Onondaga County Public Library
Annual Report for Library Systems - 2017 (Public Library Systems 2017)

1. General System Information

Please note: Bibliostat Collect is best viewed using Internet Explorer 6.0 or higher or Firefox 1.5 or higher. When using Internet Explorer 10 higher, Compatibility View needs to be enabled (this can be found under the Tools menu).

Please note: No version of the Google Chrome browser can be used to access Collect at this time. Use of this browser can result in data los even if the report is locked. The Microsoft Edge browser cannot be used.

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	1/1/2017
1.5	Ending Reporting Year	12/31/2017
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

State: Pre-filled link was not for the full Plan of Service.

1.18	Population Chartered to Serve (2010 Census)	467,026

1.19	Area Chartered to Serve (square miles)	778
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

State: Susan Mitchell resigned in 2017; new Executive Director is Janet 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.	N

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"	NA
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 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	38
2.11	Librarians - Vacant Position(s) FTE	8

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	Total Certified Librarians - Filled Position(s) FTE (total questions 2.4 + 2.10 + 2.12)	40.00
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	5
2.17	Total Other Professional Staff - Vacant Position(s) FTE	2
2.18	Total Other Staff - Filled Position(s) FTE	38
2.19	Total Other Staff - Vacant Position(s) FTE	10
2.20	Total Paid Staff - Filled Position(s) FTE (total questions 2.14 + 2.16 + 2.18)	83.00
2.21	Total Paid Staff - Vacant Position(s) FTE (total questions 2.15 + 2.17 + 2.19)	20.00

SALARY INFORMATION

2.22	Entry-Level Librarian (certified) FTE	1
2.23	Entry-Level Librarian (certified) Current Annual Salary	$48,310
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 voting 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.	A

SYSTEM BOARD/COUNCIL

Public Library Systems - enter information for the period January 1, 2018, through December 31, 2018.

President/Council Chair

3.29	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend,	Mr.

		Other (specify using the State note), Vacant
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 and hit the Tab key)	N/A
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. |

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).	Y
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	1/16/15
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	1/17/15
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	NA
5.	Professional Title	NA
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

15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	1/16/14
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).	Y
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	1/17/18
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	1/18/18
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.

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).	Y
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	1/16/15
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	1/17/15
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	Virginia
3.	Last Name	Biesiada
4.	Institutional Affiliation	NA
5.	Professional Title	NA
6.	Mailing Address	333 W Washington Street
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

#	Question	Answer
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).	Y
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	1/16/15
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	1/17/15
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).	Y
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	1/17/16

15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	1/18/16
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	NA
5.	Professional Title	NA
6.	Mailing Address	101 S. Salina Street, Suite 600
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).	Y
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	1/17/16
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	1/18/16
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, 2018, through December 2018. 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 mor 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, Other (specify using the State note), 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, Dr., The Honorable, The Reverend, Other (specify using the State note), 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, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Ms.
2.	First Name	JoAnne
3.	Last Name	Decker
4.	Institutional Affiliation	Onondaga County Dept of Adult and Long Term Care Services
5.	Professional Title	Director
1.	Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), 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
1.	Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Ms.
2.	First Name	Maggie
3.	Last Name	Foster
4.	Institutional Affiliation	Mundy Branch Library
5.	Professional Title	Librarian

4. Public Library System Transactions and Collections

4.1	Number of registered system borrowers	91,534
4.2	System Visits	819,931

CIRCULATION

4.3	Total Cataloged Book Circulation	325,634
4.4	Total Circulation of Other Materials	423,778
4.5	Physical Item Circulation (Total questions 4.3 & 4.4)	749,412
4.6	Use of Electronic Material	72,495
4.7	Successful Retrieval of Electronic Information	N/A

State: Reported on the member library reports

4.8	Electronic Content Use (Total Questions 4.6 & 4.7)	72,495
4.9	Total Circulation of Materials (Total Questions 4.5 & 4.6)	821,907

| 4.10 | Total Collection Use (Total Questions 4.7 & 4.9) | 821,907 |

GENERAL SYSTEM HOLDINGS

4.11	Total Cataloged Book Holdings	354,970
4.12	Uncataloged Book Holdings	745
4.13	Total Print Serial Holdings	7,747
4.14	All Other Print Materials Holdings	48

State: We weeded this collection heavily during the renovation.

4.15	Total Print Materials (Total questions 4.11, 4.12, 4.13 and 4.14)	363,510
4.16	Electronic Books	41,275
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)	41,280
4.20	Audio - Downloadable Units	13,000
4.21	Video - Downloadable Units	720
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)	55,087

Non-Electronic Materials

4.24	Audio - Physical Units	29,054
4.25	Video - Physical Units	39,014
4.26	Other Non-Electronic Materials	2,937

State: Automation created a different query based on the state instructions for this question. We were counting the wrong items in previous years.

| 4.27 | Total Other Materials Holdings (Total questions 4.24 through 4.26) | 71,005 |

4.28	Grand Total Holdings (Total questions 4.15, 4.23 and 4.27)	489,602

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	24
4.31	Average number of items per collection	770

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
5.4	How many member libraries fully participate in the ILS?	21

State: We have 19 member libraries but NOPL has 2 branches.

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 |

State: Polaris allows for patron initiated ILL but we were not able to get it to work for currently how we do ILL.

| c. | ILL feature implemented and used | No |

| 5.8 | Number of titles in the ILS bibliographic database | 684,129 |

| 5.9 | Number of new titles added by the system in the reporting year | 58,696 |

| 5.10 | Number of Central Library Aid titles added in the reporting year | 390 |

| 5.11 | Number of new titles added by the members in the reporting year | 157,459 |

| 5.12 | Total new titles (total questions 5.9 through 5.11) | 216,545 |

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 eith 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 | 1,796,135 |

| 5.17 | Number of holdings in the system's union catalog | 2,425,454 |

5.18	Number of new titles added in the last year	138,278

5.19	Number of holdings added in the last year	157,459

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	786,313

State: The 2017 number of visits appears to be a decrease from 2016, but it is actually much more aligned with the 2015 number. The 2016 number is markedly higher than either 2015 or 2017. This is due to a change in the statistic code placement, which caused the count to be inflated by including the loading of our homepage each time a browser was opened on all internal library computers. Following a redesigned website launch, the numbers went back down in 2017 due to a correction made in the method of website statistic collection.

SYSTEM INTERLIBRARY LOAN ACTIVITY

5.25	Total items provided (loaned)	218,517

5.26	Total items received (borrowed)	180,809

5.27	Total requests provided (loaned) unfilled	22,052

5.28	Total requests received (borrowed) unfilled	24,051

5.29	Total interlibrary loan activity (total questions 5.25 through 5.28)	445,429

DELIVERY

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

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

State: Empire Library Delivery service through Central New York Library Resources Council for ILL materials statewide.

5.31	Number of stops (pick-up and delivery sites per week)	160

CONTINUING EDUCATION/STAFF DEVELOPMENT
Workshops/Meetings/Training Sessions

Resource sharing (ILL, collection development, etc.)

5.32	Number of sessions	4
5.33	Number of participants	22

Technology

5.34	Number of sessions	20
5.35	Number of participants	48

Digitization

5.36	Number of sessions	0
5.37	Number of participants	0

Leadership

5.38	Number of sessions	5
5.39	Number of participants	8

Management & Supervisory

5.40	Number of sessions	4
5.41	Number of participants	18

Planning and Evaluation

5.42	Number of sessions	2
5.43	Number of participants	36

Awareness and Advocacy

5.44	Number of sessions	12
5.45	Number of participants	26

Trustee/Council Training

5.46	Number of sessions	3
5.47	Number of participants	25

Special Client Populations

5.48	Number of sessions	2
5.49	Number of participants	12

Children's Services/Birth to Kindergarten

5.50	Number of sessions	12
5.51	Number of participants	65

Children's Services/Elementary Grade Levels

5.52	Number of sessions	8
5.53	Number of participants	32

Young Adult Services/Middle and High School Grade Levels

5.54	Number of sessions	4
5.55	Number of participants	20

General Adult Services

5.56	Number of sessions	6
5.57	Number of participants	15

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 Repeating Group #5)	82

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)	327
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 ind 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	86
5.64	Number of contacts - Consulting with member libraries and/or branches on	69

funding and governance

5.65	Number of contacts - Consulting with member libraries and/or branches on charter and registration work	5
5.66	Number of contacts - Consulting with member libraries and/or branches on automation and technology	21,555
5.67	Number of contacts - Consulting with member libraries and/or branches on youth services	54
5.68	Number of contacts - Consulting with member libraries and/or branches on adult services	3
5.69	Number of contacts - Consulting with member libraries and/or branches on physical plant needs	0
5.70	Number of contacts - Consulting with member libraries and/or branches on personnel and management issues	10
5.71	Number of contacts - Consulting with state and county correctional facilities	15
5.72	Number of contacts - Providing information to local, county, and state legislators and their staffs	26
5.73	Number of contacts - Providing system and member library information to the media	21
5.74	Number of contacts - Providing website development and maintenance for member libraries	0
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)   21,844

REFERENCE SERVICES

5.78   Total Reference Transactions 130,619

**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   569

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   0

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

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	$5,220,429
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	$5,220,429
6.3	All Other Local Public Funds	$6,441,188
6.4	**Total Local Public Funds** (total questions 6.2 and 6.3)	$11,661,617

STATE AID RECEIPTS - arranged in alphabetical order

6.5	Adult Literacy Library Services Grants	$8,426
6.6	Central Library Development Aid	$140,493
6.7	Central Book Aid	$66,936

6.8	Conservation/Preservation Grants	$0
6.9	Construction for Public Libraries Aid	$141,242
6.10	Coordinated Outreach Services Aid	$97,330
6.11	Correctional Facilities Library Aid	$0
6.12	County Jails Library Aid	$6,495
6.14	Family Literacy Grants	$13,105
6.18	Local Library Services Aid - Kept at System	$0
6.19	Local Library Services Aid - Distributed to Members	$176,148
6.20	Total LLSA (total questions 6.18 and 6.19)	$176,148
6.21	Local Services Support Aid	$129,321

Local: Under community service in grants budget

6.22	Local Consolidated Systems Aid	$0
6.26	Public Library System Basic Aid	$839,555
6.27	Public Library System Supplementary Operational Aid	$128,024
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) | $1,797,075 |

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 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	$268,585

| 6.50 | **Total Contracts** (total |

$268,585

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 $10,390

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 o repeating group.

1.	Receipt category	Library charges
2.	Amount	$63,679
1.	Receipt category	Commissions
2.	Amount	$4,772
1.	Receipt category	LEAD Tech
2.	Amount	$23,867
1.	Receipt category	Collection HQ
2.	Amount	$4,063
1.	Receipt category	M&T Grant
2.	Amount	$6,500
1.	Receipt category	Automation
2.	Amount	$71,619
1.	Receipt category	Upstate lease
2.	Amount	$710,933

6.57 $885,433

6.58	**Total Miscellaneous Receipts** (total questions 6.51 through 6.55 and question 6.57)	$895,923
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)	$14,623,200
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, 2017. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2017.)	$773,291
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)	$15,396,491

7. Operating Fund Disbursements
STAFF EXPENDITURES
Salaries

7.1	System Director and Librarians	$3,930,781
7.2	Other Staff	$1,135,792
7.3	Total Salary and Wages Expenditures (total questions 7.1 and 7.2)	$5,066,573
7.4	Employee Benefits Expenditures	$2,820,739

| 7.5 | **Total Staff Expenditures** (total questions 7.3 and 7.4) | $7,887,312 |

COLLECTION EXPENDITURES

7.6	Print Materials Expenditures	$348,870
7.7	Electronic Materials Expenditures	$229,793
7.8	Other Materials Expenditures	$263,927
7.9	**Total Collection Expenditures** (total questions 7.6 through 7.8)	$842,590

GRANTS TO MEMBER LIBRARIES
Cash Grants Paid From

7.10	Local Library Services Aid (LLSA)	$176,148
7.11	Central Library Aid (CLDA/CBA)	$207,429
7.15	Other State Aid/Grants (e.g., Construction, Special Legislative or Member Grants)	$191,242
7.16	Federal Aid	$0
7.17	Other cash grants paid from system funds	$0
7.18	Total Cash Grants (total questions 7.10 through 7.17)	$574,819
7.19	Book/Library Materials Grants	$0
7.20	Other Non-Cash Grants	$0
7.21	**Total Grants to Member Libraries** (total questions 7.18 through 7.20)	$574,819

CAPITAL EXPENDITURES FROM OPERATING FUNDS

7.22	Bookmobile	$0
7.23	Other Vehicles	$0
7.24	Computer Equipment	$63,878
7.25	Furniture/Furnishings	$35,936
7.26	Other Capital Expenditures	$0
7.27	**Total Capital Expenditures from Operating Fund** (total questions 7.22 through 7.26)	$99,814

TOTAL CAPITAL EXPENDITURES BY SOURCE OF FUNDS

7.28	From Local Public Funds (71PF)	$99,814
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)	$99,814

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs To Buildings and Building Equipment by Source of Funds

7.31	From Local Public Funds (72PF)	$86,742
7.32	From Other Funds (72OF)	$0
7.33	**Total Repairs to Buildings and Building Equipment** (total questions 7.31 and 7.32)	$86,742
7.34	Other Building & Maintenance Expenses	$552,783
7.35	**Total Operation and Maintenance of Buildings** (total questions 7.33 and 7.34)	$639,525

MISCELLANEOUS EXPENSES

7.36	Total Operation & Maintenance of Bookmobiles and Other Vehicles	$13,985

Local: WEP

7.37	Office and Library Supplies	$32,887
7.38	Telecommunications	$221,964
7.39	Binding Expenses	$985
7.40	Postage and Freight	$31,428
7.41	Publicity and Printing	$6,835
7.42	Travel	$10,930
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.	$436,898

State: Ellen Bach - legal services Zoo to You - program The MOST - Program Doug Rougeaux Bubble program Van wraps and logos - desi and installation Overdrive maintenance Computer consulting Syracuse Police security services Denog Security Services Catholic Charities Neighborhood Services Workers Materials Recovery/Collection Agency services ECK Snowplowing services

| 7.44 | Membership Dues - Please include a State Note listing Professional Organization Memberships for which dues are being paid. | $3,100 |

State: NYLA PULISDO CLRC

| 7.46 | Does the system have other miscellaneous expenses in categories not listed in questions 7.36 through 7.44? Enter Y for Yes, N for No. | Y |

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

| 1. | Expense category | Interdepartm |

| 2. | Amount | $2,551,263 |

| 1. | Expense category | software tra |

| 2. | Amount | $1,050 |

| 1. | Expense category | all other |

| 2. | Amount | $28,640 |

| 1. | Expense category | bank charges |

| 2. | Amount | $1,980 |

| 1. | Expense category | taxes |

| 2. | Amount | $6,466 |

| 1. | Expense category | Audit |

| 2. | Amount | $844 |

| 7.47 | Total Other Miscellaneous Expenses (total question #2 of Repeating Group #13) | $2,590,243 |

| 7.48 | **Total Miscellaneous Expenses** (total questions 7.36 through 7.45 and 7.47) | $3,349,255 |

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)	$387,883
7.52	From Other Funds (73OF)	$0
7.53	**Total Capital Purposes Loans** (total questions 7.51 and 7.52)	$387,883
7.54	Other Loans	$0
7.55	**Total Debt Service** (total questions 7.53 and 7.54)	$387,883
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)**	$13,781,198

TRANSFERS

Transfers to the Capital Fund

7.57	From Local Public Funds (76PF)	$50,000
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)	$50,000
7.60	**Total Transfers to Other Funds**	$0
7.61	**Total Transfers** (total questions 7.59 and 7.60)	$50,000
7.62	**TOTAL DISBURSEMENTS**	

	AND TRANSFERS (total questions 7.56 and 7.61)	$13,831,198
7.63	**CLOSING CASH BALANCE at the End of the Current Fiscal Reporting Year (For Public Library Systems - December 31, 2017)**	$1,565,293
7.83	**GRAND TOTAL DISBURSEMENTS, TRANSFERS, & ENDING BALANCE** (total questions 7.62 and 7.63)	$15,396,491

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 - mm/dd/yyyy)	1/1/17-12/31/17
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

State: The system does not have a separate bank account. It is all held by the county.

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**	$110,367
8.2	**Transfer From Operating Fund** (same as question 7.59)	$50,000

STATE AID FOR CAPITAL PROJECTS

8.3	State Aid Received for Construction	$141,242

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 Total Federal Aid** (total questions 8.1, 8.2, 8.3, and 8.5)	$301,609

8.7	**NONREVENUE RECEIPTS**	$0

8.8	**TOTAL RECEIPTS - Total Receipts and Nonrevenue Receipts** (total questions 8.6 and 8.7)	$301,609

8.9	CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2017. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2016.)	$1,866,606

State: Should be $1,866,606 but can't change since it is an automated answer.

8.10	**TOTAL RECEIPTS AND CASH BALANCE** (total questions 8.8 and 8.9)	$2,168,215

9. Capital Fund Disbursements
PROJECT EXPENDITURES

9.1	Total Construction	$521,571
9.2	Incidental Construction	$148,842
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)	$670,413
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)	$670,413
9.9	**CLOSING CASH BALANCE IN CAPITAL FUND at the End of the Current Fiscal Year (December 31, 2017, for Public Library Systems)**	$1,497,802
9.10	**TOTAL DISBURSEMENTS AND CASH BALANCE** (total questions 9.8 and 9.9)	$2,168,215

12. Projected Annual Budget For Library Systems
Public Library Systems Budget for January 1, 2018 - December 31, 2018

PROJECTED OPERATING FUND - RECEIPTS

12.1	Total Operating Fund Receipts (include Local Aid, State Aid, Federal Aid, Contracts and Miscellaneous Receipts)	$14,374,772
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, 2018, must be the same as the December 31, 2017, closing balance reported on Q7.63 of the 2017 annual report)	$1,565,293
12.5	Grand Total Operating Fund Receipts, Budget Loans, Transfers and Ending Balance (total questions 12.1 through 12.4)	$15,940,065

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)	$14,374,772
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, 2018)	$1,565,293
12.9	Grand Total Operating Fund Disbursements, Transfers and Ending Balance (total questions 12.6 through 12.8)	$15,940,065

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)	$250,000
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, 2018, must be the same as the December 31, 2017, closing balance reported on Q9.9 of the 2017 annual report)	$1,497,802
12.13	Grand Total Capital Fund Receipts and Balance (total questions 12.10 through 12.12)	$1,747,802

PROJECTED CAPITAL FUND - DISBURSEMENTS

12.14	Capital Fund Disbursements (include Project Expenditures, Transfer to Operating Fund and Nonproject Expenditures	$600,000
12.15	Cash Balance in Capital Fund at the end of the current fiscal year (For Public Library Systems, December 31, 2018)	$1,147,802

12.16 Grand Total Capital Fund Disbursement, Transfers, and Balance (Sum of questions 12.14 and 12.15) $1,747,802

13. State Formula Aid Disbursements

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 (LSSA): 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 Education Law § 273(1)(k) Annual sum of $350,000 for

Special Aid:	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	$250,000

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)	4

13.1.4	Total Expenditure for Other Staff Salaries	$145,222

13.1.5	**Employees Benefits:** Indicate the total expenditures for all system employee fringe benefits.	$85,478

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 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	$217,964

13.1.7	**Total Expenditure - Purchased Services**	$217,964

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.	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 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. N

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. N

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   na

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. $128,593

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

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

1.   Recipient   na

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)	$827,257

13.1.18 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.

$310,776

13.1.19 Total Allocation from 2017 - 2018 State Aid:

$1,273,048

13.1.20 Total Available Before Expenditures (total 13.1.18 + 13.1.19)

$1,583,824

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

$756,567

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

The main use of these funds are to supplement the system staff salaries and benefits.

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	$44,896

1.	Expenditure Category	Other (specify using the State note)

State: Contractual cost for vendors

2.	Quantity	N/A

3.	Unit Cost	N/A

4.	Expenditure	$41,385

13.2.4	Total Expenditure - Supplies and Materials	$86,281

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	na

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)	$86,281

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. $20,668

13.2.9   **Total Allocation from 2017 - 2018 State Aid** $66,936

13.2.10   Total Available Before Expenditures (total 13.2.8 + 13.2.9) $87,604

13.2.11   **Cash Balance at the End of the Current Fiscal Year (total 13.2.9 + 13.2.8 - 13.2.7)** $1,323

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.   We mainly use CBA for electronic content that will be used system-wide. Also to pay platform fees f system-wide databases and Overdrive. The funds also go to purchase some print non-fiction.

CENTRAL LIBRARY DEVELOPMENT AID (CLDA)

Statutory Reference: Education Law § 272, 273(1)(b)(1)
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 $43,996

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). $4,756

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

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

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 library materials - print
2.	Expenditure	$5,873
1.	Expenditure Category	Adult non-fiction and foreign language materials - non-print
2.	Expenditure	$18,212

13.3.9	**Total Expenditure - Supplies and Materials**	$24,085

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) $72,837

13.3.17 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. $20,110

13.3.18 Total Allocation from 2017 - 2018 State Aid: $140,493

13.3.19 Total Available Before Expenditures (total 13.3.17 + 13.3.18) $160,603

13.3.20 Cash Balance at the end of the Current Fiscal Year (total 13.3.18 + 13.3.17 - 13.3.16) $87,766

13.3.21 Final Narrative: Provide a brief narrative, no more than five hundred (500) words, describing the major activities   Salary and benefits for literacy coordinator. Materials for literacy collection.

carried out with these State Aid Funds.

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	$47,452

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	$2,438

13.4.5	**Employee Benefits:** Indicate the total expenditures for all system employee benefits.	$20,644

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.	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 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 | $1,364 |

| 13.4.11 | **Total Expenditure - Travel** | $1,364 |

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

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

| 1. | Type of item | N/A |

| 2. | Quantity | N/A |

| 3. | Unit Cost | N/A |

| 4. | Expenditure | N/A |

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

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

13.4.17 **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. $5,158

13.4.18 **Total Allocation from 2017 - 2018 State Aid:** $97,330

13.4.19 Total Available Before Expenditures (total 13.4.17 + 13.4.18) $102,488

13.4.20 **Cash Balance at the End of the Current Fiscal Year (total 13.4.18 + 13.4.17 - 13.4.16)** $30,590

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.

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 inmates' 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   Y

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	Books and other print materials

2.	Expenditure	$1,044

13.5.4	**Total Expenditure - Supplies and Materials**	$1,044

13.5.5	**Total Expenditure (total 13.5.2, and 13.5.4)**	$1,044

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.	$428

13.5.7	**Total Allocation from 2017 - 2018 State Aid**	$6,495

13.5.8	Total Available Before Expenditures (total 13.5.6 + 13.5.7)	$6,923

13.5.9	**Cash Balance at the End of the Current Fiscal Year (total 13.5.7 + 13.5.6 - 13.5.5)**	$5,879

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.	Items for the library dispenser that is now located in Jamesville Correctional.

THE FOLLOWING QUESTIONS ARE FOR SYSTEMS WITH STATE CORRECTIONAL FACILITIES ONLY

STATE CORRECTIONAL FACILITIES AID

	Statutory Reference:	Education Law § 285 (1) Commissioners Regulations 90.14 The amount provided in Education Law is $9.25 per 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)	N/A

13.6.2	Total Expenditure for	N/A

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)	N/A

13.6.4	Total Expenditure for Other Staff Salaries	N/A

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

13.6.6 **Purchased Services:** Does 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

13.6.7 **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. 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 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. N

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.   N

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

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

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

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 2017 - 2018 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 Year 1 (2017).

14.1   Element 1: Resource Sharing   OCPL provided member libraries with guidelines on a collection assessment process and assisted

	- Results	member libraries with an analysis of their collection as well as system wide stats on collection use. Sorting of library materials is now 70% more efficient thanks to Syracuse University engineering students. They assessed the sorting room using six sigma and created a new workflow. The amazing thing is it didn't cost the library anything to put it into effect. We discovered that the Polaris ILL feature will not work for how we provide ILL. We are researching other avenues to provide patron-initiated ILL.
14.2	Element 2: Special Client Groups - Results	Through a grant the OCPL Literacy Coordinator has been offering TASC classes throughout the system. OCPL surveyed member libraries to assess their coordinated outreach needs. It guided them in identifying the special clients they serve. Using the results, we created a list of resources and services help member libraries. Our Literacy Coordinator developed a program for the county jail teaching inmates about early literacy and how they can help their children be ready for school. At the end of program the inmates were given a kit to bring home with them to work with their children. They were allowed to read to their children via skype. Through the Family Literacy Grant and following the guidelines of Ready to Read in NYS, several libraries have received Learn and Play Centers to promote play and early literacy.
14.3	Element 3: Professional Development and Continuing Education - Results	A professional development and training task force was created to assess the needs of the member libraries. We are focusing on basic technology and soft skills for all front line staff.
14.5	Element 5: Consulting and Development Services - Results	OCPL has been offering much more board development workshops using the Helping All Trustees Succeed framework. The responses from boards has been overwhelmingly positive.
14.6	Element 6: Coordinated Services - Results	OCPL developed 6 more Mobile Maker Kits using a grant. These kits travel among libraries for programming use.
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, all libraries, Central, Branches and Suburban Libraries have a platform discuss system-wide issues and work collaboratively.
14.9	Element 9: Cooperative Efforts with Other Library Systems - Results	The System Director, Coordinator for Member Services and System Administrator met with Mid-York Library System to discuss possibly merging services like ILS and Delivery. It was a very positive meeting but before we could move on anything our System Director took another position. Communication is open between the systems. OCPL and CLRC are working 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. We have been able to offer all of our eligible libraries the smaller match due to the increase in funding.
14.11	Element 11: Central Library - Results	The renovation of Central Library was completed in June 2016. Over a year later, the library is thriving due to the changes made. More space was added for collaboration. The Maker Space is the most used space in the library with a constant stream of people learning new skills and elevating themselves. Along with the new teen space. We hardly ever saw any teens and when we did they acted up because they didn't have a place to focus their energy. This new space has given them that and they are very appreciative. Our Workforce Development and ESOL classes are also thriving. But the best transformation is children's area, KidSpace. It offers ages 0-12 a place to learn and play. The library become a destination in downtown Syracuse.
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.
14.13	Element 13: Other Goal(s) - Results	na

15. Current system URL's

15.1	System Home Page URL	http://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/CentralLibrary%20POS.pdf
15.7	URL of Direct Access Plan	https://www.onlib.org/sites/default/files/2016%20OCPL%20Free%20Direct%20Access%20Approved

16. Assurance and Contact Information

CONTACT INFORMATION

16.1	Contact name (person completing report)	Amanda Travis
16.2	Contact telephone number (enter 10 digits only and hit the Tab key)	(315) 435-1900
16.3	Contact e-mail address	atravis@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)	03/28/18

State: The OCPL Board of Trustees approved the submission of the 2017 State Annual Reports for OCPL and the OCPL System at its regular Board meeting on 3/28/18 via Resolution 18-10. jp

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).	07/12/2018

Suggested Improvements

Library System	Onondaga County Public Library
Name of Person Completing Form	Amanda Travis
Phone Number and Extension (enter area code, telephone	(315) 435-1900

number and extension only):

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!