

Onondaga County Public Library

Annual Report for Library Systems - 2018 (Public Library Systems 2018)

1. General System Information

Please note: Bibliostat CollectConnect is now compatible with major browsers including Google Chrome, Mozilla Firefox, Safari and Internet Explorer.

Please be advised Bibliostat CollectConnect is now using a new interface. If you have accessed or if you believe you may have accessed the Bibliostat Collect, 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 Collect 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.

1.1	SEDCODE	421800700017
1.2	Institution ID	800000040696
1.3	System Name	Onondaga County Public Library
1.4	Beginning Reporting Year	01/01/2018
1.5	Ending Reporting Year	12/31/2018
1.6	Street Address	The Galleries of Syracuse, 447 S. Salina St
1.7	City	Syracuse
1.8	Zip Code	13202
1.9	Four-Digit Zip Code Extension (enter N/A if unknown)	2494
1.10	Mailing Address	The Galleries of Syracuse, 447 S. Salina St
1.11	City	Syracuse
1.12	Zip Code	13202
1.13	Four-Digit Zip Code Extension (enter N/A if unknown)	2494
1.14	Library System Telephone Number (enter 10 digits only and hit the Tab key)	(315) 435-1900
1.15	Fax Number (enter 10 digits only)	(315) 435-8533
1.16	System Home Page URL	www.onlib.org
1.17	URL of the system's complete Plan of Service	https://www.onlib.org/sites/default/files/Plan-of-Service-System.PDF
1.18	Population Chartered to Serve (2010 Census)	467,026
1.19	Area Chartered to Serve	778

(square miles)

- 1.20 Federal Employer Identification Number 156000461
- 1.21 County Onondaga
- 1.22 County (Counties) Served Onondaga
- 1.23 School District Syracuse City School District
- 1.24 Title of System Director:
(drop-down): Mr., Mrs., Ms., Miss, Dr. Ms.
- 1.25 First Name of System Director Janet
- 1.26 Last Name of System Director Park
- 1.27 NYS Public Librarian Certification Number of the Director of Public Library System, and Reference and Research Library Resources System. 13969
- 1.32 Telephone Number of the System Director, including area code and extension (enter digits only, field will automatically format with extension) (315) 435-7777
- 1.33 E-Mail Address of the System Director director@onlib.org
- 1.34 Fax Number of the System Director (enter 10 digits only and hit the Tab key) (315) 435-8533
- 1.35 Name of Outreach Coordinator Mark Allnatt
- 1.48 Is the library system a member of the New York State and Local Retirement System? Y
- 1.49 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 |
| 1.50 | For the reporting year, has the
system experienced any
unusual circumstance(s) that
affected the statistics and/or
information reported (e.g.
natural disaster, fire, closed
for renovations, massive
weeding of collection, etc.)?
Indicate Y for Yes, N for No. If
Yes, please annotate using
the State note. | Y |

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

- | | | |
|------|---|-----|
| 1.51 | President/CEO Name. If there
is no President/CEO please
enter "N/A" | N/A |
| 1.52 | President/CEO Phone
Number | N/A |
| 1.53 | President/CEO Email | N/A |

2. Personnel Information

- | | | |
|-----|---|--|
| 2.1 | FTE (Full-Time Equivalent
Calculation)
The number of hours per work 35
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 1
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 | 33 |
| 2.11 | Librarians - Vacant
Position(s) FTE | 8 |
| 2.12 | Outreach Coordinator
(certified) per CR 90.3 (1)(2) | 1 |

(iii) - Filled Position FTE

2.13	Outreach Coordinator (certified) per CR 90.3 (1)(2) (iii) - Vacant Position FTE	0
2.14	Total Certified Librarians - Filled Position(s) FTE (total questions 2.4 + 2.10 + 2.12)	35.00
2.15	Total Certified Librarians - Vacant Position(s) FTE (total questions 2.5 + 2.11 + 2.13)	8.00
2.16	Total Other Professional Staff - Filled Position(s) FTE	7
2.17	Total Other Professional Staff - Vacant Position(s) FTE	6
2.18	Total Other Staff - Filled Position(s) FTE	69
2.19	Total Other Staff - Vacant Position(s) FTE	33
2.20	Total Paid Staff - Filled Position(s) FTE (total questions 2.14 + 2.16 + 2.18)	111.00
2.21	Total Paid Staff - Vacant Position(s) FTE (total questions 2.15 + 2.17 + 2.19)	47.00

SALARY INFORMATION

2.22	Entry-Level Librarian (certified) FTE	1
2.23	Entry-Level Librarian (certified) Current Annual Salary	\$49,276
2.24	System Director FTE	1
2.25	System Director Current Annual Salary	\$101,853

3. System Membership, Outlets and Governance

PUBLIC SERVICE OUTLETS

3.9	Number of member libraries. Do not include branches.	19
3.15	Main Library/System Headquarters	1
3.16	Indicate the year the system building was initially constructed	1988

3.17	Indicate the year the system building underwent a major renovation costing \$25,000 or more	2016
3.18	Square footage of the system building	115,458
3.19	Branches of the Library System	10
3.20	Bookmobiles	0
3.21	Reading Centers	0
3.22	Other Outlets	0
3.23	Total Public Service Outlets (total questions 3.15 through 3.19)	11
3.24	Name of Central Library/Co-Central Libraries	Onondaga 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	11
3.26	Current number of <u>voting</u> positions on system board/council. Please add a note if this has changed from the previous year report.	11
3.27	Term length for system board/council members. Please add a note if this has changed from the previous year report.	5 years

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is chosen 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.
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SYSTEM BOARD/COUNCIL

Public Library Systems - enter information for the period January 1, 2019, through December 31, 2019.

President/Council Chair

3.29	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Mr.
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- 3.30 First Name Edward
- 3.31 Last Name Kochian
- 3.32 Institutional Affiliation NA
- 3.33 Professional Title NA
- 3.34 Mailing Address 2005 Pine Bluff
- 3.35 City Skaneateles
- 3.36 Zip Code (enter five digits only) 13152
- 3.37 Telephone for the Board President (enter 10 digits only n/a and hit the Tab key)
- 3.38 E-mail Address ekochian12@gmail.com
- 3.39 Term Begins - Month January
- 3.40 Term Begins - Year (yyyy) 2017
- 3.41 Term Expires - Month or N/A December
- 3.42 Term Expires - Year (YYYY) or N/A 2021
- 3.43 Is this trustee serving a full term? If No, add a State Note if this trustee's term is not a full term (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). Yes
- 3.44 The date the board president took the Oath of Office (mm/dd/yyyy) 1/18/17
- 3.45 The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 1/19/17
- 3.46 Is this a brand new trustee? N

Board/Council Member - complete one record for each Board/Council Member. For each vacant position, select "Vacant" in question 1, and N/A in questions 2-16 of the repeating group. You may 1) enter the data for the Board/Council Members directly into the survey as usual or send Baker and Taylor the data for this section to be uploaded into Collect. 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](#). Complete this form and email it to bibliostat@btol.com. The number 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, Ms. Other (specify using the State note), Vacant

2. First Name Jill
3. Last Name Hurst-Wahl
4. Institutional Affiliation Syracuse University
5. Professional Title Associate Professor
6. Mailing Address Syracuse University 208 Hinds Hall
7. City Syracuse
8. Zip Code (enter five digits only) 13244
9. Term Begins - Month January
10. Term Begins - Year (yyyy) 2018
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) or N/A 2022
13. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). Yes
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/15/2018
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/16/2018
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. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). Yes
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/20/2016
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/21/2016
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 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) 2018
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) or N/A 2022

13. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). Yes
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/15/2018
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/16/2018
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 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. Term Begins - Month N/A
10. Term Begins - Year (yyyy) N/A
11. Term Expires - Month or N/A N/A
12. Term Expires - Year (YYYY) or N/A N/A
13. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). N/A
14. The date the trustee took the Oath of Office (mm/dd/yyyy) N/A
15. The date the Oath of Office

- was filed with town or county clerk (mm/dd/yyyy) N/A
16. Is this a brand new trustee?
1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Mrs.
2. First Name Virginia
3. Last Name Biesiada-O'Neill
4. Institutional Affiliation NA
5. Professional Title NA
6. Mailing Address 5315 Bunker Hill Way
7. City Syracuse
8. Zip Code (enter five digits only) 13207
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. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). Yes
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/25/2015
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/26/2015
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 Mr.
2. First Name Richard

- | | | |
|-----|--|------------------------|
| 3. | Last Name | Engel |
| 4. | Institutional Affiliation | Mackenzie Hughes |
| 5. | Professional Title | Attorney |
| 6. | Mailing Address | 101 S Salina Street |
| 7. | City | Syracuse |
| 8. | Zip Code (enter five digits only) | 13202 |
| 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. | Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). | Yes |
| 14. | The date the trustee took the Oath of Office (mm/dd/yyyy) | 01/16/2016 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 01/17/2016 |
| 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 | 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) 2017
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) or N/A 2021
13. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). Yes
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/18/2017
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/19/2017
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 Cristina
3. Last Name Ondrako
4. Institutional Affiliation Grossman St Amour CPA
5. Professional Title CPA
6. Mailing Address 110 W Fayette St
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. Is this trustee serving a full term? If No, add a State Note

- (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). Yes
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/15/2015
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/16/2015
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 Merike
3. Last Name Treier
4. Institutional Affiliation Downtown Committee of Syracuse
5. Professional Title Executive Director
6. Mailing Address 115 W Fayette Street
7. City Syracuse
8. Zip Code (enter five digits only) 13202
9. Term Begins - Month January
10. Term Begins - Year (yyyy) 2019
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) or N/A 2023
13. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). Yes
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/16/2019
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/17/2019

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 Mrs.
2. First Name Marilyn
3. Last Name Tucci
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. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). Yes
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/15/2015
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/16/2015
16. Is this a brand new trustee? N

COORDINATED OUTREACH COUNCIL

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

Coordinated Outreach Council Members - complete one record for each Council Member for the period January 1, 2019, through December 2019. 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 d the Coordinated Outreach Council Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uplo into Collect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available in the survey by click

[here](#). Complete this form and email it to bibliostat@btol.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 State Note of explanation when "Other" is chosen please see individual instructions for these questions for any further requirements.

1. Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Mr. Other (specify using the State note), Vacant
2. First Name Mark
3. Last Name Allnatt
4. Institutional Affiliation Onondaga County Public Library
5. Professional Title Programming and Outreach Coordinator

1. Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Ms. Other (specify using the State note), Vacant
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, Dr., The Honorable, The Reverend, Ms. Other (specify using the State note), Vacant
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, Mrs. Other (specify using the State note), Vacant
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 |
| 1. | Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant | Ms. |
| 2. | First Name | Anne |
| 3. | Last Name | DiCosimo |
| 4. | Institutional Affiliation | Literacy CNY |
| 5. | Professional Title | Educational Resource Coordinator |
| 1. | Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant | |
| 2. | First Name | Harriet |
| 3. | Last Name | Lawson-Eiland |
| 4. | Institutional Affiliation | JOBSplus! |
| 5. | Professional Title | Assistant to the 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 Lawrence
3. Last Name Matthews
4. Institutional Affiliation Onondaga County Dept. of Adult and Long Term Care
5. Professional Title Senior Employment, HEAP and Transportation Coordinator

1. Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant
2. First Name Richard
3. Last Name Purcell
4. Institutional Affiliation Syracuse Vet Center
5. Professional Title Veterans Program Outreach Specialist

1. Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant
2. First Name Rebecca
3. Last Name Tyler
4. Institutional Affiliation Salvation Army
5. Professional Title Senior Services Coordinator

4. Public Library System Transactions and Collections

- 4.1 Number of registered system borrowers 96,890
- 4.2 System Visits 812,449

CIRCULATION

- 4.3 Total Cataloged Book Circulation 309,598
- 4.4 Total Circulation of Other Materials 353,655
- 4.5 **Physical Item Circulation (Total questions 4.3 & 4.4)** 663,253

4.6	Use of Electronic Material	84,334
4.7	Successful Retrieval of Electronic Information	274,974
4.8	Electronic Content Use (Total Questions 4.6 & 4.7)	359,308
4.9	Total Circulation of Materials (Total Questions 4.5 & 4.6)	747,587
4.10	Total Collection Use (Total Questions 4.7 & 4.9)	1,022,561

GENERAL SYSTEM HOLDINGS

4.11	Total Cataloged Book Holdings	352,764
4.12	Uncataloged Book Holdings	720
4.13	Total Print Serial Holdings	7,561
4.14	All Other Print Materials Holdings	14,803
4.15	Total Print Materials (Total questions 4.11, 4.12, 4.13 and 4.14)	375,848
4.16	Electronic Books	46,252
4.17	Local Electronic Collections	5
4.18	Total Number of NOVELNY Databases	16
4.19	Total Electronic Collections (Total questions 4.16 + 4.17)	46,257
4.20	Audio - Downloadable Units	25,151
4.21	Video - Downloadable Units	4,345
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.)	71
4.23	Total Electronic Materials (Total questions 4.18, 4.19, 4.20, 4.21 and 4.22)	75,840

Non-Electronic Materials

4.24	Audio - Physical Units	25,797
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4.25	Video - Physical Units	40,085
4.26	Other Non-Electronic Materials	1,794
4.27	Total Other Materials Holdings (Total questions 4.24 through 4.26)	67,676
4.28	Grand Total Holdings (Total questions 4.15, 4.23 and 4.27)	519,364

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	25
4.31	Average number of items per collection	775

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
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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
- 5.4 How many member libraries fully participate in the ILS? 21
- 5.5 % of member libraries participating (calculated field) 110.53%
- 5.6 How many member libraries participate in some ILS modules? 0
- 5.7 Indicate features of the system's ILS (check all that apply):
- a. ILS shared with other library systems No
- b. ILS software permits patron-initiated ILL Yes
- c. ILL feature implemented and used No
- 5.8 Number of titles in the ILS bibliographic database 695,126
- 5.9 Number of new titles added by the system in the reporting year 48,516
- 5.10 Number of Central Library Aid titles added in the reporting year 41
- 5.11 Number of new titles added by the members in the reporting year 156,569
- 5.12 Total new titles (total questions 5.9 through 5.11) 205,126

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? 32
- 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 1,116,116
- 5.17 Number of holdings in the system's union catalog 2,454,987
- 5.18 Number of new titles added in the last year 156,569
- 5.19 Number of holdings added in the last year 265,464

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) 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

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? 32

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

VISITS TO THE SYSTEM'S WEB SITE

- 5.24 Annual number of visits to the system's web site 762,814

SYSTEM INTERLIBRARY LOAN ACTIVITY

- 5.25 Total items provided (loaned) 216,567
- 5.26 Total items received (borrowed) 187,294
- 5.27 Total requests provided (loaned) unfilled 3,032
- 5.28 Total requests received (borrowed) unfilled 325
- 5.29 Total interlibrary loan activity (total questions 5.25 through 5.28) 407,218

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 State Note of explanation when "Other" is chosen. Also please see 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) | Yes |

5.31 Number of stops (pick-up and delivery sites per week) 165

CONTINUING EDUCATION/STAFF DEVELOPMENT Workshops/Meetings/Training Sessions

Resource sharing (ILL, collection development, etc.)

5.32 Number of sessions 6

5.33 Number of participants 104

Technology

5.34 Number of sessions 18

5.35 Number of participants 52

Digitization

5.36 Number of sessions 0

5.37 Number of participants 0

Leadership

5.38 Number of sessions 4

5.39 Number of participants 31

Management & Supervisory

5.40 Number of sessions 5

5.41 Number of participants 20

Planning and Evaluation

5.42 Number of sessions 2

5.43 Number of participants 37

Awareness and Advocacy

5.44 Number of sessions 34

5.45 Number of participants 248

Trustee/Council Training

5.46 Number of sessions 5

5.47 Number of participants 30

Special Client Populations

5.48 Number of sessions 2

5.49 Number of participants 35

Children's Services/Birth to Kindergarten

5.50 Number of sessions 1

5.51 Number of participants 8

Children's Services/Elementary Grade Levels

5.52 Number of sessions 11

5.53 Number of participants 136

Young Adult Services/Middle and High School Grade Levels

5.54 Number of sessions 4

5.55 Number of participants 6

General Adult Services

5.56 Number of sessions 9

5.57 Number of participants 42

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

1. Topic N/A

2. Number of sessions N/A

3. Number of participants N/A

5.59 **Grand Total Sessions** (total questions 5.32, 5.34, 5.36, 5.38, 5.40, 5.42, 5.44, 5.46, 5.48, 5.50, 5.52, 5.54, 5.56 and total of question #2 of 101

Repeating Group #5)

- 5.60 **Grand Total Participants**
(total questions 5.33, 5.35, 5.37, 5.39, 5.41, 5.43, 5.45, 5.47, 5.49, 5.51, 5.53, 5.55, 5.57 and total of question #3 of Repeating Group #5) 749
- 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

5.62 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 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 No
- 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

- 5.63 Number of contacts - Consulting with member libraries and/or branches on grants, and state and federal funding 89
- 5.64 Number of contacts - Consulting with member 70

	libraries and/or branches on funding and governance	
5.65	Number of contacts - Consulting with member libraries and/or branches on charter and registration work	6
5.66	Number of contacts - Consulting with member libraries and/or branches on automation and technology	22,012
5.67	Number of contacts - Consulting with member libraries and/or branches on youth services	58
5.68	Number of contacts - Consulting with member libraries and/or branches on adult services	1,768
5.69	Number of contacts - Consulting with member libraries and/or branches on physical plant needs	5
5.70	Number of contacts - Consulting with member libraries and/or branches on personnel and management issues	25
5.71	Number of contacts - Consulting with state and county correctional facilities	20
5.72	Number of contacts - Providing information to local, county, and state legislators and their staffs	20
5.73	Number of contacts - Providing system and member library information to the media	75
5.74	Number of contacts - Providing website development and maintenance for member libraries	225
5.75	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.	N
1.	Topic	n/a

2. Number of contacts (all types) N/A

5.76 **Total other contacts** (total
of question #2 of Repeating
Group #6) 0

5.77 **Total number of contacts**
(total of questions 5.63
through 5.74 and 5.76) 24,373

REFERENCE SERVICES

5.78 Total Reference Transactions 164,209

SERVICES TO SPECIAL CLIENTS (Direct and Contractual)

5.79 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

5.80 Number of BOOKS BY MAIL loans 364

5.81 Number of member libraries with Job/Education Information Centers or collections 32

5.82 Number of State Correctional Facilities libraries served 0

5.83 Number of County Jails libraries served 1

5.84 Number of institutions served other than jails or correctional facilities 2

5.85 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.

1.	Service provided	N/A
2.	Number of facilities/institutions served	N/A

5.86 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 5.87.

5.87	Description of fees	Sharing cost for delivery, ILL, and automation.
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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.

1.	County Name	Onondaga County
2.	Amount	\$4,787,547
3.	Subject to Public Vote (Enter Y for Yes, N for No, or N/A)	N/A
4.	Written Contract (Enter Y for Yes, N for No, or N/A)	Y

6.2	Total County Funding	\$4,787,547
-----	-----------------------------	-------------

6.3	All Other Local Public Funds	\$7,450,875
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6.4	Total Local Public Funds (total questions 6.2 and 6.3)	\$12,238,422
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STATE AID RECEIPTS - arranged in alphabetical order

6.5	Adult Literacy Library Services Grants	\$8,509
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6.6	Central Library Development Aid	\$141,844
-----	---------------------------------	-----------

6.7	Central Book Aid	\$67,600
-----	------------------	----------

6.8	Conservation/Preservation Grants	\$0
6.9	Construction for Public Libraries Aid	\$156,935
6.10	Coordinated Outreach Services Aid	\$98,295
6.11	Correctional Facilities Library Aid	\$0
6.12	County Jails Library Aid	\$7,230
6.14	Family Literacy Grants	\$13,235
6.18	Local Library Services Aid - Kept at System	\$0
6.19	Local Library Services Aid - Distributed to Members	\$177,902
6.20	Total LLSA (total questions 6.18 and 6.19)	\$177,902
6.21	Local Services Support Aid	\$129,272
6.22	Local Consolidated Systems Aid	\$0
6.26	Public Library System Basic Aid	\$847,872
6.27	Public Library System Supplementary Operational Aid	\$129,293
6.36	Special Legislative Grants and Member Items	\$50,000
6.37	The New York Public Library - The Research Libraries	\$0
6.38	The New York Public Library, Andrew Heiskell Library for the Blind and Physically Handicapped Aid	\$0
6.39	The New York Public Library, City University of New York	\$0
6.40	The New York Public Library, Schomburg Center for Research in Black Culture Library Aid	\$0
6.41	The New York Public Library, Science, Industry and Business Library	\$0

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

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

1. Funding Source N/A

2. Amount N/A

6.43 **Total Other State Aid (total question #2 of Repeating Group #9 above)** \$0

6.44 **Total State Aid Receipts (total questions 6.5 through 6.14, questions 6.20 through 6.22, questions 6.26 through 6.27, questions 6.36 through 6.41, and question 6.43)** \$1,827,987

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

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 Onondaga County Public Library

2. Contracted Service System Services

3. Total Contract Amount \$270,650

6.50 **Total Contracts** (total question #3 of Repeating Group #11 above) \$270,650

MISCELLANEOUS RECEIPTS

6.51 Gifts, Endowments, Fundraising, Foundations (include Gates Grants here; specify project number(s) and dollar amount using the state note) \$100

6.53 Income from Investments \$0

Proceeds from Sale of Property

6.54 Real Property \$0

6.55 Equipment \$4,523

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 c repeating group.

1. Receipt category Library Charges

2. Amount \$44,434

1. Receipt category Commissions

2. Amount \$3,938

1. Receipt category Erate

2. Amount \$134,183

1. Receipt category Auto Sales

2. Amount \$3,835

1. Receipt category Sales Other

2. Amount \$10,602

1. Receipt category Other Misc

2. Amount \$30,735

1. Receipt category Misc Grants

2. Amount \$473,407

6.57 **Total Other Miscellaneous Receipts** (total question #2 of Repeating Group #12 above) \$701,134

6.58	Total Miscellaneous Receipts (total questions 6.51 through 6.55 and question 6.57)	\$705,757
6.59	TOTAL OPERATING FUND RECEIPTS - Total Local Public Funds, Total State Aid, Total Federal Aid, Total Contracts, and Total Miscellaneous Receipts (total questions 6.4, 6.44, 6.48, 6.50, and 6.58)	\$15,042,816
6.60	BUDGET LOANS	\$0

TRANSFERS

6.61	Transfers from Capital Fund (Same as question 9.6)	\$0
6.62	Transfers from Other Funds	\$0
6.63	Total Transfers (total questions 6.61 and 6.62)	\$0
6.64	CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2018. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2017.)	\$1,715,393
6.67	GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS, AND BALANCE/ROLLOVER (Public Library Systems - total questions 6.59, 6.60, 6.63 and 6.64 - must agree with question 7.83)	\$16,758,209

7. Operating Fund Disbursements

STAFF EXPENDITURES

Salaries

7.1	System Director and Librarians	\$3,779,690
7.2	Other Staff	\$1,018,649
7.3	Total Salary and Wages Expenditures (total questions 7.1 and 7.2)	\$4,798,339
7.4	Employee Benefits Expenditures	\$2,578,242

7.5 **Total Staff Expenditures** \$7,376,581
(total questions 7.3 and 7.4)

COLLECTION EXPENDITURES

7.6 Print Materials Expenditures \$345,948

7.7 Electronic Materials Expenditures \$261,217

7.8 Other Materials Expenditures \$302,704

7.9 **Total Collection Expenditures** (total \$909,869
questions 7.6 through 7.8)

GRANTS TO MEMBER LIBRARIES

Cash Grants Paid From

7.10 Local Library Services Aid (LLSA) \$177,902

7.11 Central Library Aid (CLDA/CBA) \$209,444

7.15 Other State Aid/Grants (e.g., Construction, Special Legislative or Member Grants) \$206,935

7.16 Federal Aid \$0

7.17 Other cash grants paid from system funds \$0

7.18 **Total Cash Grants** (total \$594,281
questions 7.10 through 7.17)

7.19 Book/Library Materials Grants \$0

7.20 Other Non-Cash Grants \$0

7.21 **Total Grants to Member Libraries** (total questions \$594,281
7.18 through 7.20)

CAPITAL EXPENDITURES FROM OPERATING FUNDS

7.22 Bookmobile \$0

7.23 Other Vehicles \$0

7.24 Computer Equipment \$66,240

7.25 Furniture/Furnishings \$0

7.26 Other Capital Expenditures \$54,190

7.27 **Total Capital Expenditures from Operating Fund** (total \$120,430
questions 7.22 through 7.26)

TOTAL CAPITAL EXPENDITURES BY SOURCE OF FUNDS

7.28	From Local Public Funds (71PF)	\$120,430
7.29	From Other Funds (71OF)	\$0
7.30	Total Capital Expenditures by Source (total questions 7.28 and 7.29; same as question 7.27)	\$120,430

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs To Buildings and Building Equipment by Source of Funds

7.31	From Local Public Funds (72PF)	\$104,397
7.32	From Other Funds (72OF)	\$0
7.33	Total Repairs to Buildings and Building Equipment (total questions 7.31 and 7.32)	\$104,397
7.34	Other Building & Maintenance Expenses	\$505,005
7.35	Total Operation and Maintenance of Buildings (total questions 7.33 and 7.34)	\$609,402

MISCELLANEOUS EXPENSES

7.36	Total Operation & Maintenance of Bookmobiles and Other Vehicles	\$7,553
7.37	Office and Library Supplies	\$28,589
7.38	Equipment	\$66,240
7.39	Telecommunications	\$243,458
7.40	Binding Expenses	\$0
7.41	Postage and Freight	\$29,818
7.42	Publicity and Printing	\$0
7.43	Travel	\$7,241
7.44	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.	\$496,763
7.45	Membership Dues - Please include a State Note listing	

Professional Organization Memberships for which dues are being paid. \$3,100

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 one repeating group.

1. Expense category Interdeparte

2. Amount \$2,193,914

7.47 **Total Other Miscellaneous Expenses** (total question #2 of Repeating Group #13) of \$2,193,914

7.48 **Total Miscellaneous Expenses** (total questions 7.36 through 7.45 and 7.47) \$3,076,676

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

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

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

1. Contracting Agency (specify using the State note) N/A

2. Contracted Service (specify using the State note) N/A

3. Total Contract Amount N/A

7.50 **Total Contracts** (total question #3 of Repeating Group #14 above) \$0

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

7.51 From Local Public Funds (73PF) \$443,411

7.52 From Other Funds (73OF) \$0

7.53 **Total Capital Purposes Loans** (total questions 7.51 and 7.52) \$443,411

7.54 Other Loans \$0

7.55 **Total Debt Service** (total questions 7.53 and 7.54) \$443,411

7.56	TOTAL TOTAL DISBURSEMENTS - Total Staff Expenditures, Total Collection Expenditures, Total Grants to Member Libraries, Total Capital Expenditures, Total Operation and Maintenance of Buildings, Total Miscellaneous Expenses, Total Contracts, and Total Debt Service (total questions 7.5, 7.9, 7.21, 7.27, 7.35, 7.48, 7.50, and 7.55)	\$13,130,650
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TRANSFERS

Transfers to the Capital Fund

7.57	From Local Public Funds (76PF)	\$30,000
7.58	From Other Funds (76OF)	\$0
7.59	Total Transfers to Capital Fund (total questions 7.57 and 7.58; same as question 8.2)	\$30,000
7.60	Total Transfers to Other Funds	\$0
7.61	Total Transfers (total questions 7.59 and 7.60)	\$30,000
7.62	TOTAL DISBURSEMENTS AND TRANSFERS (total questions 7.56 and 7.61)	\$13,160,650
7.63	CLOSING CASH BALANCE at the End of the Current Fiscal Reporting Year (For Public Library Systems - December 31, 2018)	\$1,022,000
7.83	GRAND TOTAL DISBURSEMENTS, TRANSFERS, & ENDING BALANCE (total questions 7.62 and 7.63)	\$14,182,650

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 please see individual instructions for these questions for any further requirements.

7.84	Last audit performed (mm/dd/yyyy)	2/21/18
7.85	Time period covered by this audit (mm/dd/yyyy -	1/1/17-12/31/17

mm/dd/yyyy)

7.86 Indicate type of audit (select one from drop-down): County

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** \$58,800

8.2 **Transfer From Operating Fund** \$30,000
(same as question 7.59)

STATE AID FOR CAPITAL PROJECTS

8.3 State Aid Received for Construction \$156,935

ALL OTHER AID AND/OR GRANTS FOR CAPITAL PROJECTS

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

1. Contracting Agency N/A

2. Amount N/A

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

8.6 **TOTAL RECEIPTS - Revenues from Local Sources, Interfund Revenue, State Aid for Capital Projects, and All Other Aid and/or Grants for Capital Projects** (total questions 8.1, 8.2, 8.3, and 8.5) \$245,735

8.5)

8.7 **NONREVENUE RECEIPTS** \$0

8.8 **TOTAL RECEIPTS - Total Receipts and Nonrevenue Receipts** (total questions 8.6 and 8.7) \$245,735

8.9 CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2018. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2017.) \$1,497,802

8.10 **TOTAL RECEIPTS AND CASH BALANCE** (total questions 8.8 and 8.9) \$1,743,537

9. Capital Fund Disbursements

PROJECT EXPENDITURES

9.1 Total Construction \$53,909

9.2 Incidental Construction \$5,968

9.3 Books and Library Materials \$0

9.4 Total Other Disbursements \$0

9.5 **Total Project Expenditures** (total questions 9.1 through 9.4) \$59,877

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

9.7 **TOTAL NONPROJECT EXPENDITURES** \$0

9.8 **TOTAL DISBURSEMENTS - Total Project Expenditures, Transfer to Operating Fund, and Total Nonproject Expenditures** (total questions 9.5 through 9.7) \$59,877

9.9 **CLOSING CASH BALANCE IN CAPITAL FUND at the End of the Current Fiscal Year (December 31, 2018, for Public Library Systems)** \$1,683,660

9.10 **TOTAL DISBURSEMENTS
AND CASH BALANCE** \$1,743,537
(total questions 9.8 and 9.9)

12. Projected Annual Budget For Library Systems
Public Library Systems Budget for January 1, 2019 - December 31, 2019

PROJECTED OPERATING FUND - RECEIPTS

12.1	Total Operating Fund Receipts (include Local Aid, State Aid, Federal Aid, Contracts and Miscellaneous Receipts)	\$14,482,567
12.2	Budget Loans	\$0
12.3	Total Transfers	\$0
12.4	Cash Balance/Ending Balance in Operating Fund at the end of the previous fiscal year (For Public Library Systems, opening balance on January 1, 2019, must be the same as the December 31, 2018, closing balance reported on Q7.63 of the 2018 annual report)	\$1,022,000
12.5	Grand Total Operating Fund Receipts, Budget Loans, Transfers and Ending Balance (total questions 12.1 through 12.4)	\$15,504,567

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)	\$14,482,567
12.7	Total Transfers	\$0
12.8	Cash Balance/Ending Balance in Operating Fund at the end of the fiscal year (For Public Library Systems, balance as of December 31, 2019)	\$1,022,000
12.9	Grand Total Operating Fund Disbursements, Transfers and Ending Balance (total questions 12.6 through 12.8)	\$15,504,567

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)	\$270,000
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, 2019, must be the same as the December 31, 2018, closing balance reported on Q9.9 of the 2018 annual report)	\$1,683,660
12.13	Grand Total Capital Fund Receipts and Balance (total questions 12.10 through 12.12)	\$1,953,660

PROJECTED CAPITAL FUND - DISBURSEMENTS

12.14	Capital Fund Disbursements (include Project Expenditures, Transfer to Operating Fund and Nonproject Expenditures)	\$270,000
12.15	Cash Balance in Capital Fund at the end of the current fiscal year (For Public Library Systems, December 31, 2019)	\$1,683,660
12.16	Grand Total Capital Fund Disbursement, Transfers, and Balance (Sum of questions 12.14 and 12.15)	\$1,953,660

13. State Formula Aid Disbursements

Public Library Systems Basic Aid

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

Statutory Reference (Basic Aid):	Education Law § 272, 273(1)(a, c, d, e, n) Commissioners Regulations 90.3
Statutory Reference (LLSA):	Education Law § 272, 273(5) Commissioners Regulations 90.3 and 90.9 The formula is \$0.31 per capita of a member library's chartered services area with a minimum of \$1,500 per library with formula equity to 1991 LLIA.
Statutory Reference (LLSA):	Education Law § 272, 273(1)(f)(6) Commissioners Regulations 90.3 and 90.10 The formula is \$0.31 per capita for system population living outside the chartered service areas of member libraries plus 2/3 members LLSA.

Statutory Reference (LCSA): Education Law § 272, 273(1)(f)(7)
Commissioners Regulations 90.3
The formula is \$0.31 per capita plus 2/3 of per capita total with formula equity to 1991 LLIA.

Statutory Reference (Supplemental): Education Law § 273(12)(a)
The formula is a base grant of \$39,000 and an amount equal to 10.94% of the amount of Basic Aid provided under Education Law § 273(1)(a, c, d, e, and n).

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

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

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

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

13.1.1 Total Full-Time Equivalents (FTE) 3

13.1.2 Total Expenditure for Professional Salaries \$272,869

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

13.1.3 Total Full-Time Equivalents (FTE) 5

13.1.4 Total Expenditure for Other Staff Salaries \$163,462

13.1.5 **Employees Benefits:**
Indicate the total expenditures for all system employee fringe benefits. \$93,297

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 State Note of explanation when "Other" is chosen please see individual instructions for these questions for any further requirements.

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

1. Expenditure Category Telecommunications

2. Provider of Services Verizon

3. Expenditure \$242,454

13.1.7 **Total Expenditure - Purchased Services** \$242,454

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 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

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

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 \$129,877

Services Aid.

13.1.15 **Grants to Member**

Libraries: Did the system
expend funds for grants to N
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. 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)** \$901,959

13.1.18 **Cash Balance at the
Opening of the Fiscal Year**
NOTE: The opening balance
must be the same as the \$756,567
closing balance of the
previous year.

13.1.19 **Total Allocation from 2018
- 2019 State Aid:** \$1,284,340

13.1.20 **Total Available Before
Expenditures (total 13.1.18 +
13.1.19)** \$2,040,907

13.1.21 **Cash Balance at the End
of the Current Fiscal Year
(total 13.1.19 + 13.1.18 -
13.1.17)** \$1,138,948

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. Supplement to staff and benefits

Central Book Aid

CENTRAL BOOK AID (CBA)

Statutory Reference: Education Law § 272, 273(1)(b)(2)
Commissioners Regulations 90.4
Central Book Aid is a flat sum of \$71,500 to
each public library system. 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 services for CBA library materials? 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 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 N/A
 2. Provider of Services N/A
 3. Expenditure N/A

13.2.2 **Total Expenditure - Purchased Services** 0

13.2.3 **Supplies and Materials:** Did the library system expend CBA funds for adult non-fiction and foreign language library materials with a unit cost less than \$5,000? Enter Y for Yes, N for No. Y

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 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 materials - electronic databases
 2. Quantity N/A
 3. Unit Cost N/A
 4. Expenditure \$60,580

13.2.4 **Total Expenditure - Supplies and Materials** \$60,580

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) | \$60,580 |
| 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. | \$1,323 |
| 13.2.9 | Total Allocation from 2018 - 2019 State Aid | \$67,599 |
| 13.2.10 | Total Available Before Expenditures (total 13.2.8 + 13.2.9) | 68,922.00 |
| 13.2.11 | Cash Balance at the End of the Current Fiscal Year (total 13.2.9 + 13.2.8 - 13.2.7) | \$8,342 |
| 13.2.12 | Final Narrative: Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds. | Systemwide eContent and databases |

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) 1

13.3.2 Total Expenditure for

Professional Salaries \$45,361

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

13.3.3 Total Full-Time Equivalents (FTE) 0

13.3.4 Total Expenditures for Other Staff Salaries \$0

13.3.5 **Employee Benefits:**
Indicate the total expenditures for all system employee benefits (paid from CLDA funds). \$4,990

13.3.6 **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 State Note of explanation when "Other" is chosen 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

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

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

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

1. Expenditure Category Adult non-fiction and foreign language materials - electronic databases

2. Expenditure \$6,375

13.3.9 **Total Expenditure - Supplies and Materials** \$6,375

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

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

1. Type of travel N/A

2. Expenditure N/A

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

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

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

1. Type of item N/A

2. Quantity N/A

3. Unit cost N/A

4. 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. 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)

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

13.3.16 **Total Expenditure (total 13.3.2, 13.3.4, 13.3.5, 13.3.7, 13.3.9, 13.3.11, 13.3.13, and 13.3.15)** \$56,726

13.3.17 **Cash Balance at the Opening of the Fiscal Year**
NOTE: The opening balance \$87,766

must be the same as the closing balance of the previous year.

13.3.18 **Total Allocation from 2018 - 2019 State Aid:** \$141,885

13.3.19 **Total Available Before Expenditures (total 13.3.17 + 13.3.18)** \$229,651

13.3.20 **Cash Balance at the end of the Current Fiscal Year (total 13.3.18 + 13.3.17 - 13.3.16)** 172,925.00

13.3.21 **Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds. Salary and benefits for literacy coordinator

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 \$66,768

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

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. \$22,701

13.4.6 **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 State Note of explanation when "Other" is chosen 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

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

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

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 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

13.4.9 **Total Expenditure - Supplies and Materials** 0

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

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

1. Type of Travel System staff

2. Expenditure \$259

13.4.11 **Total Expenditure - Travel** \$259

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 **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.

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)** \$89,728

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. \$30,590

13.4.18 **Total Allocation from 2018 - 2019 State Aid:** \$98,295

13.4.19 **Total Available Before Expenditures (total 13.4.17 + 13.4.18)** \$128,885

13.4.20 **Cash Balance at the End of the Current Fiscal Year (total 13.4.18 + 13.4.17 - 13.4.16)** \$39,157

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. Salary, travel and benefits for Outreach Coordinator

Services to County Jails Aid

Statutory Education Law §
Reference: 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 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 needs (Purchased Services).

13.5.1 **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 State Note of explanation when "Other" is chosen 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. 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 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 \$5,470

13.5.4 **Total Expenditure - Supplies and Materials** \$5,470

13.5.5 **Total Expenditure (total 13.5.2, and 13.5.4)** 5,470.00

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. \$5,879

13.5.7 **Total Allocation from 2018 - 2019 State Aid** \$7,230

13.5.8 **Total Available Before Expenditures** (total 13.5.6 + 13.5.7) \$13,109

13.5.9 **Cash Balance at the End of the Current Fiscal Year** (total 13.5.7 + 13.5.6 - 13.5.5) \$7,639

13.5.10 **Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds. Books and materials for Justice Center, Hillbrook, and dispenser at Jamesville.

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 for more information.

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

13.6.1 Total Full-Time Equivalents (FTE)

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 Equivalents (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 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 **Total Expenditure - Purchased Services** 0

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.

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

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** 0.00
- 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)** \$0
- 13.6.15 **Cash Balance at the Opening of the Fiscal Year:**
NOTE: The opening balance must be the same as the closing balance of the previous year. \$0
- 13.6.16 **Total Allocation from 2018 - 2019 State Aid:** \$0
- 13.6.17 **Total Available Before Expenditures (total 13.6.15 + 13.6.16)** \$0
- 13.6.18 **Cash Balance at the End of the Current Fiscal Year (total 13.6.16 + 13.6.15 - 13.6.14)** \$0
- 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

14. Summary of Library System Accomplishments

Using the goals from Section 4 in the approved 2017-2021 System Plan of Service, **BRIEFLY** describe the final results of each element for 2017.

- 14.1 **Element 1: Resource Sharing - Results** OCPL provided member libraries with guidelines on a collection assessment process and assisted member libraries with an analysis of their collection as well as system wide stats on collection use. Central sorting room which supports system wide deliveries started a major renovation which will improve safety and efficiency. OCPL also responded to member library requests and added County Passes and Digital Magazines to our system wide offerings.
- 14.2 **Element 2: Special Client Groups - Results** Through the Adult Literacy Grant, we continued to offer system-wide TASC study LMS and provide training and support for patrons and staff using the product. Our Literacy Coordinator also trained branch and member staff in facilitating conversation groups for English language learners so classes could be expanded to other libraries. Started All Write!, a county-wide adult literacy project, in coordination with the Adult Education Round Table. The program helps adult learners dramatically improve their reading and writing skills—along with their prospects for a more satisfying life. OCPL regularly visits Jamesville Correctional, The Justice Center and Hillbrook Juvenile Detention Center to offer programming and materials for the incarcerated. Through the Family Literacy Grant and following the guidelines of Ready to Read in NYS, 12 more libraries have received Play and Learn Centers to promote play and early literacy. We are now at 75% participation across system libraries.
- 14.3 **Element 3: Professional Development and Continuing Education - Results** Through our professional development and training task force, we continued our focus on training. Due to staff turnover we were not able to offer as many specific trainings as we originally planned. Our Annual Staff Development Day brought in speakers on Social Justice, Net Neutrality and Active Shooter Response. Through the County Sheriffs Department, we were able to offer a variety of Situational and Mental Health Trainings.

14.5	Element 5: Consulting and Development Services - Results	OCPL has been continuing to offer board development workshops using the Helping All Trustees Succeed framework. The responses from boards has been overwhelmingly positive. We have also been providing more website development help and maintenance for member libraries and branches as well as social media instruction.
14.6	Element 6: Coordinated Services - Results	In partnership with OCMBOCES we were able to secure a STEM Grant with Assemblyman Al Stirpe to create mobile STEM kits for preschool - Gr 12. Kits were researched and created in 2018 and will be showcased in March 2019.
14.7	Element 7: Awareness and Advocacy - Results	OCPL government relations committee met with several local and state legislators to promote library services and provide them with a better understanding of what the library means to communities in today's environment.
14.8	Element 8: Communication among Member Libraries and/or Branch Libraries - Results	Through the Member Council and Library Communications Team, all libraries have a platform to discuss system-wide issues and work collaboratively on library publicity and marketing.
14.9	Element 9: Cooperative Efforts with Other Library Systems - Results	The System Director worked closely with PULISDO on creating a survey for the Trustee Education Regulation Committee. The results of this survey will impact training requirements for library trustees around New York State. OCPL and CLRC are continuing to work together to offer professional development opportunities for our members.
14.10	Element 10: Construction - Results	More and more libraries are taking advantage of the state construction aid. In 2018 there were a number of member libraries that saw turnover in directors. Without leadership from these libraries, several library project requests were not submitted, and we had to return a portion of our allocated funds to the state.
14.11	Element 11: Central Library - Results	The Central Library is continuing to thrive in the community. The MakerSpace is still the most used space in the library. With a focus on Skills of the 21st Century Workforce, there is a constant stream of eager learners with a lengthy waiting list for classes. County libraries offered Talk to a Lawyer Clinic Immigration Assistance in partnership with the Volunteer Lawyers Project of Onondaga County which provided free legal advice, information and referrals regarding any civil legal issue. The Central Library has also seen an increase in circulation in Children's Materials. The KidSpace offers ages 0-12 a place to learn and play for free.
14.12	Element 12: Direct Access - Results	One card, one county, 32 libraries. OCPL is the perfect example of local governments working together and successfully sharing cost effective services. Our cardholders, econtent and programming have increased in 2018.
14.13	Element 13: Other Goal(s) - Results	n/a

15. Current system URL's

15.1	System Home Page URL	www.onlib.org
15.2	URL of Current List of Members	http://www.onlib.org/locations
15.3	URL of Current Governing Bylaws	https://www.onlib.org/sites/default/files/BYLAWSrev2013-2.pdf
15.4	URL of Evaluation Form	https://www.onlib.org/sites/default/files/System_Services_Satisfaction_0.pdf
15.5	URL of Evaluation Results	https://www.onlib.org/sites/default/files/System_Services_Survey_Data_0.pdf
15.6	URL of Central Library Plan	https://www.onlib.org/sites/default/files/Plan-of-Service-System.PDF
15.7	URL of Direct Access Plan	https://www.onlib.org/sites/default/files/2016%20OCPL%20Free%20Direct%20Access%20Approver

16. Assurance and Contact Information

CONTACT INFORMATION

- 16.1 Contact name (person completing report) Amanda Schiavulli/Mark Carter
- 16.2 Contact telephone number (enter 10 digits only and hit the Tab key) 3154351900
- 16.3 Contact e-mail address aschiavulli@onlib.org

ASSURANCE

- 16.4 The Library System operated under its approved Plan of Service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that this "Annual Report" was reviewed and accepted by the System Board/Council on (date - mm/dd/yyyy) 03/20/2019

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). 07/03/2019

Suggested Improvements

Library System Onondaga County Public Library

Name of Person Completing Form Amanda Schiavulli/Mark Carter

Phone Number and Extension (enter area code, telephone number and extension only): (315) 435-1900

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!

For library systems that are also central libraries, it would be a benefit to only have to do ONE repor