Current List of Members	<a href="http://www.onlib.org/web/locations_hours/suburban.htm">http://www.onlib.org/web/locations_hours/suburban.htm</a>
15.3	URL of Current Governing Bylaws	<a href="http://www.onlib.org/web/about/board/BYLAWSrev2013-2.pdf">http://www.onlib.org/web/about/board/BYLAWSrev2013-2.pdf</a>
15.4	URL of Evaluation Form	<a href="https://www.surveymonkey.com/r/CVKYK6F">https://www.surveymonkey.com/r/CVKYK6F</a>
15.5	URL of Evaluation Results	<a href="https://www.surveymonkey.com/results/SM-NPNSXNBS/">https://www.surveymonkey.com/results/SM-NPNSXNBS/</a>
15.6	URL of Central Library Plan	<a href="http://www.onlib.org/web/about/reports/plan_of_service/2012-2016/plan.pdf">http://www.onlib.org/web/about/reports/plan_of_service/2012-2016/plan.pdf</a>
15.7	URL of Direct Access Plan	<a href="http://www.onlib.org/web/about/reports/direct_access.pdf">http://www.onlib.org/web/about/reports/direct_access.pdf</a>

## 16. Assurance and Contact Information

### CONTACT INFORMATION

16.1	Contact name (person completing Amanda Travis report)	
16.2	Contact telephone number (enter 10 digits only and hit the Tab key)	(315) 435-1825
16.3	Contact e-mail address	<a href="mailto:atravis@onlib.org">atravis@onlib.org</a>

### 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" is dated	03/16/2016
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Report" and  
"Projected Annual  
Budget" were  
reviewed and  
accepted by the  
System  
Board/Council on  
(date -  
mm/dd/yyyy).

**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                      05/31/2016  
reviewed and  
approved by the  
New York State  
Library on (date -  
mm/dd/yyyy).

**Suggested Improvements**

Library System

Name of Person  
Completing Form

Phone Number  
and Extension  
(enter area code,  
telephone number  
and extension  
only):

Please share with  
us your  
suggestions for  
improving the  
*Annual Report*.  
Thank You!